

LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

13th November 2019

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 18th November 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 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 October 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) 19/10744/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 **(see online) (see attached) (For Decision)**

Planning General: To receive notification of any Planning Decisions and any amendments and updates to previously considered Planning Applications 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
Approved with Conditions 13th November 2019.
To consider any required actions. **(For Decision)**
- b) 15/12351/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc
No decision to date. The Case Planning Officer has advised that additional information is awaited from the applicant. **(to note)**
- c) 19/04714/FUL Building Conversion to Holiday Let. 9 Sutton Lane SN15 4LW
No decision to date. **(to note)**
- d) 19/07877/LBC Internal & External Works. Langley Green House, The Common SN15 4LL
Approved with Conditions 15th November 2019. (to note)
- e) 19/09555/VAR Variation of Conditions for Application 18/08446/REM
No decision to date. **(to note)**

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 **(see attached) (For Decision)**

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

- b) To note any receipts received since the last Council Meeting **(to note)**

There have been no receipts since the last Council Meeting

- c) Community Infrastructure Levy (CIL)

It was 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 reverts to £ 91,547.51 at today's date. **(to note)**

- d) Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628 **(to note)**

30 th August 2019 Sheet No 16	£ 104,851.27
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Following the temporary closure of the Lloyds Bank Treasurers Account. A/c No 00222628 the following circumstances occur:

Unpaid:

Langley Burrell Village Hall. Hire of Hall. Inv 1835 09.10.19	£ 70.00
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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 10.10.19	£ 6,798.72

Despite previous efforts to change details held with Lloyds Bank and to open the separate CIL account this has resulted in the temporary suspension of the existing bank account and there is 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 advise that all Council Members will be cheque signatories, with any two required to sign. The Clerk should not have the authority to sign cheques but should be allowed to view the account/s online and to transfer funds from one Council account to another online when necessary and report such action. **(For Action)**

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. A Parish Steward visit was scheduled for 7th November with further visits scheduled for 5th December 2019 and 16th January 2020. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways October 2019 Newsletter. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
 - i) 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)** The Council is aware of the Wiltshire Sewer and Land Drainage Team invitation to identify gullies causing concern. To consider and advise Wiltshire Council of any requirements. **(see attached) (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 consider further provision, cleaning and future maintenance. **(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. The Council has received notification of new hire charges for 2020. **(see attached) (to note)**
- e) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
 - i) The next Area Board Meeting is scheduled for Monday 16th December 2019 11.00am start at Chippenham Borough Lands Charity, Jubilee Building, Market Place, Chippenham SN15 3HP start. A rescheduled Area Board Meeting will take place on Monday 27th April 2020 at 7.00pm in The Neeld Hall, Chippenham. **(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 took place on Wednesday 23rd October 2019 in The St Mary Magdalene Church, The Street, Hullavington SN14 6DU. The topic for the evening was Cyber Crime. To receive any updates from Council attendees. The next Forum Meeting is scheduled for Wednesday 18th December 2019 at 7.30pm in St Peter's Church Meeting Room, Lordsmead, Chippenham when seasonal refreshments will be available. **(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. **(to note)**
- g) Council Insurance – To raise issues and receive updates as required. To consider and agree necessary amendments. **(to note)**
- h) Council Standing Orders & Code of Conduct: To consider and agree necessary amendments and updates of the Council Standing Orders & Code of Conduct. **(to note)**
- i) Asset Register: To consider and agree necessary amendments and updates of the Council Asset Register. **(to note)**
- j) Risk Assessment: To consider and agree necessary amendments and updates of the Risk Assessment Register. **(to note)**
- k) Health & Safety and Management Register: To consider and agree necessary amendments and updates of the Health & Safety and Management Register. **(to note)**
- l) Freedom of Information Act-Publication Scheme: To consider and agree necessary amendments and updates of Freedom of Information Register. **(to note)**
- m) Parochial Church Council – To raise general issues and to receive any updates. **(to note)**
- n) Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. **(For Decision)**
- o) Data Protection. GDPR – 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.

Agenda Items for decision are marked as such

- 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 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 were welcomed. The Council responded on the 23rd October 2019. **(see attached) (to note) (For Decision)**
- b) Wiltshire Council - Briefing Note No 19-032. The Council has received a Briefing Note in regards to the Community Governance Review advising that Wiltshire Council is commencing the Review in certain areas on the 1st November 2019. This includes Langley Burrell Without Parish. **(see attached) (For Decision)**
- c) Community Governance Review. Wiltshire Council has invited affected Parishes to meet their Electoral Review Committee on the 16th December 2019 2.00pm-4.30pm at County Hall, Trowbridge. Following the last Council Meeting the Council responded to the informal consultation. (Minute 058/19 (c) refers) To agree members attendance. **(see attached) (For Decision)**
- 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) Fly Tipping. The Chippenham Area Board has funded the provision of signs to deter Fly Tipping. To receive any reports and updates since the last Council Meeting and to advise Wiltshire Councillor H Greenman of the locations of erected signage. **(For Decision)**
- g) Wiltshire Council – Waiting and Parking Requests. The Council has been reminded that the deadline for submissions is 31st January 2020. **(see attached) (For Decision)**
- h) Rural Community Energy Fund – Applicant's Workshop. The Council has been notified of a free event to help communities develop their own local clean and renewable sources of energy generation. Monday 25th November 2019 5.30pm to 7.30pm, in the Council Chamber, Monkton Park Offices. There is a need to reserve places **(see attached) (to note) (For Decision)**
- i) Defibrillator Project. The Council has agreed that the provision of defibrillators in the Parish should be a priority, using CIL Funds. Details have now been discussed with the S W Ambulance Trust and the project could move forward quite quickly. There is a need to agree prominent locations. Ideally defibrillators are situated within easy reach (200 metres is often quoted). However, in a large rural Parish this is not achievable and so consideration might be that one is situated within the main settlement, perhaps The Langley Tap or Village Hall, the other in the Kellaways area, which could be of advantage to Tytherton Lucas and East Tytherton in emergencies. There is need to gain consent from the owners who will also need to provide the power supply to each. The power requirement is minimal but the Council may wish to pay both parties a small yearly sum in recognition of the service to the community. There will also be a need to ensure that the daily "green light" inspection takes place and the monthly report made to the S W Trust. To consider and agree any actions. **(see attached) (For Decision)**
- j) Speed Sign/Device. Pursuant to Minute 047/19 (n). The Council agreed to investigate further the purchase and installation of the mobile Elancity Evolis Radar Speed Sign/Device. The Council was also advised that an AutoSpeedwatch tool that may make Speedwatch easier, safer and more efficient was now available. There is 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 are still considering whether they can allow the AutoSpeedwatch tool to be used. The proposal would benefit the whole community and CIL Funds could be used. To consider and agree any actions. **(see attached) (to note) (For Decision)**

- k) Wiltshire Council £75 million Infrastructure Bid. (Minute 059/19 (a) refers) Council Members 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. The Council agreed that this matter would be an Agenda item at the next Council Meeting. Notification has now been received that the £75m HIF Bid was successful. Bremhill Parish Council has 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 12th November 2019, 6.00pm in Calne Library to brief all parties and answer questions. Council Members were advised of this Meeting. To receive any updates from attendees. **(see attached) (For Decision)**
- l) CIL Funding. Cllr D Mannering has asked the Council to determine a process and timetable for distributing receipts of CIL money received from Wiltshire Council. **(For Decision)**
- m) Wiltshire Council Operational Flood Working Group North. Council Members are reminded that the next Meeting is scheduled for 11th December 2019 at the Wiltshire Air Ambulance Base, Melksham. **(to note)**
- n) Wiltshire Council Chippenham Community Engagement Manager. The Council is reminded that Mr Oliver Phipps (Ollie) was invited and has agreed to visit the Council on Monday 20th January 2020. **(to note)**
- o) WALC – Developing Chaining Skills. Following the "sell out" session earlier this year WALC are running a similar event on Friday 17th January 2020, 9.00/9.30am to 4.00pm at Royal Wootton Bassett Rugby Club. Places need to be booked as soon as possible. **(see attached) (to note) (For Decision)**
- p) Wiltshire Council - Briefing Note No 19-030. The Council has received a Briefing Note in regards to a Targeting Fly-tippers Campaign that rewards anyone who reports tipping that results in a successful prosecution. **(see attached) (to note)**
- q) Wiltshire Council - Briefing Note No 19-031. The Council has received a Briefing Note in regards to the Chippenham BID Renewal Ballot (Oct 2019). **(see attached) (to note)**
- r) NALC - Neighbourhood Planning & Community Health and Wellbeing. The Council has recently received a Briefing Note in regards to the use of CIL Funds and Neighbourhood Planning to improve Community Health and Wellbeing. **(see attached) (to note)**
- s) NALC - Good Councillors Guidance-Transport Planning. The Council has recently received a Good Councillors Guide on Transport Planning. **(see attached) (to note)**
- t) NALC - CIL Guide. The Council has recently received a Guide on Community Infrastructure Levy collection and use. **(see attached) (to note)**
- u) Council Member Vacancy. Cllr D Mannering has previously advised that he would no longer be attending Council Meetings following his move from the Parish. Until formal resignation is received there is no Council Vacancy and the legal process for replacement cannot be commenced. **(to note)**
- v) Wiltshire Council - Briefing Note No 19-035. The Council has received a Briefing Note in regards to the Wiltshire Community Foundation Surviving Winter Fund and Warm and Safe. **(see attached) (to note)**
- w) WALC – AGM. The Council has been notified that the WALC AGM will be held on Wednesday 4th 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 will be Wiltshire Council's Service Devolution & Asset Transfer. **(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.

- a) The Council will be considering their 2020-2021 budget at the 20th January 2020 Council Meeting in order to set the Council Precept for the year to advise Wiltshire Council. Members are 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 is attached. Also, a draft Receipts & Payments

spreadsheet to date with some spending assumptions (shown in green) and a first look at the Budget options for guidance. **(see attached) (to note)**

10. **DATE OF NEXT MEETING:** The next Council Meeting is scheduled for **Monday 20th January 2020 at 7.30pm**, in the Maud Heath Room, Langley Burrell Village Hall.