

LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
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SN14 0PA

13th June 2019

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 17th June 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.
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
 - a) Parish Council Annual Meeting held 20th May 2019 **(see attached Draft Minutes) (For Decision)**
 - b) Parish Council Meeting held 20th May 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) 19/04714/FUL
 Building Conversion to Holiday Let
 Meadow Farm Nurseries, 9 Sutton Lane, Langley Burrell SN15 4LW (Former Kellaways BT Repeater Telephone Exchange Station Building)
 For Mr Dariusz Pucilowski **(see online) (see attached) (For Decision)**

No further Planning Applications have been received within the timescale for Agenda inclusion.

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.

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) 18/07826/REM Land at North Chippenham, Parcels B3 & B5. Reserved Matters for Development Comprising the Erection of 152 Dwellings, etc.
 No decision to date. Target date for decision 1st May 2019 **(to note)**
- b) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc
 No decision to date. To consider any further updates and actions required.
 Target date for decision 6th September 2019 **(For Decision)**
- c) 15/12352/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc
 No decision to date. **(to note)**
- e) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT
 No decision to date. Target date for decision 24th May 2019 **(to note)**
- f) 18/04224/REM Land North of Hill Corner Road. Erection of 212 Dwellings, etc
Approved with Conditions 1st March 2019 (to note)
- g) 18/08917/FUL Re-Building and Extension Pinchloafe Cottage, 23 The Common,
Application Withdrawn (to note)
- h) 18/09049/LBC Re-Building and Extension Pinchloafe Cottage, 23 The Common,
Application Withdrawn (to note)
- i) 18/11188/FUL Coach House Conversion etc., Kilverts Parsonage SN15 4LE
Application Withdrawn (to note)
- j) 18/11736/LBC Coach House Conversion etc., Kilverts Parsonage SN15 4LE
Application Withdrawn (to note)
- k) 19/00187/FUL Change of Use into Two Dwellings, etc. 43, The Common SN15 4LQ
Application Withdrawn (to note)
- p) 19/00752/TPO Fell 3 Ash Trees Wavin Plastics Limited, Parsonage Way SN15 5PN
Approved with Conditions 20th March 2019 (to note)
- q) 19/00877/FUL Agricultural Building, etc. Crossing Lane, Peckingell Farm, SN15 4LJ
Application Withdrawn (to note)
- r) 19/03177/FUL Demolish Existing and Rebuild New Dwelling. Thornhill Farm, SN15 4LW
 No decision to date. Target date for decision 4th June 2019 **(to note)**
- s) 19/04378/FUL Pitched Roof Side Extension. 165A Malmesbury Road, SN15 5LP
 No decision to date. Target date for decision 8th July 2019 **(to note)**
- t) 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 **(see attached) (For Decision)**

Langley Burrell Village Hall. Hire of Hall. Inv 1771	01.06.19	£	35.00
Community First. Subscription Renewal	19/20	£	40.00

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

There have been no receipts received since the last Council Meeting.

- 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.

At the present time the sum of £36,403.37 is held in the Council's Lloyds Bank Treasurer's Account No 00222628, following the receipt of Wiltshire Council CIL 17/07413/REM payment on 01.04.19 (Minute 106/18 (b) refers) The Council has agreed to open a separate CIL Fund Savings Account and all CIL monies will be transferred to this. **(to note)**

- d) Annual Governance and Accountability Return Year Ending 31st March 2019

Pursuant to Minute 015/19 (c). The Parish Council agreed to issue a Certificate of Exemption to the External Auditor. They were advised that there was still a requirement to complete the Annual Governance process with the Internal Auditor. To receive any updates and consider and sign any related documents. **(see attached) (For Decision)**

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 is aware that Parish Steward would visit on the 13th June, with further visits scheduled for 11th July and 12th September 2019. **(For Decision)** To note that (Cllr Wayman's) Local Highways May 2019 Newsletter and attachments remains the latest edition. **(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)** The Council is aware of the Wiltshire Sewer and Land Drainage Team invitation to identify gullies causing concern. To consider and advise Wiltshire Council of any requirements. **(see attached) (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 Monday 3rd June 2019 in Café Spero, Wood Lane, Chippenham SN15 3EB. To receive any updates. A further Meeting is scheduled for Wednesday 17th July 2019 to be held in Sutton Benger Village Hall SN15 4RP. (This is likely to be a joint Meeting with the Community Area Parish Forum). **(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 scheduled for Wednesday 19th June 2019 at 7.30pm in Stanton St Quintin Village Hall, SN14 6DE. The Agenda has been published and circulated. To agree Council representation. **(For Decision)**
- 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. **(to note) (For Decision)** See also Agenda item 8 (j)
- 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 15th May 2019 in Malmesbury Town Hall SN16 9BZ. A further Meeting is scheduled for 17th July 2019 in Devizes Corn Exchange. The Council was invited to a Tea & cake Event to be held on the 11th June 2019 in the Ceremonies Room, Trowbridge to celebrate the Group's 10 year Anniversary. **(to note)**
- b) Street Naming. Pursuant to Minute 018/19 (j) the Council submitted two names as requested. In one case the name was unacceptable as the name Buckland is already associated with a road in Chippenham. Consequently, another suggestion is required. **(For Decision)**
- c) 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)**
- d) CIL Funding. Pursuant to Minute 018/19 (l) the Council was invited to a Meeting with relevant Wiltshire Council Officers to be held on 29th May 2019. Cllr D Mannering represented the Council and has provided Notes of the Meeting and a Tracking document. To receive any updates and agree further action. **(see attached) (For Decision)**
- e) Memorial to Former Council Members. Cllr Katerina Johnstone has requested that the Council consider the matter of recognising the service to the Council and the Community of former Council Members. **(For Decision)**
- f) Langley Burrell Neighbourhood Plan. Cllr R Whitrow is the Council lead Member. To receive any updates and to consider any actions required. **(For Decision)**
- g) Neighbouring Planning Surgery. Wiltshire Council has 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. To consider and agree Council representation. **(see attached) (For Decision)**
- h) Fly Tipping. The Chippenham Area Board has funded the provision of signs to deter Fly Tipping. To receive any reports and updates since the last Council Meeting. **(to note)**
- i) 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)**
- j) Wiltshire Neighbourhood Watch. The Council has been invited to the WNW Annual General Meeting to be held on 13th July 2019. To consider and agree Council representation. **(see attached) (For Decision)**
- k) PEAS. Pursuant to Minute 018/19 (p). 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. **(see attached) (For Decision)**
- l) Council Objectives 2019. Pursuant to Minute 018/19 (q). The Council agreed to defer at the last Meeting and consider at a future Meeting. To receive any updates. **(For Decision)**
- m) WiltshireOnline – High Speed Broadband. Pursuant to Minute 018/19 (r). The Gigaclear Community Engagement Manager for the northern Wiltshire area has agreed to attend a

future Council Meeting. He has a number of commitments and a suitable date will be agreed. **(to note)**

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 15th July 2019 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 20th June 2019 refers. **(For Decision)**