

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

Maud Heath Room, Langley Burrell Village Hall

21st January 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.

72/18 APOLOGIES FOR ABSENCE

All Council Members were present.

73/18 DECLARATION(S) OF INTEREST AND DISPENSATIONS – IN ACCORDANCE WITH LANGLEY BURRELL WITHOUT PARISH COUNCIL’S CODE OF CONDUCT AND STANDING ORDERS

Cllr R Whitrow declared an Interest in Agenda Planning items 4 (a) and (b). No further Interests were declared. There were no Dispensations required under Section 33 of the Localism Act 2011.

74/18 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 15th October 2018. **Cllr D Mannering proposed, seconded Cllr Julie Hoskins and RESOLVED UNANIMOUSLY**

The Council received and subject to the inclusion of the words, “to the Parish”, after the words, “might be lost” in Minute 67/18 (a), approved and signed as a true record the Minutes of the Parish Council Meeting held 19th November 2018. **Cllr D Mannering proposed, seconded Cllr Julie Hoskins and RESOLVED UNANIMOUSLY**

75/18 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) 18/11188/FUL
Coach House Conversion to form Guest Accommodation, Construction of New Detached Garage & Workshop
Kilverts Parsonage, Chippenham Road, Langley Burrell SN15 4LE
For Mr & Mrs R Whitrow

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

Cllr Julie Hoskins proposed, seconded Cllr Katerina Johnstone and RESOLVED UNANIMOUSLY

- b) 18/11736/LBC
Coach House Conversion to form Guest Accommodation, Construction of New Detached Garage & Workshop
Kilverts Parsonage, Chippenham Road, Langley Burrell SN15 4LE
For Mr & Mrs R Whitrow

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

Cllr Julie Hoskins proposed, seconded Cllr Katerina Johnstone and RESOLVED UNANIMOUSLY

- c) 18/11814/FUL
Construction of a Flat Roof Single-Storey Side Extension
165A, Malmesbury Road, Chippenham SN15 5LP
For Mr & Mrs Kitchen

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

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

- d) 18/07826/REM
Reserved Matters for Development Comprising the Erection of 152 Dwellings and Associated Landscaping on the Land at North Chippenham (Parcels B3 and B5). Following Outline Planning Consent Ref: N/12/00560/OUT
Land North of Hill Corner Road, Land Parcel B3 & B5, Chippenham, Wiltshire
For Pegasus Planning Group Ltd

Following consideration of the application **the Council resolved to raise no objections to the principle of the proposals** and confine their view to those relating to pedestrian and cyclists' interests and the loss of natural features, particularly hedgerows. **The Council agreed that** Wiltshire Council should be informed that the Parish Council had no objections to the proposals in principle and had confined their

thoughts to matters of pedestrian access throughout the development and to the northern countryside beyond, which they believed needed to conform to Core Strategy (now Local Plan) Policies in regards to pedestrian and cyclists' interests.

With this in mind comments were particularly related to retaining any official Rights of Way in order to reach the countryside where there was a need to cross what would be the major link road from the B4069 to the A350. There could be no doubt that this link road would be heavily used creating major issues for those crossing on foot from Footpaths to continue their route north. The Council considered that they must object to any proposals that did not include either zebra or controlled pelican crossings across the link road with controlled crossings being the preference. Furthermore, as the routes followed through the new residential areas and the estate development footpaths themselves it was to be assumed that designated crossing points with dropped kerbs would be included.

The Council also noted that as the northern development proceeded a great number of natural hedgerows were being removed, which was disappointing and they felt that some thought should be given to including new hedgerows throughout the development, for instance rather than open plan frontages to include hedge boundaries, that would reinstate the rural feel and provide some natural habitat for wildlife. Also, particularly where pedestrian routes were proposed, these should become green corridors, which could mature and retain a rural feel.

In addition the development would require artificial lighting to be installed and the Council wished to ensure that upward glare was minimised with LED lighting perhaps at low height.

Cllr D Mannering proposed, seconded Cllr Katerina Johnstone and RESOLVED UNANIMOUSLY

- e) 19/00187/FUL
Change of Use from Single Cottage into Two Dwellings. Extensions to Rear.
Garage to Side
43, The Common, Langley Burrell SN15 4LQ
For Mr Paul Davis

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

- f) 18/12139/FUL
Rebuilding of Rear Wall of Kitchen, replace 20th C Lobby, replace PVC
Front Door
Pinchloafe Cottage, 23, The Common, Langley Burrell SN15 4LQ
For Mr Winston Williams

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

- g) 19/00241/LBC
Rebuilding of Rear Wall of Kitchen, replace 20th C Lobby, replace PVC
Front Door
Pinchloafe Cottage, 23, The Common, Langley Burrell SN15 4LQ
For Mr Winston Williams

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

- h) 18/08316/REM
Reserved Matters for the Erection of 132 Dwellings and Associated Landscaping and Infrastructure at Land North Chippenham (Parcels P1C and P1D). Following Outline Planning Consent Ref: N/12/00560/OUT
Land North of Hill Corner Road, Chippenham, Wiltshire
For Persimmon Homes (Wessex)

The Council had been re-consulted on the amended proposal, which they had originally considered on the 20th September 2018, Minute 45/18 (b) referred.

Following consideration of the amended application **the Council resolved to raise no objections to the principle of the proposals** and confine their view to those relating to pedestrian and cyclists' interests and the loss of natural features, particularly hedgerows. **The Council agreed that** Wiltshire Council should be informed that the Parish Council had no objections to the proposals in principle and had confined their thoughts to matters of pedestrian access throughout the development and to the northern countryside beyond, which they believed needed to conform to Core Strategy (now Local Plan) Policies in regards to pedestrian and cyclists' interests.

With this in mind comments were particularly related to retaining any official Rights of Way in order to reach the countryside where there was a need to cross what would be the major link road from the B4069 to the A350. There could be no doubt that this link road would be heavily used creating major issues for those crossing on foot from Footpaths to continue their route north. The Council considered that they must object to any proposals that did not include either zebra or controlled pelican crossings across the link road with controlled crossings being the preference. Furthermore, as the routes followed through the new residential areas and the estate development footpaths themselves it was to be assumed that designated crossing points with dropped kerbs would be included.

The Council also noted that as the northern development proceeded a great number of natural hedgerows were being removed, which was disappointing and they felt that some thought should be given to including new hedgerows throughout the development, for instance rather than open plan frontages to include hedge boundaries, that would reinstate the rural feel and provide some natural habitat for wildlife. Also, particularly where pedestrian routes were proposed, these should become green corridors, which could mature and retain a rural feel.

In addition the development would require artificial lighting to be installed and the Council wished to ensure that upward glare was minimised with LED lighting perhaps at low height.

Cllr D Mannering proposed, seconded Cllr Katerina Johnstone 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 now aware that the Highway Officer had commented. The Council felt that a meeting with the Planning Officer would be of benefit now that this information was available and the Clerk would write asking for a further update and seeking a meeting.

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

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

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

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

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

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

- k) 18/09924/FUL Rear and Side Extensions and Alterations to Property, at Thornhill Farm, Sutton Lane. Approved with Conditions 18th January 2019 **(noted)**

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

76/18 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 1696 02.01.19 £ 35.00

Cllr Julie Hoskins proposed, Cllr R Colthorpe 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 9 £ 15,015.84

The Clerk was asked to open a bank savings account that would hold the Parish Council's CIL monies.

d) **Budget and Precept 2019/20:**

The Clerk presented budget papers to the Parish Council setting out the following:

- the original Parish Council budget for 2018/19 and previous years for comparison purposes. (2018/19 precept = £12,300.00).
- expenditure to date (January 2019) together with a forecast for the remainder of the financial year, giving predicted 2018/19 outturn; and
- suggested budget options for 2019/20, including a standstill budget.

It was further reported that, in the Local Government Finance Settlement, it appeared unlikely that the Government would be imposing a Council Tax cap on Parish Councils but that this was being kept under review.

The Parish Council gave detailed consideration to the figures contained in the Clerk's report and was mindful of budget pressures that could result from Wiltshire Council reducing local services and further requests for financial support. In addition the Council was mindful that there could be a need to seek and commission expert professional advice and support in regards to matters affecting the Parish associated with planning issues and potential Parish Boundary changes.

The Parish Council was also mindful of the predicted income from CIL during the next 12 months that could be used for infrastructure projects.

Following consideration **the Parish Council resolved** to levy a precept on Wiltshire Council for the financial year commencing 1st April 2019 in the sum of £13,200.00.

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

77/18 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Clerk reminded the Council that there was a need to report matters to Wiltshire Highways through the WiltshireApp system but particularly using the template provided otherwise the Parish Steward services might be lost to the Parish. The Parish Steward had visited on 10th January 2019 and the Council had been notified of visits programmed for 7th February, 7th March and 4th April 2019. Council Members remained unsure of the top 5 priorities that had been notified to Wiltshire Highways and the Clerk agreed to circulate the latest template that he held. Members would re-assess the priorities and advise the Clerk so that he could update the template and advise Wiltshire Council. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways November and December 2018 Newsletters. **(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 the Trustee's Surveyor had recently written to Wiltshire Council in regards to the need for highway gulley provision/maintenance, as there was flooding adjacent to the arches. **(noted)**
- ii) Langley Burrell Footpaths No 34, No 42 and No 51 and Chippenham No 27. The Council had previously submitted representations on the Temporary and Permanent Closures in regards to the Footpaths. The developers, via Wiltshire Council, had responded and the Parish Council, in response, retained an objection suggesting minimum requirements with the provision of central refuges and advance signage. Minute 67/18 (b) ii referred. The developers had responded further and had now included pedestrian refuge islands and Wiltshire Council had asked for the Council's further comments and withdrawal of objections. Following consideration **the Council, although disappointed, accepted that this offer** was likely to be the best compromise solution available and asked the Clerk to withdraw the Council's objections subject to the provision of central refuges together with high profile pedestrian crossing signs.
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
- i) The Council was aware that there was a need to repaint the highway white lining at the main road junction between The Common and the B4069. This had been reported to Wiltshire Council. Similar situations existed at Sutton Lane, Thornhill Lane, Avon Lane and Crossing Lane, in fact generally at all road junctions and Wiltshire Council should be advised.
- ii) Cllr D Mannering reported that The Ramblers Association was discussing, with Wiltshire Council Rights of Way, the potential for the provision of kissing gates as replacement stiles on walks in the area. **(noted)**

78/18 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** The Council re-confirmed that they wished the new website to go live as soon as possible and the Clerk would advise the website designers. There was a need to ensure that all photographs appearing on the website complied with legal image licensing requirements. Cllr D Mannering agreed to provide a selection of photographs that he had taken that could be used on the website. Additional information from other Village organisations can be added when available. There were no further issues raised. **(noted)**
- b) **Notice Board/s:** The Clerk suggested that the Parish Council might consider the replacement of the Notice Board at Oakhurst with a more attractive and weatherproof style. The Clerk would bring forward costs at a future Meeting. **(noted)**
- c) **Flooding & Drainage:** The condition of Thornhill Lane remains unresolved. The Clerk advised that CATG Meeting Note Tracker papers continued to include the re-surfacing scheme and would depend on Wiltshire Council. **(noted)**
- d) **Langley Burrell Village Hall:** The Council had provided a donation towards the recently opened new kitchen facilities and wished to commend the Village Hall Committee for their excellent work and commitment in raising funds and project managing the project. The Council discussed the financial support they have made to the Village Hall contributing towards the yearly operating costs and that it appeared that this was less in this financial year. The Clerk advised that he had not received any further grant requests for financial assistance in this financial year and the Village Hall Committee should be reminded. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:**

A Chippenham Area Board Meeting was scheduled for the 4th February 2018 at Monkton Park, Chippenham. The Police and Crime Commissioner and Deputy would be in attendance. 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. **(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:** The Clerk would report to a future Council Meeting. **(noted)**
- j) **Risk Assessment:** The Clerk would report to the next Council Meeting. **(noted)**
- k) **Health & Safety and Management Register:** The Clerk would report to a future Council Meeting. **(noted)**

- l) **Freedom of Information Act-Publication Scheme:** The Clerk had circulated a draft update and further consideration would be given at the next Council Meeting. **(noted)**
- m) **Parochial Church Council/s:** Cllr Julie Hoskins reported that the Church Bell had been re-hung but that there had been snagging issues that required attention before it would ring correctly. It appeared that the bell clapper was worn and potentially dangerous. **(noted)**

79/18 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 the Working Group had met on the 21st November 2018 in St Margaret's Hall, Bradford on Avon and on Wednesday 9th January 2019 at Trowbridge Rugby Club, Hilperton BA14 6JB. A further Meeting was scheduled for 13th March 2019 at Monkton Park Chippenham. **(noted)**
- b) Wiltshire Council – Focusing on the Future. The Council had been invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session took place on Thursday 22nd November 2018 in the Council Chamber, Monkton Park, Chippenham. No Council Member had been able to attend. **(noted)**
- c) Wiltshire Council Concessionary Bus Pass Renewals. The Council had been advised that as from 1st January 2019 there would be no automatic renewal for un-used older person's bus passes and Wiltshire Council had requested that the Parish Council publicise the new policy. **(noted)**
- d) Drone Practice. The Council had received a request, from a member of the technical staff at UWE Bristol, to use an area of the Playing Field as a site to practice drone flying. Council Members had been consulted with the details and in response all had indicated that in principle they had no objections subject to the flying in the area shown on the map and that the Village Hall Committee were contacted by the individual who lives locally. **(noted)**
- e) Wiltshire Housing Site Allocations Plan-Targeted Consultation. The Council had been notified of the consultation. Responses had been requested by 22nd January 2019. There appeared to be no impact on the Parish that had not previously been known in this review and **the Council agreed** that no response was necessary.
- f) Wiltshire Council - Briefing Note No 373 – The Council noted receipt of a Briefing Note in regards to Service Devolution and Asset Transfer to Town & Parishes. **(noted)**
- g) Wiltshire Council – Community Led Housing Newsletter. The Council noted receipt of the December 2018 update edition. **(noted)**
- h) Wiltshire Council - Briefing Note No 374 – The Council noted receipt of a Briefing Note in regards to the Wiltshire Housing Site Allocations Plan Focused Consultation. **(noted)**
- i) Wiltshire Council – Waiting and Parking Requests 2019-2020. The Council had been made aware that waiting and parking requests could be submitted by 31st January 2019. As this appeared to be an Annual process **the Council agreed** that the information should be noted and considered further during the year.

- j) Community First AGM 2018. The Council had been invited to attend the AGM held on Thursday 11th October 2018 in The Town Hall, Devizes. The Minutes of the AGM had now been received and circulated. **(noted)**
- k) Buckingham Palace Garden Party – 29th May 2019. WALC had invited nomination/s to enter the County draw by 4pm on Thursday 10th January 2019. Names would be drawn randomly from those entered in the Wiltshire draw. The Clerk reported that following consultation with Members he had submitted and the **Council now confirmed that** the names of former Cllr Brian Miflin and Mrs Helen Miflin (his spouse) should be submitted.
- l) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. The Board requested that Parishes notify them of Fly Tipping Hotspots so that priority areas could be identified. Notification was required by 31st January 2019. **The Council agreed that** the priorities would be Jacksom's Lane, Crossing Lane, Fisherman's Car Park and Peckingell Lane.
- m) 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. The Council had sourced some examples of other Council's Policies but at this time there were no local examples, except Wiltshire Council Guidelines. **Cllr D Mannering agreed to** produce a draft policy for future consideration.
- n) CIL Funding. The Council had previously been informed, by the Wiltshire Council CIL Team, of the potential receipts and timescales for payments involved. There had been an indication that 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 and what the likely timescale for receipt of Funds would be. **(noted)**
- o) Langley Burrell Neighbourhood Plan. There was no update. **(noted)**
- p) Wiltshire Council - Briefing Note No 19-001 – The Council noted receipt of a Briefing Note in regards to the Statutory Consultation on the Vision for Special Needs Schools, closing 1st March 2019. **(noted)**
- q) Emergency/Flood Plan. Wiltshire Council had written to Parish Councils reminding them of the need to have an up to date Plan and reminding Councils that various templates were available to assist. Cllr R Whitrow asked the Clerk to forward the latest template. **(noted)**
- r) Community Issue 6433 - Lack of Signage in Jacksom's Lane. Wiltshire Councillor H Greenman had asked the Council to reconsider the decision taken by Council on the 20th September 2018, Minute 49/18 (w) referred. The Council had declined to financially support the CATG request, considering the matter to be the responsibility of others. Some confusion had occurred in regards to the request with a suggestion now being made that the signage related to directions from the B4069 whereas the Council had considered that Issue 6433 related to directions from the A350. The Council had been invited to attend the next Meeting of CATG re-scheduled for 22nd January 2019 to discuss the matters further. Cllr D Mannering indicated that he would attend. **(noted)**
- s) Felling of Trees. Members had noted that two large, ancient, trees on the east side of the B4069 adjacent to the junction with The Common had been felled in early January 2019. The matter had been reported to Wiltshire Council Tree Officers who had immediately investigated and advised that no constraints existed in that area and consent was not required for the felling. **(noted)**

- t) Street Naming. The Council had previously considered street names for estate roads and had agreed to consider and prepare a list in readiness for further street naming consultations. One of the requirements in naming streets after a living person/s was to seek and obtain the approval of the person/s. Cllr R Whitrow confirmed that former Councillor Brian Miflin had now given authority for the use of his name. Cllr Whitrow would now produce a comprehensive list of name to be confirmed at the next Meeting to forward to Wiltshire Council. **(noted)**
- u) Council Objectives 2019. Cllr D Mannering had requested the Council to consider and agree objectives for the 2019 Calendar Year. **The Council agreed to defer consideration until the next Meeting.**
- v) Council Meeting dates. The Council had originally agreed to hold their March 2019 Meeting on Wednesday 20th March 2019. The Council had now been notified that the Maud Heath Room was now available for their normal Meeting evening. **The Council agreed to meet on Monday 18th March 2019.**

80/18 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Cllr Julie Hoskins raised the local implications of the forthcoming road closure and diversion routes of the B4122 (Ref: TTRO 5734) to carry out bridge reconstruction from 25th February 2019 until 6th May 2019 depending on weather conditions.

There were no further issues raised.

81/18 DATE OF NEXT MEETING

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