

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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22<sup>nd</sup> March 2019

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Thursday 28<sup>th</sup> March 2019** commencing at **7.30pm** in the **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.  
Apologies have been received from Wiltshire Councillor H Greenman

2. **DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Langley Burrell Without 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 18<sup>th</sup> February 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)

There are no Planning Applications to consider. However, Council is reminded that they have been re-consulted on application 18/02037/FUL. Agenda item Planning General (c) refers.

**Planning General and Decisions:** To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications.

- a) 18/07826/REM Land at North Chippenham, Parcels B3 & B5. Reserved Matters for Development Comprising the Erection of 152 Dwellings, etc.  
No decision to date **(to note)**
- b) 18/08316/REM Land North Chippenham (Parcels P1C and P1D). Reserved Matters for the Erection of 132 Dwellings, etc.  
**Approved with Conditions 18<sup>th</sup> February 2019 (to note)**
- c) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc  
Amended plans and details have been submitted and the Council was requested to comment by 22<sup>nd</sup> March 2019. Wiltshire Council has been advised that the timetable could not be met and comments would be submitted on 29<sup>th</sup> March 2019. To consider updates and actions required  
**(For Decision)**
- d) 15/12352/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc  
No decision to date **(to note)**
- e) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT  
No decision to date **(to note)**
- f) 18/04224/REM Land North of Hill Corner Road. Erection of 212 Dwellings, etc  
No decision to date **(to note)**
- g) 18/08917/FUL Re-Building and Extension Pinchloafe Cottage, 23 The Common,  
No decision to date **(to note)**
- h) 18/09049/LBC Re-Building and Extension Pinchloafe Cottage, 23 The Common,  
No decision to date **(to note)**
- i) 18/11188/FUL Coach House Conversion etc., Kilverts Parsonage SN15 4LE  
No decision to date **(to note)**
- j) 18/11736/LBC Coach House Conversion etc., Kilverts Parsonage SN15 4LE  
No decision to date **(to note)**
- k) 18/11814/FUL Single-Storey Side Extension. 165A, Malmesbury Road SN15 5LP  
**Approved with Conditions 8<sup>th</sup> March 2019 (to note)**
- l) 18/07826/REM Land North of Hill Corner Road, Land Parcel B3 & B5. 152 dwellings etc  
No decision to date **(to note)**
- o) 19/00187/FUL Change of Use into Two Dwellings, etc. 43, The Common SN15 4LQ  
No decision to date **(to note)**
- p) 18/12139/FUL Re-Building, etc. Pinchloafe Cottage, 23 The Common SN15 4LQ  
**Approved with Conditions 20<sup>th</sup> February 2019 (to note)**
- q) 19/00241/LBC Re-Building, etc. Pinchloafe Cottage, 23 The Common SN15 4LQ  
**Approved with Conditions 20<sup>th</sup> February 2019 (to note)**
- r) 19/00752/TPO Fell 3 Ash Trees Wavin Plastics Limited, Parsonage Way SN15 5PN  
The Council has been advised that the trees are diseased and that replacements will be requested. **(to note)**
- s) 19/00877/FUL Agricultural Building, etc. Crossing Lane, Peckingell Farm, SN15 4LJ  
No decision to date **(to note)**
- t) Planning Case Officer Meeting. To consider and agree if any 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

Langley Burrell Village Hall. Hire of Meeting Room	Inv 1727	02.03.19	£	35.00
St Giles Church, Tytherton Kellaways. Section 137 grant			£	50.00
St Peter's Church, Langley Burrell. Section 137 grant			£	170.00
Clerks Expenses. Mr V A Vines Year 2018-2019 Claim Form		01.03.19	£	473.71
Clerks Net Salary Mr V A Vines Year 2018-2019 Claim Form		01.03.19	£	3,281.83
Clerks HMRC Year 2018-2019 PAYE		01.03.19	£	820.45

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

- 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 Lloyds Bank Treasurers Account. A/c No 00222628

30th January 2019 Sheet No 10 £ 14,980.84 and to receive any later update. **(to note)**

## 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. The existing priority work details have been circulated to Members. The Parish Steward was scheduled to visit on 7<sup>th</sup> March 2019. The Council has been notified of a further visit programmed for 4<sup>th</sup> April 2019. To receive any updates. **(see attached) (For Decision)** To note that (Cllr Wayman's) Local Highways January 2019 Newsletter remains the latest edition. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates.
- i) Maud Heath Causeway. To raise general issues and to receive any updates. **(to note)**
  - ii) Langley Burrell Footpaths No 34, No 42 and No 51 and Chippenham No 27. Pursuant to Minute 87/18 (b) (ii). The Council notified Wiltshire Council that they withdrew objections subject to assurance that the agreed pedestrian signage, dropped kerbing and central islands were included in the legal documentation. Subsequently, the Council has been advised by Wiltshire Council that the developers had confirmed that this was the case and had confirmed their commitment to the provision of the measures agreed. **(to note)**
  - iii) Kissing Gates. The Council noted (10<sup>th</sup> June 2018) that Wiltshire Council had written to Chippenham Community Area Parish Councils inviting them to submit proposals for Kissing Gates to replace stiles in their areas. Contributions of 25% towards the costs of provision would be expected. Cllr D Mannering has asked that the Council consider the matter further. **(For Decision)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues in regards to 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 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 25<sup>th</sup> March 2019 at Monkton Park Council Offices and included a Cyber Crime Workshop. **(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 was held on Wednesday 20<sup>th</sup> February 2019 in The Union Chapel, Middle Common, Kington Langley. The Guest Speaker was from Wiltshire Neighbourhood Watch. The next Forum Meeting is scheduled for Wednesday 17<sup>th</sup> April 2019 at 7.30pm in Biddestone Village Hall. To agree Council attendance. **(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 Chippenham Community Area Parish Forum at their next Meeting. **(For Decision)**
- f) Langley Burrell Neighbourhood Plan – To raise issues and to receive any updates. Following the attendance at the Langley Burrell Resident's Association AGM of a local Estate Land Agent the Estate agreed to identify potential residential development sites within their ownership as

part of the Neighbourhood Plan Review. The Resident's Association has now forwarded the document to the Council for consideration and comment. **(see attached) (For Decision)**

- g) Council Insurance – To raise issues and receive updates as required. **(to note)**
- h) Council Standing Orders & Code of Conduct: To consider any updates if required. **(to note)**
- i) Asset Register: To consider any updates of the Council Asset Register. **(to note)**
- j) Risk Assessment: To consider any updates of the Risk Assessment Register. **(to note)**
- k) Health & Safety and Management Register: To consider any updates of the Health & Safety and Management Register. **(to note)**
- l) Freedom of Information Act-Publication Scheme: To consider any 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: Agenda item 8 (t) refers. **(For Decision)**

**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) Wiltshire Council Operational Flood Working Group North. The Working Group met on the 13<sup>th</sup> March 2019 at Monkton Park Chippenham. The Council has been advised that the next Meeting date is 15<sup>th</sup> May 2019 at a venue to be confirmed. **(to note)**
- b) Wiltshire Council - Briefing Note No 19-005 – The Council has received a Briefing Note in regards to Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line. **(see attached) (to note)**
- c) Wiltshire Council - Briefing Note No 19-007 – The Council has received a Briefing Note in regards to a discretionary Retail Rate Relief Scheme for the High Street. **(see attached) (to note)**
- d) Wiltshire Council - Briefing Note No 19-008 – The Council has received a Briefing Note in regards to the Community Led Housing Project. See also Agenda Item 8 (h). **(see attached) (to note)**
- e) Chippenham Neighbourhood Plan - Period until 2036 The Council was consulted as a stakeholder in the initial public engagement phase. There was an online survey with feedback enabling the Steering Group to develop a Vision for the Neighbourhood Plan. The survey was live until Friday 22<sup>nd</sup> March 2019. **(see attached) (For Decision)**
- f) Town and Parish Council Training and Networking Day. Wiltshire Council has invited each Council (max 2 representatives) to the event to be held on Thursday 9<sup>th</sup> May 2019 in the Guildhall, Salisbury – 9.30am to 3.45pm. To consider attendance. **(see attached) (For Decision)**
- g) 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. **(to note)**
- h) Working in Partnership. Wessex Water & SSEN has invited the Council to an event to promote a working partnership to support customers in vulnerable circumstances to be held on Thursday 9<sup>th</sup> May 2019 at Wessex water Operation Centre, Bath 10.00am to 3.00pm. To consider attendance. **(see attached) (For Decision)**
- i) Healthwatch Wiltshire. A grants scheme for health and wellbeing projects has been launched to enable local groups to apply for up to £2,000.00 to start projects that make a difference in their local community. The deadline for applications is Friday 29<sup>th</sup> March 2019. More details and the application forms are available at [www.healthwatchwiltshire.co.uk/community-cash-fund.html](http://www.healthwatchwiltshire.co.uk/community-cash-fund.html) **(to note)**
- j) CIL Funding – Local Policy. The Council agreed that a Local CIL Funding Policy should be prepared and set a timescale for adoption as March 2019. Cllr D Mannering agreed to draft a Policy for future consideration. To receive any updates. **(see attached) (For Decision)**
- k) CIL Funding. Pursuant to Minute 88/18 (c). The Council wrote to the Wiltshire Council CIL Team in regards to the potential receipts and timescales for payments involved. There has been no response and they have been reminded that the Council now meet on the 28<sup>th</sup> March 2019. To receive any updates. **(For Decision)**
- l) Langley Burrell Neighbourhood Plan. Cllr R Whitrow is the Council lead Member. To receive any updates and to consider any actions required. **(For Decision)**
- m) 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)**
- n) St Giles Church, Tytherton Kellaways. The Council has received a request for financial support towards the upkeep of the open Churchyard. The Council can support under

Section 137 provisions if this is considered to benefit the community by bringing "*direct benefit to, their area, or any part of it or all or some of its inhabitants*". The Council is the judge as to whether something complies, but in order to stand up to the Internal and External Auditors there must be good grounds. To consider and agree a donation of £50.00. **(For Decision)**

- o) St Peter's Church, Langley Burrell. The Council has received a request for financial support towards the upkeep of the open Churchyard. The Council can support under Section 137 provisions if this is considered to benefit the community by bringing "*direct benefit to, their area, or any part of it or all or some of its inhabitants*". The Council is the judge as to whether something complies, but in order to stand up to the Internal and External Auditors there must be good grounds. To consider and agree a donation of £170.00 **(For Decision)**
- p) Street Naming. The Council has previously considered street names and agreed to prepare a list in readiness for further street naming consultations. The Wiltshire Council has now written to the Council requesting 10 suggestions to be submitted in regards to potentially 8 new streets, within Land Parcels B2-B5, West of B4069 and north of Hill Corner Road, Chippenham (Phase 2 Birds Meadow). To consider and agree names for submission. **(see attached) (For Decision)**
- q) Council Objectives 2019. Cllr D Mannering requested that the Council consider and agree their objectives for the 2019 Calendar Year. To receive any updates. **(see attached) (For Decision)**
- r) Wiltshire Neighbourhood Watch. The Neighbourhood Watch Scheme has been resurrected across the whole of Wiltshire. Areas are based upon the corresponding Community Policing Team area. The Chippenham Community Area is therefore within the Wiltshire North Community Policing Team area that also includes Corsham, Malmesbury and Royal Wootton Bassett. The WNHW Committee Member for the area is Mike Brandwood, who can be contacted at [mike.brandwood@wiltshirenhw.org](mailto:mike.brandwood@wiltshirenhw.org). WNHW has a new, user friendly, website that includes a Post Code Search facility that allows the public to find NW Schemes that are in existence. A problematic task for the resurrected Wiltshire Scheme is the identification of existing Schemes that may still be running or have ceased and could possibly be resurrected. There is a general feeling that NW Schemes have declined following the introduction of Community Messaging. The new website allows people to sign up for regular NW updates and provides information to support the vision of NW and can be reached at [www.wiltshirenhw.org](http://www.wiltshirenhw.org). There is a need to raise awareness of community safety and WNHW is part of a national network of Schemes. To spread the word WNHW suggest that Parish Councils should include a Community Safety agenda item, or an item of a similar nature to highlight the local issues and to gain more community volunteers to help any appointed local coordinators. Outdated blue Police helmet signage and window signs have been replaced with modern signage with metal signs with fixings costing £30 each, but it is possible to purchase vinyl overlays at £5 each that stick over the existing metal signs. All these details and much more can be found on the WNHW website. Wiltshire Police has now funded a part time officer to assist NW. There is now a national initiative of Citizens in Policing Strategy. Put simply the NW Scheme is about bringing together neighbours and the Police to create areas where crime and antisocial behaviour is less likely to happen so that people are less likely to be afraid or isolated wherever they live. **(to note) (For Decision)**
- s) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager for the northern Wiltshire area recently updated the Dauntsey Parish Council (Malmesbury Community Area) on progress and the next stages. No contact had been made with this Parish Council and others within the Chippenham Community Area and following concerns the matter was taken to the Parish Forum for discussion, particularly in regards to overall management responsibility, nuisance and reinstatement works. Although welcoming the much-needed project all Parishes have become concerned at the potential interruption during the works and damage caused and particularly the responsibility of management of the contract and reinstatement works. **(to note) (For Decision)**
- t) Electoral Review of Wiltshire. Local Government Boundary Commission: Draft Recommendations. Pursuant to Minute 88/18 (n). The Council has submitted representations to the Boundary Commission and Wiltshire Council. Both have acknowledged receipt and advised that they will be taken into consideration. A copy of the representations was also sent to Chippenham Town Council for their information. **(to note)**

9. **ANNUAL PARISH MEETING 2019:** The Annual Parish Meeting is scheduled for Monday 8<sup>th</sup> April at 7.30pm in the Maud Heath Room, Langley Burrell Village Hall.

There needs to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2019-2020 information. The opportunity should also be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda can be flexible and is in the hands of Parishioners in attendance. As a starting point the Council can suggest some Agenda items that might be appropriate. Examples being: Community Speedwatch, HGV restrictions, Community Safety/Neighbourhood Watch.

To consider and agree the Agenda and arrangements for the Annual Parish Meeting. **(For Decision)**

10. **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.

11. **DATE OF NEXT MEETING:** The next Council Meeting is scheduled for **Monday 8<sup>th</sup> April 2019, to commence on the completion of the Annual Parish Meeting**, in the Maud Heath Room, Langley Burrell Village Hall. The Annual Parish Meeting commences at 7.30pm.

## **PART 2 AGENDA**

**As the following Item relates 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 is 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 are instructed to withdraw.**

Council Part 2 Agenda 17<sup>th</sup> February 2019 refers. **(For Decision)**