



WROUGHTON & WICHELSTOWE PARISH COUNCIL

PARISH COUNCIL MEETING

Minutes of the meeting held on Monday 18th May 2026 at 7.00pm
at The Ellendune Community Centre, Barratt Way, Wroughton, SN4 9LW

Minutes

Councillors:

Cllr J Hewer
Cllr L Campisano
Cllr G Cook
Cllr M Smith
Cllr M Trigg
Cllr H Woodward
Cllr D Hooper
Cllr D Archer
Cllr M Courtliff
Cllr T Moglione
Cllr M Barrett
Cllr R Easter
Cllr S Pajak
Cllr Y Bangalore
Cllr L Coady

Officers:

Clerk, Emma Freemantle
Deputy Clerk, Thomas Howarth
Finance Officer, Zoe Dyer

One member of the public present.

FC/001

Election of Chair for 2026/2027

Members RESOLVED to elect Cllr J Hewer as Chair of Wroughton and Wichelstowe Parish Council.

FC/002

Acceptance of Office – Chair

The Chair signed his acceptance of office.

FC/003

Apologies

No apologies received.

FC/004

Election of Vice Chair for 2026/2027

Members RESOLVED to elect Cllr D Archer as Vice Chair of Wroughton and Wichelstowe Parish Council.

WPH

FC/005

Acceptance of Office – Vice Chair

The Vice Chair signed her acceptance of office.

FC/006

Declarations of Interest & Applications for Dispensation

There were no Declarations of Interest or applications for dispensations.

FC/007

Public Questions

A member of the public raised a query regarding the conservation area by the Pitches and the dry stone walls. Cllr H Woodward confirmed that the area covered extends along Marlborough Road, down the left-hand side of Greens Lane, along Devizes Road, and up to Priory's Hill.

Members then discussed the need for more detail to be included on the parish councils conservation area within the new Neighbourhood Plan provision and that the working party will need to consider this at the next NHP meeting.

The Chair requested that the member of the public return for clarification, and the Council will confirm the extent of the area as outlined above.

The member of the public also requested an update following the public meeting with residents in 2025 and asked that an official letter be issued confirming the outcome of the meeting. The Clerk confirmed she would take the item away and look over the information, all present NOTED that the minutes from the public meeting will be re shared again at the next meeting.

The Chair also confirmed the mins are also available for the public to view on our parish website.

FC/008

Minutes of the Previous Meeting

Members RESOLVED to confirm as a true record the minutes of the Full Council meeting held on 20th April 2026.

FC/009

General Power of Competence

Members RESOLVED to adopt the General Power of Competence, a copy of the detail is attached as Appendix A in the Minute Book.

FC/010

Assertion 10 – Annual Governance

Members RESOLVED to formally adopt the requirements of Assertion 10 for the 2025/26 Annual Governance and Accountability Return (AGAR). The Clerk presented the supporting documentation and explained that the Parish Council was required to adopt Assertion 10 in order to comply with the AGAR requirements for the current financial year.

A copy of the parish councils information is attached as Appendix B in the Minute Book.

FC/011

Ward Councillor Update – Cllr G Cook, Cllr M Courtliff and Cllr M Barrett.

Cllr GC reported the following:

- An application has been submitted for a Tree Preservation Order (TPO) at Langton Park. It is currently unclear whether the trees meet the required criteria.
- An update is awaited from SBC Officer James Coulstock regarding Brimble Hill, including a timetable for repairs to the wall.
- A further update on Perrys Lane is expected during the summer.
- Swindon Borough Council (SBC) had previously advised that repairs to the footpath at St Andrews Close would not be undertaken at this time. However, following a trip incident and subsequent compensation claim, SBC is now addressing the footpath repairs. A resident also

FC/016

Wichelstowe Sports Hub Update

Members considered a report of the Community Projects and Events Officer regarding the Wroughton Youth Football Club request for Wroughton & Wichelstowe Parish Council endorsement, as Grassroots Partner Club for the Wichelstowe Sports Hub. Copy is attached as Appendix F in the Minute Book.

After discussions members agreed to DEFER the decision of committing to the agreement until the parish council has had meetings with Swindon Borough Council and Wiltshire FA. The Clerk confirmed that meetings are booked for Mid-June and members should then have further information over the progress of the clubs working relationship.

FC/017

Payment Schedule

Members NOTED that the Annual Meeting is the first meeting of the Municipal Year and there is not Finance & General Purposes meeting this month. The first Finance Meeting will be 22nd June 2026.

Members RESOLVED to approve the Parish Councils payment schedule for May 2026, a copy is attached as Appendix F.

FC/018

Terms of Reference & Delegation Scheme

Members RESOLVED to adopt the Terms of Reference and Delegation Scheme for 2026/27, copy attached as Appendix G.

FC/019

Committee Membership - Planning and Highways Committee for 2026/27

Members RESOLVED to elect Cllr H Woodward as Chair of the Planning and Highways Committee.

Members RESOLVED to elect Cllr M Smith as Vice Chair of the Planning and Highways Committee.

Committee members AGREED as per the attached list at Appendix H, membership total of 7.

FC/020

Committee Membership - Community Assets and Open Spaces Committee for 2026/27

Members RESOLVED to elect Cllr L Campisano as Chair of the Community Assets and Open Spaces Committee.

Members RESOLVED to elect Cllr M Trigg as Vice Chair of the Community Assets and Open Spaces Committee.

Committee members AGREED as per the attached list at Appendix H, membership total of 9.

FC/021

Committee Membership - Finance and General Purposes Committee for 2026/27

Members RESOLVED to elect Cllr J Hewer of the Finance and General Purposes Committee.

Members RESOLVED to elect Cllr D Archer as Vice Chair of the Finance and General Purposes Committee.

Committee members AGREED as per the attached list at Appendix H, membership total of 7.

FC/022

Appointment of Working Parties 2026/27

Members reviewed and RESOLVED to agree the new Working Party memberships for 2026/27, a copy is attached as Appendix I in the Minute Book.

FC/023

Representatives on Outside Bodies

Members reviewed and RESOLVED to agree the continued membership of other outside bodies and make necessary changes, a copy is attached as Appendix J in the Minute Book.

FC/024

Review of Membership of other Bodies

Members reviewed and RESOLVED to agree the parish council's membership with outside bodies and make the necessary changes, a copy is attached as Appendix K in the Minute Book. All agreed.



raised concerns regarding grass cutting in the area. SBC has advised that it will not undertake this work until footpath weeding has been completed by the Parish Council.

- Complaints have been received regarding Wharf Road, including vehicles parking on double yellow lines, obstructing driveways and anti-social driving. Correspondence has been sent to Wiltshire Police and a response is awaited.
- Concerns regarding liquid found on the pavement at Brooke Meadow were reported. Initial testing identified the presence of E. coli and further investigation is required. Cllr GC has requested a site meeting to identify the affected area.
- Issues at Belmont Green are currently being investigated.
- SBC has confirmed that a proposed music event may proceed as planned.

Cllr LC advised residents to report any footpath issues to the Parish Office so that they can be formally logged and referred to the appropriate authority.

Cllr MC reported that the next full Swindon Borough Council meeting would take place on Friday, at which time details of committee and portfolio responsibilities are expected to be confirmed. Concerns regarding local footpaths continue to be raised with the Borough Council. A member of the public asked about the footpath by the stream and the height of the adjacent verges. Cllr JH noted that verge-cutting work had recently been observed, although it was unclear which organisation had undertaken the work. Cllr MC also advised that broadband infrastructure continues to be rolled out across the area.

Cllr MB reported correspondence from residents regarding trees located between Perrys Lane and Ellendune at the rear of their property. Concerns were raised about cables running through the trees, believed to be power cables. Further investigation is required.

FC/012

Calendar of Meetings

Members NOTED the 2026-2027 Calendar of Meetings <https://wroughton.gov.uk/meetings/>
A copy is attached as Appendix C in the Minute Book.

FC/013

Parish Council Representatives' Report

To receive reports from Members of outside bodies:

Transport Reps	No Update
Carnival Committee.	4 th July. Parish have a stall need volunteers.
Duck Race Committee	No Update

Wroughton & Wichelstowe Closed Churchyard, the parish has been asked if there could be clearance with road sweeper. Clerk to request the entrance to the church car park is included in the Grounds Team rounds.

Wroughton History Group Reminder that the History Museum at Maunsell Way is open Saturday afternoons

FC/014

Wroughton Community Library

Members received and NOTED a report from the parish councils Library Supervisor, a copy is attached as Appendix D in the Minute Book.

FC/015

SMASH Youth Work

Members received an updated schedule of events from the parish councils Youth Team – Young Swindon and Wiltshire, copy of the recent activity leaflet is attached as Appendix E in the Minute Book.

Wilt

FC/025

Review of Standing Orders

Members reviewed and RESOLVED to agree to adopt the Standing Orders, a copy is attached as Appendix L in the Minute Book.

FC/026

Review of Financial Regulations

Members reviewed and RESOLVED to agree to adopt the Financial Regulations, a copy is attached as Appendix M in the Minute Book.

All NOTED that parish councillors will be invited in to the office to carry out a quarterly audits on general invoicing and bank reconciliations to ensure transparency of record keeping.

FC/027

Review of the Parish Councils Policy Documents

Members reviewed the updated list of all policy documentation, and NOTED that there is a hard copy available to view in the parish council office.

Members RESOLVED to agree the policy index timetable however the Clerk advised that not all policies were complete and some will need to be taken forward to the next appropriate meeting.

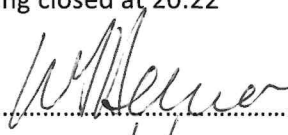
A copy of the Index table is attached as Appendix N.

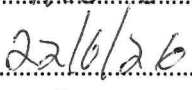
FC/028

Future Agenda Items

No Items added.

The meeting closed at 20:22

Signed.....

Date.....

Chair of the Council

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

