

CODFORD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall

Monday 27 July 2026 at 7pm

26. Members Present and Attendance

Present: Councillors T Thornton, C Brayne, S Dorrington, M Hutching, and D Williams.

Also present: Karungi Grant, Clerk.

27. Election of Vice Chairman

The Council considered the election of a Vice Chairman.

Decision: Cllr C Brayne was elected Vice Chairman for the municipal year.

Proposed by: Cllr Thornton. **Seconded by:** Cllr Williams. **Vote:** Unanimous

28. Publication of Members' Home Addresses in Registers of Interest

The Council noted the legislative change effective from 29 June 2026 under Section 32A of the Localism Act 2011, prohibiting publication of councillors' usual residential addresses in public Registers of Interest, council webpages, or public documents unless the councillor has made a written request for publication.

Cllrs were also reminded to review their register of interest with WC.

29. Apologies for Absence

Apologies were received and accepted from Cllrs N Carpenter, L Platt, and B Smith.

Absent: Cllr S Howe.

30. Dispensations

The Council considered whether any dispensations were required.

No dispensations were requested.

31. Declarations of Interest

Councillors were invited to declare any interests in items on the agenda.

Declarations: None.

32. Exclusion of the Press and Public

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

33. Approval of Minutes

The minutes of the previous meeting held on 5 May 2026 were considered. The minutes were approved as a correct record and signed by the chair.

34. Reports from Unitary Councillor, Councillors and Chair

Reports were received.

35. Adoption of the General Power of Competence

The Council considered whether Codford Parish Council meets the eligibility criteria to exercise the General Power of Competence under the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. Councillors noted that at least two-thirds of the Council are elected members and that the Clerk holds the required CiLCA qualification. It was resolved that Codford Parish

Council does meet the eligibility criteria and adopts the General Power of Competence.

Proposed by: Cllr Brayne. **Seconded by:** Cllr Hutchings. **Vote:** Unanimous.

36. Matters Arising from Previous Minutes

The Chairman addressed matters arising from the previous Council meeting.

Waste bin signs: The Clerk reported that signs had been prepared for both bins, but laminated signs were not considered suitable for long-term outdoor use. It was agreed that the Clerk should order durable weather-resistant signs.

Youth provision update: The Clerk informed Parish Council that the suggested activities had progressed, with occasional tennis sessions taking place with four young people. She raised a concern about being the sole adult present and reported that she had contacted the school to seek potential volunteers, ensuring at least two adults are available for future sessions. Cllr Hutchings offered to act as one of the adults. Badminton will be advertised with this support is in place. The Clerk also noted that proposed dates for the Survival Skills and Bushcraft activity had been sent to Cllr Howe and a response is awaited.

37. Finance Matters

37.1 Approval and reconciliation of Parish Accounts: The Council considered the accounts and noted the bank balance as at 21 July 2026 was £12,467.49. The accounts were approved. Bank reconciliations presented by the RFO were checked and signed by Cllr Williams

37.2 Payments: The Council reviewed the April, May, June and July expenditure listed. The payments were approved.

APRIL

BANK SERVICE CHARGES	£4.25
EMERGENCY HUB – KEY BOX	£18.26
CLERK HOMEWORKING ALLOWANCE	£312

MAY

ANZAC – PIPER & BUGLER	£200
SCRIBE	£37.20
EMERGENCY HUB STATIONARY	£45.40
PC STATIONARY	£24.73
EXPENSES	£76.3
PCC CODFORD ST MARYS	£900
MAY WAGE	£663.43
BANK SERVICE CHARGES	£4.25

JUNE

WALC	£367.96
SCRIBE	£37.20
HMRC	£76.64
COMMUNITY FIRST INSURANCE	£163.70
JUNE WAGE	£663.43
BANK SERVICE CHARGES	£4.25

JULY

HMRC	£71.20
COMMUNITY FIRST INSURANCE	£48.50
SCRIBE	£37.20
JULY WAGE	£663.4

37.3 Receipts: The Council noted income received.

COMMUNITY WEBSITE SUBSCRIPTIONS	£20
VAT RETURN INCOME	£3,512.78

37.4 Expenses Claim: The Council noted that the Clerk had completed and submitted an expenses claim for postage and DBS check totaling £76.30, checked and signed by Cllrs Brayne and Thornton on 11 May 2026.

37.5 Asset Register: The updated Asset Register for the current financial year was reviewed. The Asset Register was approved.

37.6 Parish Council Insurance Renewal: The Council noted that the insurance premium of £212.20 for the three-year LTA, due on 1 June, had been paid.

38. Review of Policies and Procedures

The Council considered adoption of the Training and Development Policy, Grant Awarding Policy, and Statement of Internal Controls. The Council also considered appointing two councillors to undertake the annual review. The policies were adopted.

Appointments: Councillors Dorrington and Brayne.

39. Planning Application Consultation

Application No: PL/2026/03104

Proposal: Agricultural building to be used as a farm workshop.

Site: Auckland Farm, Chitterne Road, Codford St Mary, BA12 0LY.

The Council considered the planning application as consultee to the Principal Authority.

Decision: The Council resolved to submit no objection

40. Parish Steward

The Council considered items for the next Parish Steward visit and received an update on jobs completed since the last meeting; trimming verges on foot paths: Salisbury Road, Green Lane and High street. Clerk reported the steward had left the company, while WC looks for a replacement, cover will be done by the 2-man team and other stewards. Cllr Brayne reported that he reports any potholes he comes across on MyWiltshire.

Agreed list:

1. Clearing back verge on Green Lane near Rickworth Place.
2. Weeding
3. Clearing the verge on the junction New Road/Green Lane.

41. Gateways – Chitterne Road

The Council considered whether to pursue installation of a gateway feature where the speed limit changes from national speed limit to 30mph. Parish Council asked the clerk to look into the cost implications and deferred this to the next meeting for consideration.

42. Street Lighting Request – Salisbury Road (A36 Junction)

The Council considered communication from LHFIG regarding the feasibility, costs, and implications of installing a new streetlight near the first property off the A36. Members noted the indicative cost of approximately £30,000 for a standard street lighting column and approximately £7,000 for a solar column, with a potential Parish Council contribution of 25% (£1,750). Members also noted that installing a streetlight at this location may require the removal of existing 30mph repeater signs along this section of Salisbury Road. It was agreed that the Clerk would contact the parishioner who requested the streetlight to seek their views on the potential removal of the speed limit signage.

43. Bleed Kit

The Council further discussed the request and the additional information received from a resident regarding the provision of a bleed kit. It was agreed that the Parish Council would contribute £150 towards the initiative and seek further information on maintenance requirements and responsibility for its ongoing care. Cllr Hutchings volunteered to install the kit if needed.

44. Survey Results: Salisbury Road and Chitterne Road

The Council received an update on traffic survey results for Salisbury Road and Chitterne Road. Members noted that the Salisbury Road survey recorded 9,519 vehicles between 19 February and 3 March 2026, with

average speeds between 26–28mph and an 85th percentile speed of 31.5mph. Members also noted that the Chitterne Road survey recorded 4,779 vehicles during the same period, with an 85th percentile speed of 34.26mph and average speeds around 27mph.

45. Parish Emergency Assistance Scheme (PEAS) 2026/27 – Application and Winter Planning

The Council considered preparations for the 2026/27 winter season, reviewed current PEAS stock levels and have asked the clerk to order 200 gel sacs

46. Parish Council Notice Boards

The Council noted that all Parish Council notice boards require maintenance, including repairs to the two existing boards. The Clerk reported that Selwood Housing has donated a notice board to the community. She has contacted Wiltshire Council Highways regarding a suitable location for siting the board and is awaiting a response.

47. Meetings

The Council noted the following upcoming meetings:

LHFIC: Wednesday 11 November 2026 at 10am; Thursday 4 March 2027 at 10am.

Clerk attended the meeting in June and reported:

17-24-08 Codford Salisbury Road New, Street lighting – discussed above

17-24-09 Codford Salisbury Road, Speeding issues - Metrocount results show NFA. PC to discuss if they would like to explore other options such as slow markings.

17-24-17 Codford area waiting restrictions – Site meeting with officer has been scheduled for 12th August. Cllr Dorrington and clerk to attend.

17-24-26 Codford Chitterne Road - Metro count completed; confirmed no speeding concerns. Gateways option discussed above.

17-26-03 Green Lane / Church Acre Codford - New development has caused more traffic in the area. Metro count has been requested and this will be actioned after the school holidays. To be investigated when officer time allows.

Warminster Area Board: 19 November at 7pm.

48. Correspondence

The Council noted correspondence circulated to councillors.

- Fire and Rescue proposed closures, to stop this your help is needed (14/05/26)
- Temporary Closure of: Church Lane (Part), Codford (14.07.2026) (15/05/26)
- Town and Parish Council update: Wiltshire Community Lottery launched and Digital Phones Switchover (19/05/26)
- Parish Council Grant (19/05/26)
- Invitation: Wiltshire & Swindon Road Safety Seminar – 17 July 2026 (19/05/26)
- Urgent closure of Cherry Orchard (Part), Codford 29/05/26 Warminster Area Board permit UK200-EDPATBD25192057 (19/05/26)
- National Highways: A36 Norton Bavant (22/05/26)
- Briefing Note 26-06, Community Governance Review (22/05/26)
- Notice of Withdrawal of Wiltshire Local Plan Pre-Submission Draft 2020-2038 (Regulation 19) (22/05/26)
- Codford Salisbury Road street lighting (04/06/2026)
- Sherrington Footbridge Collapse (04/06/26)
- Wiltshire Council Bus Infrastructure Plans (04/06/26)
- Briefing Note 26-08: Crisis and Resilience Fund Update (19/06/26)

- Example of gateways(19/06/26)
- Notification of Variation of Wiltshire Council's Enhance Partnership Plan and Scheme (23/06/26)
- Registers of Interest – ACTION REQUIRED (01/07/26)
- Bus Infrastructure Programme - Briefings and Information sent to TC, PC & Cllrs along with slide presentation 24/6/26 and 1/7/26 (06/07/26)
- Final Reminder – Wiltshire & Swindon Road Safety Seminar, 17 July (10/07/26)
- Wiltshire Police and Crime Panel Co-opted Member Role Advert (10/07/26)
- A303 eastbound and westbound: A303 Wylve resurfacing - Overnight works (13/07/26)
- Briefing Note 26-09: Update on the Future Energy Landscapes (FEL) project: exploring community-owned renewable energy (13/07/26)
- Wiltshire Police summer demand update (13/07/26)
- Briefing Note 26-10: Neighbourhood Planning Update July 2026 (10/07/26)
- Briefing Note 26-11 National Scheme of Delegation of Planning Functions (NSD) (13/07/26)
- Mobile Coverage Survey: Support Needed from Parish and Town Councils (15/07/26)
- 2026 Speed Limit Policy (26/07/26)

49. Items for the Next Meeting

None

50. Date of Next Meeting

The date of the next meeting was noted as 7 September 2026.

Further meeting dates for 2026: 19 October and 30 November.

51. Confidential Matters

Following the conclusion of the meeting, the Council discussed confidential matters.

Meeting closed at: 8.46pm.
