

# **LANGLEY BURRELL WITHOUT PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

held at 7.30pm

Maud Heath Room, Langley Burrell Village Hall

**18<sup>th</sup> November 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 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.

#### **061/19 APOLOGIES FOR ABSENCE**

All Council Members were present.

#### **062/19 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.

#### **063/19 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 21<sup>st</sup> October 2019.

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

#### **064/19 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) 19/10744/TCA  
Reduce Height of Leylandii to 5 metres and Remove 1 Branch from Elm Overhanging Village Hall  
Orchard House, The Common, Langley Burrell SN15 4LQ  
For Mr M Davidson

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

**Cllr R Whitrow proposed, seconded Cllr R Colthorpe and RESOLVED UNANIMOUSLY**

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

Approved with Conditions 13<sup>th</sup> November 2019 **(noted)**

- b) 15/12351/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc

There was no decision to date. The target date for decision is now given as 31<sup>st</sup> January 2020 **(noted)**

- c) 19/04714/FUL Building Conversion to Holiday Let. 9 Sutton Lane SN15 4LW

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

- d) 19/07877/LBC Internal & External Works. Langley Green House, The Common SN15 4LL

Approved with Conditions 15<sup>th</sup> November 2019. **(noted)**

- e) 19/09555/VAR Variation of Conditions for Application 18/08446/REM

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

### **055/19 FINANCE**

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

- a) **Payments:**

Langley Burrell Village Hall. Village Hall Maintenance Grant 2019	£	300.00
Langley Burrell Village Hall. Hire of Hall. Inv 1854 06.11.19	£	35.00
ADL Traffic & Highways Ltd. Professional Fees. Inv ADL 3848-03	£	480.00

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

b) **Receipts:** There were no receipts since the last Council meetings. **(noted)**

c) **Community Infrastructure Levy (CIL):**

It had been reported at the last Meeting that the sum of £ 98,346.23. was held in the Council's Lloyds Bank Treasurer's Account No 00222628. Following notification that the receipt of £ 6,798.72 remains un-banked the total now reverted to £ 91,547.51 at the Meeting date. **(noted)** .

d) **Bank Account balance:**

Lloyds Bank Treasurers Account. A/c No 00222628

30<sup>th</sup> August 2019 Sheet No 16 £ 104,851.27

Following the temporary closure of the Lloyds Bank Treasurers Account A/c No 00222628 the following circumstances occurred at the Meeting date

Remained Unpaid:

Langley Burrell Village Hall. Hire of Hall. Inv 1835 09.10.19 £ 70.00

Remained Un-banked:

Wiltshire Council. Parish Precept 19/20 Tranche 2 23.09.19 £ 6,600.00

Wiltshire Council. CIL 17/05149/REM payment Tranche 3 of 3 £ 6,798.72

Despite previous efforts to change details held with Lloyds Bank and to open the separate CIL account this had resulted in the temporary suspension of the existing bank account and there was a need to remedy the situation by completing a new bank mandate to include all existing Council Members and to change the name and address of the Clerk for communication purposes. Council Standing Orders advised that all Council Members would be cheque signatories, with any two required to sign. The Clerk in accordance with Council Standing Orders would not have the authority to sign cheques but would be allowed to view the account/s online and to transfer funds from one Council account to another online when necessary and report such actions taken to the next Council Meeting. Cllr R Whitrow would circulate the new bank mandate for Members signature as soon as possible. **(noted)**

## **066/19 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. These included 2 re-opened potholes in Hill Corner Road and one adjacent to the entrance of the development site. Other potholes were situated in Manor Farm Lane and Sutton Lane. Clearance works to the overgrown B4069 footway leading to St Peter's Church remained outstanding and had previously been considered too large a job for the Steward. It was felt that the solution might be to restrict the area requested to that adjacent to Langley House and onwards to the Church, which was the narrowest and most dangerous width. The Parish Steward had visited on the 7<sup>th</sup> November 2019. Further visits were scheduled for 5<sup>th</sup> December 2019 and 16<sup>th</sup> January 2020. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways October 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, on behalf of the Trustees, provided a quotation for the supply and installation of public information/interpretation boards that were to be erected by the Trust in Langley Burrell Parish. The Council would consider an application for grant aid towards the project at the January 2020 Council Meeting. **(noted)**

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

The Council was aware of the Wiltshire Sewer and Land Drainage Team invitation to identify gullies causing concern and Members would consider requirements and report any to the Clerk. **(noted)**

#### 067/19 STANDING ITEMS

a) **Parish/Community Website/Newsletters/Social Media:** The Clerk would endeavour to ensure that the new Council website went "live" as soon as possible. **(noted)**

b) **Notice Board/s:** The provision of replacement notice boards would be considered as a budget item at the January 2020 Council Meeting. **(noted)**

c) **Flooding & Drainage:** There was no update. **(noted)**

d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that the Village Hall AGM had been held on the 7<sup>th</sup> October 2019. Minutes of the AGM will be made available in due course. The Council had received notification of new hire charges for 2020. **(noted)**

e) **Wiltshire Council Chippenham Area Board and Parish Forum:** A Chippenham Area Board Meeting was held on Monday 7<sup>th</sup> October 2019 in The Neeld Hall, Chippenham. The next Area Board Meeting was scheduled for Monday 16<sup>th</sup> December 2019 11.00am start at Chippenham Borough Lands Charity, Jubilee Building, Market Place, Chippenham. A rescheduled Area Board Meeting would take place on Monday 27<sup>th</sup> April 2020 at 7.00pm in The Neeld Hall, Chippenham. A Chippenham Community Area Parish Forum was held on Wednesday 23<sup>rd</sup> October 2019 in The St Mary Magdalene Church, The Street, Hullavington. The topic for the evening had been Cyber Crime. The next Forum meeting was scheduled for 18<sup>th</sup> December 2019 at 7.30pm in St Peter's Church Meeting Room, Lordsmead, Chippenham when seasonal refreshments would be available. It was hoped that the Council could be represented and Cllr Julie Hoskins indicated that she 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 required. **(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)**

### 068/19 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) Community Governance Review. Pursuant to Minute 058/19 (c). Wiltshire Council had invited Parish and Town Councils to submit any requests for changes, including naming of Parishes, or its Wards, total number of Councillors, creation of Wards, changes to external boundaries of the Parish, or the creation/abolition/merger/grouping of Parishes and other such changes. The Council had agreed to submit observations that no changes should be made with the status quo retained. Following the Boundary Commission decision, Wiltshire Council had written seeking the Parish Council's views on the consequential impacts to the Parish arrangements of both Chippenham Town and Langley Burrell Without Parish as the Electoral Review Committee of Wiltshire Council "may" choose to undertake a review in this area. If changes were proposed in any review there would be a formal consultation period but the Council's early comments had been welcomed. The Council responded on the 23<sup>rd</sup> October 2019. (Minute 058/19 (c) referred) **(noted)**
- b) Wiltshire Council - Briefing Note No 19-032. The Council had received a Briefing Note in regards to the Community Governance Review advising that Wiltshire Council was commencing the Review in certain areas on the 1<sup>st</sup> November 2019. This included Langley Burrell Without Parish. **(noted)**
- c) Community Governance Review. Wiltshire Council had invited affected Parishes to meet their Electoral Review Committee on the 16<sup>th</sup> December 2019 2.00pm-4.30pm at County Hall, Trowbridge. Following the last Council Meeting the Council had responded to the informal consultation. (Minute 058/19 (c) referred) The Clerk would attend on the Council's behalf and confirm the Council's previous decision. **(noted)**
- d) Langley Burrell Neighbourhood Plan. Cllr R Whitrow advised that a local community volunteer had indicated that she could no longer assist in the update of the Neighbourhood Plan. There was no further update. A following discussion centred around whether there was a need to consider any update as it appeared that although properly produced and adopted with Wiltshire Council's approval and being a legal and material planning consideration, it had little effect on decision making, as the northern Chippenham expansion areas had become agreed site allocations and had received planning permission in conflict with the Neighbourhood Plan,

leading to the recent alteration of the Wiltshire Council Electoral Divisions moving the areas from the Kington Division to Chippenham Divisions and the consequential impact on the Parish Boundary where it was likely that the areas would be removed from the Parish and become part of the Chippenham Parish. **(noted)**

- e) Emergency/Flood Plan. Cllr R Whitrow advised that it would be helpful if he could be provided with names of potential volunteers to carry out the required roles. **(noted)**
- f) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. The Council had yet to erect signs having incurred opposition from landowners. The signs had proved beneficial in other Parishes and would lead to the provision of CCTV cameras as the program developed. There was a need advise Wiltshire Councillor H Greenman of the locations of any erected signage. **(noted)**
- g) Wiltshire Council – Waiting and Parking Requests. The Council had been reminded that the deadline for submissions was 31<sup>st</sup> January 2020. **The Council agreed that** the matter would be kept under review during the next 12 months in readiness for the following year's requests
- h) Rural Community Energy Fund – Applicant's Workshop. The Council had been notified of a free event to help communities develop their own local clean and renewable sources of energy generation. It would take place on Monday 25<sup>th</sup> November 2019 5.30pm to 7.30pm, in the Council Chamber, Monkton Park Offices. **(noted)**
- i) Defibrillator Project. The Council had agreed that the provision of defibrillators in the Parish should be a priority, using CIL Funds. Details had now been discussed with the S W Ambulance Trust and the project could move forward. The option of leasing two defibrillators was the best value for money as the second would be at a reduced price. There was a need to agree prominent locations. Ideally defibrillators should be situated within easy reach. However, in a large rural Parish this was not achievable and so future consideration needed to decide if one would be situated within the main settlement, perhaps The Langley Tap or Village Hall, and another in the Kellaways area, which could be of advantage to Tytherton Lucas and East Tytherton in emergency situations. There would be a need to gain consent from any owners of premises who would also need to provide the power supply to each. The power requirement was minimal and the Council would need to consider paying any third parties a small yearly sum in recognition of their service to the community. There would also be a requirement that the daily "green light" inspection took place and the monthly report made to the S W Ambulance Trust. Following consideration, in order to progress further, **the Council agreed that** there was a need to assess and agree any locations, possibly restricting provision to a single site within the main village area. The matter would be considered further at the budget setting on the 20<sup>th</sup> January 2020 and in the meantime Members would approach building owners to ascertain if they would agree to accommodate a defibrillator for community benefit.
- j) Speed Sign/Device. Pursuant to Minute 047/19 (n). The Council had agreed to investigate further the purchase and installation of the mobile Elancity Evolis Radar Speed Sign/Device. The Council had also been advised that an AutoSpeedwatch tool that may make Speedwatch easier, safer and more efficient was now available. There was a need for general locations to be agreed with Wiltshire Highways, subject to exact positions being agreed with an on-site meeting. At the present time Wiltshire Police and Wiltshire Highways were still considering whether they could allow the AutoSpeedwatch tool to be used. The proposal could benefit the whole

community and CIL Funds could be used. Following consideration **the Council agreed that** at this time their preference was for a Radar Speed Sign/Device with suggested sites being in the region of Oakhurst and in the area of Langley Lodge. Council Members recognised that there were several design options on the market and the Council asked the Clerk to investigate options and costs and report to Council at a future Meeting to allow further consideration.

- k) Wiltshire Council £75 million Infrastructure Bid. (Minute 059/19 (a) referred) Council Members had noted a press release relating to a Wiltshire Council £75 million infrastructure funding bid to Government to support the potential long-term growth of Chippenham that suggested would be used to build a new road to the east and south of Chippenham, linking the A350 at the northern and southern ends and as a consequence unlocking development land. This had attracted adverse comment and the Council had received a communication from Bremhill Parish Council. Notification had now been received that the £75m HIF Bid had been successful. Bremhill Parish Council had contacted the Council and advised that the Wiltshire Council Director responsible for the bid would attend the Calne Area Board meeting to be held on 12<sup>th</sup> November 2019 to brief all parties and answer questions. Council Members had been advised of this Meeting. The Council considered that there was no action they could take at this time. **(noted)**
- l) CIL Funding. Cllr D Mannering had asked the Council to determine a process and timetable for distributing receipts of CIL money received from Wiltshire Council. The Council had recently received the NALC-CIL Guide (Minute 068/19 (t) refers) that provided useful information and emphasised the need to consult the local community to create a list of local priorities and how CIL could be used to shape the future of the local area. Any consultation needed to be inclusive and meaningful, with all groups encouraged to engage by reaching out to the whole community, including those less vocal or more vulnerable. There may be a need to coordinate spending with others to leverage CIL monies to maximum effect, which will be beneficial to the area in the long-term. Cllr D Mannering suggested that a consultation should be carried out within a three-month period. Following consideration the Council considered that this was an unreasonable timescale, particularly as the total amount of CIL funds to be received was unknown. With this in mind **the Council agreed that** efforts should be made to complete a whole community consultation within a twelve-month period. In the meantime the Clerk would contact Wiltshire Council to ask if they could give an indication of the potential CIL funds the Council will receive in respect of planning permissions already given in the Parish to date.
- m) Wiltshire Council Operational Flood Working Group North. Council Members were reminded that the next Meeting was scheduled for 11<sup>th</sup> December 2019 at the Wiltshire Air Ambulance Base, Melksham. **(noted)**
- n) Wiltshire Council Chippenham Community Engagement Manager. The Council was reminded that Mr Oliver Phipps (Ollie) had agreed to visit the Council on Monday 20<sup>th</sup> January 2020. **(noted)**
- o) WALC – Developing Chaining Skills. The Council had been advised that following the “sell out” session earlier this year WALC were running a similar event on Friday 17<sup>th</sup> January 2020, 9.00/9.30am to 4.00pm at Royal Wootton Bassett Rugby Club. Places need to be booked as soon as possible. **(noted)**
- p) Wiltshire Council - Briefing Note No 19-030. The Council noted receipt of a Briefing Note in regards to a Targeting Fly-tippers Campaign that

- rewards anyone who reports tipping that results in a successful prosecution. **(noted)**
- q) Wiltshire Council - Briefing Note No 19-031. The Council noted receipt of a Briefing Note in regards to the Chippenham BID Renewal Ballot (Oct 2019). **(noted)**
  - r) NALC - Neighbourhood Planning & Community Health and Well-being. The Council noted receipt of a Briefing Note in regards to the use of CIL Funds and Neighbourhood Planning to improve Community Health and Well-being. **(noted)**
  - s) NALC - Good Councillors Guidance-Transport Planning. The Council noted receipt of a Good Councillors Guide on Transport Planning. **(noted)**
  - t) NALC - CIL Guide. The Council noted receipt of a Guide on Community Infrastructure Levy collection and use. **(noted)**
  - u) Council Member Vacancy. Cllr D Mannering had previously advised that he would no longer be attending Council Meetings following his move from the Parish. Until formal resignation was received there was no Council Vacancy and the legal process for replacement could not be commenced. Cllr Mannering, being present, indicated that the Council should seek an interested person who should make contact with him to discuss the role, which could lead to a formal resignation from the Council leading to the legal process to commence. **(noted)**
  - v) Wiltshire Council - Briefing Note No 19-035. The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Foundation Surviving Winter Fund and Warm and Safe. **(noted)**
  - w) WALC – AGM. The Council had been notified that the WALC AGM would be held on Wednesday 4<sup>th</sup> December 2019 at 7.00pm at their Offices, Unit C2 Beacon Business Centre, Hopton Park, Devizes SN10 2EY. The Guest Speaker’s topic for the evening would be Wiltshire Council’s Service Devolution & Asset Transfer. **(noted)**

#### **069/19 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- a) The Council would be considering their 2020-2021 budget at the 20<sup>th</sup> January 2020 Council Meeting in order to set the Council Precept for the year to advise Wiltshire Council. Members were requested to consider any budget growth or budget reduction proposals during the interim period and to advise the Clerk of any suggestions by mid-December so that the budget option template can include the suggestions showing the potential impact on the proposed budget. For Members assistance a copy of last year’s budget options and final approved budget was circulated. Also, a Receipts & Payments spreadsheet to date with some spending assumptions for the remainder of the year and a first look at the Budget options for guidance. **(noted)**
- b) Langley Burrell Village Hall. Cllr Katerina Johnstone advised that the Trustees of the Village Hall would be asking for an increase in the maintenance grant given by the Council at the January 2020 Council Meeting for consideration in the forward budget proposals. **(noted)**

#### **070/19 DATE OF NEXT MEETING**

The next Council Meeting will be held in the Maud Heath Room, Langley Burrell Village Hall on **Monday 20<sup>th</sup> January 2020 at 7.30pm.**

Signed:

Date: **20<sup>th</sup> January 2020**