

TOCKENHAM PARISH COUNCIL
MINUTES of the PARISH COUNCIL MEETING held on
Wednesday 2nd September 2026 at 7pm

Present: Cllr Diana Kirby; Chair (DK), Cllr Kevin Woolnough, Cllr Julie Marshall (JM), Cllr Ian Carter (IC), Cllr Janet Nicholls (JN) and Emily Bourne; Clerk (EB).

Public Question Time

None.

Reports from Wiltshire Councillor

Wiltshire Councillor Allison Bucknell had given her apologies for the meeting.

AGENDA

1. Apologies for absence.

Apologies were received from Wiltshire Cllr Allison Bucknell.

2. Declaration(s) of Interest - In accordance with the Parish Councils (Model Code of Conduct) Order 2001 and revised (Model Code of Conduct) Order 2007.

None.

3. Minutes (1st July 2026) – Members had previously been circulated with the draft minutes and notes.

RESOLVED to approve the minutes of the meeting held on 1st July 2026; proposed by JM, seconded by JN, DK signed, agreed unanimously by members who were present.

4. Clerk's Report

All items were noted and the following were discussed:-

- Timetable for the preparation and commencement of the Wiltshire Local Plan – 30th June 2026 – DK asked all members to be aware of the consultation date and recommended they attend a consultation event if they could. EB to re-send the email to members with details of the consultation dates. DK to double check whether Tockenham is still listed as a small village in the countryside. EB to investigate the requirements and process for designating an area a 'public open space' and confirm whether this should be included in the Local Plan. To be discussed at the next meeting.
- PCC launches public survey on Government's proposes police reform – 4th August 2026 – DK advised she had completed the survey and recommended all members do the same; if they haven't already.
- Royal Wootton Bassett – Civic Service – Sunday 11th October 2026 – 14th August 2026 – KW to check the RSVP deadline
- Training Bulletin – 20th August 2026 – IC attending 'A Basic Introduction to Planning' on 16th September 2026. EB to look at whether WALC do training on War Memorials.

Other items for discussion; all previously circulated: -

- WALC Environment Forum – People's Emergency Briefing Discussion – 9th July 2026 . Agreed the members should view the briefing themselves before arranging for one to

be put on in Tockenham. JN to investigate whether there are any showings close by that members could attend. To be discussed at the next meeting.

- Verification of settlement facilities data for the new Wiltshire Local Plan – 4th August 2026. DK believes the information is accurate; the only facilities Tockenham has are village hall, mobile Library, park and children's play area. No sites for development to put forward.

5. Planning

APP/Y3940/W/25/3364716

PL/2024/07098

Land to the North of 34 – 39 Clyffe Pypard, SN4 7PY

Change of use of land to form a 3 pitch traveller caravan site, with erection of day room and boundary fencing with access from Clyffe Pypard (Resubmission of PL/2023/10812)

Appeal under Section 78

Representations to be received by 11th May 2026

Short URL: <https://shorturl.at/8o0D6>

Hearing to be held at 10am on Tuesday 22nd September 2026 at Wiltshire Council Monkton Park Offices, Monkton Hill, Chippenham, Wiltshire, SN15 1ER.

Members noted the above.

PL/2026/02788

Amended Plans / Additional Information Received – 14th July 2026

Centre of pond 86m from 33 Greenway, 54m from Greenway, Greenway, Tockenham, SN4 7PW

Application Type: Full Planning Application

Change of use of land from agricultural to a mixed use of agricultural and equestrian

Consultation Date: 3rd August 2026

Short URL: <https://shorturl.at/RKx5X>

Decision Date: 18th August 2026

Decision: Approve with conditions

Members noted the above.

PL/2026/02600 (linked to previous applications PL/2026/01193 and ENF/2025/00570)

Amended Plans / Additional Information Received – 23rd July 2026

Haresbrook Farm, Greenway, Tockenham, Swindon, SN4 7PW

Application Type: Full Planning Permission

(1) The permanent retention of existing hardstanding at the site entrance (retrospective);

(2) The construction of a hard standing extension from (1) to the recently permitted agricultural building (Ref PL/2026/01193);

(3) A replacement market gardening potting tool shed and wash station;

(4) A replacement polytunnel.

Consultation Date: 7th August 2026

Short URL: <https://shorturl.at/DKeRc>

As of 16th August 2026; decision still awaited.

Members noted the decision is still awaited.

PL/2026/04103

25 Primrose Hill, Tockenham, Swindon, SN4 7PG

Application Type: Lawful development: Existing use

Certificate of lawfulness for existing as-built side and rear extension to the dwellinghouse at 25 Primrose Hill

Consultation Date: 11th August 2026

Short URL: <https://shorturl.at/e42qr>

As of 16th August 2026; decision still awaited.

Members noted a decision was made after the publication of the agenda. Decision date was 25th August 2026, decision was approved.

6. Finance and Administration**Retrospective Items:-**

- Lloyds Bank charges (August) - £4.25
- Peter Jones; oil for generators - £12.79
- Cannon Chambers; Stamp Duty Land Tax advice - £810

Invoices to be approved:-

- Lloyds Bank charges (September) - £4.25
- Clerk's Salary - £387.18
- Clerk's salary for additional hours worked from 17th July to 16th August 2026 in respect of the David Barnes Community Hall Trust (4 hours 35 mins total) - £65.08
- PAYE Tax refund to Clerk - £172.60
- E Bourne - £1.20 for David Barnes Community Hall Trust website (06/07/26 to 05/08/26)
- E Bourne - £3 for David Barnes Community Hall Trust emails (21/07/26 to 20/08/26)
- E Bourne - £1.20 for David Barnes Community Hall Trust website (06/08/26 to 05/09/26)
- E Bourne - £3 for David Barnes Community Hall Trust emails (21/08/26 to 20/09/26)
- E Bourne - £6 for bus travel into Swindon and back re setting up Charity bank account
- WALC - £42 training course 'A basic introduction to planning'
- PKF Littlejohn LLP - £252 for Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026

Proposed by IC and seconded by KW, all invoices approved unanimously by members who were present. KW to set up payments and JN to authorise payments.

Members noted the income of £300 for use for defibrillator costs.

Members noted the bank balance.

7. Audit 2025/26 (Appendix A & B)

Members considered the final external auditor report. EB explained that the auditor's comments regarding Section 2, Box 9 related to the play equipment. The purchase figure for the new play equipment (£29,892.00) should have been listed in Section 2, Box 9. EB explained the auditor's comments in the 'Others matters' box related to the exemption that

Tockenham had for the 2024/25 financial year as the gross income/expenditure was less than £25,000. Members agreed no action was required other than ensuring the value of the play equipment is included in Section 2, Box 9 for the 2026/27 audit.

Members considered the Notice of Conclusion of Audit. As there is no Parish Council office; point B of the notice to be listed as 'by appointment only'. At point C; a £100 payment to be made for a copy of the Annual Governance & Accountability Return.

EB confirmed all documents will be updated to the website and will be available for 5 years.

8. Highway Matters

▪ **Highways Annex table** (Appendix C)

Members went through the Highways Annex table.

The next Parish Steward visit is 24th September 2026.

A drainage inspection was carried out in July 2026 at Mermaid Corner; KW still awaiting results from Wiltshire Council.

C120/C130 visibility splays; Wiltshire Council started cutting class C roads but their equipment broke down and therefore it will fall into the normal scheduled cutting schedule for autumn/winter. Members commented about their concerns of the recent wildfires around the country and if the hedges were to catch fire there would be no way out of the village. Members noted with the rain and fall in temperatures this is unlikely to happen this year however if 2027 is to be just as hot a proactive approach to hedge cutting should be taken. KW to raise this concern at his next meeting with AB and/or Wiltshire Council Highways. The upcoming road closure of Greenway (part) on 8th September 2026 is in relation to re-surfacing works.

▪ Update on drainage vector visit; August 2026

The last vector visit was August 2026, the drains and gullies from the main village to Greenway were blasted. KW trying to arrange another visit for November 2026.

At the vector visit Wiltshire Council recommended the ditches from the Tangle to Orchard Lane and the ditch opposite the Tangle be cleared out. The process is for the Parish Council to approach the landowners and ask for the ditches to be cleared. If this is unsuccessful it can be escalated to Wiltshire Council. KW to speak to the landowners of the two ditches and explain the advice of Wiltshire Council and the reasons behind clearing the ditches.

▪ Resident request; bus shelter visibility

KW advised he had received a request from a resident that the vegetation be cut back from around the bus shelter as the bus drivers cannot see the shelter and/or people waiting for the bus. KW arranged for the Parish Steward to cut the vegetation on their last visit; this work has been completed.

▪ Resident request, Queens Court Pond

KW advised he had received a request from a resident that the vegetation be cut back from around Queens Court Pond. KW spoke to the owner and the vegetation has been cut back; this work has been completed.

▪ Wiltshire Council Road Safety Seminar

KW commented that the event was very well attended with 100 to 200 people attending.

Philip Wilkinson; Wiltshire Police and Crime Commissioner, was there and a number of topics

were covered including HGV trains, education as well as a question-and-answer session. It is likely a question-and-answer only session will be arranged at a later date.

- **Wiltshire Council Bus Stop improvement plan**

KW advised Wiltshire Council are currently looking at upgrading Wiltshire Council owned shelters and installing new shelters rather than upgrading / replacing Parish Council owned shelters. KW to attend a webinar on the plan. If the Parish Council wishes to replace the bus shelter it currently owns; it is likely that this will be at the expense of the Parish Council. The other three shelters in Tockenham; owned by Wiltshire Council, will be replaced.

- **PEAS**

KW advised there are three salt bins in Tockenham. KW has checked the current levels of salt and gel sacs (sandbags) and nothing needs to be applied for.

JM raised the following highway matters:-

- **There is a wonky barrier by Mermaid Corner.**

KW confirmed the matter had been raised with Wiltshire Council. Previously there were two barriers; the other was removed as it was unsafe. Wiltshire Council can remove the remaining barrier but they will not replace it. Members agreed it was better to have a wonky barrier than no barrier at all.

- **Signage at Tockenham Corner**

JM commented that one way signs should be considered as delivery drivers are parking in the way. Also, comments have been made that people have met cars coming the wrong way along the road. Concerns have been raised that the 'No Entry' sign is in the wrong place; it is about 150 yards too far down the road. KW to speak to AB and ask that the issue be re-looked at by Wiltshire Council.

9. Play Field / Play Area

JM provided a general update. A post in the fence has been replaced, the handles on the seesaw were loose but these have now been tightened.

JM to investigate what the warranty of the equipment covers.

JM to investigate an annual inspection for the equipment.

JM to arrange a service of the mower for October / November time. JM advised there will be parts required as recommended at last years' service.

- **Christmas Tree Fund Raising**

A coffee and cake morning to be arranged. The date will be Saturday 24th October 2026; 10am to 12pm to raise funds for the Christmas Tree. JM to make arrangements for the event; DK to put something in the Parish Magazine.

The switch on of the Christmas Tree will be Friday 4th December 2026. KW to speak to Mandy and put something in the Parish Magazine.

10. Rights of Way

- Arrow missing from post opposite track entrance

IC advised they are still waiting for Wiltshire Council to replace the sign; it has been reported twice. IC to suggest to Wiltshire Council that the sign be posted to the Parish Council and we will ask the Parish Steward to install the sign on their next visit.

Wiltshire Council are due to clear the blocked path at Becketts Copse in September 2026. IC to monitor.

- Autumn Litter Pick

The Autumn Litter Pick will be 10:30am on 31st October 2026. DK to do a piece for the Parish Magazine.

11. Tockenham Emergency Community Hub (ECH) Update

KW advised he had been to a recent meeting with Bill to discuss the way ahead. KW wants to step down as Chair and the suggestion is of an 'outside' Chair (i.e. not a Councillor). The current focus of the group is to consolidate the work done, plan a radio exercise, plan 2027, arrange first aid training and another exercise. An article in the Parish Magazine was published and has generated interest from a resident who would like to be involved. The next Emergency Committee meeting will be in October; either 12th or 14th; 6:30pm or 7pm; KW to confirm availability of members and hall.

12. David Barnes Community Hall Trust

The bank account is now open. KW to speak to the bank regarding incorrect restrictions for some account holders (the account holders have limited access when it should be full). KW to arrange for two members of the Village Hall Committee to be put on the account as signatures.

The conveyancing is taking longer than initially anticipated. All lawyers have been asked to progress the transfer as a matter of urgency and prepare all documents ready for the transfer. Part of the transfer requires a unique HMRC reference which could not be obtained until the Charity had a bank account. All details have been provided to HMRC to generate the reference number. An extraordinary Parish Council meeting will be required once the documents are ready to be signed. Once the transfer is complete a Charity meeting will be held.

13. Tockenham War Memorial

There is no further update. Members decided to put the matter on hold whilst the transfer of the Village Hall is ongoing.

- Grass Mowing and Strimmer

JM looked at pots for the War Memorial area, but they were not suitable as they were too small. JM to continue to look for suitable pots.

JM not sure if the strimmer is used for the playing field therefore rather than purchasing a new strimmer the strimmer from the shed can be used for the War Memorial area. DK to speak to the resident who has agreed to cut the grass around the War Memorial.

14. Councillor reports

DK asked members to be aware of the Lime Down Solar Project; including the initial assessment of issues and notification of hearings as circulated by Wiltshire Council on 1st September 2026.

- 15. Date of Next Parish Meeting:** 4th November 2026 – Cllr Ian Carter has given his apologies for this meeting.

Dates for future meetings:-

6th January 2027

17th March 2027 – Cllr Julie Marshall has given her apologies for this meeting.

Annual Parish Meeting: 7th April 2027

Annual Parish Council Meeting: 5th May 2027

Meeting closed: 8:57pm