

# CODFORD PARISH COUNCIL

## Draft Minutes of the Parish Council Meeting held in the Village Hall

Monday 7 September 2026 at 7pm

Standing Orders were suspended to allow for public participation

**Public Participation** Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

7 members of the public attended to raise ongoing safety concerns regarding traffic volume, speed, and increasing HGV use on Chittene Road. Issues highlighted included lack of footways, vulnerable road users, winter visibility, and repeated near-misses or incidents. Previous speed restriction data was considered inadequate, and residents noted inconsistencies in Wiltshire Council's assessments.

Options discussed included:

1. Engineered traffic-calming measures,
2. A 20 mph limit, and
3. Changes to road layout or signage.

Parish Council confirmed it has no direct powers but fully supports residents in pursuing a solution and will complete the required Wiltshire Council forms. Costs, funding proportions, and feasibility were noted, with further guidance to be sought from Wiltshire Council. PC will draft the submission and liaise with residents for supporting information.

Standing Orders were reinstated following public participation

**52. Present:** Councillors, C Brayne, S Howe, L Platt

**In attendance:** Karungi Grant, Clerk

### **53. Apologies for Absence**

Apologies were received from: Cllrs T Thornton, B Smith and M Hutchings.

**Absent:** N Carpenter, S Dorrington, and D Williams

### **54. Dispensations**

No dispensations were requested

### **55. Declarations of Interest**

Cllr Platt declared an interest; 63. Planning Application Consultation - 63.1 Application No: PL/2026/04696

### **56. Exclusion of the Press and Public**

The Clerk advised that there were no agenda items requiring exclusion of the press and public.

### **57. Approval of Minutes**

Following amendments to the numbering, it was resolved to approve the minutes of the meeting held on 27 July 2026 as a true and accurate record. The Vice Chair signed the minutes.

### **58. Reports from Unitary Councillor/Councillors/Chair**

None

### **59. Matters Arising from Previous Minutes**

Matters arising from the previous Council meeting were recorded as follows:

1. The Clerk updated members on informal youth engagement activities. Plans to start badminton sessions require DBS clearance for volunteers.
2. Cllr Howe updated that Bushcraft activities are deferred to 2027.

## 60. Finance Matters

### 60.1. Approval and Reconciliation of Parish Accounts

Accounts Internal Audit Accounts & Audit Regulations 2003 reg2

The Council reviewed the accounts and noted the bank balance as at 1 September 2026 was £11,172.09. It was resolved to approve the accounts and reconciliation. Cllrs Platt and Brayne checked and signed the bank reconciliations presented by the RFO.

### 60.2. Payments LGA 1972 s150 (5)

The Council reviewed the listed items of expenditure for July, August and September(part). It was resolved to approve the payments as presented.

#### JULY

|                      |       |
|----------------------|-------|
| BANK SERVICE CHARGES | £4.25 |
|----------------------|-------|

|                      |         |
|----------------------|---------|
| PCC CODFORD ST MARYS | £900    |
| AUGUST WAGE          | £674.27 |
| BANK SERVICE CHARGES | £4.25   |

#### AUGUST

|                   |        |
|-------------------|--------|
| EMERGENCY HUB     | £14.85 |
| SCRIBE            | £37.20 |
| SLCC              | £158   |
| COMMUNITY WEBSITE | £59.12 |
| PRINTER INK       | £52.11 |

#### SEPTEMBER

|                |        |
|----------------|--------|
| EXTERNAL AUDIT | £252   |
| SCRIBE         | £37.20 |
| HMRC           | £36.96 |

### 60.3. Receipts

To note receipt of income

|                        |        |
|------------------------|--------|
| COMMUNITY WEBSITE SUBS | £20    |
| REFUND                 | £52.11 |

### 60.4. Budget Forecast 2026/27

The Council received and considered the initial budget forecast for 2026/27, including projected income, planned expenditure and anticipated variances. The Clerk explained budget variances relating to accounting software, payroll items, and insurance. Members noted limited available funds and the need to maintain reserves of £6,000 (£5,000 election, £1,000 contingency). Budget forecasting for 2027/28 will continue.

## 61. Conclusion of External Audit – Statutory Actions Required

The Council received and accepted the external audit report. The AGAR was not accurately completed before submission for review; Information received indicated that assets purchased during the year have not been included in Section 2, Box 9. (emergency hub equipment not being listed on the asset register). All required documents have been published on the website.

## 62. Review of Policies and Procedures

The Clerk presented a draft risk assessment following repeated instances of the bookshop being left unlocked. Members agreed to clarify key-holding arrangements and ensure the building is secured daily. Risk assessment which was circulated prior to the meeting was approved and signed.

## 63. Planning Application Consultation (Town and Country Planning Act 1990; Town and Country Planning (Development Management Procedure) Order 2015)

The Council considered the planning applications listed below. Comments and resolutions are recorded against each application.

### 63.1 Application No: PL/2026/04696

**Proposal:** Holm Oak - Reduce canopy by up to 10 meters and to approx. points in annotated photographs to reduce risk of failure to canopy due to extensive decay in main limb.

**Site:** 4 WOOL HOUSE GARDENS, CODFORD, WARMINSTER, BA12 0PS

*No objection*

**63.2 Application No:** PL/2026/02268

**Proposal:** Erection of two detached dwellings with new access and associated works.

**Site:** Land West of North Lodge, 128 High Street, Codford St Peter, BA12 0NJ

*Members discussed heritage considerations, ecological impacts, dark-sky compliance, and existing concerns raised by consultees. The Council was minded to support the application, subject to concerns relating to ecology, lighting, and appropriate access arrangements. It was resolved to request that the Unitary Councillor call in the application.*

**63.2 Application No:** PL/2026/02263

**Proposal:** Creation of two vehicular access openings in existing listed wall in relation to PL/2026/02268

- Erection of two detached dwellings with new access and associated works.

**Site:** Land West of North Lodge, 128 High Street, Codford St Peter, BA12 0NJ

*The Parish Council resolved to call this application in to committee, with a mind to support.*

*Please note that in planning matters the parish council acts as the consultee of the Principal Authority. The principal authority being the deciding body, parishioners can make their comments directly to the authority.*

**64. Parish Steward**

The Council noted recent Parish Steward tasks completed since the last meeting, including weeding along the High Street. Members confirmed that activity had been observed and agreed to report any further jobs to the Clerk as they arise for inclusion in the next Parish Steward visit.

**65. Landline for the Village Hall**

The Council considered a request for the Parish Council to fund the Village Hall landline. It was noted that the hall is registered as an emergency hub and that the landline may be required for emergency use, including during flooding or other incidents. Members indicated support in principle but requested confirmation of the ongoing cost before making a final commitment.

**66. Salisbury Road Speeding Concerns**

Parish Council reviewed follow-up actions relating to residents' concerns about speeding and lighting on Salisbury Road. Members noted that installing a streetlight would be expensive and could affect the existing speed-limit arrangements. As the resident had declined the options offered, the Council agreed not to pursue street lighting at this time and will instead support progressing 'SLOW' carriageway markings, subject to confirmation of cost.

**67. Gateways on Chitterne Road - Cost and Effectiveness**

The Council received information on the effectiveness and indicative costs of village gateway features. It was resolved instead to support residents in progressing the exploration of a 20 mph speed limit.

**68. Codford Salisbury Road Street Lighting**

Covered in 66. Salisbury Road speeding concerns.

**69. DBS Processing – Approval of Preferred Service Option**

Parish Council considered options for DBS checks for volunteers. As only one check was required, members agreed that setting up a parish council business account was unnecessary. It was resolved that the individual should complete their DBS check via the County Hall process.

**70. Parish Council Notice Boards**

The Clerk provided an update that a new notice board had been donated by Selwood Housing Association and that permission from Wiltshire Highways is being sought to install it on the grass verge on the Cherry Orchard junction. The board is expected to be large and double-sided, subject to approval. The old notice

board is currently in storage. Members discussed repurposing one other noticeboard into two smaller boards for use at the book stop to reduce posters being placed on the door.

## **71. Meetings**

The Council noted the following meeting dates:

### **1. LHFIC**

Wednesday 11th November 2026 at 10am and Thursday 4th March 2027 at 10am.

### **2. Warminster Area Board**

19th November at 7pm – Cllr Platt to attend.

## **72. Correspondence**

- Briefing Note 26-13: Wiltshire Community Air Network (WCAN) PM2.5 project update (29/07/2026)
- New Planning Training (30/07/26)
- Briefing Note 26 - 14, Wiltshire Council Waste Services Update July 2026 (30/07/26)
- Temporary Closure of: C10 (Part), Sherrington (15.10.2026) (30/07/26)
- 2026 Speed Limit Policy (18/08/26)
- Briefing Note 26-16 Freight Action Plan Consultation (26/08/26)
- WI0067 2025/26 AGAR Section 3 External Auditor Report (01/09/26)
- DBS checks with Wiltshire Council (01/09/26)
- Urgent safeguarding concerns (01/09/26)

Cllr Brayne noted correspondence received. Members highlighted councillor planning training sessions and encouraged attendance, particularly for newly elected members.

## **73. Notice of Items to be Taken into Consideration at the Next Meeting**

1. The Council agreed that paperwork relating to 20mph speed limit matter should be submitted before the next meeting.
2. Public right of way / The Grove - an issue at The Grove where works connected with a new housing development.

## **74. Date of the Next Meeting**

The next meeting was noted as 19 October, although members discussed the possibility of cancelling if there is no pressing business and proceeding instead to the 30<sup>th</sup> November meeting. This will be confirmed nearer the time

## **75. Confidential Matters**

The Council resolved to move into a confidential session to consider matters requiring discussion in private.

**Meeting closed at: 8.40pm.**

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