

LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

16th October 2019

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 21st October 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 16th September 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) Application 19/09555/VAR
Variation of Condition for Application 18/08446/REM – Approval for all matters reserved by Condition 2 attached to 17/03417/OUT including Appearance, Landscaping, Layout and Scale for "Phases 1 & 2" and the "Strategic Landscaping" element at the boundaries of the site Land south-east of Junction 17 of M4 Motorway, Kington Langley, Nr Chippenham, Wiltshire For St Modwen Developments **(see online) (For Decision)**

No further Planning Applications have been received within the timescale for Agenda inclusion.

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
No decision to date. Council Members and Parishioners met with the Case Planning Officer on Tuesday 15th October 2019. To consider updates and 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) 19/03177/FUL Demolish Existing and Rebuild New Dwelling. Thornhill Farm, SN15 4LW
Approved with Conditions 11th October 2019
- d) 19/04714/FUL Building Conversion to Holiday Let. 9 Sutton Lane SN15 4LW
No decision to date. **(to note)**
- e) 19/06140/FUL 20m x 40m Outdoor Riding Arena, etc. Avon Wick, Avon SN15 4LS
No decision to date. **(to note)**
- f) 19/07850/TCA 20% Crown Reduction. Teazel Cottage, Crossing Lane SN15 4LQ
No objection Decision 3rd October 2019
- g) Planning Case Officer Meeting. The meeting was held on the 15th October 2019. To consider and agree if any further action is required at this time. **(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 **(see attached) (For Decision)**

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

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

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

- c) Community Infrastructure Levy (CIL) To note any receipts received since the last Council Meeting, any payments made, and to note the CIL Bank Account balance.

It has been reported previously that the sum of £ 91,547.51 is held in the Council's Lloyds Bank Treasurer's Account No 00222628. Following the receipt of £ 6,798.72 the total now stands at £ 98,346.23. The Council has agreed to open a separate CIL Fund Savings Account and all CIL monies will be transferred to this. **(to note)**

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

The latest Statement is yet to arrive. The estimated balance at today's date is £ 118,249.99

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. Parish Steward visits are scheduled for 10th October, 7th November, 5th December 2019 and 16th January 2020. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways August and September 2019 Newsletters. **(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)**

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 **(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 7th October 2019 in The Need Hall, Chippenham. To receive any updates from Council attendees. 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. **(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 is to take place on Wednesday 23rd October 2019 at 7.30pm in The St Mary Magdalene Church, The Street, Hullavington SN14 6DU. The topic for the evening is Cyber Crime. **(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) Wiltshire Housing Site Allocations Plan – Consultation on Further Modifications. Minute 048/19 (bb) refers. Wiltshire Council has advised that a 6-week Consultation commenced on Thursday 12th September and ends on Friday 25th October 2019. The Council deferred the item at the last Meeting to consider the online information and to consider any response required at this Meeting. Item 8 (i) also refers. **(see attached) (For Decision)**
- b) Local Government Boundary Commission. Pursuant to Minutes 89/18 (n). The Council was notified that a Consultation on the Wiltshire Council Division Boundaries had begun with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. The Council submitted representations that they wished to stay in the Kington Division rather than any parts be incorporated into any other Divisions. The Boundary Commission has now published their final recommendations and following Parliament approval, there are changes proposed to the boundaries of 89 of the 98 Divisions. This will affect Langley Burrell Without Parish, as parts now included in the existing Kington Division will become parts of the Chippenham Hardenhuish and Chippenham Monkton Divisions. **(see attached) (For Decision)**

- c) Community Governance Review. Pursuant to Minute 048/19 (f). 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, Agenda Item 8 (b) above, Wiltshire Council has 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 are proposed in any review there will be a formal consultation period but the Council's early comments would be welcomed. **(see attached) (For Decision)**
- d) Council Meeting Dates. Pursuant to Minute 049/19 (a). At the last meeting Cllr R Colthorpe queried the need for monthly Council Meetings, suggesting that many Councils dealt with business adequately using a two-month timescale. Members had been advised that many Councils held a two-monthly cycle of Meetings, with a Planning Meeting scheduled but not necessarily held if there was no planning business, in the intervening month. Members were reminded that they had agreed a 12-month Calendar of Meetings at the last Annual Council Meeting and could review the situation at the next Annual Meeting. However, this did not preclude the Council reviewing the dates at the next Council Meeting and the matter is now included as an Agenda Item. At the present time the Council meets each month, excluding the months of August and December. There is a legal requirement for a certain number of Meetings, to include an Annual Parish Meeting (April) and an Annual Council Meeting (May). To comply with Wiltshire Council Tax Setting requirements and setting the Council Budget there is a need to meet in the month of January. If the Council were to decide on a two-monthly cycle then it would be normal to hold Full Council Meetings in May, July, September, November, January and March and Council Planning Meetings in the months of June, August, October, December, February and April. All of the latter would be scheduled but not necessarily held if there was no planning business to conduct. This would mean that there was potential for the Annual Parish Meeting to be held in April, following a relatively short Planning Meeting or as a stand alone Meeting on that date. Although there is potential for Meetings to be called in August and December with sensible management of any planning applications they could still be "holiday" months. To consider options. **(For Decision)**
- e) Langley Burrell Neighbourhood Plan. Cllr R Whitrow is the Council lead Member. To receive any updates and to consider any actions required. **(For Decision)**
- f) 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)**
- g) Keep Britain Tidy-Fight Back Against Dog Fouling. The Council has been notified that the dark nights bring dark dog owner behaviour, increasing incidents of dog fouling. An award winning solution is offered. **(see attached) (For Decision)**
- h) Member Training. The WALC Training Officer has advised that they are now taking bookings for early 2020 for sessions of 2 hours in length (Monday-Thursday) evenings. Charges are dependent on attendance numbers. Members will be aware that Kington St Michael PC are considering holding a session and the Council may wish to attend that when announced. **(see attached) (For Decision)**
- i) Wiltshire Council - Briefing Note No 19-026. The Council has received a Briefing Note in regards to the Wiltshire Housing Site Allocations Plan Consultation. Item 8 (a) also refers. **(see attached) (to note)**
- j) Langley Burrell Residents Association (LBRA). The Council was notified that the LBRA was holding their Annual General Meeting on Thursday 19th September 2019. To receive any updates from Council attendees. **(to note)**
- k) Wiltshire Council - Briefing Note No 19-026. The Council has received a Briefing Note in regards to the new Mental Health Campaign. **(see attached) (to note)** * It may be that this Note should have been 19-027 as 026 had been previously used.
- l) Wiltshire Council - Briefing Note No 19-028. The Council has received a Briefing Note in regards to the Carers in Wiltshire Joint Strategy 2017-22. **(see attached) (to note)**
- m) Wiltshire Council Operational Flood Working Group North. The Group met on the 16th October 2019 in St Margaret's Hall, Bradford on Avon. The Agenda was published and circulated to Council Members. 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. Pursuant to Minute 048/19 (h). Mr Oliver Phipps (Ollie) was invited and has agreed to visit the Council on Monday 20th January 2020. **(to note)**
- o) 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)**
- p) SW Ambulance Trust Defibrillator Training. A reminder. Chippenham Without PC lease their defibrillators from the SW Trust. Part of the agreement is an Annual Training session. This will take place on the Wednesday 30th October 2019 at 7.45 pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. **(to note)**
- q) Wiltshire Council-Our Community Matters. The Council has been notified of an Online Survey to inform Wiltshire Council of local needs to influence policies through the Joint Strategic Needs Assessment and Area Boards. The Survey ended on 13th October 2019. **(previously circulated) (to note)**
- r) Wessex Flood Warden Newsletter (Oct 19). The Council has received a copy of the latest Environment Agency online Newsletter. **(previously circulated) (to note)**
- s) SID Deployment. Wiltshire Council has recently provided a revised SID Deployment Criteria Note for local Town and Parish Councils. The Council is advised that Wiltshire Council are continuing to explore options to allow volunteers to receive appropriate training in lieu of the need to have Streetworks Accreditation. **(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.

- 10. DATE OF NEXT MEETING:** The next Council Meeting is scheduled for **Monday 18th November 2019 at 7.30pm**, in the Maud Heath Room, Langley Burrell Village Hall.