

**NORTH WRAXALL PARISH COUNCIL**  
North Wraxall Upper Wraxall The Shoe Ford Mountain Bower

All Members of the Parish Council are summoned to attend the Annual Meeting of North Wraxall Parish Council to be held at North Wraxall Community Hall on **Wednesday 19<sup>th</sup> May 2021 at 7.00pm**

Members of the press and public are welcome but due to Covid-19 regulation please inform the Clerk as space is limited due to the 2 mtr distancing required. **All attendees must wear face masks.** If you are unable to attend but have a question or wish to make a comment about any item on the agenda please contact the Clerk on [northwraxallpc@btinternet.com](mailto:northwraxallpc@btinternet.com)

**Public Question Time (item 12) provides an opportunity for Members of the public to raise questions and comments on any of the agenda items. Time for this session is limited to 15 minutes (3 minute limit per person).** Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100. **Please notify the Clerk in advance of the meeting if you wish to raise a question.**

Glenys Gill  
Clerk, North Wraxall Parish Council

13<sup>th</sup> May 2021

## AGENDA

1. To Elect the Chairman of the Council and to receive the Chairman's Declaration of Office
2. To Elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Office
3. To Receive & Approve Apologies for Absence  
Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted
4. To Receive any Declaration of Interest from Members  
Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).
5. To Receive Appoint Lead Councillor to the following:
  - 5.1 Highways (Parish Steward)
  - 5.2 Planning
  - 5.3 Assets (Register/Risk Assessments)
  - 5.4 IT/Communications (Website/Zoom)
  - 5.5 Governance (Policies & Procedures)
  - 5.6 Community (Resilience Plan/ Covid-19)
  - 5.7 Finance (Precept/Salaries/Funding)
  - 5.8 HR (Clerk)
6. To Appoint Members for Representation on:
  - 6.1 Chippenham Rural Forum
  - 6.2 Chippenham Area Board
  - 6.3 Chippenham Area Transport Group
  - 6.4 Neighbourhood Watch
  - 6.5 Community Hall, North Wraxall
7. To Receive and Adopt North Wraxall Parish Council Inventory and Assets Register
8. To Receive and Approve Calendar of Meetings for 2021/22
9. To Adopt new Code of Conduct in line with Local Government Association (LGA) New Model Code of Conduct 2020/21
10. To Receive and Adopt current North Wraxall Corporate Plan and Agree date for Working Party to update Plan to 2023/2024
11. To Adopt Existing:
  - 11.1 Financial Regulations
  - 11.2 Standing Orders
  - 11.3 Policies and Procedures
12. To Receive & Adopt Power of General Competence

13. To Appoint an Internal Auditor
14. To Receive Chairman's Report for 2019/20 & 2020/21
15. Public Question Time
16. To Approve the Minutes of the Parish Council Meeting held on 10<sup>th</sup> March 2021  
LGA 1972 Sch 12 para 41(1)
17. To Receive & Act Upon Rolling Action List
18. To Approve the Minutes of the Extra Ordinary Meeting of the Parish Council held on Wednesday 14<sup>th</sup> April 2021.  
LGA 1972 Sch 12 para 41(1)
16. Finance
  - 16.1 To Receive Statement of Accounts for Approval.
  - 16.2 To Approve Transfer to Reserves £2,000 Upper Wraxall Pond
  - 16.3 To Approve £200 Funding for Take 5 Magazine
  - 16.4 To Receive and Approve payment for Clerk's Salary 1<sup>st</sup> Quarter (April – June)
17. To Receive Notification of Planning Permission Granted:
  - 17.1 20/11406/TCA Hill House , Old Coach Road, Ford, Chippenham, Wiltshire, SN14 8RS  
Proposal: Fell 6 Ash trees (T1-T6), Crown Raise Beech to 3 Metres from Ground Level (T7), 30% Crown Reduction to Crab Apple Tree (T8), Fell 1 Cherry Tree (T9), Fell 3 Horse Chestnut Trees (T10-T12), Reduce Beech Tree Back to Previous Pruning Points (T13), Remove Broken Branch and Crown Raise Larch to 3 Metres from Ground Level (T14), Reduce Beech Tree Back to Previous Pruning Points (T15), 30% Crown Reduction to Maple (T16)
  - 17.2 20/11394/FUL Hill House, Old Coach Rd, Ford, SN14 8RS  
Proposal: Two Shepherds Huts (providing self-contained holiday accommodation)
  - 17.3 21/00058/TCA Upper Farm, Upper North Wraxall, Chippenham, Wiltshire, SN14 7AG  
Proposal: Crown Raise Lime Tree to 4 Metres from Ground Level (T1), 50% Crown Reduction to Sorbus (T2), Re-pollarding 1 Goat Willow to Previous Pruning Points and Crown Raise to 4 Metres from Ground Level (T3), 30% Crown Reduction to 1 Acer and 1 Cherry Tree (T4 & T5), Crown Raise Poplar to 4 Metres from Ground Level and Remove Broken Limb Over Lawn (T6), Crown Raise Field Maple to 4 Metres from Ground Level (T7), Fell 2 Field Maples (T8 & T9).
  - 17.4 21/00463/CLE Southwood Cottage, Lower North Wraxall, SN14 7AA  
Proposal: Cert of Lawfulness - Exist Use Ancillary outbuilding (C3 residential use
  - 17.5 21/00705/FUL Dahl Al Misfir, Park Lane, Ford, SN14 8RN  
Proposal: Single storey oak framed orangery extension.
18. To Receive Notification of Planning Applications:
  - 18.1 21/01406/FUL White Cottage, Fosseyway East, North Wraxall, SN14 7AA  
Proposal: Erect a conservatory and new fencing around garden boundary. **NO OBJECTIONS**
  - 18.2 PL2021/03718 & 21/01959/LBC Endsleigh, Ford, SN14 8RP  
Proposal: Replacement of existing conservatory **NO OBJECTIONS but assurance that the shared drain for the two properties 'Endsleigh' and 'Bybrook' would still include a man hole cover in the new proposal.**
  - 18.3 PL/2021/03138 The Buildings, Lower North Wraxall, SN14 7AA  
Proposal: Replacement of seven (rotten) wooden vertical sliding box sash windows and three rotten wooden casement windows with identically styled wood foil finished windows manufactured by Master frame. Enlargement of one additional rear kitchen window which will be a floating mullion casement window in the same style as the other rear windows. **NO OBJECTIONS**
  - 18.4 20/05996/FUL Treetops, Old Coach Road, Ford, SN14 8RS  
Proposal: Lay a decking of 4m x 4m in garden, will be raised 800mm at highest point, handrails base rails and wooden spindles will be used.
  - 18.5 PL/2021/03937 & PL2021/03938 Chapel House, Lower North Wraxall, SN14 7AF  
Proposal: Change of use of land from agricultural to residential parking area, creation of steps and pedestrian access through stone wall, creation of swimming pool, erection of pool building, demolition and rebuilding of boundary wall and landscaping.
19. To Discuss Action Required from Assets Risk Assessment Report
20. To Discuss Combining North Wraxall Parish and North Wraxall Parish Council Websites
21. Clerks Report (for information only)
  - 21.1 Councillor's Induction and Training
  - 21.2 Councillor vacancy