

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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11<sup>th</sup> July 2018

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 16<sup>th</sup> July 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 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

At the Council Meeting held on the 16<sup>th</sup> April 2018 the Council received, considered and reviewed Minutes of the Parish Council Meetings held on 23<sup>rd</sup> March 2018 and 28<sup>th</sup> March 2018 that had been produced in a new format including continuous Minute and Page numbering. With this in mind the Council agreed that it would be beneficial if the Minutes from the start of year 2018 were produced in similar form. The Clerk agreed to produce Minutes for Council Meetings held on the 10<sup>th</sup> January 2018 and the 19<sup>th</sup> February 2018 in the new format.

The task has now been completed and the Council is now in a position to consider and adopt the Minutes of Council Meetings held on the 10<sup>th</sup> January 2018, 19<sup>th</sup> February 2018, 23<sup>rd</sup> March 2018, 28<sup>th</sup> March 2018, 16<sup>th</sup> April 2018 and the 2<sup>nd</sup> May 2018. In regard to the last four the Minutes remain as previously seen as the changes required simply relate to the Minute and Page numbering to follow on from the January and February Meetings.

As a new Council Year commenced with the Annual Council Meeting held on the 21<sup>st</sup> May 2018 it was possible for the Council to consider and agree Minutes from thereon at the last Council Meeting being Minute 24/18. **(to note)**



- a) Parish Council Meeting held 10<sup>th</sup> January 2018. Redrafted Minutes. **(see attached Draft Minutes) (For Decision)**
- b) Parish Council Meeting held 19<sup>th</sup> February 2018. Redrafted Minutes. **(see attached Draft Minutes) (For Decision)**
- c) Extraordinary Parish Council Meeting held 23<sup>rd</sup> March 2018. Minute and Page numbering altered. **(see attached Draft Minutes) (For Decision)**
- d) Parish Council Meeting held 28<sup>th</sup> March 2018. Minute and Page numbering altered. **(see attached Draft Minutes) (For Decision)**
- e) Parish Council Meeting held 16<sup>th</sup> April 2018. Minute and Page numbering altered. **(see attached Draft Minutes) (For Decision)**
- f) Extraordinary Parish Council Meeting held 2<sup>nd</sup> May 2018. Minute and Page numbering altered. **(see attached Draft Minutes) (For Decision)**

To receive and sign as a true record the Minutes of the meeting held

Parish Council Meeting held 18<sup>th</sup> June 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)

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

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

No information has been received regarding decisions within the timescale for Agenda inclusion. **(to note)**

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

- a) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc  
To consider updates and agree a timescale for submission of signed Petitions. **(For Decision)**
- b) 15/12352/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc
- c) 18/01610/REM Land at North Chippenham. Erection of 51 Dwellings, infrastructure etc
- d) 18/01102/REM Land North of Hill Corner Road. Phase 2 infrastructure N/12/00560/OUT
- e) 17/07793/FUL Wavin Ltd Parsonage Way. Works to existing road to provide new link etc
- f) 17/05423/FUL Woodslea, The Common. Large Shed and Extend above garage etc
- g) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT
- h) Planning Case Officer Meeting. Cllr D Mannering produced a discussion paper on agenda items for a meeting to be requested with Mr Lee Burman. As the circumstances had changed on certain issues, the Council agreed that the agenda list be amended as necessary to enable the Clerk to contact Mr Burman. To consider any updates and to agree a timescale for a meeting date. **(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 **(to note)**

There are no payments to make



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

There have been no receipts since the last Council Meeting **(to note)**

- c) Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628

To note Bank Account balance as at 30<sup>th</sup> June 2018 if available **(to note)**

## 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. Cllr Katerina Johnstone and Julie Hoskins are the Council Links with the Steward and should be advised of any issues. The Council was advised that a Parish Steward visit was scheduled for the 12<sup>th</sup> July, with the next visit being 6<sup>th</sup> September 2018. **(For Decision)** (Cllr Wayman's) Local Highways May 2018 Newsletter and attachments, remains the latest Newsletter. **(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)**

## 7. STANDING ITEMS:

- a) Parish/Community Website/Newsletters/Social Media – The website designer has requested a photo, preferred Councillor names, addresses and contact details. In addition a short bio. **(to note)**
- b) Notice Board/s – To raise general issues and to receive any updates. To consider further provision, approved key-holders, cleaning and future maintenance. **(to note) (For Decision)**
- c) Flooding & Drainage – To raise general issues and to receive any updates **(to note) (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 4<sup>th</sup> June 2018 in the Council Chamber, Monkton Park, Chippenham and to receive any updates. Area Board Meetings have been scheduled for the 23<sup>rd</sup> July, 8<sup>th</sup> October and 17<sup>th</sup> December 2018. **(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 20<sup>th</sup> June 2018 in the Stanton St Quintin Parish Hall. The Guest Speaker was The Bobby Van Trust. To receive any updates. The next Forum Meeting is to be held on Wednesday 15<sup>th</sup> August 2018 at 7.30pm in Hullavington Village Hall. The Guest Speaker is to be Chippenham Town Council **(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 **(For Decision)**
- f) Langley Burrell Neighbourhood Plan – To raise issues and to receive any updates. **(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: To consider any updates of the Council Standing Orders & Code of Conduct. **(to note)**
- 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) School Governor's Report/s: To receive and to note any Report/s received. **(to note)**



- p) Parochial Church Council – To raise general issues and to receive any updates. **(to note)**
- q) Neighbourhood Watch – To raise general issues and to receive any updates. **(to note)**
- r) 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) Wiltshire Council - Briefing Note No 359 – The Council has received a Briefing Note in regards to the latest Employment Land Review (ELR) that will inform the Local Plan Review. **(see attached) (to note)**
- b) Wiltshire Council Operational Flood Working Group North. To note that a Meeting was held on Wednesday 16<sup>th</sup> May 2018 in Chippenham Town Hall. Notes of the Meeting have now been received. To note that the next Meeting is scheduled for 18<sup>th</sup> July 2018 at 9.30am in Devizes Corn Exchange. A further Meeting is scheduled for 26<sup>th</sup> September 2018 at Trowbridge Rugby Club. **(see attached) (to note)**
- c) Wiltshire Council – Kerbside Collections. The Council has been notified of changes that take place from 30<sup>th</sup> July 2018. **(see attached) (to note)**
- d) Wiltshire Council - Briefing Note No 360 – The Council has received a Briefing Note in regards to the New Recycling Collection Services from 30<sup>th</sup> July 2018. **(see attached) (to note)**
- e) Wiltshire Council – Town and Parish Councils Training and Networking Day. The Council was aware that this event would take place on Friday 15<sup>th</sup> June 2018 at Trowbridge Civic Centre. Presentation details and Questions answered have now been received. There appears to have been some significant issues raised and discussed on the future relationships between Wiltshire Council and Parish Councils. **(see attached) (to note)**
- f) Wiltshire Council - Briefing Note No 361 – The Council has received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process for 2018/19. **(see attached) (For Decision)**
- g) CIL Funding. Minute 29/18 (d) refers. The CIL Team at Wiltshire Council has now responded in regards to potential receipts and timescales involved. **(see attached) (to note)**
- h) Kissing Gate Project. Minute 29/18 (l) refers. To receive any updates and to consider any actions required. **(For Decision)**
- i) Wavin Site Noise. Minute 29/18 (j) refers. To receive any updates and to consider any actions required. **(For Decision)**
- j) Langley Burrell Neighbourhood Plan. Minute 29/18 (k) refers. To receive any updates and to consider any actions required. **(For Decision)**
- k) Chippenham Neighbourhood Plan. Minute 29/18 (n) refers. To receive any updates and to consider any actions required. **(For Decision)**
- l) CPRE Wiltshire Branch. Cllr D Mannering has asked the Council to consider becoming a Member of the CPRE. Application details attached. **(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 17<sup>th</sup> September 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 Minute 30/18 refers. **(For Decision)**