



Minutes of the Full Council MEETING

Held on Monday 12th August 2024 at 7.30pm. Recreation Hall, off Norris Close, Chiseldon.

Present: Cllrs Ian Kearsy (Committee Chairman), Jenny Jefferies (Council Vice Chair), Chris Rawlings, Paul Sunners, Chay Ford, Steve Woodhams. Clair Wilkinson – Clerk to the council. Co-opted Cllrs Jo Stevens and Stephen Turley joined the council after item 2 on the agenda was concluded.

24/63. Public recess. 4 members of the public. No comments.

24/64. Approval of apologies given.

Absence with apologies: Cllr Jackson is unwell and Cllr Quidwai has a work commitment.

Ward Cllrs Elliott and Sumner also sent their apologies.

No apologies from Cllr Whitehead.

A proposal was made to approve the apologies given with the reasons stated. The proposal was seconded and all Cllrs were in favour.

24/65. Co-option of Parish Cllrs.

2 candidates Jo Stevens and Stephen Turley.

Both candidates addressed the council to advise on their reasons for joining the council and their experience/knowledge.

The Clerk had previously confirmed both candidates were eligible for co-option and were not prevented by legislation from doing so.

A proposal was made to approve the co-option of Jo Stevens and Stephen Turley as Parish Councillors. The proposal was seconded and all Cllrs were in favour.

Cllrs Turley and Stevens signed the acceptance of office book and took their place at the meeting.

24/66. PLANNING. Discussion and vote on the response from the pc on Hannick Homes (HH) public consultation.

The council had not been able to offer their comments to this public consultation by HH previously due to inqurate meetings. The council were advised by HH they could submit late comments. This is not an SBC planning application as no such application had been received at this time.

A proposal was made by the Chairman to allow the suspension of Standing Orders for this agenda item so that Conor Lee from Hannick Homes could participate in the discussion, plus allow questions from the public. The proposal was seconded and all Cllrs were in favour.

Mr Lee advised that they currently have an outline planning application in with SBC at the moment (This is not a public document so the PC have no access to it) A full planning application submission to SBC is expected shortly. Once SBC process this, it will be a public document available for comment. An outline map of the suggested placement of the homes on the site was provided. A copy will be made public by the Clerk.

A discussion was held by Cllrs on this matter. (Highlights include)

It was re-iterated by Cllr Jefferies that SBC will be under increasing pressure to provide more homes. Having control over where these are placed and what they look like is paramount to the Parish. *

* Due to the Labour Government new policies on increased housing requirements.

Chiseldon's emerging Neighbourhood Plan, which it was hoped would soon go to Reg 15 was mentioned as the Design Code document will shape how any new development is created.

To note - Chiseldon and surrounding rural areas already had an allocation to provide approx. 70 new homes stated in the 2026 Swindon Local Plan document created by SBC. It is not expected that the new draft Local Plan will lower those figures.

A discussion was held on the entrance/exit to the site from Hodson Road. It was determined that some form of suitable traffic safety/calming method was needed. It would be Swindon Borough Council who would determine this as the Highways Authority, and not HH. However HH would need to comply with any such demand as part of the planning process.

With 42 proposed homes, and therefore approx. 85 new vehicles being in the area, it was argued that with modern working patterns it was not likely that all 85 vehicles would be leaving and arriving at once for the traditional "9-5" commute.

Cllrs felt that a full sized roundabout, rather than a painted on mini roundabout would be preferable for this location as it would allow safe entrance and exit to the site and also slow down general road traffic in this area.

The previously mentioned creation of a footpath running from the proposed site to the bus stop on Hodson Road was mentioned. It was confirmed that this was on the illustrative map so was still under consideration for the site, it would depend on whether SBC required this as part of any approval given.

A proposal was made to respond to the HH public consultation by commenting that the Parish Council were in principle in support of the proposal details available at this time, but would want to see a robust traffic calming measure in place on Hodson Road and that HH continued to work with the council to ensure the development met with the Parish values and NHP requirements. The proposal was seconded and a majority of Cllrs were in favour. 1 Cllr voted against.

The Clerk will submit comments to HH to be included in the consultation.

24/67. Declarations of interest. None

24/68. Approval of minutes from 10th June 2024. No changes. To note the July meeting was inquorate.

A proposal was made to approve these minutes as an accurate account of the meeting. The proposal was seconded and all Cllrs were in favour.

24/69. Action points from previous meeting.

Clerk

23/29. Chase up Badbury hedge cutting and white line painting issues with Ward Cllr Sumner. STILL PENDING WITH SBC.

23/174. Ask HeartSafe if they can do training for the new Hodson defib. NO RESPONSE. CLOSING DOWN.

24/25. Add purchase of a NHW sign for £35.00 to May EGPA agenda. DONE

24/32. Get quotes for walking leaflet for the Parish. WORK IN PROGRESS. FOR SEPT MEETING.

24/36. Advise Sanders to proceed with option 3 of the quote to improve the website. DONE

24/42. Ask SBC for Jon Harris' replacement and send him a list of outstanding traffic and highways issues. CHASED WARD CLLRS. HAVEN'T GOT A NAME YET

24/55. Obtain advice from NALC with regards to not paying the full May invoice to the grass cutting contractor who terminated the contract in May 24. ADVISE NOT DEFINITIVE. SHARED WITH CLLRS

Ward Cllr Hopkins and Elliott

20/16. Investigate end of Badbury footpath being blocked. Waiting for SBC officer update. WARD CLLR SUMNER PASSED THE CPC REPORT TO MARTIN FRY. HE IS ORGANISING WORK.

24/70. Police and Community report. Cllr Sunners.

June crime stats for the area (Which includes Badbury Park). 27 incidents, includes ASB and shop lifting incidents.

Vicky Townsend has joined the local policing team.

There is a pop up event at Strouds Hill on Sat 17th 12-2pm (Since moved to 2-4pm) Burderop Park have set up a NHW scheme. The organiser will contact the Clerk to ask for a donation from the council's grants and donations fund to purchase 6 NHW signs. This will be added to a meeting agenda for voting.

In the last Chief Constables open letter, there was a reduction in all crime areas but an increase in shop lifting figures.

It was noted that the PC's funded Headstart Skillz youth sessions over summer were beneficial in keeping local children engaged.

It was noted there were 23 road deaths locally in 2023. There are 790 Speed Watch schemes in Wiltshire and between them they provided details to the police that allowed 8000 warning letters to be sent to drivers.

24/71. Ward Cllrs reports. No reports received.

24/72. FINANCE. To vote on approving £170 printing costs for a Parish wide newsletter to be created by council staff.

Cllr Kearsy noted that volunteers would be needed to help deliver these.

A proposal was made to approve this cost of £170 for printing. The proposal was seconded and all Cllrs were in favour.

24/73. FINANCE. To vote on approving 2 costs from Sanders webworks. £110 plus VAT to redact all historical signatures and £165.00 plus VAT to update the site to the latest WAG accessibility levels that become a legal requirement in Oct 24.

A proposal was made to approve both the costs for Sanders webworks to do the work. The proposal was seconded and all Cllrs were in favour.

24/74. FINANCE. To approve the May and June 24 bank reconciliation documents.

A proposal was made to approve both the May and June bank reconciliations. The proposal was seconded and all Cllrs were in favour.

24/75. FINANCE. To approve the signatories for online transactions of the CCLA investment fund.

Proposed are:

Cllr I Kearsy

Cllr C Rawlings

Cllr S Woodham

Cllr J Jackson

Clerk – Clair Wilkinson

RFO – Nina Hempstock

This proposal is to approve who can log on and either initiate a transfer to/from the account, or approve the transfer (this requires 2 separate users to do this). The 3 steps can only be done by 3 different users)

A proposal was made to approve the named people above to have access to the CCLA fund. The proposal was seconded and all Cllrs were in favour.

24/76. To vote on how the dividends from the CCLA account will be handled – withdrawn to the councils current account or re-invested in the CCLA account.

A proposal was made to re-invest any dividends back into the CCLA account. The proposal was seconded and all Cllrs were in favour.

24/77. FINANCE. To vote on the final payment of the May 24 invoice to the grass cutting contractors BDN, after communications with them resulted in BDN terminating their contract in May 24.

The evidence provided from the Clerk of the email trails around conversations with BDN over the quality of their work, along with supporting photographs had been reviewed by the council.

Once BDN terminated their contract in May, the council voted on an emergency cut of the Butts Road and Sir Henry Calley cemeteries as these were left in the poorest conditions and the council had received many public complaints over the conditions. Allbuild did this cut at a cost of £1164.28 plus VAT. The outstanding May invoice to BDN is £1330.00 plus VAT.

A proposal was made to pay BDN the balance of their invoice minus the costs of the cut by Allbuild. £1330.00 minus £1164.28. With appropriate VAT added to this amount. Total £165.72 plus VAT. The proposal was seconded and all Cllrs were in favour.

The Clerk will write to BDN to advise and arrange payment with the RFO.

24/78. To review the current actual vs budget financial figures for the council.

There were no comments or concerns over the figures.

A proposal was made to approve the contents of this report. The proposal was seconded and all Cllrs were in favour.

24/79. Discussion and vote on the current position of the council with regards to SBC's proposed transfer of services.

Cllr Kearsey reported back that SBC have not yet provided actual financial figures per Parish for the work carried out by SBC currently that they wish to transition over, and the list of work items and maps are still not available.

SBC hope to have any handovers in place by Oct 24, ready for a start by Parishes in April 24. It was confirmed there is currently no transition fund available from SBC to Parishes.

Cllr Kearsey asked the council for the general view of how CPC should move forward with this project so he has guidance when talking to SBC further.

A proposal was made that at this point in time, the councils view is that CPC would only take over the minimum legally required of any additional services to cover any legal obligation for safety etc. The proposal was seconded and all Cllrs were in favour.

This will be subject to a further final vote when SBC provide a full list of requested activities and costs to pass over to parishes.

24/80. Approval of Policies. There were none.

24/81. PLANNING. Discussion & vote on what specific design code items to include in the draft NHP for developers to adhere to.

The suggested items were reviewed.

The list is:

- BF02 - amount of enclosure
- BF03 - building density
- BF05 - modifying extensions
- BF07 - style and materials
- SU01 - low-carbon homes

SU02 - Solar Panels
SU03 - permeable surfaces

These can all be found on the Design Code document in the NHP section of the councils website.

A proposal was made to approve adding these design codes to the NHP as specific requirements for developers. The proposal was seconded and all Cllrs were in favour.

24/82. PLANNING. Approval of Regulation 15 draft of the NHP.

A proposal was made to approve the draft Regulation 15 document for sending to SBC for review. The proposal was seconded and all Cllrs were in favour.

24/83. PLANNING. Vote on S/HOU/24/0836. Erection of detached garage. The Nursery House, Marlborough Road.

A proposal was made to support this application. The proposal was seconded and all Cllrs were in favour.

24/84. PLANNING. To vote on any applications provided by SBC after the agenda was published. There were none.

24/85. HIGHWAYS. To approve a external safety audit for Draycot Foliat by Alpha Consultants for £3535 ex VAT to review speed limit, physical road calming measures and the permission for CPC to install improved parking.

A proposal was made to approve the costs for the safety audit. The proposal was seconded and all Cllrs were in favour.

The Clerk will make arrangements for the work to go ahead.

24/86. To vote on the response to the boundary commissions proposed changes to Chiseldon Ward.

The proposed change would separate Lawn and Chiseldon from the same ward, and create a new ward for Chiseldon, Badbury, Wanborough, Liddington, and Hinton Parva.

This would result in there being 2 Ward Cllrs for the area, and not the current 3.

A proposal was made to support these proposed changes. The proposal was seconded and all Cllrs were in favour.

The Clerk will complete the survey with the proposal above.

24/87. To approve the June and July 24 Finance figures.

A proposal was made to approve the June and July 24 financial reports as an accurate representation of the councils finances. The proposal was seconded and all Cllrs were in favour.

24/88. Committee reports, Correspondence and risk assessments.

No planning or Finance meetings held.
Cllr Rawlings covered the items voted on at the July EGPA meeting.
The risk assessments completed were noted and volunteers were provided for the majority of the August assessments. The Clerk will deal with the remainder or pass to the handyman.

24/89. Items for next agenda. None.

Meeting closed 21.05

Date of next meeting: Monday 9th September 7.30pm The Recreation Hall. Off Norris Close, Chiseldon.

Actions

All Actions to be completed by the next Full Committee meeting unless otherwise specified.

Clerk

23/29. Chase up Badbury hedge cutting and white line painting issues with Ward Cllr Sumner.

24/32. Get quotes for walking leaflet for the Parish.

24/66. Reply to HH on their public consultation.

24/72. Staff to arrange for newsletter to be written, printed and distributed.

24/73. Advise Sanders to proceed with both items of work.

24/75 and 76. Advise the RFO of the decisions made ref the CCLA fund.

24/77. Contact BDN with results of the vote on paying the May invoice and advise the RFO on what funds to transfer.

24/81 and 82. Advise the NHP Consultant of these 2 decisions so the next steps can be worked on.

24/83. Respond to SBC with the vote on this planning application.

24/85. Respond to consults to approve their quote for DF survey.

24/86. Respond online with the PC's vote on the boundary commissions proposed changes.

Ward Cllr Hopkins and Elliott

20/16. Investigate end of Badbury footpath being blocked. Waiting for SBC officer update.

Glossary of abbreviations:

SBC - Swindon Borough Council

NHW - Neighbourhood Watch

CPC – Chiseldon Parish Council
CVPA – Castle View Play Area
RWV – Ridgeway View
RA – Risk Assessment

NHP – Neighbourhood Plan
EGPA – Environment, General Purpose & Amenities Committee
WALC – Wiltshire Area Local Councils
CIL – Community Infrastructure Levy
Cllr – Councillor (Parish)
STWFC – Swindon Town Women’s Football Club
GWH – Great Western Hospital
TRO – Traffic Regulation Order
RFO – Responsible Financial Officer
AONB – Area of Outstanding National Beauty
Accidents
AGAR – Annual Governance & Accountability Return.

DF – Draycot Foliat
SID – Speed Indicator Device
STEAM – Museum in Swindon.
CPRBB – Chiseldon Parish Residents for
Better Broadband
PIR – Passive Infrared sensor
WARP – Washpool Area Restoration Project
WC – Ward Councillor
TW – Thames Water
CSW – Community Speed Watch
SYFC – Swindon Youth for Christ
JD – Job Description
PCC – Police and Crime Commissioner
RoSPA – Royal Society for the Prevention of
SHCMG – Sir Henry Calley Memorial Garden
HH – Hannick Homes.

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