

# LANGLEY BURRELL PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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Chippenham  
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SN14 0PA

12<sup>th</sup> June 2018

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Parish Council**, to be held on **Monday 18<sup>th</sup> June 2018** 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

At the Council Meeting held on the 16<sup>th</sup> April 2018 the Council received, considered and reviewed Minutes of the Parish Council Meetings held on 23<sup>rd</sup> March 2018 and 28<sup>th</sup> March 2018 that had been produced in a new format including continuous Minute and Page numbering. With this in mind the Council agreed that it would be beneficial if the Minutes from the start of year 2018 were produced in similar form. The Clerk agreed to produce Minutes for Council Meetings held on the 10<sup>th</sup> January 2018 and the 19<sup>th</sup> February 2018 in the new format.

At the time of Agenda publication the task has still not been fully completed but the Council should soon be in a position to consider and adopt the Minutes of Council Meetings held on the 10<sup>th</sup> January 2018, 19<sup>th</sup> February 2018, 23<sup>rd</sup> March 2018, 28<sup>th</sup> March 2018, 16<sup>th</sup> April 2018 and the 2<sup>nd</sup> May 2018. In regard to the last four it should simply relate to the Minute and Page numbering. **(to note)**

As a new Council Year commenced with the Annual Council Meeting held on the 21<sup>st</sup> May 2018 it is possible for the Council to consider and agree Minutes from thereon as Minute numbering re-starts.

To receive and sign as a true record the Minutes of the meeting/s held

Parish Annual Council Meeting held 21<sup>st</sup> May 2018 (see attached Draft Minutes) (For Decision)

Parish Council Meeting held 21<sup>st</sup> May 2018 (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) 18/05066/FUL  
Construction of a Two-Storey Extension with Fenestration Alterations and Replacement to Main House  
165A, Malmesbury Road, Chippenham SN15 5LP  
For Mr & Mrs Kitchen (see online) (For Decision)
- b) 18/05736/TCA  
Work to Trees in a Conservation Area  
Fell 3 Dead Elm Trees  
Teazel Cottage, The Common, Lngley Burrell, Chippenham SN15 4LQ  
For Mrs Melanie Pickering (see online) (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. (to note)

**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) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc  
To consider updates and agree a timescale for submission of signed Petitions. (For Decision)
- b) 15/12352/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc
- c) 18/01610/REM Land at North Chippenham. Erection of 51 Dwellings, infrastructure etc
- d) 18/01102/REM Land North of Hill Corner Road. Phase 2 infrastructure N/12/00560/OUT
- e) 17/07793/FUL Wavin Ltd Parsonage Way. Works to existing road to provide new link etc
- f) 17/05423/FUL Woodslea, The Common. Large Shed and Extend above garage etc
- g) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT
- h) Planning Case Officer Meeting. Cllr D Mannering produced a discussion paper on agenda items for a meeting to be requested with Mr Lee Burman. As the circumstances had changed on certain issues, at the last Meeting the Council agreed that the agenda list be amended as necessary to enable the Clerk to contact Mr Burman. To consider updates and agree a timescale for a meeting date. (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 (For Decision)

Langley Burrell Village Hall. Hire of Hall. Inv 1608	01.06.18	£	35.00
Black Nova Designs. Website design, hosting etc. Inv BND-2493	27.05.18	£	300.00
Maud Heath Trust. Contribution towards bench decoration	18/19	£	120.00

- 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 as at 30<sup>th</sup> May 2018. Sheet No 5 **(to note)**

Lloyds Bank Treasurers Account. A/c No 00222628

£ 11,217.78

- d) Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2018

The Council agreed at the last Council Meeting to issue a Certificate of Exemption to the External Auditor.

The Parish Council still needs to complete the Annual Governance process themselves with the Internal Auditor and publish on the Parish Council website. **(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. Cllr Katerina Johnstone is the Council Link with the Steward and should be advised of any issues. The Council was advised that a Parish Steward visit was scheduled for the 14<sup>th</sup> June, with further visits being 12<sup>th</sup> July and 6<sup>th</sup> September 2018. **(For Decision)** (Cllr Wayman's) Local Highways May 2018 Newsletter and attachments remains the latest Newsletter. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
- i) Langley Burrell Footpath 22. Wiltshire Council has confirmed that Swindon Magistrates' Court granted the stopping up Order on the 29<sup>th</sup> May 2018. **(to note)**
- ii) 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)**

## 7. STANDING ITEMS:

- a) Parish/Community Website/Newsletters/Social Media – The website designer has requested a photo, preferred Councillor names, addresses and contact details. In addition a short bio. There is also a decision required on the Parish name as historically it is Langley Burrell Without Parish. **(to note) (For Decision)**
- b) Notice Board/s – To raise general issues and to receive any updates. To consider further provision, approved key-holders, cleaning and future maintenance. **(to note) (For Decision)**
- c) Flooding & Drainage – To raise general issues and to receive any updates **(to note) (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 4<sup>th</sup> June 2018 in the Council Chamber, Monkton Park, Chippenham and to receive any updates. Area Board Meetings have been scheduled for the 23<sup>rd</sup> July, 8<sup>th</sup> October and 17<sup>th</sup> December 2018. **(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 the next Parish Forum Meeting is to be held on Wednesday 20<sup>th</sup> June 2018 at 7.30pm in the Stanton St Quintin Parish Hall, Church Road, Stanton St Quintin SN14 6DE, the Guest Speaker/s being The Bobby Van Trust **(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 Community Area Parish Forum at their next Meeting **(For Decision)**
- f) Langley Burrell Neighbourhood Plan – To raise issues and to receive any updates. See later Agenda item 8 (k) **(to note)**
- g) Langley Burrell Emergency Plan. . To consider Emergency Planning matters and to receive and consider any updates. A Template is attached for reference. **(see attached) (For Decision)**
- h) Council Insurance – To raise issues and receive updates as required. **(to note)**
- i) Council Standing Orders & Code of Conduct: To consider any updates of the Council Standing Orders & Code of Conduct. **(to note)**

- j) Asset Register: To consider any updates of the Council Asset Register. **(to note)**
- k) Risk Assessment: To consider any updates of the Risk Assessment Register. **(to note)**
- l) Health & Safety and Management Register: To consider any updates of the Health & Safety and Management Register. **(to note)**
- m) Freedom of Information Act-Publication Scheme: To consider any updates of Freedom of Information Register. **(to note)**
- n) Council Award Scheme – To receive any updates. **(to note)**
- o) School Governor's Report/s: To receive and to note any Report/s received. **(to note)**
- p) Parochial Church Council – To raise general issues and to receive any updates. **(to note)**
- q) Neighbourhood Watch – To raise general issues and to receive any updates. **(to note)**
- r) Data Protection – 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) Maud Heath Causeway. Agents acting on behalf of The Trustees of Maud Heath have written to both Langley Burrell and Bremhill Parishes advising that four benches along The Causeway have been re-decorated and suggesting that historically both Parishes have made a contribution of 50%. They ask that the Parish Council reimburse the Trust for £120.00 (no VAT applicable). To consider and agree the contribution. **(For decision)**
- b) Flood Warden Newsletter (Spring 2018). The Council has received the latest Environment Agency Newsletter that includes notification that the Floodline telephone number has been changed and is now 0345 988 1188 **(see attached) (to note)**
- c) Wiltshire Council - Briefing Note No 355 – The Council has received a Briefing Note in regards to the Wiltshire Housing Site Allocations Plan. **(see attached) (to note)**
- d) CIL Funding. Minutes 19/18 (p) and 19/18 (q) refer. The Clerk advised at the last Meeting that he had written to the CIL Team at Wiltshire Council on the 3<sup>rd</sup> May 2018 raising the issue of potential receipts and timescale involved, and that a response was awaited. A response has been received confirming that the Council will be allowed the % CIL that they are entitled to within their Parish area. Chippenham, being a separate area will receive monies for development in their own area. The question has now been asked regarding expected amount/s and timescales and a response is awaited. **(to note)**
- e) Wiltshire Council - Briefing Note No 356 – The Council has received a Briefing Note in regards to Homelessness. **(see attached) (to note)**
- f) Chippenham Older Peoples Forum. The Forum has invited over 55's to "Have Your Say" on the future of the Forum to be held on Friday 22<sup>nd</sup> June 2018 at the Neeld Community & Arts Centre 11.00am to 1.00pm. Refreshments will be provided. **(see attached) to note)**
- g) Wiltshire Council - Briefing Note No 357 – The Council has received a Briefing Note in regards to future CATG Meetings. **(see attached) (to note)**
- h) Dropped Kerb Exercise 2018. Chippenham Area Board through CATG is requesting Councils to consider the provision of dropped kerbs. Contributions of 40% towards the costs of provision would be expected. **(see attached) (For Decision)**
- i) The Fairways Retirement Village. The Council received a letter of concern in regard to the possibility of the Retirement Village transferring from Langley Burrell Parish to another Parish. Minute 19/18 (r) refers. As a result of the issue being raised the Council agreed a forward Policy. Minute 19/18 (s) refers. Coincidentally, the Wiltshire Council Senior Solicitor in responding to the Langley Burrell resident's query to Wiltshire Council has summarised the present situation. **(see attached) (to note)**
- j) Wavin Site Noise. At the last Council Meeting the Council considered issues, particularly in regards to noise and light nuisance from the Wavin Site. Minute 19/18 (b) refers. To receive any updates and to consider any actions required. **(For Decision)**.
- k) Langley Burrell Neighbourhood Plan. The Council has recognised that there is a need to consider an update of the existing Neighbourhood Plan and that external grant funding may not be available to assist with the costs. Minute 19/18 (h) refers. The Clerk has received a brief response advising that the question should now be submitted via the online application form. This has been submitted and a response has been received advising that if a group is remaking their Plan they are eligible to apply for a basic grant to remake it and also possibly the additional grant and technical support if certain criteria is met. **(to note) (For Decision)**
- l) Kissing Gates Project. Wiltshire Council has written to Chippenham Community Area Parish Councils inviting them to submit proposals for Kissing gates in their areas.

Contributions of 25% towards the costs of provision would be expected. **(see attached) (For Decision)**

- m) Wiltshire Council - Briefing Note No 358 – The Council has received a Briefing Note in regards to a Consultation on the Proposed Closure of the Everleigh Household Recycling Centre. **(see attached) (to note) (For Decision)**
- n) Chippenham Neighbourhood Plan. The newly appointed Planning Officer for Chippenham Town Council is tasked with producing a Neighbourhood Plan for Chippenham and is just embarking on the process. He has approached the Clerks of several surrounding Parishes inviting the Clerk to meet individually to explore as part of the process any potential for joint working and to “get a feel” of any issues the Parish Council might have. To consider and agree a Council approach to the arrangements and nominate representatives. **(For Decision)**
- o) Meeting Dates. The Council approved a list of Meeting Dates at the Annual Parish Meeting. They have been booked with the Village Hall. However the date of Monday 18<sup>th</sup> March 2019 has already been taken and the Village Hall has suggested Wednesday 20<sup>th</sup> March 2019 as an alternative. To consider and agree the alternative date. **(For Decision)**

## **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 16<sup>th</sup> July 2018 at 7.30pm**, in the Maud Heath Room, Langley Burrell Village Hall.