

TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Wednesday 7th January 2026 at 7pm

Present: Cllr Diana Kirby; Chair (DK), Cllr Kevin Woolnough (KW), Cllr Ian Carter (IC), Cllr Julie Marshall (JM), Wiltshire Councillor Allison Bucknell (AB), Emily Bourne; Clerk (EB).

Public Question Time

No members of the public were present however Janet Nicholls was present in preparation for item 6.

Reports from Wiltshire Councillor

Verbal report received from Wiltshire Councillor Allison Bucknell. Wiltshire Council had an extraordinary meeting on 7th January 2026; the Council voted against giving £2.5 million to the new owner of St Stephen's car park in Trowbridge. The Council also considered charging extra Council Tax for 2nd homes; this was not approved. The third item was to increase the long-term empty homes premium (100% where a property is empty for 2 – 5 years, 200% where a property is empty for 5 – 10 years and 300% where a property is empty for 10+ years); this was approved with effect from 1st April 2026.

Wiltshire Council are currently looking at the budget.

Martin Cook, Wiltshire Council Highways, has been off sick for three months and is having a phased return to work.

Wiltshire Council are having an extraordinary Area Board meeting at 6:30pm on 20th January 2026 at Royal Wootton Bassett Memorial Hall regarding the closure of Purton tip in August 2026.

AGENDA

1. Apologies for absence.

None.

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 (5th November 2025) – Members had previously been circulated with the draft minutes and notes.

RESOLVED to approve the minutes of the meeting held on 5th November 2025; proposed by IC, seconded by KW, DK signed, agreed unanimously by members who were present.

4. Minutes (26th November 2025) – Members had previously been circulated with the draft minutes and notes.

RESOLVED to approve the minutes of the meeting held on 26th November 2025; proposed by JM, seconded by IC, DK signed, agreed unanimously by members who were present.

5. Minutes (11th December 2025) – Members had previously been circulated with the draft minutes and notes.

RESOLVED to approve the minutes of the meeting held on 11th December 2025; proposed by IC, seconded by KW, DK signed, agreed unanimously by members who were present.

6. Co-option

The Council is asked to consider the candidate(s) and whether they would like to proceed with the Co-option.

The Council has received one application for co-option from Janet Nicholls.

RESOLVED to co-opt Janet Nicholls to Tockenham Parish Council; proposed by DK, seconded by JM, agreed unanimously by members who were present.

Janet Nicholls (JN) signed her Declaration of Acceptance of Office in the presence of EB.

7. Clerk's Report

All items were noted and the following were discussed:-

- Discretionary Gully Service – KW commented that this service cannot be used for most of the gullies in Tockenham due to the requirement of traffic management therefore the gullies are cleared in a different way.

Other items for discussion; all previously circulated: -

➤ Community Governance Review 2025/26 – proposals and representations sought from Councils, individuals and residents.

Members discussed this item and EB to provide the following reply to Wiltshire Council:-

- Change to the boundary of Tockenham is not required
- The current number of Councillors (i.e. 5) is sufficient
- Wards are not applicable
- Tockenham does not wish to merge with any neighbouring parishes
- The name Tockenham Parish Council does not need to change

8. Planning

PL/2025/03664

Spinners End, 24 Primrose Hill, Tockenham, Swindon, SN4 7PG

Householder planning permission

Retrospective application for the erection of a 1.7m high fence, a shed, a recessed entrance double gate and a double garage to replace existing.

Decision: Approve with Conditions

Short URL: <https://shorturl.at/dRy5sS>

Members noted the above.

PL/2025/09733

Broad Oak Corner, Greenway, Tockenham, SN4 7PW

Prior notification: Building

Erection of agricultural building and associated engineering operations for private way, hardstanding and bund.

Decision: Prior Approval Not Required

Short URL: <https://shorturl.at/es6Of>

Members noted the above. AB advised she has spoken to the neighbour of the property but has advised nothing can be done.

ENF/2025/00570

Field in Greenway, Tockenham

Land opposite Miracle Trees on the C120.

DK provided an update; Wiltshire Council have inspected the property, there are six 'buildings' on the land however a planning application is expected in January that will address five of these unlawful buildings. Wiltshire Council will review as and when the planning application is received.

9. Finance and Administration

To consider financial matters; documents circulated to Councillors before meeting.

Council to approve for payment: -

Retrospective Items:-

- Abbey Fire Protection Ltd - £57.07 for shed fire extinguisher
- Redlynch Leisure Installations Ltd - £29,892 for removal and installation of new play equipment (to be noted; payment approved at November 2025 meeting but invoice not received prior to meeting)

Invoices to be approved:-

- J Marshall - £25.68 for Wreath Competition Prizes (as agreed at November 2025 meeting)
- K Woolnough - £17.98 for shed mouse traps (as agreed at November 2025 meeting)
- Clerk's Salary - £282.20
- HMRC for Clerk's salary - £70.60
- Clerk's salary for additional hours worked in November and December 2025 (4 hours total) - £45.44*
- HMRC for Clerk's salary for additional hours worked in November and December 2025 - £11.40*

*The above two figures differ from the agenda. EB explained that the figures for the agenda were created prior to the payslip being generated. The figures above (£45.44 and £11.40) match those shown on the payroll summary and P30.

Proposed by IC and seconded by DK. KW to set up J Marshall, salary and HMRC payments with IC to authorize. DK to set up K Woolnough payment with JM to authorize. All invoices

approved unanimously.

Members noted the bank balance.

New Councillor JN to be set up on the bank account.

10. Draft Budget 2026/27 (Appendix A)

Members discussed the draft budget for 2026/27.

No further amendments to those made on 5th November 2025 were required.

Legal fees, survey and hall hire to be listed separately in the budget for transparency.

Whilst the budget shows a total of £15,513.10 being spent; precept to be set at £15,000 as it is likely there will be money left in some of the budget headings at the end of the year.

RESOLVED to set the 2026/27 budget as per Appendix A2 and to set the precept at £15,000; proposed by KW and seconded by IC, agreed unanimously by members who were present.

11. Town / Parish Precept Requirement 2026/2027 (Appendix B)

RESOLVED to approve the Town / Parish Precept Requirement 2026/2027 Form based on the Draft Budget Appendix A2 above and for the precept to be set at £15,000, proposed by KW and seconded by IC, agreed unanimously by members who were present. The Chair and the Clerk signed the form and approved EB to email the signed form to Wiltshire Council before the deadline of 20th January 2026.

12. Tockenham Parish Council Policies

Members considered whether any of their nine policies should be reviewed. Members agreed any policy adopted in 2020 or 2021 should be reviewed at the March meeting. At the March meeting the seven policies shall be reviewed and a timeline for future reviews set out.

Members considered whether any new policies were required. Six policies were selected to be drafted and brought to the March meeting for adoption. Each Councillor to draft the following policies and circulate drafts to all members prior to the March meeting:-

IC – Data Protection GDPR Policy and Data and Document Retention Policy

JM – Equality and Diversity Policy

DK – Complaints Policy

JN – Privacy Policy

KW – Freedom of Information Policy

13. Bus Stops

Wiltshire Council is asking for information regarding ownership of bus stops and shelters, any repairs or maintenance requests to be emailed to their dedicated email address.

Members discussed the bus stops in Tockenham; there are four, one belongs to Tockenham Parish Council and three belong to Wiltshire Council. All Wiltshire Council shelters are glass; some with missing panes. KW to email Wiltshire Council with details of the location of all four stops.

14. Highway Matters

- Highways Annex table (Appendix A)

KW advised the next meeting with Martin Cook is scheduled for 12th January 2026 however due to Martin's phased return this might not go ahead.

KW advised he put an article in the Village Magazine about the road degradation, particularly the cracking on the C130 junction Orchard Lane to Primrose Hill as the damage does not reach the level for intervention

- Hillocks Sign

A resident had requested the Hillocks sign be replaced. KW explained this is not something covered by LHFIG and therefore the Parish Council would need to fund the replacement themselves; the cost of a new sign is £350 to £400.

KW advised the Parish Steward; on his last visit, cleaned the sign and it now looks considerably better. The Council decided not to fund a replacement sign but rather to ask the Parish Steward to clean and maintain the sign as and when required.

- Cones for bank near Field View

KW advised cones had been placed by degrading field bank near to Field View on C120; as far as KW was aware the cones had not been placed there by the Parish Council or by a resident. AB to establish if Wiltshire Council put the cones there. Unfortunately, one of the cones has already been damaged.

15. Playing Field / Play Area

- Village Park Shed

Currently the contents of the shed is insured by the Village Hall Committee; except for some items such as the mower and generators which the Parish Council insure. It was agreed that once the Village Hall Committee's insurance is due for renewal the Parish Council will take over responsibility of insuring the contents of the shed. Items will be added to the Parish Council's insurance policy mid-term. KW to provide DK with a list of items stored in the shed.

- Village Park Shed Ventilation

KW advised the parts have arrived; however, the installation has been delayed as the installer is unwell. The installation will be completed before the start of the mowing season.

- Play Equipment Signs

JM provided suggestions of wording for the new play equipment signs and wording was agreed. JM to approach a local company for the sign.

Whilst JM carries out regular inspections of the play equipment it was agreed a log of the inspections should be kept.

16. Rights of Way

- Village Litter Pick

KW advised the verge is likely to be cut in September 2026 and therefore any litter pick should be done before the verge gets too long. Suggestion of the Litter Pick to be done in Spring; exact date for the Litter Pick to be set at the March meeting.

- Spring Walk

Initial suggestions are for an April Spring Walk; preferably a Sunday when there is no church service. IC to give JM possible dates so the Village Hall can be booked and refreshments arranged.

- Blockage of footpath by Becketts Copse

DK advised she had not received an update from Wiltshire Council and would chase for an update.

17. Tockenham Emergency Community Hub (ECH) Update

- Radios

KW advised Bill had a quote for £390 for 8 radios. KW has submitted an Expression of Interest to Community First for a £290 grant from the Bradenstoke Solar Park – Community Benefit Fund. The Committee are due to consider the request in January 2026. If successful, the Parish Council will need to contribute £100 (to come from the £200 listed in the 2026/27 budget for Emergency Plan). All members agreed and commented having radios will be very useful. When purchased the radios will be stored in the shed.

- ECH Meeting with RWB Town Council – 21st November 2025

KW provided an update and commented the meeting went well.

- General update

KW advised the Emergency Plan had been updated and circulated. The WhatsApp group had been updated. Bill will do a talk on the plan; unfortunately, he is unable to attend the March meeting and therefore a date in February is to be arranged; KW to co-ordinate a suitable date.

18. David Barnes Community Hall Trust

- Charity Commission Application

Members noted that The David Barnes Community Hall Trust (registration number 1216240) has been registered with Tockenham Parish Council as the sole trustee.

IC has advised the legal firm dealing with the transfer of the Village Hall accordingly.

KW is in the process of setting up The David Barnes Community Hall Trust bank account. Signatories will include DK, KW, IC and three Tockenham Village Hall Committee members.

- Survey

Members discussed the two quotes. Quote 2 is a more thorough survey and includes items such as lifting floorboards and surveying loft spaces etc.

RESOLVED to instruct the surveyor to carry out the work listed in quote 2 (£2,000 + VAT); proposed by DK and seconded by JM, agreed unanimously by members who were present. KW to book the survey.

- General

KW advised he is creating a Tockenham Parish Council Grant Form that can be used by Charities to apply to the Parish Council for grants.

EB to investigate and set up separate email accounts for all Councillors; to be used solely for the purpose of any David Barnes Community Hall Trust work.

19. Tockenham War Memorial

KW summarised his research; presented at the November meeting; the owner of the War Memorial is unknown, but an inspection was carried out in 2022 and the memorial is Grade II listed.

This project will be taken over by JN; KW to meet with JN to hand over the information he holds on the matter.

20. Councillor reports

- Request from resident for chippings

Before chippings can be put along the area ownership of the area must be established.

AB to speak to Martin Rose at Wiltshire Council to find out the extend of the highway in that area.

21. Date of Next Parish Meeting: 11th March 2026

Dates for future meetings:-

Parish Meeting:

Annual Parish Meeting: 8th April 2026 – this date has now been changed to 22nd April 2026

Annual General Meeting: 6th May 2026 – this date has now been changed to 20th May 2026

DK to email organisations to advise them of the change of date of the Annual Parish Meeting.

DK to cancel and re-book the village hall for the above two dates.

Meeting closed: 9:19pm