

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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11<sup>th</sup> September 2019

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 16<sup>th</sup> September 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.  
Apologies have been received from Wiltshire Councillor H Greenman
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 15<sup>th</sup> July 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) 19/07850/TCA  
20% Crown Reduction to Cherry Tree  
Teazel Cottage, Crossing Lane, Langley Burrell SN15 4LQ  
For Mrs Melanie Pickering **(see online) (For Decision)**

- b) 19/07877/LBC  
Internal and External Works, including Single Storey Extension  
Langley Green House, The Common, Langley Burrell, Nr Chippenham Wiltshire SN15 4LL  
For Mr & Mrs J Burrell **(see online) (For Decision)**
- c) 19/08020/FUL  
Extension to Garage & to Provide Additional Parking, Workshop and Garden Toolshed  
Kilverts Parsonage, Chippenham Road, Langley Burrell SN15 4LE  
For Mr & Mrs Whitrow **(see online) (For Decision)**
- d) 19/08395/LBC  
Extension to Garage & to Provide Additional Parking, Workshop and Garden Toolshed  
Kilverts Parsonage, Chippenham Road, Langley Burrell SN15 4LE  
For Mr & Mrs Whitrow **(see online) (For Decision)**
- e) 19/08039/VAR  
Variation of Conditions 1, 5, 6 and 7 of Application 18/07826/REM (Reserved Matters for  
Development comprising the Erection of 147 Dwellings and Associated Landscaping on the Land  
at North Chippenham, Parcels B3 and B5 following Outline Planning Consent ref:  
N/12/00560/OUT)  
Land at North of Hill Corner Road, Land Parcel B3 & B5, Chippenham  
For Pegasus Planning Group Ltd **(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) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc  
No decision to date. To consider updates and any required actions. **(For Decision)**
- f) 15/12352/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc  
No decision to date. **(to note)**
- c) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT  
No decision to date. **(to note)**
- d) 19/03177/FUL Demolish Existing and Rebuild New Dwelling. Thornhill Farm, SN15 4LW  
No decision to date. **(to note)**
- e) 19/04714/FUL Building Conversion to Holiday Let. 9 Sutton Lane SN15 4LW  
No decision to date. **(to note)**
- f) 19/05584/FUL Conversion to Two Dwellings 43 The Common SN15 4L  
**Approved with Conditions 23<sup>rd</sup> July 2019**
- g) 19/05386/FUL Electricity Sub Station. Land at North Chippenham  
**Approved with Conditions 17<sup>th</sup> July 2019**
- h) 19/06140/FUL 20m x 40m Outdoor Riding Arena, etc. Avon Wick, Avon SN15 4LS  
No decision to date. **(to note)**
- i) 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

There are no payments to make within the timescale for Agenda inclusion. **(to note)**

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

Wiltshire Council. CIL 17/05149/REM payment	01.07.19	£ 6,944.41
Wiltshire Council. CIL 18/01610/REM payment	01.07.19	£ 26,645.93

- 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 £ 57,957.17 is held in the Council's Lloyds Bank Treasurer's Account No 00222628. Following the receipt of £ 33,590.34 the total now stands at £ 91,547.51. 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 Account balance Lloyds Bank Treasurers Account. A/c No 00222628 **(to note)**

30<sup>th</sup> August 2019 Sheet No 16

£ 104,851.27

## 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 was aware that the Parish Steward would visit on the 12<sup>th</sup> September 2019. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways July and August 2019 Newsletters and attachments. **(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)**

## 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 Wednesday 17<sup>th</sup> July 2019 in Sutton Benger Village Hall. This was intended to be a joint Meeting with the Community Area Parish Forum. The Big Open Blue Bus was in attendance. To receive any updates from Council attendees. Draft Minutes of both Meetings have been published and the next Meeting is scheduled for Monday 7<sup>th</sup> October 2019 in The Neeld Hall, 7.00pm for 7.30pm start. **(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 19<sup>th</sup> June 2019 in Stanton St Quintin Village Hall. The Guest Speaker was Diane Ware, the Principle Highways Maintenance Officer, Wiltshire. To receive any updates from Council attendees. The Forum agreed that there was a need for a September meeting, which has since proved impractical and it will now take place on Wednesday 23<sup>rd</sup> October 2019 at 7.30pm in The St Mary Magdalene Church, The Street, Hullavington SN14 6DU. **(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) Council Insurance – To raise issues and receive updates as required. To consider and agree necessary amendments. **(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. The Council has recently been advised of an AutoSpeedwatch tool that may make Speedwatch easier, safer and more efficient. Details of the ElanCity Evolus Radar Speed Sign are also attached. **(see attached) (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. The Working Group met on the 17<sup>th</sup> July 2019 in Devizes Corn Exchange SN10 1HS. A further Meeting is scheduled for 16<sup>th</sup> October 2019 in St Margaret's Hall, Bradford on Avon. To receive any updates. **(to note)**
- b) Wiltshire Council - Briefing Note No 19-019. The Council has received a Briefing Note in regards to the Polling District and Polling Place Review Consultation Timescale for response was given as 9<sup>th</sup> September 2019. **(see attached) (For Decision)**
- c) Licensing Act 2003 Consultation. Wiltshire Council Public Protection consulted the Council on changes to their Licensing Policy. Comments were requested by 7<sup>th</sup> August 2019. Members were circulated with the details and no comments were received. **(to note)**
- d) 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. The Council has received a reminder asking for responses by end of August 2019. **(see attached) (For Decision)**
- e) Wiltshire Council - Briefing Note No 19-020. The Council has received a Briefing Note in regards to their Ofsted Report (July 2019). **(see attached) (to note)**
- f) Community Governance Review. Wiltshire Council has 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 is by October 2019 and the Council should consider any views. **(see attached) (For Decision)**
- g) NALC Policy E-Briefing PC8-19 – Draft Data Sharing Code of Practice. WALC advised that a Consultation was taking place on the Information Commissioner's update of the original code published in 2011. NALC sought the sector's views. Timescale for comment was Friday 16<sup>th</sup> August 2019. Members were circulated with the details and no comments were received. **(see attached) (to note)**
- h) Wiltshire Council Chippenham Community Engagement Manager. Mr Oliver Phipps (Ollie) has written to Parish Councils to advise that he is "happy to attend a Parish Council Meeting to introduce himself to Councillors and to talk about any way he could support the Council's endeavours". **(For Decision)**
- i) St John Ambulance. The Council has received a request for financial aid in regards to a donation towards the cost of the service in Wiltshire. To consider and agree if a donation should be given. **(see attached) (For Decision)**
- j) Wiltshire Council - Briefing Note No 19-022. The Council has received a Briefing Note in regards to the Wiltshire Housing Land Supply update. **(see attached) (to note)**
- k) Community First AGM 2019. The Council has been invited to attend the AGM to be held on Wednesday 9<sup>th</sup> October 2019 in The Town Hall, Devizes from 5.30pm. **(see attached) (For Decision)**
- l) Wiltshire Council - Briefing Note No 19-023. The Council has received a Briefing Note in regards to Representations on Special School Provision in North Wiltshire. Responses are required by 30<sup>th</sup> September 2019. **(see attached) (For Decision)**
- m) 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 30<sup>th</sup> 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)**

- n) Community Led Housing. The Council were advised that the Wiltshire Community Led Housing Partnership was hosting an event for those interested in Community Led Housing at the Community First Offices on Tuesday 10<sup>th</sup> September 2019 10am – 12.30pm. Members were circulated with the details. **(to note)**
- o) WiltshireOnline – High Speed Broadband – Gigaclear. The Council has been advised that Mr Christopher Morris has taken over the role of Community Engagement Manager for Wiltshire, replacing Mr Stephen Harris. To receive any further updates. **(to note)**  
**(For Decision)**
- p) Financial Planning. Wiltshire Council has advised that their Council Tax Setting Timetable requires Parish Councils to submit their Precept requirement for Year 2020/2021 no later than 24<sup>th</sup> January 2020. The Council will meet on the 20<sup>th</sup> January 2020 and can comply with the requirements. **(see attached) (to note)**
- q) Wiltshire Local Plan Review. The Council has been invited to a further consultation session, local session being Tuesday 1<sup>st</sup> October 2019 in Calne Library, The Strand, Calne SN11 0JU 6.00pm to 8.00pm. To agree Council representation. **(see attached)**  
**(For Decision)**
- r) 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)**
- s) 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)**
- t) Langley Burrell Neighbourhood Plan. Cllr R Whitrow is the Council lead Member. To receive any updates and to consider any actions required. **(For Decision)**
- u) Neighbouring Planning Surgery. The Council was invited to a Neighbourhood Planning Surgery Session and Presentation held on 16<sup>th</sup> July 2019 at County Hall. No Council Member was able to attend. Wiltshire Council subsequently circulated the presentation details to Councils. **(previously circulated) (to note)**
- v) 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)**
- w) Wiltshire Council - Briefing Note No 19-025. The Council has received a Briefing Note in regards to the Changes to Code of Conduct Complaints. **(see attached) (to note)**
- x) Council Objectives 2019. The Council agreed to defer at the last Meeting and consider at a future Meeting. To receive any updates. **(For Decision)**
- y) Wiltshire Local Plan Review shaping plans to 2036. The Council received an invitation to a Consultation Event held on Wednesday 17<sup>th</sup> July 2019 at Chippenham Town Hall. No Council Member was able to attend. Wiltshire Council has recently circulated the Meeting Notes. **(see attached) (to note) (For Decision)**
- z) Council Member Vacancy. Following the last Council Meeting, Cllr D Mannering advised that he would no longer be attending Council Meetings following his move from the Parish. Until formal resignation is received there is no Council Vacancy and the legal process for replacement cannot be commenced. **(to note)**
- aa) Langley Burrell Residents Association (LBRA). The Council has been notified that the LBRA is holding their Annual General Meeting on Thursday 19<sup>th</sup> September 2019 at 7.30pm in the Village Hall. **(to note)**
- bb) Wiltshire Housing Site Allocations Plan – Consultation on Further Modifications. Wiltshire Council has advised that a 6-week Consultation commences on Thursday 12<sup>th</sup> September and ends on Friday 25<sup>th</sup> October 2019. To consider any response required. **(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 21<sup>st</sup> October 2019 at 7.30pm**, in the Maud Heath Room, Langley Burrell Village Hall.