

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.30pm

Maud Heath Room, Langley Burrell Village Hall

17<sup>th</sup> June 2019

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

Also Present: Wiltshire Councillor H Greenman and 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.

#### **021/19 APOLOGIES FOR ABSENCE**

All Council Members were in attendance.

#### **022/19 DECLARATION(S) OF INTEREST AND DISPENSATIONS – IN ACCORDANCE WITH LANGLEY BURRELL WITHOUT PARISH COUNCIL’S CODE OF CONDUCT AND STANDING ORDERS**

There were no Interests declared. There were no Dispensations required under Section 33 of the Localism Act 2011.

#### **023/19 MINUTES** Members had been previously circulated with the Draft Minutes.

i) The Council received, approved and signed as a true record the Minutes of the Parish Council Annual Meeting held 20<sup>th</sup> May 2019. **Cllr R Whitrow proposed, seconded Cllr Katerina Johnstone and RESOLVED UNANIMOUSLY**

ii) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 20<sup>th</sup> May 2019. **Cllr Katerina Johnstone proposed, seconded Cllr R Colthorpe and RESOLVED UNANIMOUSLY**

#### **024/19 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) 19/04714/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

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

In providing support for the proposal the Council, being aware that the site was situated within the Flood Zone, requested that Wiltshire Council fully consider the foul and surface water proposals associated with the application and any FRA submitted. The Council noted that a septic tank was being proposed and felt that a sealed tank, that could be emptied, would be more appropriate particularly as it was holiday accommodation being proposed and not a full residential dwelling.

**Cllr D Mannering proposed, seconded Cllr R Whitrow 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) 18/07826/REM Land at North Chippenham, Parcels B3 & B5. Reserved Matters for Erection of 152 Dwellings, etc.

There was no decision to date. Target date for decision was published as 1<sup>st</sup> May 2019 (noted)

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

There was no further update. Target date for decision was published as 6<sup>th</sup> September 2019. The Council had requested that a plan be provided indicating land in public ownership to confirm that the applicant had control of all areas required to carry out the amended scheme. To date this had not been provided and the Clerk would remind Wiltshire Council that this was still required as soon as possible to allow the Council to further consider the implications on the Parish and residents.

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

There was no decision to date. (noted)

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

There was no decision to date. Target date for decision was published as 24<sup>th</sup> May 2019 (noted)

- e) 18/04224/REM Land North of Hill Corner Road. Erection of 212 Dwellings, etc  
Approved with Conditions 1<sup>st</sup> March 2019. **(noted)**
- f) 18/08917/FUL Re-Building & Extension Pinchloafe Cottage, 23 The Common.  
Application Withdrawn. **(noted)**
- g) 18/09049/LBC Re-Building & Extension Pinchloafe Cottage, 23 The Common.  
Application Withdrawn. **(noted)**
- h) 18/11188/FUL Coach House Conversion etc., Kilverts Parsonage SN15 4LE  
Application Withdrawn. **(noted)**
- i) 18/11736/LBC Coach House Conversion etc., Kilverts Parsonage SN15 4LE  
Application Withdrawn. **(noted)**
- j) 19/00187/FUL Change of Use Two Dwellings 43, The Common SN15 4LQ  
Application Withdrawn. **(noted)**
- k) 19/00752/TPO Fell 3 Ash Trees Wavin Plastics Limited, Parsonage Way  
Approved with Conditions 20<sup>th</sup> March 2019. **(noted)**
- l) 19/00877/FUL Agricultural Building, etc. Crossing Lane, Peckingell Farm,  
Application Withdrawn. **(noted)**
- m) 19/03177/FUL Demolish Existing/Rebuild New Dwelling, Thornhill Farm,  
There was no decision to date. Target date for decision was published as 4<sup>th</sup>  
June 2019. **(noted)**
- n) 19/04378/FUL Pitched Roof Side Extension. 165A Malmesbury Road  
There was no decision to date. Target date for decision was published as 8<sup>th</sup>  
July 2019 **(noted)**
- o) Planning Case Officer Meeting. **The Council confirmed that** no action was  
required at the present time. This would be reconsidered at the next Council  
Meeting as it would be some time any update had been received from the Case  
Officer.

## 025/19 FINANCE

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

- a) **Payments:**

Langley Burrell Village Hall. Hire of Meeting Room Inv 1771	£	35.00
Community First. Subscription Renewal 19/20	£	40.00
Wiltshire Council. CATG contribution for The Common signage	£	87.50
Cllr D Mannering. Expenses reimbursement for CIL Meeting	£	12.00

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

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

There had been no Receipts since the last Council Meeting. **(noted)**

- c) **Community Infrastructure Levy (CIL)** The Council noted receipts received since the last Council Meeting and the CIL account balance.

At the present time the sum of £36,403.37 was 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) referred). Notification had been received that a further payment of £21,553.80 would be received later in June 2019. The Council had agreed to open a separate CIL Fund Savings Account and all CIL monies would be transferred to this. The Clerk had prepared a letter to Lloyds Bank for signature to open the new Account, transfer correspondence to the new Clerk's address and allow online banking facilities to allow the Clerk to view balances and to transfer funds between Accounts when necessary. **(noted)**

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

Pursuant to Minute 015/19 (c). The Parish Council had agreed to issue a Certificate of Exemption to the External Auditor. The Parish Council had been advised that there was still a requirement to complete the Annual Governance process with the Internal Auditor and publish on the Parish Council website and also consider relevant Sections of the Annual Return, to include:

- i) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be published on the Council website.
- ii) Annual Return Section 2: The Council had been previously circulated with the Year End 31<sup>st</sup> March 2019 accounts spread sheet for adoption and submission to the internal auditor. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be published on the Council website.

**Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**

#### **026/19 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 and the Clerk agreed to update the template and forward to Wiltshire Council. Future Parish Steward scheduled visit dates were 11<sup>th</sup> July and 12<sup>th</sup> September 2019.

(noted) The Council noted that (Cllr Wayman's) Local Highways May 2019 Newsletter remained the latest edition. (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)

The Council was aware of the Wiltshire Sewer and Land Drainage Team invitation to identify gullies causing concern **and agreed to** submit the gulley under the railway line, gullies along The Common generally and in the Kellaways area.

## 027/19 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There was no update. (noted)
- b) **Notice Board/s:** There was no update. (noted)
- c) **Flooding & Drainage:** There was no update. (noted)
- d) **Langley Burrell Village Hall:** There was no update. (noted)
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:**

A Chippenham Area Board Meeting was held on Monday 3<sup>rd</sup> June 2019 in Café Spero, Wood Lane, Chippenham SN15 3EB. Wiltshire Councillor H Greenman reported that he had stood down as Area Board Chair and replaced by Cllr P Hutton. Cllr Julie Hoskins had attended on the Council's behalf. A further Meeting was scheduled for Wednesday 17<sup>th</sup> July 2019 in Sutton Benger Village Hall, which was likely to be a joint meeting with the Parish Forum. A Chippenham Community Area Parish Forum was scheduled for Wednesday 19<sup>th</sup> June 2019 at 7.30pm in Stanton St Quintin Village Hall SN14 6DE. The Guest Speaker would be Diane Ware of Wiltshire Council Highways. Cllr Julie Hoskins advised that she could not attend the Forum on this occasion. (noted)

- f) **Langley Burrell Neighbourhood Plan:** There was no update. (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. (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:** There was no update. **(noted)**
- o) **Data Protection. GDPR:** There was no update. **(noted)**

## 028/19 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 met on the 15<sup>th</sup> May 2019 in Malmesbury Town Hall SN16 9BZ. A further Meeting was scheduled for 17<sup>th</sup> July 2019 in Devizes Corn Exchange. The Council had been invited to a Tea & cake Event held on the 11<sup>th</sup> June 2019 in the Ceremonies Room, Trowbridge to celebrate the Group's 10 year Anniversary. **(noted)**
- b) Street Naming. Pursuant to Minute 018/19 (j) the Council had submitted two names as requested. In one case the name was unacceptable as the name Buckland was already associated with a road in Chippenham. Consequently, another suggestion was required. In the circumstances **the Council agreed** that the names of Limpedy and Scott-Ashe should be submitted.
- c) CIL Funding – Local Policy. The Council had agreed that a Local CIL Funding Policy should be prepared and had 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 would use Wiltshire Council Guidelines. **(noted)**
- d) CIL Funding. Pursuant to Minute 018/19 (l) the Council had been invited to a Meeting with relevant Wiltshire Council Officers. Cllr D Mannering had represented the Council and had provided Notes of the Meeting and a Tracking document. Cllr D Mannering would prepare a draft template to allow all parties to easily assess what payments should be received and the expected timescale. **(noted)**
- e) Memorial to Former Council Members. Cllr Katerina Johnstone had requested that the Council consider the matter of recognising the service to the Council and the Community of former Council Members. **The Council agreed that** a suitable memorial would be a bench with plaque nearby the Village Hall **and agreed a** £500.00 budget. The Clerk would investigate costs of a suitable bench and place an order for delivery as soon as possible.
- f) Langley Burrell Neighbourhood Plan. Cllr R Whitrow the Council Lead Member advised that he had recently received a communication from a land agent on behalf of a local landowner that would be considered further. There was no further update. **(noted)**
- g) Neighbouring Planning Surgery. Wiltshire Council had invited Neighbourhood Planning Groups to Surgery Sessions and a Presentation to be held on Tuesday 16<sup>th</sup> July 2019 from 9.00am to 2.00pm at County Hall, Trowbridge. **(noted)**

- h) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. The Parish Council had already erected signs and required two more. Wiltshire Councillor H Greenman would source the additional signs and give to the Clerk for distribution. **(noted)**
- i) Emergency/Flood Plan. There was no update. **(noted)**
- j) Wiltshire Neighbourhood Watch. The Council had been invited to the WNW Annual General Meeting to be held on 13<sup>th</sup> July 2019. No Council Member was available to attend **and they agreed to keep a watching brief on further news and events. (noted)**
- k) PEAS. Pursuant to Minute 018/19 (q), 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 matter had been deferred at the last Meeting **and was deferred again to the next Meeting.**
- l) Council Objectives 2019. Pursuant to Minute 018/19 (q) the Council had agreed to defer at the last Meeting and consider at a future Meeting. **The matter was deferred again to the next Meeting.**
- m) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager for the northern Wiltshire area had agreed to attend a future Council Meeting and the Council had agreed to invite him. It was reported that he has a number of existing commitments and a suitable date would be agreed. **(noted)**

#### **029/19 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

#### **030/19 DATE OF NEXT MEETING**

The next Council Meeting will be held in the Maud Heath Room, Langley Burrell Village Hall on **Monday 15<sup>th</sup> July 2019 at 7. 30pm.**

#### **PART 2 AGENDA**

**As the following Item related 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 was 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 were instructed to withdraw.**

The matter would be an Agenda item at the next Council Meeting.

Signed:

Date: **15<sup>th</sup> July 2019**