

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

Maud Heath Room, Langley Burrell Village Hall

15th July 2019

Present: Cllr R Whitrow (Chairman), Cllr R Colthorpe, Cllr Julie Hoskins (Vice Chairman), Cllr Katerina Johnstone and Cllr D Mannering.

Also Present: Wiltshire Councillor H Greenman and Mr V A Vines MBE Clerk of the Council

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

PUBLIC QUESTION TIME

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor H Greenman reported that Wiltshire Councillor Philip Whitehead had been elected as the new Leader of Wiltshire Council and was in the process of confirming his Cabinet Member positions.

031/19 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

032/19 DECLARATION(S) OF INTEREST AND DISPENSATIONS – IN ACCORDANCE WITH LANGLEY BURRELL WITHOUT PARISH COUNCIL'S CODE OF CONDUCT AND STANDING ORDERS

There were no Interests declared. There were no Dispensations required under Section 33 of the Localism Act 2011.

033/19 MINUTES Members had been previously circulated with the Draft Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 17th June 2019. **Cllr Julie Hoskins proposed, seconded Cllr Katerina Johnstone and RESOLVED UNANIMOUSLY**

034/19 PLANNING Prior to the consideration of Planning Applications, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no Representations received.

Planning Applications:

- 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

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

Cllr D Mannering proposed, seconded Cllr R Whitrow and RESOLVED UNANIMOUSLY

- b) 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

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

Cllr R Whitrow proposed, seconded Cllr D Mannering and RESOLVED UNANIMOUSLY

- c) 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

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

Cllr R Whitrow proposed, seconded Cllr Julie Hoskins and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

Planning General and Decisions: The Council received notification and considered other Planning related matters, including updates on any Planning Applications that had not yet been determined.

- a) 18/07826/REM Land at North Chippenham, Parcels B3 & B5. Reserved Matters for Erection of 152 Dwellings, etc.

Approved with Conditions 1st March 2019. **(noted)**

- b) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc.

The Council had now received Highway Land ownership details from Wiltshire Council and also additional highway comments via the Case Officer. These details appeared to show that all land required for the highway works were in public ownership. **The Council agreed that** the information should be forwarded on to ADL Traffic Consultants for their opinions to allow the Council to further

consider the implications on the Parish and residents. Target date for decision was still published as 6th September 2019.

- c) 15/12352/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc

There was no decision to date. **(noted)**

- d) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT

There was no decision to date. Target date for decision was published as 24th May 2019 **(noted)**

- e) 19/03177/FUL Demolish Existing/Rebuild New Dwelling, Thornhill Farm

There was no decision to date. Target date for decision was published as 4th June 2019. **(noted)**

- f) 19/04378/FUL Pitched Roof Side Extension, 165A Malmesbury Road

Approved with Conditions 8th July 2019. **(noted)**

- 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 **(noted)**

- h) Planning Case Officer Meeting. The Planning Officer had recently advised that there was no change in circumstances and that he still awaited information from the applicants and consultees. **The Council confirmed that** no action was required at the present time.

035/19 FINANCE

The Council considered financial matters and received notification of receipts and invoices for payment.

- a) **Payments:**

Langley Burrell Village Hall. Hire of Meeting Room Inv 1778	£ 35.00
Corido. Balmoral teak bench Order DHHXSSNVO	£ 379.99**

** cheque made payable to Mr V A Vines as reimbursement for card payment

Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY

- b) **Receipts:** The Council noted the following receipt. **(noted)**

Wiltshire Council. CIL 17/07413/REM + 17/05149/REM payment 26.06.19
£21,553.80

- c) **Community Infrastructure Levy (CIL)** The Council noted receipts received since the last Council Meeting and the CIL account balance.

It had been reported previously that the sum of £36,403.37 was held in the Council's Lloyds Bank Treasurer's Account No 00222628. Following the receipt

of £21,553.80 the total now stood at £57,957.17. The Council had agreed to open a separate CIL Fund Savings Account and all CIL monies will be transferred to this. As yet Lloyds Bank had not responded to the Council's request to open the Savings Account and other matters. Cllr R Whitrow indicated that he would chase Lloyds Bank for action. **(noted)**

CIL Tracking. Cllr D Mannering presented a CIL tracking spreadsheet that he had produced to assist the Council and Wiltshire Council in ensuring that correct and timely payments were made to the Council. The Council welcomed this and it would be updated as necessary as planning permissions were given and developments commence. **(noted)**

CIL Interest Payments. Cllr D Mannering raised the issue of interest payments to the Council from late CIL payments. He had recently written to Wiltshire Council raising the matter and awaited a response. **(noted)**

036/19 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Council Members considered amendments to the top 5 priorities to be notified to Wiltshire Highways. At this time there were no further issues to add. The Parish Steward had visited on the 11th July and a further visit was scheduled for 12th September 2019. **(noted)** The Council noted that (Cllr Wayman's) Local Highways May 2019 Newsletter remained the latest edition. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
 - i) Maud Heath's Causeway. There was no update required. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

There were no matters raised that had not been identified previously. **(noted)**

037/19 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There was no update. The Clerk would endeavour to ensure that the new Council website was "live" by the next Council Meeting. **(noted)**
- b) **Notice Board/s:** There was no update. **(noted)**
- c) **Flooding & Drainage:** There was no update. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that more Committee Members were required and there was interest being shown. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:**

A Chippenham Area Board Meeting was held on Monday 3rd June 2019 in Café Spero, Wood Lane, Chippenham SN15 3EB. Wiltshire Councillor H Greenman had stood down as Area Board Chair and replaced by Cllr P Hutton. A further

Meeting was scheduled for Wednesday 17th July 2019 in Sutton Benger Village Hall, which was likely to be a joint meeting with the Parish Forum. . Cllr Julie Hoskins advised that she could not attend on this occasion. A Chippenham Community Area Parish Forum was held on Wednesday 19th June 2019 in Stanton St Quintin Village Hall SN14 6DE. The Guest Speaker had been Diane Ware of Wiltshire Council Highways. The next Forum meeting was scheduled for Wednesday 18th September 2019 at 7.30pm at a venue to be notified. **(noted)**

- f) **Langley Burrell Neighbourhood Plan:** There was no update. **(noted)**
- g) **Council Insurance:** The Council had recently purchased a memorial bench and plaque and there was no update required to the Insurance Policy **as it was agreed** that this would be given to the Village Hall and would need insuring by them. **(noted)**
- h) **Council Standing Orders & Code of Conduct:** There was no update required. **(noted)**
- i) **Asset Register:** The Council had recently purchased a memorial bench and plaque and there was no update required to the Asset Register **as it was agreed** that this would be given to the Village Hall. **(noted)**
- j) **Risk Assessment:** There was no update. **(noted)**
- k) **Health & Safety and Management Register:** There was no update. **(noted)**
- l) **Freedom of Information Act-Publication Scheme:** There was no update. **(noted)**
- m) **Parochial Church Council/s:** There was no update. **(noted)**
- n) **Community Safety/Neighbourhood Watch Scheme:** There was no update. **(noted)**
- o) **Data Protection. GDPR:** There was no update. **(noted)**

038/19 CLERKS REPORT

The following items were received for decision, information, and 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 was scheduled for 17th July 2019 at 9.30am in Devizes Corn Exchange SN10 1HS. The Agenda had been published with Minutes of the previous Meeting held on 15th May 2019 and had been circulated. **(noted)**
- b) Wiltshire Council - Briefing Note No 19-017. The Council noted receipt of a Briefing Note in regards to the Salisbury Central Area Framework. **(noted)**
- c) Wiltshire Council - Briefing Note No 19-018. The Council noted receipt of 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. **(noted)**
- d) Police Community Support Officer. The Council had been notified that the new Police Community Support Officer for the Chippenham Rural Area

was PCSO 8235 Charlotte Windle, who was based at Monkton Park Police Station, Chippenham SN15 1ER. Tel 101 ext 38235 email charlotte.windle@wiltshire.pnn.police.uk **(noted)**

- e) CIL Funding – Local Policy. The Council had agreed that a Local CIL Funding Policy should be prepared and had 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 would use Wiltshire Council Guidelines. **(noted)**
- f) CIL Funding. Cllr D Mannering had prepared the draft tracking template to allow all parties to easily assess what payments should be received and the expected timescale. Minute 035/19 (c) also refers. **(noted)**
- g) Langley Burrell Neighbourhood Plan. Cllr R Whitrow the Council Lead Member advised that he had recently met, in a private capacity, with the land agent acting on behalf of a local landowner and was able to indicate that the Council had decided that development of land to the south of The Common was not considered appropriate. **(noted)**
- h) Member Training. The Kington St Michael Parish Council had agreed to host a Member Training Session as a requirement for the Council Award Scheme. Neighbouring Councils had been advised, to offer the session to additional attendees. No further details were available at the present time. **Members deferred any final decisions** until a date was known.
- i) SW Ambulance Trust Defibrillator Training. Chippenham Without PC lease their defibrillators from the SW Trust. Part of the agreement was an Annual Training session. This would take place on the Wednesday 30th October 2019 at 7.45 pm in St Peter’s Church Meeting Room, Lordsmead, Chippenham. The Council had invited all neighbouring Parishes to attend so that they could benefit from the knowledge gained. **Members deferred any final decision on attendance** until the next Council Meeting
- j) Neighbouring Planning Surgery. Wiltshire Council had 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. **(noted)**
- k) Chippenham CATG. The Transport Group had met on the 25th June 2019. Notes of the Meeting had been circulated as an Area Board Agenda item and Thornhill Lane was to be investigated alongside a list of other major maintenance projects previously identified that appeared to have been lost in the “system”. Reference was also noted regarding Issue 6433 Jackson’s Lane signage that indicated that an invoice had been submitted to the Council for their share of the costs (£87.50) that had so far not been received. It was considered that a Council Member should attend CATG meetings whenever possible for local input. **(noted)**
- l) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. The Parish Council had already erected signs and had now received two additional signs as requested. Wiltshire Councillor H Greenman would need to be advised of the positions signs were erected. **(noted)**
- m) Emergency/Flood Plan. There was no update. Cllr R Whitrow would be provided with the Wiltshire Council template. **(noted)**
- n) PEAS. Wiltshire Council had requested that Parish Councils consider their winter emergency stock and equipment. Reference had been made to the need to have an active Flood or Snow Plan (Emergency Plan). The matter had been deferred at the last Meeting **and was deferred again to the next Meeting.**

- o) Council Objectives 2019. The Council had agreed to defer at the last Meeting and consider at a future Meeting. **The matter was deferred again to the next Meeting.**
- p) Wiltshire Local Plan Review shaping plans to 2036. The Council had received an invitation to a Consultation Event to be held on Wednesday 17th July 2019, 4.00pm to 6.00pm in Chippenham Town Hall. No Council Member was available to attend. **(noted)**

039/19 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) Community Governance Review. The Clerk reported that Wiltshire Council had invited Parish and Town Councils to submit any requests for changes, including naming of Parishes, or its Wards, total number of Councillors, creation of Wards, changes to external boundaries of the Parish, or the creation/abolition/merger/grouping of Parishes and other such changes. Timescale for comment was given as, by October 2019, and the Council should consider any views at their September 2019 Meeting.
- b) Cllr D Mannering advised that should they be required again the Haul Road Action Group signs were stored in the Village Hall storeroom.

040/19 DATE OF NEXT MEETING

The next Council Meeting will be held in the Maud Heath Room, Langley Burrell Village Hall on **Monday 16th September 2019 at 7. 30pm.**

Signed:

Date: **16th September 2019**

To Note: Following the closure of the Council Meeting Cllr David Mannering advised the Council Members that this would be the last Council Meeting that he would be attending as his forthcoming move to Leicestershire was imminent. Cllr Mannering had not only been an extremely active Member of the Council but had also been a community stalwart playing a major role, amongst other things, in local campaigning and neighbourhood planning. He advised that he would keep an active interest in Parish matters from afar. At this time he did not wish to tender his resignation from the Council, unless a replacement came immediately forward to fill his position by co-option. The Council was sad to see his departure and for the Public Record would show their proper appreciation when next meeting.

The Clerk advised that until a formal resignation was received Cllr Mannering would remain a Member of Council and could, in theory, attend any Council Meeting within a 6-month period to keep his position until the next Council Elections. In addition, he could submit his Apologies for non-attendance during the 6-month period and if the Council accepted the reason/s given for non-attendance the 6-month period would continue from the date of acceptance.

Should a resignation be received then the Clerk would need to commence the legal process by advising Wiltshire Council who would then publicise the Vacancy for the required period of time to ascertain if the Electorate requested an election to take place. If no call for an election was received then authority would be given allowing the Council to co-opt a replacement Member.