

LANGLEY BURRELL WITHOUT PARISH COUNCIL

www.langleyburrellparishcouncil.gov.uk

Vivian A Vines MBE
Clerk of the Council

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11th March 2020

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 16th March 2020** 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

(Agenda Items for decision are marked as such)

- 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 20th January 2020 **(see attached Draft Minutes) (For Decision)**
- 4. PLANNING:**

Planning Applications: To make observations on Planning Applications received

Prior to the consideration of any 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)

- 20/01270/LBC
Removal of Some Internal Partitions and Doors to 1st Floor of Main House
Langley House, Swindon Road, Langley Burrell SN15 5LX
For Ms Brenda Gorst **(see online) (see attached) (For Decision)**

- b) 20/00565/TCA
 Fell 2 Leylandii Trees
 Orchard House, The Common, Langley Burrell SN15 4LQ
 For Mr M Davidson **(For Confirmation)**

** In order to meet the timescale of Wiltshire Council, Parish Council Members were circulated with the application. Members agreed that the Clerk should respond within the required timescale advising that the Council had no objections and agreed that this would be confirmed at the next Council Meeting.

- c) 19/11007/LBC
 Create Small Window and Vent above Sitting Room, New Soil Pipe on Front Elevation,
 Install En-Suite Bathroom in Attic Space, Install Woodburner Stove in Dining Room
 Langley Cottage, 42 The Common, Langley Burrell, Nr Chippenham, Wiltshire SN15 4LQ
 For Mr A Morgan **(For Confirmation)**

** In order to meet the timescale of Wiltshire Council, Parish Council Members were circulated with the application. Members agreed that the Clerk should respond within the required timescale advising that the Council had no objections and agreed that this would be confirmed at the next Council Meeting.

The application has been **Approved with Conditions on 21st February 2020**

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
 The application was approved with Conditions 13th November 2019.
 The Council asked the Planning Officer for an update on the discharge of conditions and a timescale for commencement. The response is attached. To consider any further actions required. **(see attached) (For Decision)**
- b) 15/12351/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc
 No decision to date. The Council asked the Planning Officer for an update on the status of the application. The response is attached. To consider any further actions required. **(see attached) (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 1920	.03.03.20	£	38.00
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 2019-2020 Claim Form	16.03.20	£	479.82*
Clerks Net Salary Mr V A Vines Year 2019-2020 Claim Form	16.03.20	£	3,281.83*
Clerks HMRC Year 2019-2020 PAYE	16.03.20	£	820.45*

* single cheque to be issued as £4,582.10

(see attached invoices)

Langley Burrell Village Hall. Hire of Hall. Inv 1835	09.10.19	£	70.00**
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** the Council agreed payment on the 21.10.19 and issued a cheque No 000998. Following the suspension of the bank account the cheque could not be cashed and a replacement cheque needs to be issued.

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

Members will be updated at the Meeting if information is available. The Council has requested Wiltshire Council to pay the following now that the Treasurers Account is re-opened:

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) Bank Account balance Lloyds Bank CIL Account. A/c No 73537468 **(to note)**
31st January 2020 Sheet No 1 £ 39,909.37

d) Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628 **(to note)**
30th January 2020 Sheet No 17 £ 105,916.90

Members should note that £39,897.84 was transferred from this account to the CIL account and there is another £ 91,547.51 to transfer when transfer facilities are available.

e) Council Approved Budget Year 2020-2021

At the last Council Meeting the Council considered budget options and proposals in order to agree a Precept Requirement within the Wiltshire Council's required timescale. The Council agreed a Precept of £22,455.00 reflecting a 4.62% increase. For Members information a copy of the Adopted Budget and associated comments is attached for use throughout the year. **(see attached) (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. Visits were scheduled for 13th February and 12th March 2020. A further visit is scheduled for 9th April 2020. Notification has been received that there is a priority being given to pothole repairs, particularly caused by flooding. They stress that reporting should be done using the MyWiltshire App, so that they can be dealt with swiftly. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways January and March 2020 Newsletters and attachments. **(previously circulated) (to note)** The date for the Annual Highways Meeting at Monkton Park Offices is the 4th May 2020 7.00pm to 9.00pm. To agree Council Member attendance. **(For Decision)**
- 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. At the time of Agenda publication no application for a CIL Grant has been received. (Minute 076/19 (b) refers) **(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 – The new Council Website has now "gone live" and can be viewed at www.langleyburrellparishcouncil.gov.uk The process of uploading information is continuing and Council Membership is available with gov.uk email addresses diverting to personal email addresses as requested. To raise general issues and to receive any updates. **(to note) (For Decision)**
- b) Notice Board/s – To raise general issues and to receive any updates. To consider further provision, cleaning and future maintenance. Pursuant to Minute 078/19 (e) the purchase and installation of new notice boards will be funded using CIL Funds. **(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 3rd February 2020 in Sheldon School, Chippenham. The next Area Board Meeting is scheduled for Monday 23rd March 2020 at 7.00pm in Yatton Keynell Village Hall, Biddestone Lane SN14 7EJ. **(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 26th February 2020 in St Peter's Church Meeting Room, Lordsmead, Chippenham. To receive any updates. The next Forum Meeting is scheduled for Wednesday 22nd April 2020 at 7.30pm in Stanton St Quintin Parish Hall. **(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. (Agenda item 8 (aa) also refers) **(to note)**
- g) Council Insurance – To raise issues and receive updates as required. **(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/s – 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. (Agenda items 8 (a) (b) and (j) also refer). **(For Decision)**
- o) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**
- p) Wiltshire Local Plan Review. To raise general issues and to receive any updates. The Council has received the Notification of Adoption of the Wiltshire Housing Site Allocations Plan and should consider if there are any implications for the Parish. **(see attached) (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.

(Agenda Items for decision are marked as such)

- a) Wiltshire Council - Novel Coronavirus (COVID-19) local stakeholders briefing 5th March 2020. The Council has received a briefing for information and will continue to receive updates. **(see attached) (to note) (For Decision)**
- b) Wiltshire Council - Novel Coronavirus (COVID-19) local stakeholders briefing 11th March 2020. The Council has received a further briefing for information and will continue to receive updates. **(see attached) (to note) (For Decision)**
- c) Wiltshire Council Rural Facilities Survey. The Council has been asked to take part in the Survey. Timescale for responses is given as 31st March 2020. **(see attached) (For Decision)**
- d) The Great British Spring Clean – 20th March – 13th April 2020. The Council has been advised of the dates of this year's mass-action environmental campaign. Council Members may wish to raise this as an Annual Parish Meeting Agenda item. More details are available at www.keepbritaintidy.org **(For Decision)**
- e) CPRE Wiltshire- Best Kept Village Competition 2020. Further to Agenda item 8 (y) below. The CPRE has now issued invitations to all Wiltshire Towns and Parishes to enter this year's BKV Competition. The Council has not previously entered. The Council may wish to delay entering until after the Annual Parish Meeting to gauge Parishioners views. **(see attached) (For Decision)**
- f) Wiltshire Council - Briefing Note No 20-11. The Council has received a Briefing Note in regards to Working in Partnership with Town and Parish Councils, particularly the Rural Facilities Study and the Green Infrastructure and Open Space Study. A timescale for responses is given as 31st March 2020. An extension of time has been agreed for the Council as 14th April 2020. **(see attached) (For Decision)**
- g) Wiltshire Council – Green Infrastructure and Open Space Collaboration and Household Survey. The Council has been advised of the consultation with a request to promote to the wider population. Timescale for responses is given as 31st March 2020. An extension of time has been agreed for the Council as 14th April 2020. **(see attached) (For Decision)**
- h) Wiltshire Council - Briefing Note No 20-10. The Council has received a Briefing Note in regards to the Government's £220m "better deal for bus users" with a request for any

suggestions by Friday 27th March 2020. See also Agenda item 8 (i) below) **(see attached) (For Decision)**

- i) Wiltshire Council - Briefing Note No 20-10A. The Council has received a further Briefing Note in regards to the Government's £220m "better deal for bus users" outlining how Councils can provide suggestions on what transport schemes might be considered. **(see attached) (For Decision)**
- j) Emergency/Flood Plan. Cllr R Whitrow is the Council lead Member. Wiltshire Council wrote to Parish Councils reminding them of the need to have an up to date Plan. At a previous Meeting he advised Members that it would be helpful if he could be provided with names of potential volunteers to carry out the required roles. To receive any updates and to consider any actions required. The Council has recently received a local stakeholder briefing on Novel Coronavirus (COVID-19). It reinforces the need for volunteer community involvement, with an appointed Parish coordinator in charge potentially having local area coordinators to assist. (Agenda Item 8 (a) and (b) also refer) **(For Decision)**
- k) 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)**
- l) 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)**
- m) Langley Burrell Village Hall. The Council has received a request for financial support towards the upkeep of the Village Hall. 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. For some years the Council has agreed a grant of £600.00, and paid it in two equal installments, usually in May and November of each financial year. The Council is asked by the Village Hall Committee to consider an increase in the grant to £900.00 payable in two equal installments. To consider and agree a donation for the Year 2020-2021. **(see attached) (For Decision)**
- n) St Peter's Church, Langley Burrell. The Council has received a request for financial support towards a capital project to replace a "temporary structure" with a permanent toilet block. The Church has raised £12,000.00 towards the estimated costs of £35,000.00. No specific sum is requested but the Council is requested to consider making a "substantial contribution" towards the project from the Community Infrastructure Levy Funds. The Church has emphasised the central role it plays in community life and the application letter and additional information is attached. The request may be seen as premature as before consideration of any CIL Grants the Council has agreed to carry out a consultation and agree guidelines for determining grant applications. The Council has also approached Wiltshire Council for advice on the appropriateness of using CIL Funds for this type of support. At the time of Agenda publication the situation is that Wiltshire Council is taking legal advice to determine if any grant given is legitimate under CIL Regulations. In these circumstances, notwithstanding the merits of the case or otherwise, it is recommended that the Council defer consideration until advice is received. In addition St Peter's Church will at some stage need to submit a formal application under the terms of the Council's own Policy. **(see attached) (For Decision)**
- o) CIL Funding. The Council agreed to determine a process and timetable for distributing receipts of CIL money received from Wiltshire Council and that there was a need to consult the local community to create a list of local priorities and how CIL could be used to shape the future of the local area. The Council has still to determine how they are to achieve this and may consider that the Annual Parish Meeting in April may be a convenient starting point. **(For Decision)** In the meantime Cllr D Mannering offered to draft a CIL document for use by the Council and for applicants' assistance so that they

are aware of the information requirements when submitting a formal application. The draft is attached for Council consideration. **(see attached) (For Decision)**

- p) Defibrillator Project. Pursuant to Minute 078/19 (d). The Council has agreed in principle that the provision of a defibrillator/s in the Parish should be a priority, using CIL Funds. Prominent location/s are required and Members agreed to approach building owners to ascertain if they would agree to accommodate a defibrillator for community benefit. There is the need to gain consent from the hosting owner/s who will also need to provide the power supply to each. There will also be a need to ensure that the daily "green light" inspection takes place and a monthly report made to the S W Ambulance Trust. In other Parishes this is often carried out by a community volunteer group or organisation. To receive any updates from Council Members and to consider and agree any actions. **(For Decision)**
- q) WiltshireOnline – High Speed Broadband – Gigaclear. To receive any further updates. It may be opportune to invite the Community Engagement Manager to the Annual Parish Meeting in April as a Guest Speaker so that the community is aware of the project details and programme timescales. **(to note) (For Decision)**
- r) Chippenham Area Transport Group (CATG). The Group last met on the 18th February 2020. Notes of the Meeting have been received and circulated to Members. A notable omission from the Meeting Notes appears to be that the major maintenance works proposed for Thornhill Lane has disappeared from the list. A neighbouring Council has suggested that unless a Parish is in attendance to continual promote and argue for a project other schemes take their place. CATG next meet on the 5th May 2020 at 10.00am in Monkton Park Offices. To agree Council attendance. **(see attached) (For Decision)**
- s) Wiltshire Council Planning Online Portal. Council Members will have noted the difficulties of accessing planning documentation for several weeks arising from a major IT breakdown. This has placed extreme pressures on Councils, applicants and the general public. To receive any updates. **(to note) (For Decision)**
- t) Wiltshire Council Operational Flood Working Group North. The Group met on the 12th February 2020 in Chippenham Town Hall. The Council has yet to be advised of the date and venue of the next Meeting. As in the case of CATG Meetings it is worthwhile for Council attendance to promote and argue for local works with both the Local Authority and Environment Agency representatives. **(to note)**
- u) Wiltshire Council - Briefing Note No 20-04. The Council has received a Briefing Note in regards to the Wiltshire Site Allocations Plan - Receipt of Inspector's Report. **(see attached) (to note)**
- v) Buckingham Palace Garden Party – 27th May 2020. The Council has been advised that the Council nominations were unsuccessful in the WALC County draw for this Year's Royal Garden Party. **(to note)**
- w) Wiltshire Council - Briefing Note No 20-05. The Council received a Briefing Note in regards to the Community Area Transport Groups (CATGs) – Survey ending Wednesday 12th February 2020. Council Members were circulated with the Note in order for the "survey link" to be followed, allowing any comments made during the consultation period. **(see attached) (to note)**
- x) Wiltshire Council - Briefing Note No 20-06. The Council received a Briefing Note in regards to the Young Carers Awareness Day – 30th January 2020. Council Members were circulated with the Note so that they were aware of the event/s. **(see attached) (to note)**
- y) CPRE Wiltshire- Best Kept Village Competition 2020. The CPRE wrote to all Wiltshire Towns and Parishes regarding this year's Competition. The Council has previously entered. The communication was not the invitation to enter but to provide information for those who have not taken part in the past. **(see attached) (to note)**
- z) Wiltshire Council - Briefing Note No 20-09. The Council has received a Briefing Note in regards to the Changes to Kerbside Recycling Collections throughout Wiltshire. **(see attached) (to note)**
- aa) Langley Burrell Neighbourhood Plan. Cllr R Whitrow is the Council lead Member. The Council deferred any action on an updated Plan until the Community Governance Review altering Parish boundaries was complete. The Review process continues and no further action is required at this time. **(to note)**
- bb) Speed Sign/Device. Pursuant to Minute 078/19 (j). The Council agreed to investigate further the purchase and installation of the AutoSpeedwatch tool. Since the last Council Meeting both Wiltshire Police and Wiltshire Highways have indicated that they are not supportive of the device/s. In addition there is a requirement to ascertain who would be

able to meet the installation and calibration requirements for the device/s, particularly if they were to be moved around locations and not installed in fixed locations. In addition the data collected would need to be collated by a local volunteer Community Speedwatch Team and then forwarded to Wiltshire Police for any actions as their staffing levels prohibit direct input in collation from devices. It reinforces the need for volunteer community involvement, to receive the approved Speedwatch training with an appointed local coordinator in charge. **(to note)**

9. **ANNUAL PARISH MEETING 2020:** The Annual Parish Meeting is scheduled for Monday 20th April 2020 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 2020-2021 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 in this instance they could cover:

- a) CPRE Best Kept Village Competition 2020
- b) Defibrillator Project – Provision
- c) Keep Britain Tidy - Litter Pick
- d) Langley Burrell Neighbourhood Plan
- e) Traffic Speeds/Community Speedwatch
- f) Rights of Way
- g) Gigaclear Broadband Network
- h) Neighbourhood Watch/Community Safety
- i) Parish Council Elections May 2021
- j) Community Emergency Plan
- k) CIL Funding Consultation

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 Council Meeting.

11. **DATE OF NEXT MEETING:**

The date of the **Annual Council Meeting** and the next **Full Council Meeting** is scheduled for **7.30pm Monday 18th May 2020** to be held in the Maud Heath Room, Langley Burrell Village Hall.

However, Members should note that **Monday 20th April 2020** is scheduled for a Council Planning Meeting and Notice will be given if this Meeting is required. This Meeting would commence at 7.15pm prior to the **Annual Parish Meeting** scheduled for 7.30pm on that evening.

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.

To consider the employment of a Council Clerk and Responsible Officer and Contract Terms. **(For Decision)**