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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

15 June 2022

To Councillors:

Desna Allen	Liz Alstrom (Chair)
Declan Baseley (Vice-Chair)	James Bradbury
Jenny Budgetell	Clare Cape
Pete Cousins	William Douglas
Robert Giles	Gemma Grimes
Angie Litvak-Watson	Kathryn Macdermid
Nick Murry	Andy Phillips
Nina Phillips	David Poole
Nic Puntis	Chris Ruck
John Scragg	Matthew Short
George Simmonds	Myla Watts
Hayley Wilson	Conor Melvin

Meeting of Full Council - Wednesday 22 June 2022

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 22 June 2022 commencing at 7.00 pm for transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the council at this meeting at 7pm. Members of the public are requested to send their public question to enquiries@chippenham.gov.uk by 12pm on the day before the meeting and confirm whether they will be in physical attendance or require an officer to read out the question on their behalf. Priority of physical attendance will be given to the press and those that have sent their public question in advance and will read it out, remaining seats will be allocated on a first come first served basis.

Alternatively, anyone who wishes to watch the meeting only can do so via this link: <http://youtube.com/channel/UCLhKQ0VMR7-mu7GvGYO3uGg/live>

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMI FSLCC
Chief Executive

All council meetings are open to the public and press

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public. Please note that Chippenham Town Council will be streaming this meeting to YouTube, the video recording will be available in the public domain for six months.

7pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chair will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting. A record of any public participation session shall be included as an appendix to the Minutes.

Agenda

Full Council - Wednesday 22 June 2022

	Wards affected	Page no.
1. <u>APOLOGIES FOR ABSENCE</u>		
To receive any apologies for absence.		
2. <u>DECLARATION OF INTEREST</u>		
All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct. Councillors are reminded to declare any dispensation granted in relation to any relevant matter.		
3. <u>MINUTES</u>		7 - 14
To receive the draft minutes of the Council meeting held on Wednesday 11 May 2022. Minutes require a proposer and seconder for approval (copy attached).		
4. <u>MAYOR'S ANNOUNCEMENTS</u>		15 - 18
i. To receive any announcements from the Mayor.		
ii. To receive a list of engagements undertaken by the Former Mayor and Former Deputy Mayor in the Municipal Year 21/22 between 23 March 2022 and 10 May 2022 (copy attached).		

iii. To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 11 May 2022 (copy attached).

5. **POLICE REPORT**

19 - 26

To receive an update from Wiltshire Police (copy attached).

6. **COMMITTEE MINUTES**

The Chair invites all Councillors to raise any queries or questions on the work being undertaken by Committees, purely for information only. To receive the following:

a. **Amenities, Culture & Leisure Committee**
The draft minutes of the extraordinary meeting held on 25 May 2022 (previously circulated).

b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 12 May 2022 and 01 June 2022 (previously circulated).

7. **YOUTH COUNCIL MINUTES**

To receive the minutes from the Youth Council meetings held on 10 May, 24 May and 07 June 2022 for information only (copies attached).

To consider items 8 to 10

Councillors are requested to give 24 hours advance notice of any questions relating to the following agenda item 8

8. **YEAR END ACCOUNTS AND FINANCIAL STATEMENTS 2021/22**

All Wards

27 - 62

To receive and consider a report from the Director of Resources, the Responsible Finance Officer regarding the Year End Accounts and Financial Statements 2021/22 (copy attached).

9. **DRAFT MEDIUM TERM FINANCIAL PLAN FOR CAPITAL EAR MARKED FUNDS**

All Wards

63 - 66

To receive and consider a report from the Director of Resources, the Responsible Finance

	Wards affected	Page no.
Officer regarding the Draft Medium Term Financial Plan For Capital Ear Marked Funds (copy attached).		
10. <u>GREEN INFRASTRUCTURE AND A350 DUALLING SCHEME</u>	All Wards	67 - 74
To receive and consider a report from the Head of Planning regarding a Green Infrastructure and A350 Dualling Scheme (copy attached).		
<u>To note item 11</u>		
11. <u>NEIGHBOURHOOD PLAN UPDATE</u>		75 - 80
To receive a report from the Head of Planning updating Councillors on the progress of the Neighbourhood Plan (copy attached).		
12. <u>COUNCILLOR'S FEEDBACK</u>		
i. To receive feedback from Town Councillors on significant work they are involved with (each Councillor who wishes to update has 5 minutes only).		
ii. To receive feedback from Town Councillors nominated by the Council to outside bodies on significant work they are involved with (each Councillor who wishes to update has 5 minutes only).		
iii. To receive an update from Councillor John Scragg on the activities of the Wiltshire Association of Local Councils (WALC).		
iv. To receive feedback from Wiltshire Councillors on significant work they are involved with (each Councillor who wishes to update has 5 minutes only).		
v. To receive any updates on Committee or Sub-Committee membership changes from the Democratic Services Team.		
vi. To receive ideas for potential Community Infrastructure Levy (CIL) projects funded by the 85% of CIL that Wiltshire Council retain from development within Chippenham to be forwarded to Wiltshire Council.		
vii. Community Matters - opportunity for		

Councillors to ask for updates from officers which can be given verbally or in writing after the meeting.

13. **ITEMS FOR COMMUNICATION**

To consider any items for communication and any items to be consulted with the Youth Council.

14. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 21 September 2022.

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**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

FULL COUNCIL

Minutes of a meeting of Full Council held in the Town Hall on Wednesday 11 May 2022 at 7.00 pm.

COUNCILLORS:

Desna Allen	Liz Alstrom (Chair - part)	Declan Baseley (Vice Chair - part)
James Bradbury	Jenny Budgell	Clare Cape
Pete Cousins	William Douglas	Robert Giles
Gemma Grimes	Angie Litvak-Watson	Kathryn Macdermid
Conor Melvin	Nick Murry	Andy Phillips
Nina Phillips	David Poole	John Scragg (Chair - part)
Matthew Short	George Simmonds	

OFFICERS:

Mark Smith, Chief Executive
Matt Kirby, Director of Community Services
Lynsey Nichols, Head of Communications & Customer Services
Heather Rae, Head of Democratic Services
Alex Cooper, Democratic Services Officer
Michael Weeks, Democratic and Civic Officer
Ciaran Howell, Technician

PUBLIC PRESENT: There were two members of the public present

PUBLIC QUESTIONS: There were no written or verbal questions from members of the public.

Outgoing Mayor, Councillor John Scragg in the chair

1. MAYOR'S ANNOUNCEMENTS

- i. The Mayor highlighted that Wiltshire Council are holding a public webinar to update and provide information regarding Ukrainian refugees coming to settle in Wiltshire. The webinar will be held at 6:30pm on Monday 16 May, a link to the event can be found on the Wiltshire Council Website.

The Mayor thanked Harrison Wylie, the Mayoral Cadet for 2021/2022 for his work in the role, presented tokens of thanks and wished him the best for the future.

- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 23 March 2022 were omitted from the business transacted at the meeting and will be noted at the next Full Council meeting.

2. **ELECTION OF THE CHAIR OF COUNCIL WHO SHALL BE KNOWN AS THE TOWN MAYOR 2022/23**

Councillor Liz Alstrom, by virtue of her role as Deputy Mayor 2022/23 was the sole nominee for the position of Chair of the Council, known as the Town Mayor, for 2022/2023. With all Councillors in favour, it was;

RESOLVED that:

Councillor Liz Alstrom be elected to the role of Chair and Mayor of the Town for the municipal year 2022/2023.

3. **Mayor of Chippenham, Councillor Liz Alstrom in the chair
DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR**

Councillor Liz Alstrom, as the newly elected Mayor, read and signed the declaration of acceptance of office. This was witnessed by the Chief Executive, Councillor John Scragg and Councillor Desna Allen. Councillor John Scragg handed the Mayoral chain of office to Councillor Liz Alstrom.

4. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Hayley Wilson due to a family bereavement, Councillor Chris Ruck due to work commitments and from Councillor Myla Watts due to a prior engagement.

5. **DECLARATION OF INTEREST**

There were no declarations of interest.

6. **ELECTION OF VICE CHAIR OF COUNCIL WHO SHALL BE KNOWN AS DEPUTY TOWN MAYOR 2022/23**

Councillor Kathryn Macdermid was nominated by Councillor Desna Allen. This nomination was seconded by Councillor Jenny Budgell. Councillor Declan Basely was nominated by Councillor Peter Cousins. This nomination was seconded by Councillor Nick Murry. A vote was taken and with the majority in favour of Councillor Declan Baseley for Deputy Mayor, it was;

RESOLVED that:

Councillor Declan Basely be elected to the position of Vice Chair of the Council, also known as Deputy Town Mayor for the municipal year 2022/2023.

7. **MINUTES**

The draft minutes of the meeting held on Wednesday 23 March 2022 were proposed as a correct record by Councillor Desna Allen, seconded by Councillor John Scragg and with all in favour, it was;

RESOLVED that:

The minutes from the meeting held on Wednesday 23 March 2022 were approved as a correct record and were signed by the Chair.

8. **COMMITTEE MINUTES**

a. **Planning, Environment & Transport Committee**

The draft minutes of the meetings held on 31 March and 21 April presented by Councillor Gemma Grimes with all matters resolved.

b. **Strategy and Resources Committee**

The draft minutes of the meeting held on 06 April 2022 were presented by Councillor Desna Allen with all matters resolved.

9. **ELECTION OF LEADER OF THE COUNCIL**

The Chair sought nominations for the position of Leader of the Council for the municipal year 2022/2023. Councillor Desna Allen was nominated by Councillor Jenny Budgell, this nomination was seconded by Councillor Clare Cape. Councillor Pete Cousins was nominated by Councillor James Bradbury, this nomination was seconded by Councillor David Poole.

There were no further nominations, a vote was taken with equal votes for Councillor Desna Allen and Councillor Pete Cousins. Due to the equality of votes, the Chair exercised a casting vote in favour of Councillor Desna Allen, it was;

RESOLVED that:

Councillor Desna Allen be elected Leader of the Council and subsequently Chair of the Strategy & Resources Committee for the municipal year 2022/2023.

10. **ELECTION OF DEPUTY LEADER OF THE COUNCIL**

Councillor Peter Cousins was nominated by Councillor Desna Allen and the nomination was seconded by Councillor Jenny Budgell. Councillor Matthew Short was nominated by Councillor Nick Murry and the nomination was seconded by Councillor Angie Litvak-Watson. With the majority in favour of Councillor Pete Cousins, it was;

RESOLVED that:

Councillor Pete Cousins be elected Deputy Leader of the Council and subsequently Vice Chair of the Strategy & Resources Committee for the municipal year 2022/2023.

11 COMMITTEE APPOINTMENT

The Chief Executive presented the nominations for Committee appointments that had been provided by Group Leaders in advance. Councillor names for the membership of Standing Committees and Sub Committees for the municipal year 2022/2023 were read out by the Chief Executive and voted en bloc. With all Councillors in favour, it was;

RESOLVED that:

The Councillors named below be appointed to the relevant Committee or Sub Committee for the municipal year 2022/2023:

a) Amenities, Culture and Leisure Committee

Desna Allen	Declan Baseley	James Bradbury	Jenny Budgell
Clare Cape	Pete Cousins	Robert Giles	Angie Litvak-Watson
Kathryn Macdermid	Nick Murry	Myla Watts	Hayley Wilson

Sub: Cllr George Simmonds (Lib Dem)

b) Planning, Environment and Transport Committee (letter denotes Ward)

Declan Baseley P	Clare Cape P	Bill Douglas H&C	Robert Giles H
Gemma Grimes M	Conor Melvin CP&H	Andy Phillips S	Nina Phillips S
David Poole L&R	Nic Puntis CP&D	Matthew Short H&C	Hayley Wilson P

Subs: Need to be a Ward Representative

c) Human Resources Committee

Desna Allen	Jenny Budgell	Pete Cousins	Robert Giles
Conor Melvin	Nick Murry	David Poole	Chris Ruck
George Simmonds			

Sub: Bill Douglas (Lib Dem)

d) Strategy and Resources Committee

i) It was noted that the Leader of the Council, Councillor Desna Allen, is automatically Chair of the Strategy and Resources Committee (SO 12.1m viii).

ii) It was noted that the Deputy Leader of the Council, Councillor Pete Cousins, is automatically Vice Chair of the Strategy and Resources Committee (SO 12.1m ix).

iii) It was noted that the Chair of Council (Town Mayor), Councillor Liz Alstrom, is automatically appointed to the Strategy and Resources Committee (SO Appendix A 3.1c).

iv) The remaining 9 seats were filled by nominations and the full membership of the Strategy and Resources Committee be:

Desna Allen (Chair)	Liz Alstrom	James Bradbury	Jenny Budgell
Pete Cousins (Vice)	Robert Giles	Gemma Grimes	Angie Litvak-Watson
David Poole	Chris Ruck	John Scragg	George Simmonds

e) Finance Sub Committee

Desna Allen	Jenny Budgell	Pete Cousins	Gemma Grimes
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Conor Melvin	David Poole	Chris Ruck	John Scragg
Matthew Short			

f) Community Donations Sub Committee

Declan Baseley	James Bradbury	Jenny Budgell	Bill Douglas
Conor Melvin	Nick Murry	Matthew Short	

It was noted that this Sub Committee will be dissolved to become 'Council Donations Sub Committee' subject to approval of the Terms of Reference at a future Strategy and Resources Committee meeting.

g) Civic Matters Sub Committee

Liz Alstrom (Chair)	Declan Baseley (Vice)	Robert Giles
Kathryn Macdermid	Andy Phillips	

It was noted that the Mayor is Chair and Deputy Mayor is Vice Chair.

h) Dispensations Sub Committee

Desna Allen	Clare Cape	Pete Cousins
Robert Giles	Nick Murry	

12. WORKING PARTY, STEERING AND ADVISORY GROUP APPOINTMENT

The Chief Executive presented the nominations for Working Party, Steering and Advisory Group appointments that had been provided by Group Leaders in advance. Councillors voted for all nominations en bloc, with all Councillors in favour, it was;

RESOLVED that:

The Councillors named below be appointed to the relevant Working Party, Steering and Advisory Group for the municipal year 2022/2023:

Need Development Working Party

Desna Allen	Liz Alstrom	Jenny Budgell	Pete Cousins
Bill Douglas	Angie Litvak-Watson	David Poole	Chris Ruck
Matthew Short			

Stanley Park Sports Ground Working Party

Desna Allen	Clare Cape	Pete Cousins	Bill Douglas
Nick Murry	David Poole	Chris Ruck	Matthew Short
Hayley Wilson			

Chippenham Neighbourhood Plan Steering Group

Declan Baseley	Clare Cape	Robert Giles
Nick Murry (Chair)	John Scragg (Vice-Chair)	Matthew Short

Climate Emergency Advisory Group, Elected Mayor to be Chair

Liz Alstrom (Chair)	Declan Baseley	James Bradbury
Clare Cape	Nick Murry	John Scragg

13. REPRESENTATION ON OUTSIDE BODIES

The Chief Executive presented the nominations for representation on Outside Bodies that had been provided by Group Leaders in advance and the Mayor sought further nominations where required. Councillors voted for all nominations en bloc, with all Councillors in favour, it was;

RESOLVED that:

The Councillors named below be appointed to the relevant Outside Body for the municipal year 2022/2023:

<u>Outside Body</u>	<u>Councillor(s) Appointed</u>
<i>Wiltshire Council</i>	
Chippenham & Surrounding Villages Area Board	Angie Litvak-Watson and Conor Melvin
Local Highway and Footway Improvements Group (LHFIG, formerly CATG)	David Poole
Health and Wellbeing Board	Clare Cape and Robert Giles
Chippenham Local Youth Network	Kathryn Macdermid and Conor Melvin
<i>Honorary</i>	
Rotary Club of Chippenham	Mayor, Cllr Liz Alstrom
Chippenham Sea Cadets	Mayor, Cllr Liz Alstrom
Chippenham Twinning Association	Mayor, Cllr Liz Alstrom and Clare Cape
<i>Other</i>	
Waste Not Want Not Recycling Project	Nick Murry
Wiltshire Association of Local Councils (WALC)	John Scragg
Friends of Chippenham Station	John Scragg, Angie Litvak-Watson and Robert Giles
Chippenham Community Safety Forum	Desna Allen (elected Chair), Liz Alstrom and Nick Murry

Councillor Desna Allen highlighted that the Community Safety Forum appointments should have been recorded on the agenda proper rather than under Outside Bodies as it is run by the Town Council, this would be taken into account for the next annual Council meeting.

14. GENERAL POWER OF COMPETENCE

RESOLVED that:

Chippenham Town Council resolves from 11 May 2022, until the next

relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed conditions) Order 2012, to adopt the General Power of Competence.

15. **ADOPT ANNUAL REPORT 2021/22**

The Head of Communications and Customer Services presented the Annual Report for 2021/2022 for adoption. Councillors requested that the Neighbourhood Plan Steering Group and Climate and Ecological Emergency Advisory Group feature more in future. With all in favour, it was;

RESOLVED that:

The Annual Report 2021/2022 be adopted.

16. **URGENT ACTION FORM**

RESOLVED that:

Councillors noted the urgent action form.

17. **ITEMS FOR COMMUNICATION**

It was noted that communications were scheduled regarding the election of Mayor and other positions, there were no further items for communication requested.

18. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 22 June 2022.

The Chair closed the meeting.

The meeting closed at 7.43 pm.

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date

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Mayoral Engagements 2021/2022 - Mayor Cllr John Scragg

March	Engagements
23	Citizenship Ceremony
23	Full Council
28	Ferfoot Care Home Time Capsule & Tree Planting
April	
4	CEAG
5	Full Gospel Businessmen's Fellowship Dinner
7	Sheldon School Annual School Awards Evening
9	Official opening of the ARC climbing centre
13	Easter Over 60s Afternoon Tea
24	Devizes Civic Service
27	Annual Town Meeting
29 Apr - 2 May	Visit to La Fleche

Mayoral Engagements 2021/2022 - Deputy Mayor - Cllr Liz Alstrom

April	
5	Queens Green Canopy Planting at St Andrews Lodge
22	Re-fashion my town re-launch
29	Chippenham Beer & Cider festival
May	
9	Calne Mayor Making

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Mayoral Engagements 2022/2023 - Mayor Cllr Liz Alstrom

May	Engagements
11	Annual Council Meeting
12	Royal Wootton Bassett Mayor Making Ceremony
13	Mayoral Photoshoot
14	Salisbury Mayor Making Ceremony
18	Mayors Investiture
19	Community Donations Sub Committee (First Meeting of Municipal Year)
19	Extraordinary Human Resources Committee (First Meeting of Municipal Year)
23	CEEAG
24	Mayor of Malmesbury Robing Ceremony
25	Extraordinary Amenities, Culture and Leisure Committee (First Meeting of Municipal Year)
28	Bath Mayor Making and Honorary Freeman Ceremony
28	Chippenham Folk Festival
29	Chippenham Folk Festival
31	Civic Matters Sub Committee
31	70 Years 70 Faces Project - Young Photographers Thank you
June	
3	Platinum Jubilee Over 70s Afternoon Tea with the Mayor
4	Platinum Jubilee Colours Presentation, Child Designers Thank you and English Civil War Demonstration
4	Platinum Jubilee Official Queen and Country Chippenham Museum Exhibition Opening
5	Platinum Jubilee Picnic in the Parking, John Coles Park
7	Rise Trust Volunteers Social
8	Community Donations Cheque Presentation
14	Falklands Conflict 40 th Anniversary Memorial Service
21	Springboard Chippenham Open Day
21	Chippenham Games Legacy Event
22	Citizenship Ceremony
22	Full Council

Mayoral Engagements 2022/2023 - Deputy Mayor - Cllr Declan Baseley

May	
18	Mayors Investiture
June	
19	Devizes Town Council Inaugural Church Service

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Chippenham CPT Area Board Update



Page 10

Agenda Item 5

May 2022



Your CPT - Chippenham

Inspector: James Brain

Neighbourhood Sergeants: Richard Marshall / Gavin Brewster

Neighbourhood Officers:

PC Evie Templar (Chippenham)

PC Jon Bourke (Calne / Chippenham)

PC Kev Golledge (Corsham)

PCSOs:

Mark Cook / Nicole Sheppard / Simon Partington (Calne)

Barbara Young / Stacy Cunningham / Liam Owen / Linda Staples / Lewis Hawkins
(Chippenham)

Shaun Redmond / Toni Brown (Corsham)

Performance – 12 months to April 2022

Force

- Wiltshire Police recorded crime reports a YoY increase of 11.9% in the 12 months to April 2022 and continues to have one of the lowest crime rates in the country per 1,000 population. The 11.9% increase is attributed to a return to pre covid volumes and an extended Summer high experienced as restrictions were removed.
- Our service delivery remains consistently good.
- In April 2022, we received:
 - 8,468 '999' calls, which we answered within 9 seconds on average;
 - 10,272 '101' calls, which we answered within 10 seconds on average;
 - 11,017 CRIB calls, which we answered within 1 minute and 42 seconds on average.
- In April 2022, we also attended 1,596 emergency incidents within 9 minutes and 35 seconds on average.

Page 21

Crime Type	Crime Volume	% of Crime
Totals	41,849	100.0
Violence without injury	7,368	17.6
Violence with injury	6,270	15.0
Criminal damage	5,206	12.5
Stalking and harassment	4,140	9.9
Public order offences	4,006	9.6
Other crime type	14,860	35.5

Chippenham CPT

Crime Type	Crime Volume	% of Crime
Totals	4,222	100.0
Violence without injury	737	17.5
Violence with injury	679	16.1
Criminal damage	564	13.4
Stalking and harassment	436	10.3
Public order offences	391	9.3
Other crime type	1,415	33.5

Stop and Search information for Chippenham CPT

During the 12 months leading to March 2022, 116 stop and searches were conducted in the Chippenham area of which 55.9% related to a search for controlled drugs.

During 75.9% of these searches, no object was found. In 24.1% of cases, an object was found. Of these cases 81% resulted in a no further action disposal; 19% resulted in police action being taken; 5.2% resulted in an arrest.

Of the stop and search subjects who defined their ethnicity:

- White – 92 stop and searches.
- Mixed Ethnicity – 2 stop and searches
- Black or Black British – 7 stop and searches

Performance – Hate Crime overview

Force

Hate Crime volumes report as within normal bounds, however show some signs of unease within its trend.

Summer highs have been slightly more extended which has resulted in year-on-year increases (126 crimes, +16.2%), largely within Sexual Orientation and Racial crimes, however Transgender also reporting an increase (+14 crimes, +73.7%).

This extended summer high is reflective of the trend seen within overall crime volumes, but is now showing signs of returning to the norm.

The Force is monitoring any signs of activity with detail that suggests hate directed towards the following activities; those of Russian origin, those of Muslim faith following increased visibility surrounding Ramadan, pro-Palestinian protest activity across the UK relating to Israel and Gaza conflicts.

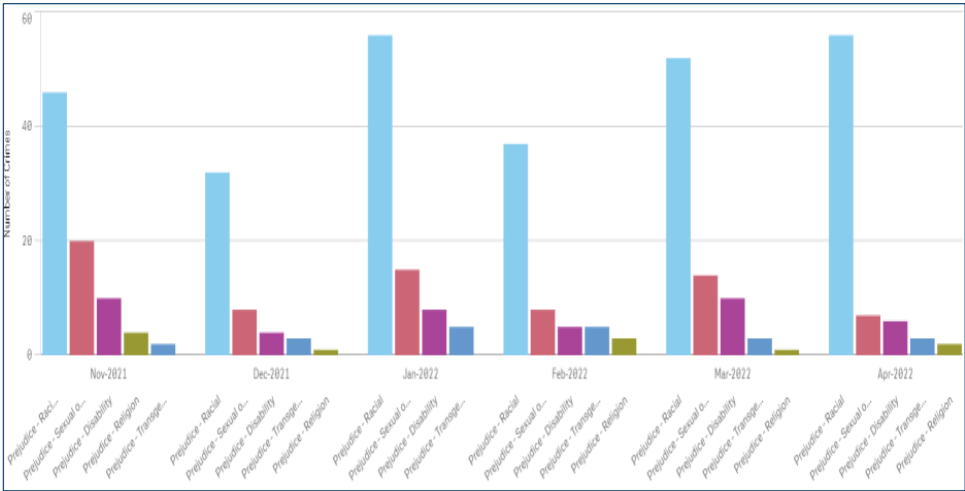
The Hate Crime Silver Scrutiny Panel are looking to create a hate crime video to raise awareness of Hate Crime and how to report it, including details surrounding how the Criminal Justice System responds to it.

Chippenham CPT

	Number of Crimes	Change (number)	Change (%)
Total	91	27	42.2%
Prejudice – Racial	54	19	54.3%
Prejudice – Sexual orientation	17	7	70.0%
Prejudice - Disability	13	2	18.2%
Prejudice - Religion	5	1	25.0%
Prejudice - Transgender	2	-2	-50.0%

Year on year comparison May 2021 to April 2022 (note: an individual crime can be tagged with more than one prejudice type e.g. sexual orientation & transgender)

Force Hate Crime (6 months to April 2022)



Local Priorities & Updates

Priority	Update
1	<p>Continued ASB in the Westmead area , effecting the climbing centre Scout groups Youth club and Care homes in the area.</p> <p>Partnership work ongoing to Address the behaviour of the persons involved Public meeting arranged to reassure the community and update on the actions taken and plans moving forward</p>
2	<p>The emergence of Local drug lines operating the Chippenham area</p> <p>Continued proactive work ongoing to prevent Local drug lines taking a hold in the area and the subsequent disorder and community concern as a result</p>
3	<p>Speeding</p> <p>Continued work with community speed watch to tackle Speeding in Villages and towns to improve road safety</p>
4	

Page 23



Local Priorities & Updates Continued

Priority	Update
Page 24	



Useful links

For more information on Wiltshire Police's performance please visit:

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- Police.uk - <https://www.police.uk/pu/your-area/wiltshire-police/>
- For information on what crimes and incidents have been reported in the Chippenham Community Policing Team area, visit <https://www.police.uk/pu/your-area/wiltshire-police/chippenham/> to view a crime and incident map and find links to more detailed data

Get Involved

Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** – www.wiltsmessaging.co.uk



Follow your CPT on social media

- [Calne Police Facebook](#)
- [Calne Police Twitter](#)
- [Chippenham Police Facebook](#)
- [Chippenham Police Twitter](#)
- [Corsham Police Facebook](#)
- [Corsham Police Twitter](#)

Find out more information on your CPT area at: www.wiltshire.police.uk and here www.wiltshire-pcc.gov.uk



CPT Chippenham covers the areas of Chippenham, Calne and Corsham

To contact your CPT about a community-related matter, such as a school visit, then please email ChippenhamAreaCPT@wiltshire.gov.police.uk. Please note that this mailbox is not monitored 24/7.

You are unable to report crimes of any type via email and please do not report any situations that require an urgent response. In the case of an emergency please contact 999 and for non-urgent crimes and accidents, please call 101 or [Report a crime here](#)

You see a map of crimes in the Chippenham area [by visiting www.police.uk](#)

WILTSHIRE POLICE

Proud to serve and **protect** our communities



@wiltshirepolice



Agenda Item 8

Meeting	Full Council
Date	22 June 2022
Report Title	Year End Accounts and Financial Statements for 2021/22
Author	Nick Rees, Director of Resources, Responsible Financial Officer

1.0 PURPOSE OF REPORT

- 1.1 To present the recommendations from the Strategy and Resources Committee meeting held on 8 June 2022, namely that:
- i. The Annual Governance Statement 2021/2022 within the Annual Governance and Accountability Return (AGAR Form 3) **[APPENDIX A]** be approved and signed;
 - ii. The Accounting Statements 2021/2022 within the Annual Governance and Accountability Return (AGAR Form 3) **[APPENDIX A]** be approved and signed;
 - iii. The unaudited financial statements for the year ended 31st March 2022 **[APPENDIX B]** are adopted by Chippenham Town Council and signed.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Chippenham Town Council is required to produce an Annual Governance and Accountability Return (AGAR Form 3). This is subject to a Limited Assurance Audit by External Auditors and includes a report from the Council's Internal Auditors. The Council also prepares Financial Statements that are made available to the public for examination.

3.0 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN, AUDIT AND FINANCIAL STATEMENTS

Limited Assurance Audit (External Audit)

- 3.1 Since 2010, Chippenham Town Council has been subject to the Limited Assurance Audit regime which requires the Council to produce an Annual Governance and Accountability Return which is subject to a 'desk top' audit by PKF Littlejohn LLP, its appointed external auditors. PKF Littlejohn will commence their audit following adoption of the Annual Governance and Accountability Return at this meeting of Full Council.
- 3.2 This external audit process gives the electorate the opportunity to examine the Council's accounts and to raise any issues with the external auditor (in accordance with the Local Audit and Accountability Act 2014). The examination period will commence on 24 June 2022 for a period of 30 working days. During this time, any person may inspect and make copies of the accounts and any related paperwork. During the same

period they may ask the auditor about the accounting records and object to the accounts or any item within them. Written notice of an objection must be given to the external auditor and a copy sent to the authority. Objections must concern a matter of which the external auditor could make a public interest report or apply for a declaration that an item of account is unlawful.

- 3.3 The Annual Governance Accountability Return (AGAR) contains three sections, the first two of which must be signed off by Full Council. These statements must be dealt with separately and sequentially, signed and minuted.
- i. Section One is the Annual Governance Statement which states that the authority has in place sound systems of internal control, to be agreed by Full Council at this meeting;
 - ii. Section Two is the Accounting Statements (the year end accounts figures), to be agreed by Full Council at this meeting;
 - iii. Section Three is the External Auditor Report and Certificate. This will be completed by PKF Littlejohn LLP at the end of their audit work.

Internal Audit

- 3.4 Chippenham Town Council has appointed Auditing Solutions as its Internal Auditors. Auditing Solutions conduct an agreed programme of audit reviews, attending the Town Hall on several occasions during the year to conduct their audit work and produce regular reports that are brought to the Council for scrutiny. Auditing Solutions made audit visits throughout the year and have signed the Annual Internal Audit Report 2021/22 section of the Annual Governance and Accountability Return on 16 June 2022. They conclude that “in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority”.

Financial Statements

- 3.5 Chippenham Town Council produces a full set of financial accounts, in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) regulations, to give a comprehensive statement of the Council’s financial position and provide year-on-year comparisons.
- 3.6 Income & Expenditure Summary for the year ending 31st March 2022:
- Chippenham Town Council generated a Net Surplus in the Income & Expenditure Account of £551,177;
 - This is a consolidated representation of the net effect of all income and expenditure to the Council during the year, both through Income & Expenditure (I&E) “Revenue” (as reported to the Council each quarter by way of its Management Accounts) and through Capital/Ear Marked Funds Reserves (C/EMFs) in the Balance Sheet;
 - The Management Accounts (I&E) element comprises a Surplus added to General Reserves of £46,294 and Net Income transferred to Ear Marked Reserves of £275,204. The remaining Surplus, the Balance Sheet C/EMF element of £229,679, is predominantly made up of unspent Community Infrastructure Levy (CIL) Income received in the year (note: £375,376 of CIL Income was received during the year);

- The General Reserve is now £851,713 being 25% of the 2021/22 Precept £3,406,852, in line with Council policy;
- The balance of Capital/Ear Marked Reserves was £2,253,814 at the end of the 2021/22 financial year.

3.7 The original Income & Expenditure (Management Accounts) "Revenue" budget, approved by Full Council in January 2021, for 2021/22 was for break-even. However, a surplus of £321k was made due to Income exceeding budget (by £278k) and Expenditure lower than budget by £43k.

The budget for 2021/22 was agreed by Full Council on 13th January 2021 just at the point that England entered a third national Covid-19 lockdown. It was therefore assumed that Other Income would be approximately £300k (50%) lower than in pre-Covid years, consistent with the experience at the beginning of the previous financial year.

In fact, the majority of the Council's facilities have been allowed to operate fully since July 2021. In addition, the Council received a one-off distribution of funds on the wind-up of the BID and has a new tenant for the Pasty Shop. Overall Income was above budget by £278k.

Overall expenditure was £43k (1%) below budget, most of which came from a refund of rates paid at the Museum and Yelde, received in the final month of the financial year.

3.8 The final results for 2021/22 reported in the Consolidated Financial Statements is a surplus of £551k. This is an Income & Expenditure "Revenue" Surplus of £321k. £46k of this is retained in General Reserves and the balance of £275k has been transferred to C/EMFs. In addition, a surplus on the net Income and Expenditure through C/EMF reserves during the year of £230k, due to unspent CIL income, is retained in the Balance Sheet.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 Maintain effective and efficient governance and management of resources.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 RECOMMENDATIONS

- 8.1 That the following statements within the Annual Governance and Accountability Return (AGAR Form 3) are approved by Full Council and be signed by the Chair and Chief Executive:
- i. The Annual Governance Statement 2021/2022;
 - ii. The Accounting Statements 2021/2022;
- 8.2 That Full Council adopts the unaudited financial statements for the year ended 31st March 2022 for Chippenham Town Council and that these be signed by the Chair and the Responsible Financial Officer.

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to Schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

CHIPPENHAM TOWN COUNCIL

<https://www.chippenham.gov.uk/> ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/09/2021 18 & 19/02/2022 16/06/2022

Name of person who carried out the internal audit

S J Pollard fo Auditing Solutions Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

16/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

APPENDIX B

Chippenham Town Council

Unaudited Financial Statements

For the year ended 31 March 2022

Chippenham Town Council

Table of Contents

31 March 2022

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	5
Statement of Accounting Policies.....	6
Income and Expenditure Account.....	9
Statement of Movement in Reserves.....	10
Balance Sheet.....	11
Cash Flow Statement.....	12
Notes to the Accounts.....	13
1 Other Costs Analysis.....	13
2 Interest Payable and Similar Charges.....	13
3 Interest and Investment Income.....	14
4 Related Party Transactions.....	14
5 Audit Fees.....	14
6 Members' Allowances.....	15
7 Employees.....	15
8 Pension Costs.....	15
9 Tangible Fixed Assets.....	16
10 Financing of Capital Expenditure.....	17
11 Information on Assets Held.....	17
11 Information on Assets Held (cont'd).....	18
12 Investments.....	18
13 Stocks.....	18
14 Debtors.....	19
15 Creditors and Accrued Expenses.....	19
16 Long Term Liabilities.....	19
17 Deferred Liabilities.....	20
18 Financial Commitments under Operating Leases.....	20
19 Deferred Grants.....	20
20 Capital Financing Account.....	21
21 Earmarked Reserves.....	21
22 Capital Commitments.....	21
23 Contingent Liabilities.....	21
24 Reconciliation of Revenue Cash Flow.....	22
25 Movement in Cash.....	22
26 Reconciliation of Net Funds/Debt.....	22
27 Post Balance Sheet Events.....	23
Appendices.....	24

Chippenham Town Council

Council Information

31 March 2022

(Information current at 22nd June 2022)

Town Mayor

Cllr L. Alstrom

Councillors

Cllr D. Baseley (Deputy Mayor)

Cllr D. B. Allen

Cllr D. Baseley

Cllr J. Bradbury

Cllr J. Budgell

Cllr C. M. Cape

Cllr P. Cousins

Cllr W. J. Douglas

Cllr R. Giles

Cllr G. Grimes

Cllr A. Litvak-Watson

Cllr K. Macdermind

Cllr C. J. Melvin

Cllr N. J. A. Murry

Cllr J. A. Phillips

Cllr N. M. Phillips

Cllr D. Poole

Cllr N. Puntis

Cllr C. M. Ruck

Cllr J. R. Scragg

Cllr M. Short

Cllr G. Simmons

Cllr M. Watts

Cllr H. Wilson

Chief Executive

Mr M. Smith MBA LLB (Hons) CMgr FCMI

Responsible Financial Officer (R.F.O.)

Mr N. Rees ACMA FCA

Chippenham Town Council

Council Information

31 March 2022

Auditors

PKF Littlejohn LLP
SBA Team
1 Westferry Circus
Canary Wharf
London
E14 4HD

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wiltshire
SN15 2JJ

Chippenham Town Council

Statement of Responsibilities

31 March 2022

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Finance Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with the 'Code of Practice on Local Authority Accounting in Great Britain' (the code), so far as is applicable to this council, to present fairly the financial position of the council at 31 March 2022 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the code.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the Unaudited Financial Statements for the year ended 31 March 2022 required by the Accounts and Audit (England) Regulations 2011 are set out in the following pages.

I further certify that the Unaudited Financial Statements present fairly the financial position of Chippenham Town Council at 31 March 2022, and its income and expenditure for the year ended 31 March 2022.

Signed:

Mr N. Rees ACMA FCA

Finance Officer

Date:

Chippenham Town Council
Statement of Accounting Policies
31 March 2022

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £2,500 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Chippenham Town Council
Statement of Accounting Policies
31 March 2022

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Play equipment is depreciated over 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 to 50 years on a straight line basis.

Community assets are not depreciated because they are purely of intrinsic or nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 12.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), were previously valued at the lower of cost or net realisable value. Such stocks are now treated as an expense when purchased in the same way as other consumable stocks.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Chippenham Town Council
Statement of Accounting Policies
31 March 2022

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 16.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 18.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 20 to 21.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Chippenham Town Council
Income and Expenditure Account

31 March 2022

	Notes	2022	2021
		£	£
Income			
Precept on Wiltshire Council		3,406,852	3,236,261
Grants Receivable		15,500	12,900
Rents Receivable, Interest & Investment Income		10,433	12,089
Charges made for Services		493,655	214,077
Other Income		427,981	388,914
Total Income		4,354,421	3,864,241
Expenditure			
Direct Service Costs:			
Salaries & Wages		(1,525,474)	(1,435,332)
Grant-aid Expenditure		(24,000)	(23,530)
Other Costs	1	(1,317,428)	(1,199,044)
Democratic, Management & Civic Costs:			
Salaries & Wages		(534,832)	(386,079)
Other Costs	1	(194,409)	(136,646)
Total Expenditure		(3,596,143)	(3,180,631)
Excess of Income over Expenditure for the year.		758,278	683,610
Exceptional Items			
Profit/(Loss) on the disposal of fixed assets		7,275	-
Net Operating Surplus for Year		765,553	683,610
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(54,294)	(57,711)
Capital Expenditure charged to revenue	10	(152,807)	(38,716)
Reverse profit on asset disposals		(7,275)	-
Transfer (to) Earmarked Reserves	21	(504,883)	(516,663)
Surplus for the Year to General Fund		46,294	70,520
Net Surplus for the Year		551,177	587,183
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	21	504,883	516,663
Surplus for the Year to General Fund		46,294	70,520
		551,177	587,183

The council had no other recognisable gains and/or losses during the year.

The notes on pages 13 to 23 form part of these unaudited statements.

Chippenham Town Council
Statement of Movement in Reserves
31 March 2022

Reserve	Purpose of Reserve	Notes	2022 £	Net Movement in Year £	2021 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	20	2,979,662	48,861	2,930,801
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	21	2,253,814	504,883	1,748,931
General Fund	Resources available to meet future running costs		851,713	46,294	805,419
Total			6,085,189	600,038	5,485,151

The notes on pages 13 to 23 form part of these unaudited statements.

Chippenham Town Council

Balance Sheet

31 March 2022

	Notes	2022 £	2022 £	2021 £
Fixed Assets				
Tangible Fixed Assets	9		4,873,739	4,959,246
Long Term Assets				
Investments Other Than Loans	12		200,000	200,000
Current Assets				
Stock	13	7,025		6,400
Debtors and prepayments	14	147,549		72,140
Cash at bank and in hand		3,050,850		2,542,881
		<u>3,205,424</u>		<u>2,621,421</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(37,639)		(44,756)
Current Portion of Deferred Liabilities		(9,538)		(9,538)
Creditors and income in advance	15	(299,896)		(267,070)
Net Current Assets			<u>2,858,351</u>	<u>2,300,057</u>
Total Assets Less Current Liabilities			7,932,090	7,459,303
Long Term Liabilities				
Long-term borrowing	16		(424,154)	(461,793)
Deferred liabilities	17		(22,255)	(31,793)
Deferred Grants	19		(1,400,492)	(1,480,566)
Total Assets Less Liabilities			<u>6,085,189</u>	<u>5,485,151</u>
Capital and Reserves				
Capital Financing Reserve	20		2,979,662	2,930,801
Earmarked Reserves	21		2,253,814	1,748,931
General Reserve			851,713	805,419
			<u>6,085,189</u>	<u>5,485,151</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2022, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 22nd June 2022 .

Signed:
Cllr L. Alstrom
Town Mayor

.....
Mr N. Rees ACMA FCA
Responsible Financial Officer

Date:
.....

The notes on pages 13 to 23 form part of these unaudited statements.

Chippenham Town Council

Cash Flow Statement

31 March 2022

	Notes	2022 £	2022 £	2021 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(2,033,904)		(1,816,341)
Other operating payments		(1,560,119)		(1,367,462)
			(3,594,023)	(3,183,803)
<i>Cash inflows</i>				
Precept on Wiltshire Council		3,406,852		3,236,261
Cash received for services		894,393		651,123
Revenue grants received		15,500		12,900
			4,316,745	3,900,284
Net cash inflow from Revenue Activities	24		722,722	716,481
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(15,743)		(17,651)
Interest element of Finance Lease/HP Installments		(2,342)		(1,811)
<i>Cash inflows</i>				
Interest received		10,433		12,089
Net cash (outflow) from Servicing of Finance			(7,652)	(7,373)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(160,082)		(38,716)
<i>Cash inflows</i>				
Sale of fixed assets		7,275		-
Net cash (outflow) from Capital Activities			(152,807)	(38,716)
Net cash inflow before Financing			562,263	670,392
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(44,756)	(51,353)
			(9,538)	(6,359)
Net cash (outflow) from financing and liquid resources			(54,294)	(57,712)
Increase in cash	25		507,969	612,680

The notes on pages 13 to 23 form part of these unaudited statements.

Chippenham Town Council

Notes to the Accounts

31 March 2022

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2022	2021
	£	£
Heritage	99,503	106,537
Town Hall and Neeld C & A Centre	209,186	163,326
Community Parks & Open Spaces	278,599	171,850
Sports Facilities	283,381	240,293
Cemeteries	77,754	59,797
Town Centre Services	241,303	139,333
Structure & Local	15,176	13,094
Town Centre Promotion	136,526	72,597
Devolved Services	-	255,747
Less: Grant-aid Expenditure	(24,000)	(23,530)
Total	1,317,428	1,199,044

Democratic, Management & Civic Costs

	2022	2021
	£	£
Corporate and Democratic Services	95,021	46,073
Civic Expenses	48,108	35,623
Mayors Allowance	4,154	5,000
Members' Allowances	29,223	30,700
Interest Payable	17,903	19,250
Total	194,409	136,646

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

	2022	2021
	£	£
External Interest Charges - Loans	15,561	17,439
External Interest Charges - Lease/H.P.	2,342	1,811
	17,903	19,250

Chippenham Town Council

Notes to the Accounts

31 March 2022

3 Interest and Investment Income

	2022	2021
	£	£
Interest Income - General Funds	10,433	12,089
	<u>10,433</u>	<u>12,089</u>

4 Related Party Transactions

The council is required to disclose material transactions with related parties – bodies that have the potential to control or influence the council or to be controlled or influenced by the council. Disclosure of these transactions allows readers to assess the extent to which the council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's freedom to bargain with the council at arms length.

Related parties include:

Central Government

The council's operations are controlled by statutes passed by Central Government. All transactions with Central Government arise as a result of some of those statutes but do not, in the opinion of the council, require to be disclosed here.

Principal Authorities

The District Council collects this council's Precept and remits the same to the council under statutory provisions. The Precept is disclosed separately elsewhere in these accounts.

The County Council administers the Pension Fund of which certain of the council's staff are members. Details of amounts payable to the fund are disclosed at note 8.

Members of the council

Members have direct control over the council's financial and operating policies. During the year no members have undertaken any declarable, material transactions with the council, nor the council with any member. Details of such transactions (if any) are recorded in the Register of Members' Interests, open to public inspection at the council's offices.

Members represent the council on various organisations. Appointments are reviewed annually, unless a specific termination date applies to the term of office. None of these appointments places a Member in a position to exert undue influence or control.

Officers of the Council

Other than their contracts of employment, no material transactions have been made during the year between the council and any officer.

Other Organisations

The council awards grants to support a number of voluntary or charitable bodies. It does not attempt to exert control or influence as a result of such grants.

5 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2022	2021
	£	£
Fees for statutory audit services	2,800	2,800
Total fees	<u>2,800</u>	<u>2,800</u>

Chippenham Town Council

Notes to the Accounts

31 March 2022

6 Members' Allowances

	2022	2021
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	4,154	5,000
Members' Allowances	29,223	30,700
	<u>33,377</u>	<u>35,700</u>

7 Employees

The average weekly number of employees during the year was as follows:

	2022	2021
	Number	Number
Full-time	52	48
Part-time	10	8
Temporary	19	19
	<u>81</u>	<u>75</u>

All staff are paid in accordance with nationally agreed pay scales.

8 Pension Costs

The council participates in the Wiltshire Pension Fund. The Wiltshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2022 was £312,890 (31 March 2021 - £273,208).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 18.70% of employees' employees' salary with effect from 1st April 2022 (year ended 31 March 2022 – 19.70%).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Wiltshire Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

Chippenham Town Council

Notes to the Accounts

31 March 2022

9 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2021	3,931,901	1,178,798	1,144,938	1,538,556	163,575	7,957,768
Additions	-	-	142,860	17,222	-	160,082
Disposals	-	-	(131,775)	-	-	(131,775)
At 31 March 2022	3,931,901	1,178,798	1,156,023	1,555,778	163,575	7,986,075
Depreciation						
At 31 March 2021	(789,350)	(394,637)	(988,212)	(826,323)	-	(2,998,522)
Charged for the year	(51,359)	(43,526)	(83,276)	(67,428)	-	(245,589)
Eliminated on disposal	-	-	131,775	-	-	131,775
At 31 March 2022	(840,709)	(438,163)	(939,713)	(893,751)	-	(3,112,336)
Net Book Value						
At 31 March 2022	3,091,192	740,635	216,310	662,027	163,575	4,873,739
At 31 March 2021	3,142,551	784,161	156,726	712,233	163,575	4,959,246

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2007 by external independent valuers, Messrs Dreweatt Neate, Chartered Surveyors. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

	2022	2021
	£	£
Value as at 31 March 2021	42,390	-
Additions to assets held under finance lease/hire purchase agreements	-	52,988
Depreciation Charged in Year	(10,598)	(10,598)
Value as at 31 March 2022	31,792	42,390

Chippenham Town Council

Notes to the Accounts

31 March 2022

10 Financing of Capital Expenditure

	2022	2021
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	160,082	86,406
	<u>160,082</u>	<u>86,406</u>
was financed by:		
Capital Receipts	7,375	-
New H.P./Lease Finance	-	47,690
Revenue:		
Equipment Replacement Reserve	144,910	30,501
Precept and Revenue Income	7,797	8,215
	<u>160,082</u>	<u>86,406</u>

11 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

- Town Hall & Neeld Community & Arts Centre
- Stanley Park Facilities and Playing Fields
- Pavilions at John Coles Park
- London Road Cemetery
- Heritage Centre and Yelde Hall

Vehicles and Equipment

- Light Vans – 3
- Tractors – 2
- Street Sweeper
- Sundry grounds maintenance equipment
- Sundry office equipment
- Christmas Lights
- CCTV Equipment
- Heritage Centre & Yelde Hall display equipment

Infrastructure Assets

- Bus Shelters
- Street furniture
- Stanley Park Landscaping
- Stanley Park All Weather Pitch
- Public Conveniences

Chippenham Town Council

Notes to the Accounts

31 March 2022

11 Information on Assets Held (cont'd)

Community Assets

The Buttercross, War Memorial and JCP Fountain

Town Crest and Civic Artefacts

Allotments – 6

Parks, recreation grounds and playing fields - 5

Childrens' play areas and associated equipment – 7

Monkton Park

Derriads Pond

Antique Fire Engine

Maps, pictures and artefacts at Heritage Centre

12 Investments

**Investments
Other Than
Loans**

Cost

At 01 April 2021

£

200,000

At 31 March 2022

200,000

Amounts Written Off

At 31 March 2022

-

Net Book Value

At 31 March 2022

200,000

200,000

At 01 April 2021

200,000

200,000

At 31 March 2022 the investments included above at a cost of £200,000 had a market value of £262,119 (31 March 2021 - £222,980).

13 Stocks

Heritage Centres

2022

£

7,025

2021

£

6,400

7,025

6,400

Chippenham Town Council

Notes to the Accounts

31 March 2022

14 Debtors

	2022	2021
	£	£
Debtors	64,989	19,951
Doubtful Debt Provision	(388)	(888)
Trade Debtors	64,601	19,063
VAT Recoverable	62,589	53,077
Prepayments	11,433	-
Accrued Income	8,926	-
	<u>147,549</u>	<u>72,140</u>

15 Creditors and Accrued Expenses

	2022	2021
	£	£
Trade Creditors	86,037	52,579
Other Creditors	8,807	786
Superannuation Payable	41,243	31,278
Payroll Taxes and Social Security	49,276	32,694
Accruals	104,123	136,904
Accrued Interest Payable	1,844	2,026
Income in Advance	8,566	10,803
	<u>299,896</u>	<u>267,070</u>

16 Long Term Liabilities

	2022	2021
	£	£
Public Works Loan Board	461,793	506,549
	<u>461,793</u>	<u>506,549</u>

The above loans are repayable as follows:

	2022	2021
	£	£
Within one year	37,639	44,756
From one to two years	38,126	37,639
From two to five years	117,484	115,911
From five to ten years	181,044	195,743
Over ten years	87,500	112,500
Total Loan Commitment	461,793	506,549
Less: Repayable within one year	(37,639)	(44,756)
Repayable after one year	<u>424,154</u>	<u>461,793</u>

Chippenham Town Council

Notes to the Accounts

31 March 2022

17 Deferred Liabilities

	2022	2021
	£	£
H.P. and Lease Creditors	31,793	41,331

	2022	2021
	£	£
The above liabilities are repayable as follows:		
Within one year	9,538	9,538
From one to two years	9,538	9,538
From two to five years	12,717	22,255
Total Deferred Liabilities	31,793	41,331
Less: Repayable within one year	(9,538)	(9,538)
	22,255	31,793

18 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2022	2021
	£	£
Obligations expiring within one year	10,477	-
Obligations expiring between two and five years	11,754	22,231
Obligations expiring after five years	-	-
	22,231	22,231

19 Deferred Grants

	2022	2021
	£	£
Capital Grants Applied		
At 01 April	1,480,566	1,560,640
Released to offset depreciation	(80,074)	(80,074)
At 31 March	1,400,492	1,480,566
Total Deferred Grants		
At 31 March	1,400,492	1,480,566
At 01 April	1,480,566	1,560,640

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Chippenham Town Council

Notes to the Accounts

31 March 2022

20 Capital Financing Account

	2022	2021
	£	£
Balance at 01 April	2,930,801	3,145,580
Financing capital expenditure in the year		
Additions - using capital receipts	7,375	-
Additions - using revenue balances	152,707	38,716
Loan repayments	54,294	57,711
Disposal of fixed assets	(131,775)	(16,045)
Depreciation eliminated on disposals	131,775	16,045
Reversal of depreciation	(245,589)	(391,280)
Deferred grants released	80,074	80,074
Balance at 31 March	<u>2,979,662</u>	<u>2,930,801</u>

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

21 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2021	to reserve	from reserve	31/03/2022
	£	£	£	£
Capital Projects Reserves	260,000	390,204	-	650,204
Asset Renewal Reserves	252,418	3,500	(144,910)	111,008
Other Earmarked Reserves	1,236,513	401,922	(145,833)	1,492,602
Total Earmarked Reserves	<u>1,748,931</u>	<u>795,626</u>	<u>(290,743)</u>	<u>2,253,814</u>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2022 are set out in detail at Appendix A.

22 Capital Commitments

The council had no capital commitments at 31 March 2022 not otherwise provided for in these accounts.

23 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Chippenham Town Council

Notes to the Accounts

31 March 2022

24 Reconciliation of Revenue Cash Flow

	2022	2021
	£	£
Net Operating Surplus for the year	758,278	683,610
Add/(Deduct)		
Interest Payable	17,903	19,250
Interest and Investment Income	(10,433)	(12,089)
(Increase) in stock held	(625)	(539)
(Increase)/Decrease in debtors	(75,409)	56,337
Increase/(Decrease) in creditors	33,008	(30,088)
Revenue activities net cash inflow	<u>722,722</u>	<u>716,481</u>

25 Movement in Cash

	2022	2021
	£	£
Balances at 01 April		
Cash with accounting officers	500	500
Cash at bank	<u>2,542,381</u>	<u>1,929,701</u>
	<u>2,542,881</u>	<u>1,930,201</u>
Balances at 31 March		
Cash with accounting officers	500	500
Cash at bank	<u>3,050,350</u>	<u>2,542,381</u>
	<u>3,050,850</u>	<u>2,542,881</u>
Net cash inflow	<u>507,969</u>	<u>612,680</u>

26 Reconciliation of Net Funds/Debt

	2022	2021
	£	£
Increase in cash in the year	<u>507,969</u>	<u>612,680</u>
Cash outflow from repayment of debt	<u>54,294</u>	<u>57,712</u>
Net cash flow arising from changes in debt	<u>54,294</u>	<u>57,712</u>
New H P/Lease Agreements	-	(47,690)
Deferred interest accrued but not paid	10,147	-
Movement in net funds in the year	<u>572,410</u>	<u>622,702</u>
Cash at bank and in hand	2,542,881	1,930,201
Total borrowings	<u>(547,880)</u>	<u>(557,902)</u>
Net funds at 01 April	<u>1,995,001</u>	<u>1,372,299</u>
Cash at bank and in hand	3,050,850	2,542,881
Total borrowings	<u>(493,586)</u>	<u>(547,880)</u>
Net funds at 31 March	<u>2,557,264</u>	<u>1,995,001</u>

Chippenham Town Council

Notes to the Accounts

31 March 2022

27 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 22nd June 2022), which would have a material impact on the amounts and results reported herein.

Chippenham Town Council

Appendices

31 March 2022

Appendix A

Schedule of Other Earmarked Reserves

	<u>Balance at</u> <u>01/04/2021</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2022</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	260,000	390,204		650,204
				0
	<u>260,000</u>	<u>390,204</u>	<u>0</u>	<u>650,204</u>
<u>Asset Replacement Reserves</u>				
Stanley Park	111,530		(25,919)	85,611
Vehicle Replacement	117,442		(111,283)	6,159
C C T V Replacement	23,446	3,500	(7,708)	19,238
	<u>252,418</u>	<u>3,500</u>	<u>(144,910)</u>	<u>111,008</u>
<u>Other Earmarked Reserves</u>				
Elections	40,000		(9,688)	30,312
Neeld Hall Events	0			0
Christmas Lights	14,781			14,781
Neighbourhood Plan	26,773		(15,479)	11,294
LRC Site Works	7,555		(4,860)	2,695
Neeld Future Development	70,922			70,922
Town Hall Infrastructure	91,965		(1,562)	90,403
Parks Improvements	19,897		(432)	19,465
Neeld Arts Centre	18,330			18,330
Museum Infrastructure	34,774			34,774
Technology Upgrades	49,429		(38,829)	10,600
War Memorial	8,000			8,000
Museum Projects	27,320			27,320
Env Enhancements	10,998			10,998
Community Donations	770			770
Building Repairs	25,119		(7,149)	17,970
Community Projects	1,182			1,182
CTC Donations		3,804		3,804
Town Centre Enhancement	12,414			12,414
Town Centre Signage	2,729			2,729
Public Conveniences	10,986			10,986
Devolution	248,071		(15,738)	232,333
Donations/Legacies Museum	10,174	2,173		12,347
Play Area Income WC	0	20,569		20,569
S 106 Contributions	20,156		(12,550)	7,606
Community Infrastructure Levy 2019/20	134,696		(39,546)	95,150
Community Infrastructure Levy 2020/21	349,473			349,473
Community Infrastructure Levy 2021/22	0	375,376		375,376
	<u>1,236,513</u>	<u>401,922</u>	<u>(145,833)</u>	<u>1,492,602</u>
TOTAL EARMARKED RESERVES	<u>1,748,931</u>	<u>795,626</u>	<u>(290,743)</u>	<u>2,253,814</u>

Chippenham Town Council

31 March 2022

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Heritage Centre	402,905	334,885
Town Hall and Neeld C & A Centre	351,822	287,912
Community Parks & Open Spaces	624,530	574,626
Sports Facilities	388,658	336,712
Cemetery	145,604	119,068
Town Centre Services	508,154	457,656
Town Centre Promotion (including Markets)	284,484	246,888
Net Direct Services Costs	<u>2,706,157</u>	<u>2,357,747</u>
Corporate and Democratic Services	<u>495,051</u>	<u>283,357</u>
Net Democratic, Management and Civic Costs	<u>495,051</u>	<u>283,357</u>
Interest & Investment Income	(11,000)	(10,433)
Loan Charges	69,004	72,197
Capital Expenditure	32,640	160,082
Proceeds of Disposal of Capital Assets		(7,275)
Transfers to/(from) other reserves	115,000	504,883
(Deficit from)/Surplus to General Reserve	-	46,294
Precept on Wiltshire Council	<u><u>3,406,852</u></u>	<u><u>3,406,852</u></u>

Chippenham Town Council

31 March 2022

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2022 £	2022 £	2022 £	2021 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
DIRECT SERVICES				
Heritage Centre	369,089	(34,204)	334,885	362,770
Town Hall and Neeld C & A Centre	403,086	(115,174)	287,912	320,505
Community Parks & Open Spaces	625,446	(50,820)	574,626	377,525
Sports Facilities	537,518	(200,806)	336,712	382,110
Cemetery	183,751	(64,683)	119,068	120,665
Town Centre Services	497,974	(40,318)	457,656	240,199
Community Safety (Safety Services)				
Planning Policy	15,176	-	15,176	13,094
Town Centre Promotion	234,862	(3,150)	231,712	160,935
Devolved Services	-	-	-	453,126
CENTRAL SERVICES				
Corporate and Democratic Services	565,609	(427,981)	137,628	9,154
Civic Expenses	145,729	-	145,729	105,407
Net Cost of Services	3,578,240	(937,136)	2,641,104	2,545,490



Agenda Item 9

Meeting	Full Council
Date	22 June 2022
Report Title	Draft Medium Term Financial Plan for Capital Ear Marked Funds
Author	Nick Rees, Director of Resources, Responsible Financial Officer

1.0 PURPOSE OF REPORT

1.1. To present Councillors with a draft 5-Year Medium Term Financial Plan for Capital Ear Marked Funds (C/EMFs) for the period 2022 to 2027, for this Committee to consider for adoption as recommended by the Finance Sub Committee (FSC) at its meeting on 22 March 2022.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 The Finance Sub Committee considered a draft 5-year Medium Term Financial Plan for C/EMFs at its meeting on 22 March 2022 and recommends that Full Council adopts it at this meeting.

2.2 This report sets out the financial assumptions for income and expenditure on C/EMFs, however it will be for the various Committees (ACL, S&R, NPSG, CEEAG) to determine the specific C/EMF projects to be included in the annual budget setting process for each year.

3.0 DRAFT 5-YEAR MEDIUM TERM FINANCIAL PLAN FOR C/EMFS

3.1 The assumptions included in the draft 5-Year plan are:

- The current balance of C/EMFs at the end of March 2022 is £2,254k;
- A £275k budget surplus was transferred to C/EMFs from Income & Expenditure at the end of the last financial year (2021/22);
- 8 projects and the purchase of the Leasehold to the Town Hall Annexe and Unit 9 from last year's C/EMF budget have been carried forward into this year (2022/23). These are:
 - Compostable Toilet for Monkton Park £28k
 - Open Space Enhancement (Monkton Park) £15k
 - Museum Maintenance £10k
 - Town Hall Maintenance £8k
 - Public Toilets Maintenance £4k
 - Play area enhancements £30k
 - Stanley Park Depot £70k
 - Telephony £12k
 - Purchase of the Leasehold to the Town Hall Annexe £175k;
- CIL income for last year 2021/22 was better than previously thought, with £375k received v £300k that had previously been assumed for the year. A baseline of £375k

CIL has been included in the plan, however, it is expected that the Neighbourhood Plan will be agreed before the start of the 2023/24 financial year. At this point, the Council will receive a 25% share of CIL income, rather than the current 15%. CIL income is then expected to increase to £625k pa as a result;

- Routine Capex/Maintenance budget remains at £470k in line with the last two budgets;
- Major project expenditure is between £300k and £400k each year of the plan. Two major projects have been agreed for this financial year (2022/23), namely Environmental Enhancements to Buildings (£200k) and a Neeld Development project (£200k);
- £50k is allowed each year for project/programme management resource in order that projects are delivered to timescale;
- All capital expenditure priority recommendations from ACL, S&R, NPSG and CEEAG will be considered by the FSC each year as part of the budget setting process and the C/EMF budget for the year will be determined based on the latest financial information (e.g. level of CIL income, C/EMF balances, prior year I&E budget surpluses or shortfalls etc.);
- This 5-year plan would allow for the completion of £0.3m of outstanding projects from last financial year, routine capital expenditure over the 5-year period of £2.3m and £1.9m to be spent on major projects over the 5-year period.
- In the budget setting for 2022/23 it was expected that £1m would remain in C/EMFs at the end of the year, however in this draft 5-year plan the Council would now end the 5-year period with £1m still remaining in C/EMFs.

5.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

5.1 Corporate Priority 5 - Effective and efficient use of resources.

6.0 STAFFING IMPLICATIONS

6.1 There are no staffing implications.

7.0 FINANCIAL IMPLICATIONS

7.1 For Councillors to consider the financial implications within the draft 5-Year Medium Term Financial Plan for C/EMFs .

8.0 LEGAL IMPLICATIONS

8.1 There are no legal implications.

9.0 RECOMMENDATIONS

9.1 It is recommended that Councillors:

- i) adopt the 5-Year Medium Term Financial Plan for Capital Ear Marked Funds for the period 2022 to 2027
- ii) approve the use of £50k pa of C/EMFs for expenditure on Project/Programme Management resource

Draft Medium Term Financial Plan for Capital Earmarked Funds (MTFP for C/EMFs)

Full Council 22nd June 2022

	2021/22	2022/23 C/F from 21/22 Year 1	2022/23 Year 1	2023/24 Year 2	2024/25 Year 3	2025/26 Year 4	2026/27 Year 5	Total 5 Year Period
Opening Balance	1,749	2,254	1,902	1,473	1,393	1,213	1,133	
Income								
CIL	375		375 (4)	625 (8)	625	625	625	
Precept	115		115	115	115	115	115	
From Budget Surplus	275							
Other	23							
	<u>788</u>		<u>490</u>	<u>740</u>	<u>740</u>	<u>740</u>	<u>740</u>	
Expenditure								
Routine Capex/Mtce	283	177 (2)	469	470	470	470	470	2,349
Major Projects		175 (3)	400 (5)	300	400	300	300	1,875
Project / Prog. Mgmt			50 (6)	50	50	50	50	
	<u>283</u>	<u>352</u>	<u>919</u>	<u>820 (9)</u>	<u>920</u>	<u>820</u>	<u>820</u>	
Closing Balance	<u><u>2,254</u></u> (1)	<u><u>1,902</u></u>	<u><u>1,473</u></u> (7)	<u><u>1,393</u></u>	<u><u>1,213</u></u>	<u><u>1,133</u></u>	<u><u>1,053</u></u> (10)	

Notes :

(1)	(2)	(4)	(8)	(10)
<i>Per Financial Statements 2021/22</i>	<i>Comp Toilet M Park Plan Mus Mtce T Hall Mtce Public Toilets Play Area Eq Depot Telephony</i>	<i>28 20/21 Bgt 300 10 Actual 375 8 (5) 4 Env Enh 30 Neeld 70 12 (6) 177 Contract PM</i>	<i>CIL increases to 25% from 15% 200 Priorities 200 determined by 400 ACL/S&R etc</i>	<i>As thought for this year end</i>
	(3)	(7)		
	<i>Unit 9 & Annexe</i>	<i>175 Bgt 22/23 was £1m</i>		

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Agenda Item 10

Meeting	Full Council
Date	22 June 2022
Report Title	Green Infrastructure and A350 Dualling Scheme
Author	Andy Conroy, Head of Planning

1.0 PURPOSE OF REPORT

1.1 This report seeks to gain agreement from Councillors to progress green corridor proposals originating in the Draft Chippenham Neighbourhood Plan with Wiltshire Council Highways, to see if they can be incorporated within the scope of the A350 dualling scheme. It represents a 'once in a lifetime' opportunity to try to punch openings in the A350, which currently forms a barrier to wildlife and humans moving from the town to the countryside and vice versa. Proposals have been informally developed with representatives of Chippenham Without Parish Council.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 In the spending review in October 2021 the government announced that it would allocate £26.625 million for the scheme to dual the remaining single carriageway sections of the A350 route round Chippenham.

2.2 Wiltshire Council are now pressing forward to complete the design of the remaining Phases 4 and 5 of the scheme, and preparing the Full Business Case (FBC). Subject to the FBC being approved by the DfT, it is anticipated that construction works will be undertaken during 2024 and 2025.

2.3 The key elements of the Phase 4 & 5 project are:-

- Phase 4 dualling: widening the A350 to dual 2-lane carriageways between Chequers Roundabout (A4) and Lackham roundabout. The dualling would take place within the existing wide highway verge to the west of the current carriageway;
- Phase 5 dualling: widening the A350 to dual 2-lane carriageways along the full stretch between Cepen Park South Roundabout and Bumpers Farm Roundabout (A420). The dualling would take place within the existing wide highway verge to the west of the current carriageway;
- A significant remodelling of the Bumpers Farm roundabout junction to provide capacity enhancements and full signalisation; and
- Alterations will be made to Lackham Roundabout capacity to accommodate the additional carriageway.

- 2.4 The dualling project will be contained wholly within the existing highway boundary extents/red line site boundary for the planning permission obtained several years ago. The existing bridges along this route were constructed to accommodate the additional carriageways without needing further major works.
- 2.5 Wiltshire Council are currently undertaking site investigations to inform the development of the design. These include such works as walk over environmental surveys along the line of the carriageway and with adjacent land; topographical surveys; drainage investigations, and ground investigations.
- 2.6 Wiltshire Council anticipate that a public engagement exercise regarding the dualling scheme will be held during summer 2022. The focus of that engagement will be regarding Bumpers Farm Roundabout, and the proposed alterations which will ease traffic congestion and improve safety at that location.
- 2.8 Policy GI3 of the Draft Chippenham Neighbourhood Plan identifies key green corridors (green spaces that link together to form linear corridors for the movement of wildlife and humans through the town) and requires new development to protect and enhance these corridors. Figure 6.3 of the Plan, attached at **APPENDIX A**, identifies a series of Neighbourhood Green Corridors in the town, and also 'Countryside Connection Points' where there are opportunities to link Neighbourhood Green Corridors with the surrounding countryside. There are at least three 'Countryside Connection Points' identified in the Plan in the area of the A350 dualling works, where Neighbourhood Green Corridors have the potential to continue across, over or under the highway.

3.0 SYNERGY WITH NEIGHBOURHOOD PLAN GREEN CORRIDORS WORK

- 3.1 Both the Town Council and Chippenham Without Parish Council are at similar stages in progressing their respective Neighbourhood Plans, with both Plans identifying improvements in green infrastructure as being an important priority.
- 3.2 With Wiltshire Council Highways in the process of carrying out site investigations for the A350 dualling scheme it was considered prudent to informally investigate whether there were opportunities for the dualling scheme to be designed to also realise any of the 'Countryside Connection Points' set out in Policy GI3 of the Neighbourhood Plan.
- 3.2 The Head of Planning and Cllrs Murry and Cape, representing the Chippenham Neighbourhood Plan Steering Group, met informally with Cllrs Eades and Ham, representing the Chippenham Without Neighbourhood Plan Steering Group, in April 2022, to informally discuss and arrive at some joint proposals that could be put to Wiltshire Council Highways regarding potential improvements to green corridors across the A350 as part of the dualling works. It became clear in discussions with Chippenham Without that an existing public right of way and a further footpath crossing would be extinguished as part of the dualling scheme and should therefore be replaced in any proposals.
- 3.3 The outline proposals jointly agreed by representatives of both Neighbourhood Plans (and which broadly align with the locations of the three 'Countryside Connection Points' set out in the Draft Chippenham Neighbourhood Plan) are:

Area 1 - Rugby Club/Frogwell Lane Footbridge

- Existing crossing from Chippenham Without to Chippenham (CHIW6 - CHIP33) would be become illegal upon dualling.
- CHWI6 which currently lies north of the A350 footbridge to have a new extension (mitigation) which links it to the footbridge at Frogwell Lane, and so connects with CHIP116.
- Create a new link in Chippenham involving CHIP33 to CHIP116 (at present they are very close to one another, but not actually connected), so that this joined Chippenham footpath (CHIP33/CHIP116) crosses over the existing A350 Frogwell Lane footbridge to join with a diverted Chippenham Without CHIW6.

Area 2 - Priors Copse to Vincients Wood Nature Reserve

- The brook that runs just north of Priors Copse and originates within Chippenham Without (Starveal Farm) also runs on the northern side of Vincients Wood, making use of an existing culvert under the A350.
- This culvert to be developed as a wildlife corridor between Vincients Wood Nature Reserve and Chippenham Without, with any necessary up-grading of the culvert undertaken during the dualling of the A350.

Area 3 - Drake Crescent/Derriads Pond

- At present Cepen Park South (Chippenham) has access to the countryside (Chippenham Without), and this access will cease following dualling. Existing crossing from Chippenham to CHIW8/10 bridleways would be become illegal upon dualling.
- Create extension of CHIP34 to A350, i.e. Derriads Pond.
- Create a link between CHIW8/10 at A350, for both human and wildlife use, with extended CHIP34, either by bridge or underpass.

3.4 **APPENDIX B** of this Report shows the location of the three areas above in map form.

3.5 At the time of discussions with Chippenham Without it was not known that a significant remodelling of the Bumpers Farm roundabout would form part of the A350 dualling works and that this area might be also be an area where green infrastructure proposals could also be focused.

3.5 This report seeks agreement from Full Council to progress the above proposals with Wiltshire Council Highways on behalf of the Town Council. It also seeks to give delegated authority to the Chief Executive to continue to liaise with Wiltshire Council Highways and/or Chippenham Without Parish Council in trying to progress green infrastructure improvements under this joint initiative.

3.6 This report also presents an opportunity for Ward Councillors to be consulted on the proposals and add value to the process through any local knowledge.

3.6 Whilst it is recognised that there may be a number of other issues relating to the A350 dualling e.g. noise, pollution, traffic speeds, it is recommended that the Town Council comments on these aspects when Wiltshire Council formally consults the Town Council on the dualling scheme in due course. For now, it is considered that a focused approach on green infrastructure proposals only (including walking and cycle routes which may follow green corridors) is taken forward with Wiltshire Council Highways, as an opportune point in time, as survey work and design work commences, to initiate early engagement.

3.7 Wiltshire Council Highways have informally agreed to share any survey work/environmental that might be of benefit to the Neighbourhood Plan Steering Group, in terms of being used as evidence to justify the Green Corridors policy and other policies in the Plan.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 Engagement with Wiltshire Council Highways on the green infrastructure priorities of the Draft Neighbourhood Plan with regard to the A350 dualling scheme, will contribute to the following corporate priorities:

- Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.
- Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.
- Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

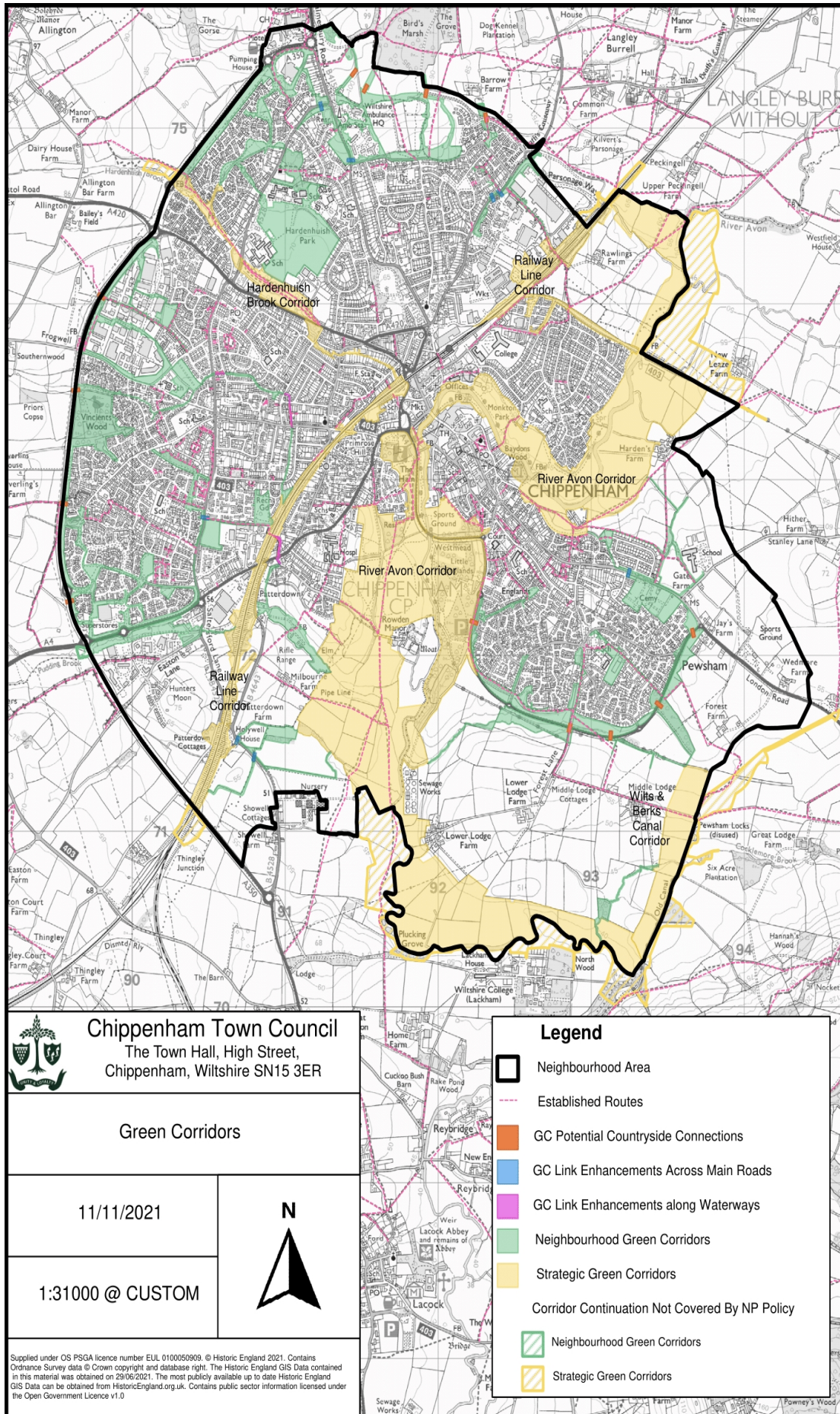
6.1 There are no financial implications for the Town Council.

7.0 RECOMMENDATION

7.1 i) That Councillors agree the proposals listed in Paragraph 3.3 of this Report as a basis for future discussions with Wiltshire Council Highways on potential green infrastructure improvements for the A350 dualling scheme; and

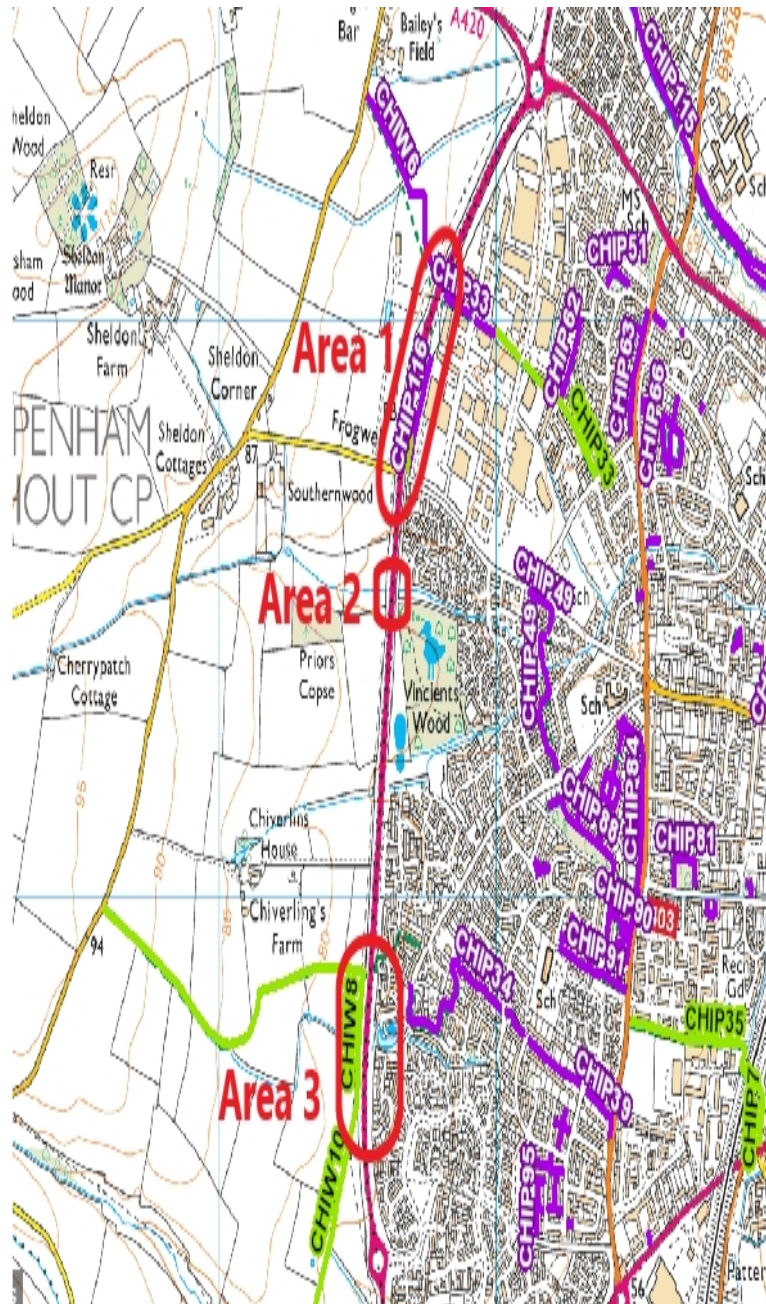
ii) That Councillors delegate authority to the Chief Executive to represent the Town Council going forward in discussions with Wiltshire Council Highways and/or Chippenham Without in respect of green infrastructure improvements for the A350 dualling scheme, including reviewing potential green infrastructure improvements at Bumpers Farm Roundabout.

APPENDIX A



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APPENDIX B



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Agenda Item 11

Meeting	Full Council
Date	22 June 2022
Report Title	Chippenham Neighbourhood Plan Update
Author	Andy Conroy, Head of Planning

1.0 PURPOSE OF REPORT

1.1 This report seeks to update Councillors on the progress of Chippenham Neighbourhood Plan since the previous update report in March 2022.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Councillors will recall a previous report providing an update on the Neighbourhood Plan, which was presented to Full Council on 23 March 2022. The report noted that the main focus of the February Steering Group meeting had been finalising Neighbourhood Plan documents and preparing for the Regulation 14 Consultation.

3.0 NEIGHBOURHOOD PLAN UPDATE

3.1 The Regulation 14 Consultation, the first statutory public consultation on the Pre-Submission Draft Plan, ran from 28 February 2022 - 12 April 2022. The Steering Group did not hold a meeting in March given the very close proximity to the commencement date of the Consultation.

3.2 As part of the Regulation 14 Consultation, the Pre-Submission Draft Plan, Non-Technical Summary of the Plan, 4 Annexes and 21 Appendices were available to view on the [Chippenham Neighbourhood Plan](#) website. The consultation took the form of an online questionnaire, with 31 questions. Community First Wiltshire administered the questionnaire and collated results. A hard copy set of the Plan documents and questionnaires were also available to review/complete at the Town Hall reception, Museum and Stanley Park Sports Ground.

3.3 The [Regulation 14 Consultation Results Report](#) provides headline results from the online Consultation. There was a good level of engagement from the local community and the Report includes selected comments made by them. Some key headlines are:

- 483 responses in total.
- Overall response rate of 68%.
- Good distribution of responses from postcodes across Chippenham, and surrounding areas.
- 77% of respondents agreed with the Plan's Vision and Objectives.

- 90% average agreement rate across all policies, with an average disagreement rate of 10%.
- Lowest agreement rate (74%) was for Policy H1 - Housing Mix and Types.
- 101 respondents named their favourite Local Green Space. The highest number of mentions was for 'LGS B - Baydons Wood, Baydons Meadow & Long Close'.

3.4 16 written comments were also submitted not using the online questionnaire. These were mainly from landowners/developers, Wiltshire Council and statutory bodies.

3.5 The Results Report is available for public viewing on the Neighbourhood Plan website. Links to the document have been shared via news articles on the Neighbourhood Plan website and Town Council website, and via Neighbourhood Plan and Town Council social media platforms.

3.6 At the April Steering Group Meeting, the Group agreed a Protocol for Sharing, Processing and Responding to Regulation 14 Consultation Comments. The Protocol sets out that the Steering Group would be able to view all comments received but would focus on discussing and agreeing draft responses to comments where major changes to Neighbourhood Plan policies might be concerned. It sets out that the Head of Planning would draft responses to all minor comments received (non-policy changes) to be agreed 'on block' by the Steering Group.

3.7 At the May Steering Group Meeting, the Group reviewed and agreed responses to the first batch of comments received, which primarily related to the Neighbourhood Plan's Vision and Objectives. The Neighbourhood Plan was modified accordingly in response to the comments received. The next Steering Group Meeting, to be held in early July, will continue to agree draft responses and amendments to the Plan.

3.8 A Screening Determination was received from Wiltshire Council on 12 April 2022 which advised that a Strategic Environmental Assessment (SEA) would be required for the Neighbourhood Plan. This was despite submission of the Draft Plan to the LPA a year earlier in April 2021 requesting their SEA Screening Opinion.

3.9 The reason given by the LPA for carrying out an SEA is:

'Draft policies TC1 - TC5 are considered likely to have significant effects on heritage assets and this has been confirmed by a Wiltshire Council Senior Conservation Officer. This is on the basis that the draft document allocates resources at a local level which affect the built environment, including zones of development in Policy TC1, and enhancement objectives throughout the body of the text and appendices and annexes. The documents also specify materials and design in reference to measures to protect local character and appearance which will cause long term impacts on the local area. Thus, the cumulative impacts of the documents will trigger the need for an SEA.'

This advice is largely based on the comments received from Historic England on 14 June 2021 and 12 April 2022.

- 3.10 Accordingly, the Neighbourhood Plan Steering Group have instructed AECOM to prepare an SEA. This should take approximately three months to produce. There is no extra cost to the Town Council, the cost being covered by government funding through Locality.
- 3.11 There may be some delay to the Neighbourhood Plan timeline as a result of having to produce an SEA, and because the advice of the Neighbourhood Plan's retained Planning Consultant is that the Regulation 14 Consultation will need to be repeated, albeit a 'light touch' Consultation focusing only on the findings of the SEA.
- 3.12 Given the above, it is anticipated that, at most, this could add a two month delay to the Plan timeline, which is attached in **APPENDIX A**. Based on current estimates the Plan will likely be 'made', or adopted, in spring 2023.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 The development of a Neighbourhood Plan will contribute to the following corporate priorities:
- Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.
 - Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.
 - Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.
 - Provide and develop facilities and services that are accessible, inclusive and promote health and well-being.
 - Provide and develop facilities and services that promote Chippenham as an attractive and vibrant market town and celebrate its rich history, heritage, and culture.

5.0 STAFFING IMPLICATIONS

- 5.1 The Steering Group continues to be supported by the Head of Planning, Planning Consultant(s) (external support), Administrative Officers, the Council's Communications & Customer Services Manager and Corporate Management Team.

6.0 FINANCIAL IMPLICATIONS

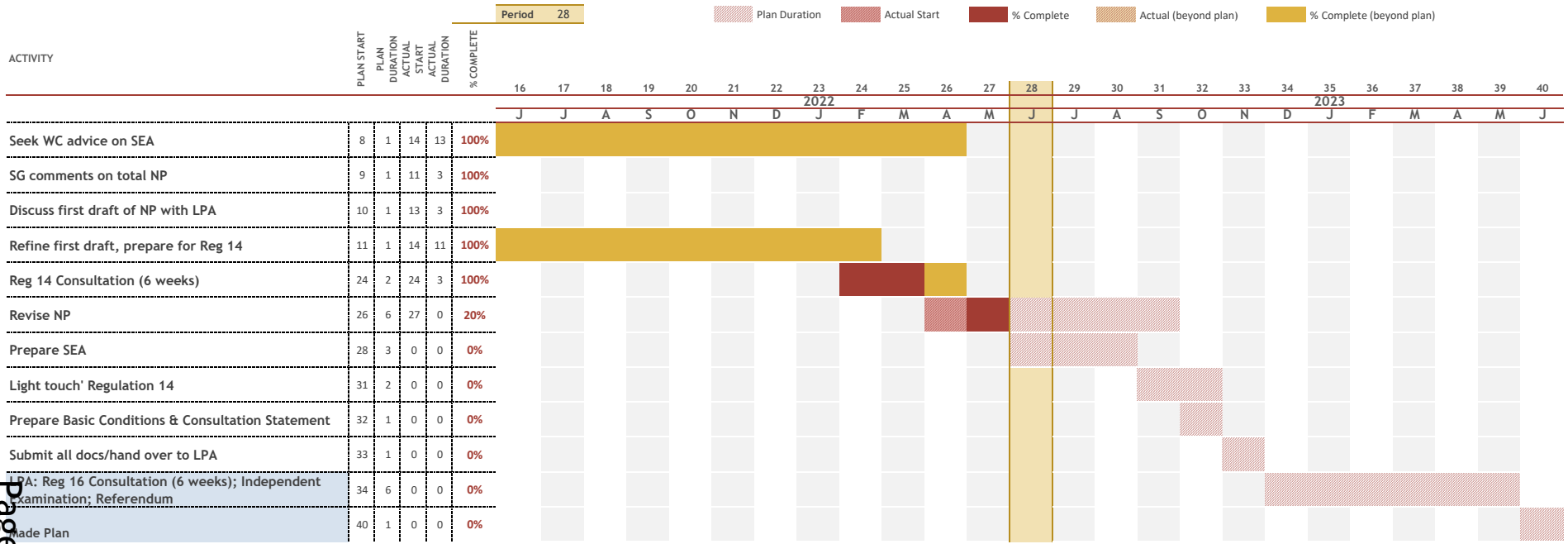
- 6.1 For the financial year 2022/23, in addition to payroll costs, there is a Capital/EMF budget of £34,000 to cover print/design, consultant and professional fees, to be charged against Community Infrastructure Levy income, and an additional Income & Expenditure budget of £3,000 to cover other items such as website and postage.
- 6.2 There has been no spend to date this financial year.

7.0 RECOMMENDATION

- 7.1 That Full Council notes the content of this Report, which is for information purposes only.

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Neighbourhood Plan Project Timeline Jun 2021-Jun 2023



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