

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

Maud Heath Room, Langley Burrell Village Hall

28th March 2019

Present: Cllr R Whitrow (Chairman), Cllr Julie Hoskins (Vice Chairman), Cllr Katerina Johnstone and Cllr D Mannering

Also Present: 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.

92/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr R Colthorpe. Apologies had also been received from Wiltshire Councillor H Greenman.

93/18 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.

94/18 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 18th February 2019. **Cllr R Whitrow proposed, seconded Cllr D Mannering and RESOLVED UNANIMOUSLY**

95/18 PLANNING

Planning Applications:

There were no Planning Applications to consider. However, the Council had been re-consulted on a Planning Application that had been amended.

18/02037/FUL

Construction of Bridge Over the Great Western Railway and Accommodation Works, Including Temporary Haul Road from Upper Peckingell Farm; Construction Compound; Bridge Beam Storage Compound; Cocklebury Link Road (Phase 1), and Associated Drainage Arrangements; Highway and Associated Landscaping Land at Rawlings Farm and Upper Peckingell Farm, Chippenham, Wiltshire For KBC Developments LLP

The Council considered the amendments to the application and agreed that there was a need to seek technical advice and comment from Traffic Engineers and Highway Consultations before any final comment could be made. Cllr D Mannering would contact ADL Traffic and Highways Engineering Ltd, who had already acted on the Council's behalf.

In the meantime the Council would comment on other aspects that are immediately noticeable in regard to the environmental damage and practicalities of what remain flawed proposals and drawings that clearly indicate the intrusion to the rural landscape and the Parish both during and after the works. The amendments indicated the removal of hedges and verges and the creation of formal passing bays, none of which were proposed or considered necessary at the original submission stage and the applicant should be well aware that this was not a thoroughfare but a narrow road often one width only and further restricted by roadside parking both for private and public property.

The proposals showed a complete disregard for residents and both residential and rural amenity and were fundamentally objectionable. The size and scale of the tipper vehicles and vehicle movements, even if enjoying an unimpeded passage would create danger, noise, dust and nuisance generally caused by inconsiderate drivers and all will be exacerbated by the stopping and starting from passing bays and driveway entrances.

The Council believed that with the size of vehicles involved it would not be practical for one to pass another on the narrow highway. In addition and a real concern must be the B4069 main road junction with The Common. There are already difficulties for "normal" traffic to negotiate this junction without extreme care and as the submitted drawing now showed the turning circle required for a tipper vehicle was impractical without encroachment and highway danger.

The Council believed that a request should be made for a physical demonstration of tipper trucks using the route proposed from the B4069, including the railway bridge so that rather than a desktop a real analysis could be made, particularly considering the impact of other road users using the route in the opposite direction. This would convince all, even the applicant, that the route was not a practical proposition and an alternative solution found. The Council had already made suggestions in this regard that the applicant must consider further.

The Council noted that the additional details submitted did not include the Peckingell Lane issues previously raised by the Council.

Finally, the Council required some clarification on the construction period now required, to include the removal and reinstatement of the "temporary" infrastructure not previously considered necessary and now proposed and also the temporary haul road and compound at Upper Peckingell Farm. For instance having constructed the bridge will this be used to gain access to the B4069 via Parsonage Way to remove the haul road etc or will the route through Peckingell Lane and the village be used?

Notwithstanding the material planning objections the Council had raised since the 5th April 2018, the Council considered that it was essential that there was legal documentation in place to cover the whole project from commencement to satisfactory reinstatement and conclusion.

The Clerk was asked to respond to Wiltshire Council accordingly.

Cllr D Mannering proposed, Cllr R Whitrow seconded 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) 18/07826/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.

Approved with Conditions 18th February 2019. **(noted)**

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

Amended plans had been received and the Council re-consulted. An earlier Agenda item referred. **(noted)**

- 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. **(noted)**

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

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

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

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

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

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

- i) 18/11188/FUL Coach House Conversion etc., Kilverts Parsonage SN15 4LE

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

- j) 18/11736/LBC Coach House Conversion etc., Kilverts Parsonage SN15 4LE
There was no decision to date. **(noted)**
- k) 18/11814/FUL Side Extension etc., 165A, Malmesbury Road SN15 5LP
Approved with Conditions 8th March 2019. **(noted)**
- l) 18/07826/REM Land North of Hill Corner Road, Land Parcel B3 & B5. 152 dwellings etc
There was no decision to date. **(noted)**
- o) 19/00187/FUL Change of Use Two Dwellings 43, The Common SN15 4LQ
There was no decision to date. **(noted)**
- p) 18/12139/FUL Re-Building etc, Pinchloafe Cottage, 23 The Common SN15 4LQ
Approved with Conditions 20th February 2019. **(noted)**
- q) 19/00241/LBC Re-Building etc, Pinchloafe Cottage, 23 The Common SN15 4LQ
Approved with Conditions 20th February 2019. **(noted)**
- r) 19/00752/TPO Fell 3 Ash Trees Wavin Plastics Limited, Parsonage Way
There was no decision to date. The Council had been advised by Wiltshire Council that the three trees were diseased and that replacements would be requested **(noted)**
- s) 19/00877/FUL Agricultural Building, etc. Crossing Lane, Peckingell Farm,
There was no decision to date. **(noted)**
- t) Planning Case Officer Meeting. **The Council agreed that** no action was required at the present time.

96/18 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 1727	£	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 01.03.19	£	473.71
Clerks Net Salary Mr V A Vines Year 2018-2019 01.03.19	£	3,281.83
Clerks HMRC Year 2018-2019 PAYE 01.03.19	£	820.45

Cllr D Mannering proposed, Cllr Katerina Johnstone 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 January 2019 balance: £14,980.84

97/18 HIGHWAY MATTERS

a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Parish Steward had visited on 7th March with the next visit scheduled for 4th April 2019. Council Members considered the top 5 priorities to be notified to Wiltshire Highways and the Clerk agreed to complete the template and forward to Wiltshire Council. **(noted)** The Council noted that (Cllr Wayman's) Local Highways January 2019 Newsletter remained the latest edition. **(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 here had been no change in circumstances since the last Meeting. **(noted)**

ii) Langley Burrell Footpaths No 34, No 42 and No 51 and Chippenham No 27. Pursuant to Minute 87/18 (b) (ii) Wiltshire Council had confirmed that the Modification Order included the provision of central refuges together with dropped kerbs and high profile pedestrian crossing signs. **(noted)**

iii) Kissing Gates. The Council noted (10th 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 had asked that the Council consider the matter further as it was understood that there was still funds available. Suggestions were made as to suitable positions for kissing gates and in the first instance there would be a need to seek the approval of the relevant landowner. **It was agreed that the Council should approach landowners to gain their support.**

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

Cllr Julie Hoskins raised the issue of the Thornhill Lane road surface and a recent presentation by Diane Ware, Wiltshire Council Principle Highways Technical Officer at Area Board regarding major highway maintenance works. Reference was made to the CATG Major Maintenance 2019/20 Action Tracker/Notes (22.01.19). This indicated that sites for 2017/18 (agreed by Area Board 13.03.17) included the listing of Thornhill Lane, Langley Burrell. It advised that the list was on a reserve list with consultants Atkins and was currently being assessed into a priority order. It advised that the list would be a 5-year programme. An update at the CATG meeting suggested that the 5-year plan would soon be sent to all CATG's. It appeared that this update is still awaited and there was a need to ensure that the Thornhill Lane works were included. CATG would be reminded of the high priority. **(noted)**

98/18 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There was no update. **(noted)**
- b) **Notice Board/s:** There was no update. **(noted)**
- c) **Flooding & Drainage:** There was no update. **(noted)**
- d) **Langley Burrell Village Hall:** There was no update. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:**

A Chippenham Area Board Meeting had been held on Monday 25th March 2019 at Monkton Park, Chippenham. This had included a Cyber Crime Workshop. A Chippenham Community Area Parish Forum had been held on Wednesday 20th February 2019 in The Union Chapel, Kington Langley. The Guest Speaker/s had been from Wiltshire Neighbourhood Watch. The next Parish Forum Meeting was scheduled for Wednesday 17th April 2019 at 7.30pm in Biddestone Village Hall. Guest Speaker was likely to be representatives from LYN (Local Youth Network). **(noted)**

- f) **Langley Burrell Neighbourhood Plan:** Following the attendance of a local Estate Land Agent at the Langley Burrell Resident's Association AGM the Estate had 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. The Council considered the suggestions **and agreed that** land areas identified to the north of Maud Heath's Causeway were preferable options rather than those identified to the south.
- 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. The Parish Wall Map had still to be hung. **(noted)**
- j) **Risk Assessment:** The Clerk would update the existing document and report to a future Council Meeting. **(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:** A later Agenda item related to Section 137 grants and for requests for assistance in this financial year. **(noted)**
- n) **Community Safety/Neighbourhood Watch Scheme:** The Clerk explained why he had introduced this Standing Item and the need to appoint a Neighbourhood Watch Coordinator. The matter would be raised at the Annual Parish Meeting to

highlight the need and the Council would consider further at their Annual Council Meeting. **(noted)**

99/18 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 13th March 2019 at Monkton Park Chippenham. The next Working Group Meeting is scheduled for 15th May 2019 at a venue yet to be confirmed. **(noted)**
- b) Wiltshire Council - Briefing Note No 19-005. The Council noted receipt of a Briefing Note in regards to Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line. **(noted)**
- c) Wiltshire Council - Briefing Note No 19-007. The Council noted receipt of a Briefing Note in regards to a discretionary Retail Rate Relief Scheme for the High Street. **(noted)**
- d) Wiltshire Council - Briefing Note No 19-008. The Council noted receipt of a Briefing Note in regards to the Community Led Housing Project. **(noted)**
- e) Chippenham Neighbourhood Plan - Period until 2036. The Council had been consulted as a stakeholder on the initial public engagement phase. There had been an online survey for feedback enabling the Steering Group to develop a Vision for the Neighbourhood Plan. The survey closed on Friday 22nd March 2019. **(noted)**
- f) Town and Parish Council Training and Networking Day. Wiltshire Council had invited each Council (max 2 representatives) to the event to be held on Thursday 9th May 2019 in the Guildhall, Salisbury – 9.30am to 3.45pm. **(noted)**
- g) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. There was a need to confirm “hot spot” sites with Wiltshire Councillor H Greenman as soon as possible.. **(noted)**
- h) Working in Partnership. Wessex Water & SSEN had invited the Council to an event to promote a working partnership to support customers in vulnerable circumstances to be held on Thursday 9th May 2019 at Wessex Water Operation Centre, Bath 10.00am to 3.00pm. **(noted)**
- i) Healthwatch Wiltshire. A grants scheme for health and wellbeing projects had been launched to enable local groups to apply for up to £2,000.00 to start projects that made a difference in their local community. The deadline for applications was Friday 29th March 2019. More details were available and the application forms were also available at www.healthwatchwiltshire.co.uk/community-cash-fund.html The Council **agreed that** no action would be taken on this occasion.
- 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. A draft had been prepared and was to be updated. Although the timescale had slipped it was considered that any application that may be received for assistance could be determined at the present time using Wiltshire Council Guidelines. Cllr D Mannering would continue drafting a Policy for future consideration. **(noted)**
- k) CIL Funding. Pursuant to Minute 88/18 (c). The Council had written to the Wiltshire Council CIL Team in regards to the potential receipts and timescales for payments involved. A response had been received on the Meeting date that indicated that the Council could expect a first tranche of

funds in early April 2019. Upon receipt the figures would need to be checked, as it was thought that further developments within the Parish had now commenced and the Council was due further amounts. **(noted)**

- l) Langley Burrell Neighbourhood Plan. There was no update. **(noted)**
- m) Emergency/Flood Plan. There was no update. **(noted)**
- n) St Giles Church, Tytherton Kellaways. The Council had received a request for financial support towards the upkeep of the open Churchyard. The Council could support under Section 137 provisions if this was 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 was the judge as to whether something complied, but in order to stand up to the Internal and External Auditors there needed to be good grounds. The Council considered the request **and agreed** a donation of £50.00. **Cllr Julie Hoskins proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY**
- o) St Peter’s Church, Langley Burrell. The Council had received a request for financial support towards the upkeep of the open Churchyard. The circumstances were similar to Minute 99/18 (n) above. The Council considered the request **and agreed** a donation of £170.00. **Cllr Julie Hoskins proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY**
- p) Street Naming. The Council had previously considered street names and agreed to prepare a list in readiness for further street naming consultations. The developer and Wiltshire Council had 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). The Council considered that although there were names of long serving Council Members and community stalwarts, who have given their permission, the overwhelming support was to remember and honour those who served and fell in World War 1. There was no preference for Road, Lane, Rise, Close, Wharf, Vale, Mews, Drive, Grove, Gardens and the like but **the Council agreed that** their suggestions would be: Gainey, Couzens, Clark, Harvey, Bull, Scott, Stoker, Cleaver, Elms and Neath. The Clerk was asked to advise Wiltshire Council and the developers.
- q) Council Objectives 2019. Cllr D Mannering had requested that the Council consider and agree their objectives for the 2019 Calendar Year. The Council had received a draft paper **and agreed to** defer the matter to a future Meeting.
- r) Wiltshire Neighbourhood Watch. The Neighbourhood Watch Scheme had been resurrected across the whole of Wiltshire. Areas were based upon the corresponding Community Policing Team area. The Chippenham Community Area was therefore within the Wiltshire North Community Policing Team area that also included Corsham, Malmesbury and Royal Wootton Bassett. The WNHW Committee Member for the area was Mike Brandwood, who could be contacted through email at mike.brandwood@wiltshirenhw.org WNHW had a new, user friendly, website that included a Post Code Search facility that allowed the public to find NW Schemes that were in existence. A problematic task for the resurrected Wiltshire Scheme was the identification of existing Schemes that may still be running or had ceased that could possibly be resurrected. There was a general feeling that NW Schemes had declined following the introduction of Community Messaging. The new website allowed people to sign up for regular NW updates and provided information to support the vision of NW and could be reached at www.wiltshirenhw.org There was a

need to raise awareness of community safety and WNHW was part of a national network of Schemes. To spread the word WNHW suggested 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 had been replaced with modern signage with metal signs with fixings costing £30 each, but it was possible to purchase vinyl overlays at £5 each that stuck over the existing metal signs. All these details and much more could be found on the WNHW website. Wiltshire Police had now funded a part time officer to assist NW. There was now a national initiative of Citizens in Policing Strategy. Put simply the NW Scheme was about bringing together neighbours and the Police to create areas where crime and antisocial behaviour was less likely to happen so that people are less likely to be afraid or isolated wherever they live. **The Council agreed that this should be an Annual Parish Meeting Agenda item.**

- s) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager for the northern Wiltshire area had recently updated the Dauntsey Parish Council (Malmesbury Community Area) on progress and the next stages. No contact had been made with the Parish Council and others within the Chippenham Community Area and following concerns the matter had been 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 had become concerned at the potential interruption during the works and damage caused and particularly the responsibility of management of the contract and reinstatement works. There was a need to find out which phase of works would impact on Langley Burrell Without Parish **(noted)**
- t) Electoral Review of Wiltshire. Local Government Boundary Commission: Draft Recommendations. Pursuant to Minute 88/18 (n). The Council had submitted representations to the Boundary Commission and Wiltshire Council. Both had acknowledged receipt and advised that they would be taken into consideration. A copy of the representations was also sent to Chippenham Town Council for their information. **(noted)**

100/18 ANNUAL PARISH MEETING 2019

The Annual Parish Meeting was scheduled for Monday 8th April to be followed by a Council Meeting. The Council agreed that this was very close to tonight's Meeting and agreed that both should be re-scheduled for Thursday 25th April 2019 at 7.30pm in the Maud Heath Room, Langley Burrell Village Hall.

The Clerk reminded the Council that there needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via the 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 could be flexible and was in the hands of Parishioners in attendance. As a starting point the Council could suggest some Agenda items that might be appropriate. **The Council agreed that** items should include Community Speedwatch, HGV restrictions and Community Safety/Neighbourhood Watch.

101/18 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Cllr Katerina Johnstone confirmed that the Keep Britain Tidy/Sping Clean was scheduled for Saturday 30th March 2019 meeting at the Village Hall at 10.00 am.

There were no further issues raised.

101/18 DATE OF NEXT MEETING

The next Council Meeting will be held in the Maud Heath Room, Langley Burrell Village Hall on **Thursday 25th April 2019 at 8.00pm** or on the completion of the Annual Parish Meeting.

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: **25th April 2019**