

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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11<sup>th</sup> October 2018

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 15<sup>th</sup> October 2018** 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 Without 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 20<sup>th</sup> September 2018. **(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) 18/08761/FUL

Wessex Water is proposing to install an orthophosphoric acid (Ortho-P) dosing plant at the existing Allington Services Reservoir. A planning application is required for the construction of the dosing kiosk. A delivery bund and safety shower, are to be constructed under permitted development rights. Temporary use of land adjoining the reservoir site as a construction compound will be constructed under permitted development rights

Allington Reservoir Distribution Site, Malmesbury Road, Kington Langley, Chippenham, Wiltshire SN15 5QA  
For Wessex Water **(see online) (For Decision)**

- b) 18/08917/FUL  
Re-Building and Extension of Kitchen and Lobby  
Pinchloafe Cottage, 23 The Common, Langley Burrell SN15 4LQ  
For Mr Winston Williams **(see online) (For Decision)**
- c) 18/09049/LBC  
Re-Building and Extension of Kitchen and Lobby  
Pinchloafe Cottage, 23 The Common, Langley Burrell SN15 4LQ  
For Mr Winston Williams **(see online) (For Decision)**
- d) 18/08446/REM  
Approval of all matters reserved by Condition 2 attached to 17/03417/OUT including appearance, landscaping, layout and scale for 'phases 1 & 2' and the 'strategic landscaping' element at the boundaries of the site  
Land South-East of Junction 17 of M4 Motorway, Kington Langley, Chippenham, Wiltshire  
For St Modwen Developments **(see online) (For Decision)**

No further Planning Applications have been received within the timescale for Agenda inclusion. **(to note)**

**Planning General and Decisions:** To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications.

- a) 18/07826/REM Land at North Chippenham, Parcels B3 & B5. Reserved Matters for Development Comprising the Erection of 152 Dwellings, etc.  
No decision to date **(to note)**
- b) 18/08316/REM Land North Chippenham (Parcels P1C and P1D). Reserved Matters for the Erection of 132 Dwellings, etc.  
No decision to date **(to note)**
- c) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc  
To consider updates **(For Decision)**
- d) 15/12352/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc  
No decision to date **(to note)**
- e) 18/01610/REM Land at North Chippenham. Erection of 51 Dwellings, infrastructure etc  
Minute 45/18 Planning General (c) refers. Members had been concerned that areas of land outside of the approved application sites were being used as building compounds destroying mature landscaping without permission. The matter had been reported to Wiltshire Council who had asked the Parish Council to check any perceived contravention against permission 17/08471/REM and that if they still believed there was an issue the Enforcement team would be notified. Cllr D Mannering has reported that there is a contravention and the Clerk has advised Wiltshire Council. **(to note)**
- f) 18/01102/REM Land North of Hill Corner Road. Phase 2 infrastructure N/12/00560/OUT  
No decision to date **(to note)**
- g) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT  
No decision to date **(to note)**
- h) 18/04224/REM Land North of Hill Corner Road. Erection of 212 Dwellings, etc  
No decision to date **(to note)**
- i) Planning Case Officer Meeting. A meeting has been requested with Mr Lee Burman. At the present time the Officer has suggested that the meeting is premature as he is awaiting responses from the applicant and other Council colleagues. He has advised any Committee reporting is likely to take some time.. To consider and agree if any further 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)**
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|--|---------|
| Langley Burrell Village Hall. Hire of Meeting Room Inv 1643 03.09.18 | £ 70.00 |
| Langley Burrell Village Hall. Hire of Meeting Room Inv 1656 02.10.18 | £ 35.00 |
- b) To note any receipts received since the last Council Meeting **(to note)**
- |   |            |
|---|------------|
| Wiltshire Council Parish Precept 2018/19 (installment 2) 21.09.18 | £ 6,150.00 |
|---|------------|
- c) Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628 **(to note)**
- |                                |             |
|--------------------------------|-------------|
| 28th September 2018 Sheet No 8 | £ 15,155.84 |
|--------------------------------|-------------|

## 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 has been notified of visits programmed for 4<sup>th</sup> October, 1<sup>st</sup> November and 29<sup>th</sup> December 2018. **(For Decision)**  
Pursuant to Minutes 37/18 (a) and 47/18 (a). The Council considered that there was a need to make contact with Network Rail for their agreement to allow the Steward to enter land and carry out required drainage work in Thornhill Lane, which was necessary before any highway surface works could be contemplated. Despite contact no response has been received to date. To consider any updates. **(to note)**  
To note receipt of (Cllr Wayman's) Local Highways September 2018 Newsletter. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates.
- i) Maud Heath Causeway. To raise general issues and to receive any updates. **(to note)**
  - ii) Langley Burrell Footpaths No 34, No 42 and No 51 and Chippenham No 27. The Council has been notified of the Temporary Closure in regards to the Footpaths to enable archaeological exploration and safe construction of a housing estate and link road, for the duration of six months, commencing 19<sup>th</sup> November 2018. **(see attached) (to note)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues in regards to Highway Conditions and Maintenance within the Parish and to receive any updates. **(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 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 8<sup>th</sup> October 2018 in The Neeld Hall, Chippenham. To receive any updates. The Council has been informed that the Area Board Meeting scheduled for 17<sup>th</sup> December 2018 has been cancelled and that the next Meeting is scheduled for 4<sup>th</sup> February 2019. **(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 is to be held on Wednesday 24<sup>th</sup> October 2018 at 7.30pm in The Goss Croft Hall, Upper Seagry. Parishes will be advised of the Guest Speaker in due course. **(to note)**
  - 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. Cllr D Mannerling has requested that the Wiltshire Housing Site Allocations Plan Consultation and issues relating to pavement parking in rural villages be included on the agenda. **(For Decision)**
- f) Langley Burrell Neighbourhood Plan – To raise issues and to receive any updates. Agenda item 8 (m) also refers. **(to note)**

- g) Langley Burrell Emergency Plan. . To receive and consider any updates. **(to note)**
- h) Council Insurance – To raise issues and receive updates as required. **(to note)**
- i) Council Standing Orders & Code of Conduct: Pursuant to Minute 48/18 (i) to adopt the Council Standing Orders, Financial Regulations and Code of Conduct. **(see attached) (For Decision)**
- j) Asset Register: To consider any updates of the Council Asset Register. **(to note)**
- k) Risk Assessment: To consider any updates of the Risk Assessment Register. **(to note)**
- l) Health & Safety and Management Register: To consider any updates of the Health & Safety and Management Register. **(to note)**
- m) Freedom of Information Act-Publication Scheme: To consider any updates of Freedom of Information Register. **(to note)**
- n) Council Award Scheme – To receive any updates. **(to note)**
- o) Parochial Church Council – To raise general issues and to receive any updates. **(to note)**
- p) Neighbourhood Watch – To raise general issues and to receive any updates. **(to note)**
- q) Data Protection – 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) Traffic Calming. Pursuant to Minute 49/18 (a). The Council considered the issue of traffic calming within the Parish, possibly with the introduction of permanent chicanes in suitable places or electronic speed registering signs. The issue of permanent measures will be investigated through CATG but the cheaper option could be the purchase and installation of temporary electronic speed devices. Details are now circulated **(see attached) (For Decision)**
- b) Wiltshire Council Operational Flood Working Group North. The next Meeting is scheduled for 14<sup>th</sup> November 2018 in St Margaret's Hall, Bradford on Avon. Details will be provided in due course. **(to note)**
- c) WALC. The Council has been advised that the Association is consulting on a proposal to extend the Member Services to add employment services. Responses are required by 30<sup>th</sup> November 2018. The potential increase in subscription fees is 4% per year. **(see attached) (For Decision)**
- d) Wiltshire Association Local Councils (WALC). The Council has been advised that the AGM will take place on Monday 22<sup>nd</sup> October 2018 at 6.30pm at Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY. Following the AGM will be a discussion on "The Magic Money Tree" funding for local Councils. **(see attached) (to note)**
- e) Wiltshire Council – Focusing on the Future. The Council has been invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session will take place on Thursday 22<sup>nd</sup> November 2018 in the Council Chamber, Monkton Park, Chippenham 5.30pm – 7.00pm. **(see attached) (For Decision)**
- f) Wiltshire Council - Briefing Note No 366. Pursuant to Minute 49/18 (l). The Council had received a Briefing Note in regards to the Electoral Review of Wiltshire Council. The Council agreed to be mindful of the process and timescales involved as this may have implications on future electoral arrangements. To receive any updates. Agenda items (g), (h) and (i) also refer. **(For Decision)**
- g) Local Government Boundary Commission. Pursuant to Minute 49/18 (m). The Council was notified that a Consultation on the Wiltshire Council division boundaries had begun, closing on the 5<sup>th</sup> November 2018. It was understood that draft recommendations would be published in February 2019 for a further consultation with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. The Council agreed to be mindful of the process and timescales involved as this may have implications on future electoral arrangements. To receive any updates. **(For Decision)**
- h) Wiltshire Council. Changes to Electoral Divisions and Area Boards. Pursuant to Minute 49/18 (n). The Council had been reminded that the review was taking place and may lead to the need for some Parishes to move from one Area Board to another as a result of forming the new Divisions. Wiltshire Council had requested any comments before the end of September 2018. The Council agreed to be mindful of the process and timescales involved as this may have future implications. To receive any updates **(see attached) (For Decision)**
- i) Trowbridge Town Council Consultation Response - Wiltshire Council. Changes to Electoral Divisions and Area Boards. Agenda items (f), (g) and (h) above also refer. **(see attached) (For Decision)**

- j) Wiltshire Council - Briefing Note No 368. Pursuant to Minute 49/18 (y). The Council received a Briefing Note in regards to the Wiltshire Local Plan Review Update. The Note included an invitation to consultation events taking place during October 2018 and Cllr D Mannering and Cllr Julie Hoskins agreed to represent the Council at two sessions. Cllr Mannering has asked for a discussion at the Parish Forum and this evening's Meeting. The Consultation document is attached. **(see attached) (For Decision)**
- k) Chippenham Neighbourhood Plan. Minute 49/18 (r) refers. Mr Andrew Conroy, Chippenham Town Council Planning Officer, who is tasked with the preparation of the Neighbourhood Plan has confirmed that he will attend the Council Meeting to be held on Monday 19<sup>th</sup> November 2018 to give a presentation, to hear views and answer questions. **(to note)**
- l) CIL Funding. Minute 49/18 (s) refers. To receive updates and to consider any actions required. **(For Decision)**
- m) Langley Burrell Neighbourhood Plan. Minute 49/18 (v) refers. To receive any updates and to consider any actions required. **(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 19<sup>th</sup> November 2018 at 7.30pm**, in the Maud Heath Room, Langley Burrell Village Hall.

## **PART 2 AGENDA**

**As the following Item relates to Confidential Matters, in regards to an Employees Contract, in accordance with Langley Burrell Without Parish Council Standing Orders (Admission of Public and Press to Meetings) it is considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and that they are instructed to withdraw.**

Council Part 2 Agenda 20<sup>th</sup> September 2018 refers. **(For Decision)**