

LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

11th July 2019

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 15th July 2019** commencing at **7.30pm** in **Maud Heath Room, Langley Burrell Village Hall**.

Yours faithfully,

Vivian Vines

Parish Clerk

FULL COUNCIL MEETING

NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

PUBLIC QUESTION TIME: an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES: an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

AGENDA

1. **APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members.
2. **DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Langley Burrell Parish Council's Code of Conduct and Standing Orders, including Dispensations required under the Code of Conduct. **(to note)**
3. **MINUTES:** To receive and sign as a true record the Minutes of the Meeting/s held
Parish Council Meeting held 17th June 2019 **(see attached Draft Minutes) (For Decision)**

4. **PLANNING:**

Planning Applications: To make observations on Planning Applications received

Prior to the consideration of each Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

- a) 19/05386/FUL
Erection of an Electricity Substation on Land North Chippenham in Order to Service the Site Land at North Chippenham
For Mr Sam Poole BDW Trading Ltd **(see online) (For Decision)**

- a) 19/05584/FUL
Return Single Cottage back into Two Dwellings. Extension to the Rear and Garage to Side.
Installation of Solar Panels on Flat Roof
43 The Common, Langley Burrell, Nr Chippenham Wiltshire SN15 4LQ
For Mr Paul Davis **(see online) (For Decision)**
- b) 19/06140/FUL
Erection of a 20m x 40m Outdoor Riding Arena in a Current Grazing Site with Full Drainage
System and Post and Three Rail Fencing
Avon Wick, Avon, Nr Chippenham Wiltshire SN15 4LS
For Mrs Kim Whitfield **(see online) (For Decision)**

No further Planning Applications have been received within the timescale for Agenda inclusion.

Planning General: To receive notification of any Planning Decisions and any amendments and updates to previously considered Planning Applications and consider any other Planning related matters, including updates on any Planning Applications that have not yet been determined to date.

- a) 18/07826/REM Land at North Chippenham, Parcels B3 & B5. Reserved Matters for Development Comprising the Erection of 152 Dwellings, etc.
Approved with Conditions 17th June 2019 (see attached)
- b) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc
No decision to date. The Council has now received Highway Land ownership details and additional highway comments via the Case Officer. These details are attached together with recent Technical Notes and online submissions relating to the application. To consider any further updates and actions required.
Target date for decision 6th September 2019. **(see attached) (For Decision)**
- c) 15/12352/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc
No decision to date. **(to note)**
- d) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT
No decision to date. Target date for decision 24th May 2019 **(to note)**
- e) 19/03177/FUL Demolish Existing and Rebuild New Dwelling. Thornhill Farm, SN15 4LW
No decision to date. Target date for decision 4th June 2019 **(to note)**
- f) 19/04378/FUL Pitched Roof Side Extension. 165A Malmesbury Road, SN15 5LP
Approved with Conditions 8th July 2019 (see attached)
- g) 19/04714/FUL Building Conversion to Holiday Let. 9 Sutton Lane SN15 4LW
No decision to date. Target date for decision 9th July 2019 **(to note)**
- h) Planning Case Officer Meeting. To consider and agree if any action is required at this time.
(For Decision)

5. FINANCE: To consider financial matters and to receive notification of any receipts and invoices for payment

- a) To consider and approve any payments required **(see attached) (For Decision)**

Langley Burrell Village Hall. Hire of Hall. Inv 1778	03.07.19	£	35.00
Corido. Balmoral teak bench Order DHHXSSNVO	18.06.19	£	379.99*
* Cheque made payable to Mr V A Vines as reimbursement for Card payment			

- b) To note any receipts received since the last Council Meeting **(to note)**

Wiltshire Council. CIL 17/07413/REM payment	26.06.19	£	21,553.80
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- c) Community Infrastructure Levy (CIL) To note any receipts received since the last Council Meeting, any payments made, and to note the CIL Bank Account balance.

It has been reported previously that the sum of £36,403.37 is held in the Council's Lloyds Bank Treasurer's Account No 00222628. Following the receipt of £21,553.80 the total now stands at £57,957.17. The Council has agreed to open a separate CIL Fund Savings Account and all CIL monies will be transferred to this. **(to note)**

d) Bank Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628 **(to note)**

29th June 2019 Sheet No 14

£ 71,765.92

6. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. The Council is aware that the Parish Steward would visit on the 11th July, with a further visit scheduled for 12th September 2019. **(For Decision)** To note that (Cllr Wayman's) Local Highways May 2019 Newsletter and attachments remains the latest edition. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
 - i) Maud Heath Causeway. To raise general issues and to receive any updates. **(to note)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues in regards Highway Conditions and Maintenance within the Parish and to receive any updates. **(For Decision)** The Council is aware of the Wiltshire Sewer and Land Drainage Team invitation to identify gullies causing concern. To consider and advise Wiltshire Council of any further requirements. **(For Decision)**

7. STANDING ITEMS:

- a) Parish/Community Website/Newsletters/Social Media – To raise general issues and to receive any updates. **(to note)**
- b) Notice Board/s – To raise general issues and to receive any updates. To consider further provision, cleaning and future maintenance. **(to note)**
- c) Flooding & Drainage – To raise general issues and to receive any updates **(For Decision)**
- d) Langley Burrell Village Hall – To raise general issues and to receive any updates **(to note)**
- e) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
 - i) To note that an Area Board Meeting was held on Monday 3rd June 2019 in Café Spero, Wood Lane, Chippenham SN15 3EB. A further Meeting is scheduled for Wednesday 17th July 2019 to be held in Sutton Benger Village Hall SN15 4RP. (This is intended to be a joint Meeting with the Community Area Parish Forum and The Big Blue Bus will visit from 6.00pm). **(to note)**
 - ii) To consider any new, and review any previous local issues within the Parish, which have been, or should be raised, with the Chippenham Area Board at their next Meeting **(For Decision)**
 - iii) To note that a Meeting of the Chippenham Community Area Parish Forum was held on Wednesday 19th June 2019 in Stanton St Quintin Village Hall. The Guest Speaker was Diane Ware, the Principle Highways Maintenance Officer, Wiltshire. Notes of the Meeting have been circulated. The next Forum Meeting is scheduled for Wednesday 18th September 2019 at 7.30pm at a venue to be notified. The Council may wish to consider and offer to host the Meeting. **(to note) (For Decision)**
 - iv) To consider any new, and review any previous local issues within the Parish, which have been, or should be raised, with the Community Area Parish Forum at their next Meeting **(For Decision)**
- f) Langley Burrell Neighbourhood Plan – To raise issues and to receive any updates. **(to note)**
- g) Council Insurance – To raise issues and receive updates as required. To consider and agree necessary amendments. The Council has recently purchased a memorial bench. **(to note)**
- h) Council Standing Orders & Code of Conduct: To consider and agree necessary amendments and updates of the Council Standing Orders & Code of Conduct. **(to note)**
- i) Asset Register: To consider and agree necessary amendments and updates of the Council Asset Register. **(to note)**
- j) Risk Assessment: To consider and agree necessary amendments and updates of the Risk Assessment Register. **(to note)**
- k) Health & Safety and Management Register: To consider and agree necessary amendments and updates of the Health & Safety and Management Register. **(to note)**
- l) Freedom of Information Act-Publication Scheme: To consider and agree necessary amendments and updates of Freedom of Information Register. **(to note)**
- m) Parochial Church Council – To raise general issues and to receive any updates. **(to note)**

- n) Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. **(to note) (For Decision)**
- o) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**

8. CLERKS REPORT: To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s

- a) Wiltshire Council Operational Flood Working Group North. A Meeting of the Working group is scheduled for 17th July 2019 at 9.30am in Devizes Corn Exchange SN10 1HS. The Agenda has been published with Minutes of the previous Meeting held on 15th May 2019 and are attached. **(see attached) (to note)**
- b) Wiltshire Council - Briefing Note No 19-017. The Council has received a Briefing Note in regards to the Salisbury Central Area Framework. **(see attached) (to note)**
- c) Wiltshire Council - Briefing Note No 19-018. The Council has received a Briefing Note in regards to the Substantive Highways Scheme Fund for 2020/21 with Area Boards to submit bids by Friday 9th August 2019. **(see attached) (to note)**
- d) Police Community Support Officer. The Council has been notified that the new Police Community Support Officer for the Chippenham Rural Area is PCSO 8235 Charlotte Windle, who is based at Monkton Park Police Station, Chippenham SN15 1ER. Tel 101 ext 38235 email charlotte.windle@wiltshire.pnn.police.uk **(to note)**
- e) CIL Funding – Local Policy. The Council agreed that a Local CIL Funding Policy should be prepared and set a timescale for adoption as March 2019. Cllr D Mannering agreed to continue drafting a Policy for future consideration. In the meantime the Council agreed to use Wiltshire Council Guidelines. To receive any updates. **(For Decision)**
- f) CIL Funding. Cllr D Mannering represented the Council at a meeting with Wiltshire Council Officers and provided Notes of the Meeting and a draft Tracking document. To receive any updates and agree any further action. **(For Decision)**
- g) Langley Burrell Neighbourhood Plan. Cllr R Whitrow is the Council lead Member. To receive any updates and to consider any actions required. **(For Decision)**
- h) Member Training. The Kington St Michael Parish Council has agreed to host a Member Training Session as a requirement for the Council Award Scheme. Neighbouring Councils have been advised to offer the session to additional attendees. No further details are available at the present time. To consider attendance. **(For Decision)**
- i) SW Ambulance Trust Defibrillator Training. Chippenham Without PC lease their defibrillators from the SW Trust. Part of the agreement is an Annual Training session. This will take place on the Wednesday 30th October 2019 at 7.45 pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. The Council would like to invite all neighbouring Parishes to attend so that they can benefit from the knowledge gained. **(to note)**
- j) Neighbouring Planning Surgery. Wiltshire Council has invited Neighbourhood Planning Groups to Surgery Sessions and a Presentation to be held on Tuesday 16th July 2019 from 9.00am to 2.00pm at County Hall, Trowbridge. To consider and agree Council representation. **(see attached) (For Decision)**
- k) Chippenham CATG. The Transport Group met on the 25th June 2019. Notes of the Meeting have been circulated as an Area Board Agenda item. **(see attached) (to note)**
- l) Fly Tipping. The Chippenham Area Board has funded the provision of signs to deter Fly Tipping. To receive any reports and updates since the last Council Meeting. **(to note)**
- m) Emergency/Flood Plan. Cllr R Whitrow is the Council lead Member. Wiltshire Council has written to Parish Councils reminding them of the need to have an up to date Plan. To receive any updates and to consider any actions required. **(For Decision)**
- n) PEAS. Wiltshire Council has requested that Parish Councils consider their winter emergency stock and equipment. Reference is made to the need to have an active Flood or Snow Plan (Emergency Plan). The matter was deferred at the last Meeting. **(see attached) (For Decision)**
- o) Council Objectives 2019. The Council agreed to defer at the last Meeting and consider at a future Meeting. To receive any updates. **(For Decision)**
- p) Wiltshire Local Plan Review shaping plans to 2036. The Council has received an invitation to a Consultation Event to be held on Wednesday 17th July 2019, 4.00pm to 6.00pm and Chippenham Town Hall. To agree Council representation. **(see attached) (For Decision)**

9. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues, which the Clerk cannot deal with, and which do not require a policy decision other than referral to the next meeting.

- 10. DATE OF NEXT MEETING:** The next Council Meeting is scheduled for **Monday 16th September 2019 at 7.30pm**, in the Maud Heath Room, Langley Burrell Village Hall.