

LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

14th February 2019

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 18th February 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 Without 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 21st January 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) 19/00752/TPO
Fell 3 Ash Trees
Wavin Plastics Limited, Parsonage Way, Chippenham SN15 5PN
For Ms Gill Davies - Ground Control Limited **(see online) (For Confirmation)**

** In order to meet the timescale of Wiltshire Council, Parish Council Members were circulated with the application. Members agreed that the Clerk should respond within the required timescale advising that the Council raised objections and agreed that this would be confirmed at the next Council Meeting.

- b) 19/00877/FUL
Erection of an Agricultural Building and Retention of Hardstanding and Vehicular Access
Land north of Crossing Lane, Peckingell Farm, Langley Burrell SN15 4LJ
For P & R Baldwin **(see online) (For Decision)**

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

- 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 **(to note)**
- b) 18/08316/REM Land North Chippenham (Parcels P1C and P1D). Reserved Matters for the Erection of 132 Dwellings, etc.
No decision to date **(to note)**
- c) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc
To consider updates and actions required **(For Decision)**
- d) 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 **(to note)**
- f) 18/04224/REM Land North of Hill Corner Road. Erection of 212 Dwellings, etc
No decision to date **(to note)**
- g) 18/08917/FUL Re-Building and Extension Pinchloafe Cottage, 23 The Common,
No decision to date **(to note)**
- h) 18/09049/LBC Re-Building and Extension Pinchloafe Cottage, 23 The Common,
No decision to date **(to note)**
- i) 18/11188/FUL Coach House Conversion etc., Kilverts Parsonage SN15 4LE
No decision to date **(to note)**
- j) 18/11736/LBC Coach House Conversion etc., Kilverts Parsonage SN15 4LE
No decision to date **(to note)**
- k) 18/11814/FUL Single-Storey Side Extension.165A, Malmesbury Road SN15 5LP
No decision to date **(to note)**
- l) 18/07826/REM Land North of Hill Corner Road, Land Parcel B3 & B5. 152 dwellings etc
No decision to date **(to note)**
- o) 19/00187/FUL Change of Use into Two Dwellings, etc. 43, The Common SN15 4LQ
No decision to date **(to note)**
- p) 18/12139/FUL Re-Building, etc. Pinchloafe Cottage, 23 The Common SN15 4LQ
No decision to date **(to note)**
- q) 19/00241/LBC Re-Building, etc. Pinchloafe Cottage, 23 The Common SN15 4LQ
No decision to date **(to note)**
- r) 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

Langley Burrell Village Hall. Hire of Meeting Room	Inv 1711	02.02.19	£ 35.00
Digiprint. Inv DPCH/19445 1.7m x 1.26m Parish Wall Map		14.02.19	£ 153.60
Langley Burrell Village Hall. Village Hall Maintenance Grant		2017/18	£ 300.00
Langley Burrell Village Hall. Village Hall Maintenance Grant		2018	£ 300.00
Langley Burrell Village Hall. Village Hall Maintenance Grant		2018	£ 300.00

(see attached) (For Decision)

- 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

30th January 2019 Sheet No 10

£ 14,980.84 **(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. The existing priority work details have been circulated to Members. The Parish Steward was scheduled to visit on 7th February 2019. The Council has been notified of further visits programmed for 7th March and 4th April 2019. To receive any updates. **(see attached) (For Decision)** To note receipt of (Cllr Wayman's) Local Highways January 2019 Newsletter. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates.
 - i) Maud Heath Causeway. To raise general issues and to receive any updates. **(to note)**
 - ii) Langley Burrell Footpaths No 34, No 42 and No 51 and Chippenham No 27. The Council has been advised on the 5th February 2019 that the Diversion Order was made on 23rd January 2019. Any representations about or objections to the Order need to be submitted by 7th March 2019. To consider and agree if representations are required. **(see attached) (For Decision)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues in regards to 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 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 4th February 2019. The Minutes have been received and circulated. To receive any updates from attendees. To note that the next Meeting is scheduled for Monday 25th March 2019 to be held at Monkton Park Council Offices, which will include a Cyber Crime Workshop. **(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 to be held on Wednesday 20th February 2019 at 7.30pm in The Union Chapel, Middle Common, Kington Langley. To agree Council attendance. **(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 Chippenham 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 note)**
- h) Council Standing Orders & Code of Conduct: To consider any updates if required. **(to note)**
- i) Asset Register: To consider any updates of the Council Asset Register. **(to note)**
- j) Risk Assessment: To consider any updates of the Risk Assessment Register. **(to note)**
- k) Health & Safety and Management Register: To consider any updates of the Health & Safety and Management Register. **(to note)**
- l) Freedom of Information Act-Publication Scheme: To consider any updates of Freedom of Information Register. **(to note)**
- m) Parochial Church Council – 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 next Working Group Meeting is scheduled for 13th March 2019 at Monkton Park Chippenham. **(to note)**
- b) 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. At the last Council Meeting Cllr D Mannering agreed to draft a Policy for future consideration. To receive any updates. **(see attached) (For Decision)**
- c) CIL Funding. The Council has been informed by the Wiltshire Council CIL Team of the potential receipts and timescales for payments involved. To receive any updates. **(to note)**
- d) Langley Burrell Neighbourhood Plan. Cllr R Whitrow is the Council lead Member. To receive any updates and to consider any actions required. **(For Decision)**
- e) 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)**
- f) Chippenham Community Area Engagement Manager. The Council became aware that Vicky Welsh, the Chippenham Community Area Engagement Manager, was leaving Wiltshire Council. The Clerk sent a letter of thanks and good wishes to her. Her replacement is Mr Oliver Phipps "Ollie" who for a number of years has been the Malmesbury Community Area Engagement Manager. **(to note)**
- g) CPRE Wiltshire and Hills Group Best Kept Village Competition 2019. Advance notification has been received advising the Council that entries will be requested by 22nd April 2019. The Council has not previously entered the Competition. To consider entry for the 2019 Competition. **(see attached) (For Decision)**
- h) Wiltshire Council - Briefing Note No 19-002 – The Council has received a Briefing Note in regards to a Consultation on Children's Centre Rationalisation, closing 20th March 2019. **(see attached) (to note)**
- i) Involve Swindon. The Council has been advised of the volunteer scheme opportunities. **(see attached) (to note) (For Decision)**
- j) Community Issue 6433 - Lack of Signage in Jacksoms Lane. The Council has previously declined to financially support this request. Some confusion existed on what the signage related to particularly as the costs were unknown. Cllr D Mannering agreed to attend the CTAG Meeting scheduled for Tuesday 22nd January 2019. To receive and consider any updates, including agreement to contribute £100.00 towards the costs involved. **(For Decision)**
- k) Street Naming. The Council has previously considered street names and agreed to consider and prepare a list in readiness for further street naming consultations. At the last Council Meeting Cllr R Whitrow agreed to produce the list of names to be confirmed at this Meeting to forward to Wiltshire Council. To receive updates and to consider actions required. **(see attached) (For Decision)**
- l) Council Objectives 2019. Cllr D Mannering requested that the Council consider and agree their objectives for the 2019 Calendar Year. The matter was deferred at the last Council Meeting. **(For Decision)**
- m) Wiltshire Council - Briefing Note No 375 – Polling District and Polling Place Review. The Council has received a Briefing Note in regards to the Review. **(see attached) (to note)**
- n) Electoral Review of Wiltshire. Local Government Boundary Commission: Draft Recommendations. The Council has received the draft recommendations on the future electoral arrangements for Wiltshire Council. The proposal is that there should be 98 one-Councillor Divisions across the Wiltshire Council area. Council Members have been previously circulated with the details. A 10-week public consultation period commenced on 5th February 2019 and closes on 15th April 2019. **(For Decision)**
- o) Wessex Flood Warden Newsletter – January 2019. The Council has received the latest online edition. This includes notification of flood warden training events taking place throughout 2019. **(previously circulated) (to note)**
- p) Keep Britain Tidy - Great British Spring Clean. The Council has received notification that this annual event will take place between 22nd March and 23rd April 2019 and support is requested to "help clean up this country". **(previously circulated) (For Decision)**
- q) Northern Area Planning Committee. Wiltshire Council has advised that the Meeting scheduled for Wednesday 27th February has been rescheduled to Wednesday 6th March 2019, 3.00pm in the Council Chamber, Monkton Park, to accommodate arrangements for key agenda items. **(to note)**

- r) Langley Burrell Village Hall. The Council has received a request for financial support towards the maintenance/operating costs of the Village Hall. The Council has previously supported the Hall through Section 137 (Local Government Act 1972) funding in recognition of the Hall's significant contribution to community life in the Parish. Support given over the last few years being £600.00 paid in two installments. The Council should determine Section 137 applications each year on the basis of requests for assistance and proven need as there is a limit set by Government each year on the amount allowed per elector. A Council cannot exceed the limit and consequently should not commit future years Section 137 grant aid spending. The Village Hall has noted a shortfall in grant aid in year 17/18 having received only £300.00 and asks that this be rectified in any grants given in year 18/19. It is recommended that the Council consider and approve a Section 137 grant of £900.00. **(For Decision)**
- s) Section 137 Local Government Act 1972. The Council is aware that this gives a Council powers to provide discretionary grants that are considered to benefit the community by bringing "*direct benefit to, their area, or any part of it or all or some of its inhabitants*". The Council is the judge as to whether something complies, but in order to stand up to the Internal and External Auditors there must be good grounds. There is a maximum spend in any one year. No additional funds occur just a limited freedom to spend part of the Council's budget (income or reserves). No matter what resources the Council might have the annual spend restriction cannot be exceeded. It is therefore important to keep up to date records so as not to exceed the limit. For Members information the Government set the year 17/18 Section 137 limit at £7.57 per elector, the year 18/19 limit at £7.86 per elector and the year 19/20 is £8.12 per elector.

Using the latest edition of the Electoral Roll to consider figures, the implications for Langley Burrell Without Parish are as follows:

Year 17/18	£7.57 x 333 Electors	£2,520.81
Year 18/19	£7.86 x 333 Electors	£2,617.38
Year 19/20	£8.12 x 333 Electors	£2,703.96

However, looking towards the future and being mindful of possible boundary changes leading to the loss of The Fairway Retirement Homes the implications could be as follows:

Year 19/20/21/22	£8.12 x 333 – 116 = 217 Electors	£1,762.04
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Looking at Council spending in Year 17/18 the Council approved £520.00 of Section 137 grants, £2,000.81 under the maximum allowed.

This years predicted spending, Year 18/19, including the Village Hall grant (item r above) and an allowance of £220.00 should the two Churches apply, amounts to £2,240.00, £377.38 under the maximum allowance.

The information provided above demonstrates the impact the loss of Electors will be on the Parish in regards to the Section 137 allowances, which will of course also affect Council Tax income. Specifically in regards to grants there will be a need to ensure that the Council's CIL Policy benefits the community, although decisions will need to comply with CIL Guidelines. **(to note)**

- t) Community Led Housing. The Council has been notified that Wiltshire Council, Community First and Wiltshire Community Land Trust has entered into a partnership project to deliver Community Led Housing advice and information to the communities of Wiltshire. The Project Manager has advised that promotion sessions will be held at locations across Wiltshire. **(see attached) (to note)**
- u) Wiltshire Council - Briefing Note No 19-004 – The Council has received a Briefing Note in regards to the Final Stages of Draft Wiltshire Housing Site Allocations Plan. **(see attached) (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 18th March 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 21st January 2019 refers. **(For Decision)**