

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.30pm

Maud Heath Room, Langley Burrell Village Hall

16<sup>th</sup> September 2019

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

Also Present: 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**

There were no reports received.

#### **041/19 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr D Mannering. Apologies were also received from Wiltshire Councillor H Greenman.

#### **042/19 DECLARATION(S) OF INTEREST AND DISPENSATIONS – IN ACCORDANCE WITH LANGLEY BURRELL WITHOUT PARISH COUNCIL'S CODE OF CONDUCT AND STANDING ORDERS**

Cllr R Whitrow declared an Interest in regards to Agenda items 4 (c) and (d) (Planning Applications referenced 19/08020/FUL and 19/08395/LBC). There were no further Interests declared. There were no Dispensations required under Section 33 of the Localism Act 2011.

#### **043/19 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 15<sup>th</sup> July 2019. **Cllr R Whitrow proposed, seconded Cllr Julie Hoskins and RESOLVED UNANIMOUSLY**

#### **044/19 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) 19/07850/TCA  
20% Crown Reduction to Cherry Tree  
Teazel Cottage, Crossing Lane, Langley Burrell SN15 4LQ  
For Mrs Melanie Pickering

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

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

- 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

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**

- 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

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

**Cllr Katerina Johnstone proposed, seconded Cllr R Colthorpe and RESOLVED UNANIMOUSLY**

Cllr R Whitrow had declared an Interest in regards to the item and left the Meeting Room during the consideration of the application.

- 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

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

**Cllr Katerina Johnstone proposed, seconded Cllr R Colthorpe and RESOLVED UNANIMOUSLY**

Cllr R Whitrow had declared an Interest in regards to the item and left the Meeting Room during the consideration of the application.

- 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

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

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

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

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

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

Approved subject to legal agreement 12<sup>th</sup> September 2019. **(noted)**

- d) 19/03177/FUL Demolish Existing/Rebuild New Dwelling.Thornhill Farm

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

- e) 19/04714/FUL Building Conversion to Holiday Let. 9 Sutton Lane SN15 4LW

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

- f) 19/05584/FUL Conversion to Two Dwellings 43 The Common SN15 4L

Approved with Conditions 23<sup>rd</sup> July 2019 **(noted)**

- g) 19/05386/FUL Electricity Sub Station. Land at North Chippenham

Approved with Conditions 17<sup>th</sup> July 2019 **(noted)**

- h) 19/06140/FUL 20m x 40m Outdoor Riding Arena. Avon Wick SN15 4LS

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

- j) Planning Case Officer Meeting. There was no action required at the present time.

#### 045/19 FINANCE

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

a) **Payments:**

There were no payments to make. **(noted)**

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

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):** The Council noted receipts received since the last Council Meeting and the CIL account balance of: £91,547.51

d) **Bank Account balance:**

Lloyds Bank Treasurers Account. A/c No 00222628 **(noted)**

30<sup>th</sup> August 2019 Sheet No 16 £ 104,851.27

#### 046/19 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. Other than a large highway pothole on the corner near to 66 Kellaways at this time there were no further issues to add. The Parish Steward had been due to visit on the 12<sup>th</sup> September 2019. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways June and July 2019 Newsletters. **(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)**

#### 047/19 STANDING ITEMS

a) **Parish/Community Website/Newsletters/Social Media:** The Clerk would endeavour to ensure that the new Council website went "live" as soon as possible. There would need to be a legal protocol to follow with the uploading of material in the control of the Clerk as the website would be a Government Domain. **(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 the Village Hall AGM was to be held on the 7<sup>th</sup> October 2019. More Committee Members were required. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** A Chippenham Area Board Meeting was held on Wednesday 17<sup>th</sup> July 2019 in Sutton Benger Village Hall. The Meeting was worthwhile as County Council Area Board Members and the County Council Portfolio Holder were briefed on the usefulness of and need for the Forum. A Chippenham Community Area Parish Forum was held on Wednesday 19<sup>th</sup> 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 23<sup>rd</sup> October 2019 at 7.30pm in The St Mary Magdalene Church, The Street, Hullavington SN14 6DU. The topic for the evening would be Cyber Crime. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** Minute 048/19 (t) refers. **(noted)**
- g) **Council Insurance:** There was no update required. **(noted)**
- h) **Council Standing Orders & Code of Conduct:** There was no update required. **(noted)**
- i) **Asset Register:** There was no update required. **(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:** The Clerk advised that the Council had recently been advised of an AutoSpeedwatch tool that may make Speedwatch easier, safer and more efficient. The Clerk also provided details of the ElanCity Evolus Radar Speed Sign. **Council Members agreed that** in principle both would be of benefit to community safety and asked the Clerk to investigate further so that this could be considered as a future CIL Project.
- o) **Data Protection. GDPR:** There was no update. **(noted)**

#### 048/19 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.** The Working Group had met on the 17<sup>th</sup> July 2019 in Devizes Corn Exchange SN10 1HS. A further Meeting was scheduled for 16<sup>th</sup> October 2019 in St Margaret's Hall, Bradford on Avon. **(noted)**
- b) **Wiltshire Council - Briefing Note No 19-019.** The Council noted receipt of a Briefing Note in regards to the Polling District and Polling Place Review

- Consultation. Timescale for response had been given as 9<sup>th</sup> September 2019. There appeared to be no implications for the Parish who would continue to use the Village Hall. **(noted)**
- c) Licensing Act 2003 Consultation. Wiltshire Council Public Protection had consulted the Council on changes to their Licensing Policy. Timescale for comments had been 7<sup>th</sup> August 2019. The Council Members had been circulated with the proposals and no adverse comment received. **(noted)**
  - d) PEAS. Wiltshire Council had requested that Parish Councils consider their winter emergency stock and equipment. Reference was made to the need to have an active Flood or Snow Plan (Emergency Plan). The Council was in the process of formulating a Plan. **The Council agreed that** there would be no request made this year and the matter would be considered again next year.
  - e) Wiltshire Council - Briefing Note No 19-020. The Council noted receipt of a Briefing Note in regards to their Ofsted Report (July 2019). **(noted)**
  - f) Community Governance Review. 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. Any proposals from other organisations/authorities/bodies would have a detrimental impact on the Parish and with the timescale for comment being end of October 2019 **the Council agreed to** submit observations that no changes should be made with the status quo retained.
  - g) NALC Policy E-Briefing PC8-19 – Draft Data Sharing Code of Practice. WALC had advised that a Consultation was taking place on the Information Commissioner’s update of the original code published in 2011. NALC had sought the sector’s views. The timescale for comment was Friday 16<sup>th</sup> August 2019. The Council Members had been circulated with the proposals and no adverse comment received. **(noted)**
  - h) Wiltshire Council Chippenham Community Engagement Manager. Mr Oliver Phipps (Ollie) had written to Parish Councils to advise that he was “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”. **The Council agreed that** he should be invited to a future Council Meeting.
  - i) St John Ambulance. The Council had received a request for financial aid in regards to a donation towards the cost of the service in Wiltshire. **The Council agreed that** on this occasion no support should be given. **Cllr R Whitrow proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY**
  - j) Wiltshire Council - Briefing Note No 19-022. The Council noted receipt of a Briefing Note in regards to the Wiltshire Housing Land Supply update. **(noted)**
  - k) Community First AGM 2019. The Council had 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. **(noted)**
  - l) Wiltshire Council - Briefing Note No 19-023. The Council noted receipt of a Briefing Note in regards to Representations on Special School Provision in North Wiltshire. Responses were required by 30<sup>th</sup> September 2019. **(noted)**
  - m) 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 Wednesday 30<sup>th</sup> 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. By attending the Council could gain some useful knowledge in regards to lease options to be considered as a future CIL Project **(noted)**
- n) Community Led Housing. The Council had been advised that the Wiltshire Community Led Housing Partnership were hosting an event for those interested in Community Led Housing on Tuesday 10<sup>th</sup> September 2019 **(noted)**
  - o) WiltshireOnline – High Speed Broadband – Gigaclear. The Council had been advised that Mr Christopher Morris had taken over the role of Community Engagement Manager for Wiltshire, replacing Mr Stephen Harris. **The Council agreed that** he should be invited to a future Meeting.
  - p) Financial Planning. Wiltshire Council had advised that their Council Tax Setting Timetable required Parish Councils to submit their Precept requirement for Year 2020/2021 no later than 24<sup>th</sup> January 2020. The Council would meet on the 20<sup>th</sup> January 2020 and could comply with the requirements. **(noted)**
  - q) Wiltshire Local Plan Review. The Council had 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. No Council Member was available to attend. **(noted)**
  - r) CIL Funding – Local Policy. The Council had agreed that a Local CIL Funding Policy should be prepared. Cllr D Mannering had agreed to draft a Policy for future consideration but as he had now left the Parish the Clerk agreed to continue the process. In the meantime the Council would use Wiltshire Council Guidelines. **(noted)**
  - s) CIL Funding. Cllr D Mannering had prepared the tracking template to allow all parties to easily assess what payments should be received and the expected timescale. Cllr Mannering was not in attendance but had updated the Council on the present position earlier in the day. **(noted)**
  - t) Langley Burrell Neighbourhood Plan. Cllr R Whitrow the Council Lead Member advised that he would be attending the Langley Burrell Resident’s Association Annual Meeting on the 19<sup>th</sup> September 2019 and would be able to hear views expressed and report back to Council. **(noted)**
  - u) Neighbouring Planning Surgery. Wiltshire Council had invited Neighbourhood Planning Groups to Surgery Sessions and a Presentation held on Tuesday 16<sup>th</sup> July 2019. Details of the presentations given had now been received and circulated to Council Members. **(noted)**
  - v) Emergency/Flood Plan. Cllr R Whitrow advised that he was making progress and it would be helpful if he could be provided with names of potential volunteers to carry out the required roles. **(noted)**
  - w) Wiltshire Council - Briefing Note No 19-025. The Council noted receipt of a Briefing Note in regards to Changes to Code of Conduct Complaints. The Clerk emphasised the need for Council Members to be aware of the new procedures. **(noted)**
  - x) Council Objectives 2019. The Council had previously agreed to consider at a future Meeting. The year was passing and the Clerk agreed to draft some ideas for the next Council Meeting. **(noted)**
  - y) Wiltshire Local Plan Review shaping plans to 2036. The Council had received an invitation to a Consultation Event held on Wednesday 17<sup>th</sup> July 2019 at Chippenham Town Hall. Cllr Julie Hoskins had attended. Wiltshire Council has recently circulated the Meeting Notes. **(noted)**
  - z) Council Member Vacancy. Following the last Council Meeting, Cllr D Mannering had advised that he would no longer be attending Council Meetings following his move from the Parish. Until formal resignation was

received there was no Council Vacancy and the legal process for replacement could not be commenced. In the meantime Council Members would informally raise the matter with interested Parishioners, including the opportunity of the LBRA Annual Meeting later in the week. **(noted)**

- aa) Langley Burrell Residents Association (LBRA). The Council had been notified that the LBRA was holding their Annual General Meeting on Thursday 19<sup>th</sup> September 2019 at 7.30pm in the Village Hall. Cllr R Whitrow indicated that he would be attending **(noted)**
- bb) Wiltshire Housing Site Allocations Plan – Consultation on Further Modifications. Wiltshire Council had advised that a 6-week Consultation commenced on Thursday 12<sup>th</sup> September and ended on Friday 25<sup>th</sup> October 2019. This could have significant implications for the Parish and Members needed to consider the online information and agree any Council response at the next Council Meeting to be held on 21<sup>st</sup> October 2019. **(noted)**

#### **049/19 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

a) Cllr R Colthorpe queried the need for monthly Council Meetings. Suggesting that many Councils dealt with business adequately using a two-month timescale. The Clerk advised that some held two-monthly Meetings, with a Planning Meeting scheduled but not necessarily held if there was no planning business, in the intervening month. The Clerk reminded Members that they had agreed a 12-month Calendar of Meetings at the last Annual Council Meeting and could review the situation at the next Annual Meeting. However, this did not preclude the Council reviewing the dates at the next Council Meeting and the matter would be included as an Agenda Item.

#### **050/19 DATE OF NEXT MEETING**

The next Council Meeting will be held in the Maud Heath Room, Langley Burrell Village Hall on **Monday 21<sup>st</sup> October 2019 at 7. 30pm.**

Signed:

Date: **21<sup>st</sup> October 2019**