

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

Maud Heath Room, Langley Burrell Village Hall

18th February 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.

82/18 APOLOGIES FOR ABSENCE

All Council Members were present.

83/18 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.

84/18 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 21st January 2019. **Cllr Julie Hoskins proposed, seconded Cllr R Colthorpe and RESOLVED UNANIMOUSLY**

85/18 PLANNING

Planning Applications:

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) There were no representations.

- a) 19/00752/TPO
Fell 3 Ash Trees
Wavin Plastics Limited, Parsonage Way, Chippenham SN15 5PN
For Ms Gill Davies - Ground Control Limited

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

The Council confirmed the contents of the Clerk's letter to Wiltshire Council dated 11th February 2019.

Cllr D Mannering proposed, seconded Cllr Julie Hoskins and RESOLVED UNANIMOUSLY

- 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

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

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

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

- b) 18/08316/REM Land North Chippenham (Parcels P1C and P1D). Reserved Matters for Erection of 132 Dwellings, etc.

There was no decision to date. The Council had been re-consulted and had made comments earlier in the Meeting. Minute 75/18 (h) refers. **(noted)**

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

The Council agreed that there was no action required at the present time.

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

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

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

There was no decision to date. The Council was aware that the Highway Officer had commented and shared the Council's views. The Planning Officer had confirmed that he would keep the Council aware of progress.

- f) 18/04224/REM Land North of Hill Corner Road. Erection of 212 Dwellings, etc

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

- g) 18/08917/FUL Re-Building & Extension Pinchloafe Cottage, 23 The Common.

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

- h) 18/09049/LBC Re-Building & Extension Pinchloafe Cottage, 23 The Common.

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

- i) 18/11188/FUL Coach House Conversion etc., Kilverts Parsonage SN15 4LE

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

- j) 18/11736/LBC Coach House Conversion etc., Kilverts Parsonage SN15 4LE

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

- k) 18/11814/FUL Side Extension etc., 165A, Malmesbury Road SN15 5LP

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

- l) 18/07826/REM Land North of Hill Corner Road, Land Parcel B3 & B5. 152 dwellings etc

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

- o) 19/00187/FUL Change of Use Two Dwellings 43, The Common SN15 4LQ

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

- p) 18/12139/FUL Re-Building etc, Pinchloafe Cottage, 23 The Common SN15 4LQ

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

- q) 19/00241/LBC Re-Building etc, Pinchloafe Cottage, 23 The Common SN15 4LQ

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

- r) Planning Case Officer Meeting. **The Council agreed that** no action was required at the present time.

86/18 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 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

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

b) **Receipts:** The Council noted that there had been no receipts since the last Council Meeting. **(noted)**

c) **Bank Account balances:** The Council noted Lloyds Bank A/c No 00222628

30th November 2018 Sheet No 10 £ 14,980.84

87/18 HIGHWAY MATTERS

a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Parish Steward had visited on 7th February with further visits scheduled for 7th March and 4th April 2019. Council Members considered the top 5 priorities to be notified to Wiltshire Highways and the Clerk agreed to complete the template and forward to Wiltshire Council. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways January 2019 Newsletter **(noted)**

b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

i) Maud Heath's Causeway. Cllr Julie Hoskins advised that here had been no change in circumstances since the last Meeting. **(noted)**

ii) Langley Burrell Footpaths No 34, No 42 and No 51 and Chippenham No 27. The Council had been formally notified of the Modification Order on the 5th February 2019. The Council had withdrawn previous objections following the developers' agreement to include the provision of central refuges together with high profile pedestrian crossing signs. **The Council wished to ensure that** the legal paperwork reflected this and asked the Clerk to submit representations during the consultation period reiterating the Council's views and that no objections would be raised if the provision of central refuges together with high profile pedestrian crossing signs were included and, if not, to raise objections.

c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

There were no new issues raised.

88/18 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** A photograph had been chosen for the Home Page. There was no further 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 the 4th February 2018 at Monkton Park, Chippenham. The Police and Crime Commissioner and Deputy had been in attendance. The next Meeting was scheduled for Monday 25th March 2019 to be held at Monkton Park, Chippenham. This would include a Cyber Crime Workshop. The Parish Forum would meet on 20th February 2019 at 7.30pm in The Union Chapel, Middle Common, Kington Langley. Guest Speaker was to be from Neighbourhood Watch. Cllr Julie Hoskins advised that she was unable to attend on this occasion and **Cllr D Mannering agreed that he would attend. (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. The Parish Wall Map had now been purchased and delivered and would be hung as soon as possible. The Council did not wish to retain ownership and were very happy to donate to the Village Hall. **(noted)**
- j) **Risk Assessment:** The Clerk would update the existing document and report to the next Council Meeting. **(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:** Cllr Julie Hoskins reported that the Church Bell clapper issue had now been resolved. A later Agenda item related to Section 137 grants and for any requests for assistance in this financial year they would need to be considered at the next Council Meeting. Council Members would advise the PCC's accordingly. **(noted)**

89/18 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 Council noted that a Meeting was scheduled for 13th March 2019 at Monkton Park Chippenham. The Council was aware that this Group could be advantageous to the Parish and efforts should be made to attend. The Clerk would circulate further information of the Meeting when available, which would allow Members to consider their attendance. **(noted)**
- b) CIL Funding – Local Policy. The Council had previously agreed that a Local CIL Funding Policy should be prepared and set a timescale for adoption as March 2019. Cllr D Mannering had prepared a draft Policy for consideration. Following consideration **the Council agreed that** despite the time limit the Council had previously agreed, in the interim the Wiltshire Council Guidelines could suffice and Cllr D Mannering agreed to further consider the draft Policy and report to a future Meeting. **(noted)**
- c) CIL Funding. The Council had previously been informed, by the Wiltshire Council CIL Team, of the potential receipts and timescales for payments involved. Some payments should have already been received. The CIL Team has been contacted to ascertain the present position and to date no updated information had been received. Cllr D Mannering had been able to contact the CIL Team and was able to update the Council on what he had been told at the last Meeting. No payments had been received or further information. The Council considered this unacceptable and considered making a formal complaint. However, **it was agreed that** the Clerk should write to Wiltshire Council advising that at the next Meeting they hoped to be advised that outstanding amounts, plus interest had been received and confirmation that the April 2019 amounts would be paid as expected, otherwise consideration would have to be given to making a formal complaint.
- d) Langley Burrell Neighbourhood Plan. There was no update. **(noted)**
- e) Emergency/Flood Plan. There was no update. **(noted)**
- f) Chippenham Community Area Engagement Manager. The Council had become aware that Vicky Welsh, the Chippenham Community Area Engagement Manager, was leaving Wiltshire Council. The Clerk had sent a letter of thanks and good wishes to her. Her replacement was Mr Oliver Phipps “Ollie” who for a number of years had been the Malmesbury Community Area Engagement Manager. **(noted)**
- g) CPRE Wiltshire and Hills Group Best Kept Village Competition 2019. Advance notification had been received advising the Council that entries would be requested by 22nd April 2019. The Council had not previously entered the Competition. **The Council agreed not to enter the Competition. Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**
- h) Wiltshire Council - Briefing Note No 19-002 – The Council noted receipt of a Briefing Note in regards to a Consultation on Children’s Centre Rationalisation, closing 20th March 2019. **((noted)**
- i) Involve Swindon. The Council had been advised of the volunteer scheme opportunities. The Council agreed that in principle there could be advantages is discussing potential work in the Parish. Also the Village Hall Management might consider if they could use the scheme. **Cllr Katerina Johnstone agreed to raise the matter.**
- j) Community Issue 6433 - Lack of Signage in Jacksoms Lane. The Council had previously declined to financially support the request. Some confusion had existed on what the signage related to particularly as the costs were unknown. Cllr D Mannering had attended the CATG Meeting held on Tuesday 22nd January 2019 and updated the Council. **The Council agreed to contribute £100.00 towards the costs involved and the Clerk would**

advise the Area Board. **Cllr Julie Hoskins proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**

- k) Street Naming. The Council had previously considered street names for the northern Chippenham developments within the Parish and agreed to consider and prepare a list in readiness for further street naming consultations. Cllr R Whitrow had produced the list of names to be confirmed and forwarded to Wiltshire Council. Further suggestions had been made and **Cllr R Whitrow agreed** to amend the list accordingly and report to a future Council Meeting.
- l) Council Objectives 2019. Cllr D Mannering had requested that the Council consider and agree their objectives for the 2019 Calendar Year. The matter had been deferred at the last Council Meeting. **Cllr D Mannering agreed** to produce a draft proposal for Council consideration at the next Council Meeting.
- m) Wiltshire Council - Briefing Note No 375 – Polling District and Polling Place Review. The Council noted receipt of a Briefing Note in regards to the Review. **(noted)**
- n) Electoral Review of Wiltshire. Local Government Boundary Commission: Draft Recommendations. The Council had received the draft recommendations on the future electoral arrangements for Wiltshire Council. The proposal was that there should be 98 one-Councillor Divisions across the Wiltshire Council area and that areas of Kington Division, situated within the Parish, should be transferred to the Chippenham Hardenhuish and Chippenham Monkton Divisions. This was recommended by the Commission to accommodate equality of electoral numbers and on the principle that the northern development areas of the town would look towards the urban Chippenham Divisions for services and electoral rights rather than the rural area of Kington Division. **The Council agreed that** as a recommendation on Wiltshire Council Divisions this was acceptable and was based upon reasonable criteria and assumptions. However, **the Council could not agree and wished to raise objections** to the recommended northern boundary encroachment into the Kington Division, based upon existing Mapping, which did not reflect the introduction of the northern link/relief road that would form a sound and defensible boundary between the urban and rural areas in a similar manner the A350 does on the western side of the town. The reality was that in accepting the premise that the new urban areas would look towards Chippenham, these would be to the south of the link/relief road whereas areas to the north of the link/relief road would be likely to remain rural and look for rural support through retention within the Kington Division. By agreeing to the Council's views the fundamental issue of electoral numbers for the new Divisions would remain as the Commission proposed and recommended and **the Council agreed that** this case should be made to the Commission within the consultation timescale. **The Clerk agreed** to prepare a draft response for Members consideration and circulate for approval as soon as possible.
- o) Wessex Flood Warden Newsletter – January 2019. The Council noted receipt of the latest online edition. This included notification of flood warden training events taking place throughout 2019. **(noted)**
- p) Keep Britain Tidy - Great British Spring Clean. The Council had received notification that this annual event would take place between 22nd March and 23rd April 2019 and support had been requested to “help clean up this country”. The Council had supported the event in previous years, with community volunteers **and agreed that a suitable date would be 30th**

March 2019. There would be a need to seek community support and Members would advertise the date..

- q) Northern Area Planning Committee. Wiltshire Council had been advised that the Meeting scheduled for Wednesday 27th February had been rescheduled to Wednesday 6th March 2019, 3.00pm in the Council Chamber, Monkton Park, to accommodate arrangements for key agenda items. **(noted)**
- r) Langley Burrell Village Hall. The Council had received a request for financial support towards the maintenance/operating costs of the Village Hall. The Council had 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. The Village Hall had noted a shortfall in grant aid in year 17/18 having received only £300.00 and asks that this be reflected in any grants given in year 18/19. Following consideration **the Council agreed that** a Section 137 grant of £900.00 should be given to the Village for this financial year. **Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**
- s) Section 137 Local Government Act 1972. The Clerk reminded the Council that Section 137 gave a Council powers to provide discretionary grants that were 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 was the judge as to whether something complied, but in order to stand up to the Internal and External Auditors there must be good grounds. There was a maximum spend in any one year. The Year 18/19 limit was £7.86 per elector and the Year 19/20 set at £8.12 per elector. Using the latest edition of the Electoral Roll the implications for Langley Burrell Without Parish were: Year 18/19 £7.86 x 333 Electors=£2,617.38. Year 19/20 £8.12 x 333 Electors=£2,703.96. The Clerk also provided information that demonstrated the impact the loss of Electors through potential Parish boundary changes on Section 137 spending totals. **(noted)**
- t) Community Led Housing. The Council had been notified that Wiltshire Council, Community First and Wiltshire Community Foundation had entered into a partnership project to deliver Community Led Housing advice and information to the communities of Wiltshire. The Project Manager had advised that promotion sessions would be held at locations across Wiltshire. **(noted)**
- u) Wiltshire Council – Briefing Note 19-004. The Council noted receipt of a Briefing note in regards to the Final Stages of the Draft Wiltshire Housing Site Allocations Plan. **(noted)**

90/18 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Cllr R Whitrow and Wiltshire Councillor H Greenman advised that they would be unable to attend the next Council Meeting.

There were no further issues raised.

91/18 DATE OF NEXT MEETING

The next Council Meeting will be held in the Maud Heath Room, Langley Burrell Village Hall on **Monday 18th March 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: 18th March 2019