

LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

15th January 2020

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 20th January 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)

GUEST PRESENTATION: Wiltshire Council Chippenham Community Engagement Manager - Mr Oliver "Ollie" Phipps

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 18th November 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) 19/10787/FUL
Extension to Agricultural Building
2 Avon Cottages, Avon, Chippenham, Wiltshire SN15 4LS
For Mr Chris Holder **(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.

- b) 19/09465/FUL
Conversion of attached Coach House to form Ancillary Guest Accommodation to the Dwelling House and Intermittent Tourist let Accommodation
Kilverts Parsonage, Chippenham Road, Langley Burrell SN15 4LE
For Mr & Mrs R Whitrow **(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) 19/09728/LBC
Conversion of attached Coach House to form Ancillary Guest Accommodation to the Dwelling House and Intermittent Tourist let Accommodation
Kilverts Parsonage, Chippenham Road, Langley Burrell SN15 4LE
For Mr & Mrs R Whitrow **(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.

- d) 19/11884/TCA
Fell 1 Willow (T1)
Teazel Cottage, Crossing Lane, Langley Burrell SN15 4LQ
For Mrs Melanie Pickering **(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.

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.
Cllr Katerina Johnstone has requested that consideration should be given, to provide evidence of highway and verge damage caused by the works, to a survey/schedule of the existing conditions being prepared/requested to ensure that satisfactory remedial works are carried out on the completion of works. To consider 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 with the target decision date is given as 31st January 2020 **(to note)**
- c) 19/04714/FUL Building Conversion to Holiday Let. 9 Sutton Lane SN15 4LW
Refused 12th November 2019. (to note)
- d) 19/07877/LBC Internal & External Works. Langley Green House, The Common SN15 4LL
Approved with Conditions 15th November 2019. (to note)
- e) 19/09555/VAR Variation of Conditions for Application 18/08446/REM
Approved 20th November 2019. (to note)

- f) 19/10744/TCA Reduce Height of Leylandii to 5 metres etc. Orchard House The Common,
Approved 3rd December 2019. (to note)
- g) 19/08020/FUL Extension to Garage, etc. Kilverts Parsonage SN15 4LE
Approved 30th December 2019. (to note)
- h) 19/08395/LBC Extension to Garage, etc. Kilverts Parsonage SN15 4LE
Approved 30th December 2019. (to note)

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 1887 06.01.20 £ 35.00

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

Members will be aware that the Council's bank account became "frozen" in September 2019. Consequently, the following payments from Wiltshire Council were not accepted:

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

In early December 2019 the bank account became "unfrozen" and this was reported to Wiltshire Council, who would "try again" to pay the sums. No Bank Account Statements have been received to confirm the payments have been made and accepted to date. On the 13th January 2020 the Parish Council was notified by Wiltshire Council of a further CIL payment made:

Wiltshire Council. CIL 18/08316/REM payment Tranche 1 of 3	13.01.20	£ 39,897.84
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To date there has been no indication from Wiltshire Council that this payment has not been accepted by the bank.

- c) Community Infrastructure Levy (CIL) **(to note)**

It was reported at the last Meeting that the sum of £ 91,547.51 was held in the Council's Lloyds Bank Treasurer's Account No 00222628, following notification that the receipt of £ 6,798.72 remained un-banked. If the payment and the later payment of £ 39,897.84 have now been accepted by the bank, then the total will become £138,244.07. This can/will be confirmed when a Bank Account Statement is provided.

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

The last balance reported to the Council was:

30 th August 2019 Sheet No 16	£ 104,851.27
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Following the temporary closure of the Account a number of Council payments became un-paid. It is likely that they have been paid by now following the re-opening of the Account:

Langley Burrell Village Hall. Hire of Hall. Inv 1835	09.10.19	£ 70.00
Langley Burrell Village Hall. Hire of Hall. Inv 1854	18.11.19	£ 35.00
Langley Burrell Village Hall. Maintenance Section 137 Grant	18.11.19	£ 300.00
ADL Traffic Eng Ltd. Invoice 3848-03	18.11.19	£ 480.00

Un-banked receipts:

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
Wiltshire Council. CIL 18/08316/REM payment Tranche 1 of 3	13.01.20	£ 39,897.84

It is likely that they have been received by now following the re-opening of the Account. This can/will be confirmed when a Bank Account Statement is provided.

Despite the previous efforts to change details held with Lloyds Bank and to open the separate CIL account that resulted in the temporary suspension of the existing bank account, there is still the need to remedy the situation by completing a new bank mandate to include all existing Council Members and to change the name and address of the Clerk for communication purposes. Council Standing Orders advise that all Council Members will be cheque signatories, with any two required to sign. The Clerk should not have the authority to sign cheques but should be allowed to view the account/s online and to transfer funds from one Council account to another online when necessary and report such action. Cllr R Whitrow will update the Council on progress made with Lloyds Bank and what actions are now required. **(For Action)**

- e) Council Budget: To consider the Council Budget and Budget proposals for the Council Year 2020-2021 and required Precept.

The Council is required to submit any Precept requirement to Wiltshire Council by the 24th January 2020. At the 18th November 2019 Council Meeting Council Members were asked to consider Council spending plans and inform the Clerk of any suggestions for inclusion, or exclusion from the existing budget to include in the budget template. No suggestions have been received at the time of Agenda publication.

The Council should be mindful of the previous Government's consultations and austerity measure policies on the future of Local Government spending and the possibility that Parish Councils may be considered under capping and referendum proposals. There are still no proposals being suggested at the present time but the situation could change in the lifetime of this Parliament. Latest information is that they intend to continue the deferral of setting referendum principles for Town and Parish Councils, encouraging a continuing downward trend in spending that will be "kept under active review".

The Council will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit and in addition Wiltshire Council may well ask for further Parish Council financial support for any works proposed within the Parish, such as CATG Area Board requests. At the present time there is little room in the Council's budget that can support extra Revenue spending, without increasing the Precept.

Wiltshire Council Financial Planning has provided draft 2020/2021 Tax Base details to assist the Council with their Budget setting and Precept requirements. This is intended to assist Members in their budget setting. **(see attached)**

The Council will be provided with a DRAFT Year Ending 31st March 2020 Receipts and Payment Schedule for the Meeting. Payments already made, including those made at the Meeting will be shown.

Council Members will need to bring forward suggestions for the forward Revenue Budget, which could include increased grass cutting by possibly taking over the cutting of grass verges throughout the Parish as Wiltshire Council reduce this service and any other priorities such as Rights of Way clearance and possibly to suggest any potential savings.

The Council has placed great reliance on the work of Elected Members and local community volunteers all of whom can and should be applauded for their efforts and commitment. However, not only is there an aging population but less and less will be able to provide long term assistance and the Council should be mindful of this when considering the future, so that the Parish is supported both practically and financially by all rather than the few.

Similarly, Council Members will need to bring forward suggestions for the forward Capital Budget and set priorities and realistic timescales. The Council has already and is likely to receive a significant income from Community Infrastructure Levy (CIL) to be used on identified infrastructure projects. However, the funds resulting will need to be retained in the CIL Fund and not included in a general Capital Fund that the Council may wish to hold for projects not considered to be within CIL parameters.

As mentioned above the Council and Parishioners will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the Capital tasks for the local community's benefit.

As a result of the northern Chippenham expansion within the Parish it is likely that there will be an increase in Council Tax Payer numbers this year as dwellings are occupied. This will be a short-term situation until the Boundary Review is completed and the expansion areas become part of Chippenham.

A Budget Proposals 2020/21 spreadsheet showing this years Budget and recent years budgets to give Members some guidance on future budgets will be provided for the Meeting. Although a reduction or small increase in Precept may be welcomed by the Tax Payer, Council Members need to be mindful of the fact mentioned earlier that the Government could introduce measures limiting increases to low percentages, although there has been a suggestion in the past that if increases were required in order to take on devolved services from a Higher Authority then they would not be included in a percentage figure. Circumstances and the new Government Policies may of course change and Members will need to consider if there are any local priorities that should be addressed during the remaining lifetime of this Council. **(see attached) (For Decision)**

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 were scheduled for 5th December 2019 and 16th January 2020. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways November 2019 Newsletter. **(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. At the last Council Meeting, Cllr Julie Hoskins, on behalf of the Trustees, provided an estimate for the supply and installation of public information/interpretation boards that were to be erected by the Trust in Langley Burrell Parish and asked that the Council consider an application for grant aid towards the project at the January 2020 Council Meeting. The final cost is unknown at this time but including erection costs it is likely to be around £1,500.00. It would be possible to fund this from the CIL Fund and it is suggested that the Council approve a CIL Grant of £1,500.00 towards the project. **(For Decision)**
 - ii) Footpath 27, Chippenham and Footpaths 34 and 42 Langley Burrell. The Council received Notification of the Urgent Closures in the interests of public safety to enable safe construction of housing estate and link road from 20th December 2019 for a maximum duration of 21 days. Further Notification was received advising of a further Urgent Closure from 7th January 2020 for a maximum duration of 21 days. A further Notification was received of the Temporary Closure (TTRO 6387) for the safe construction of housing estate and link road from 20th January 2020 for a maximum duration of 6 months. **(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. At the last Council Meeting the Trustees of the Village Hall advised that they would be asking for an increase in the maintenance grant given by the Council for consideration in the Council's forward budget. **(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 16th December 2019 11.00am at Chippenham Borough Lands Charity, Jubilee Building, Market Place, Chippenham

SN15 3HP. To receive any updates. The next Area Board Meeting will take place on Monday 3rd February 2020 at 7.00pm in Sheldon School, Chippenham. A further Area Board Meeting is scheduled for Monday 27th April 2020 at 7.00pm in The Neeld Hall, Chippenham. Notification has recently been received that the Area Board Meeting scheduled for Wednesday 3rd June 2020 has been cancelled. **(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 scheduled for Wednesday 26th February 2020 at 7.30pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. This will include refreshments, as a decision was taken to postpone the Meeting scheduled for December 2019. **(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 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) Langley Burrell Neighbourhood Plan. Cllr R Whitrow is the Council lead Member. Pursuant to Minute 068/19 (d) the Council deferred any action on an updated Plan until the Community Governance Review altering Parish boundaries was complete. To receive any updates and to consider any actions required. **(For Decision)**
- b) 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 the last 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. **(For Decision)**
- c) CIL Funding. Pursuant to Minute 068/19 (l) 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. With this in mind the Council agreed that efforts should be made to complete a whole community consultation within a twelve-month period. Any consultation needed to be inclusive and meaningful, with all groups encouraged to engage, including those less vocal or more vulnerable, by reaching out to the whole community. To consider and agree any actions. **(For Decision)**
- d) Defibrillator Project. Pursuant to Minute 068/19 (i). The Council has agreed that the provision of defibrillators in the Parish should be a priority, using CIL Funds. There is a need to agree prominent locations and Members agreed to approach building owners to ascertain if they would agree to accommodate a defibrillator for community benefit. For a single defibrillator the 4-year lease scheme with the S W Ambulance Trust with support package costs £1,800.00 plus VAT. An order for a second defibrillator, placed at the same time, is a reduced rate of £1,000.00 plus VAT. Prior to moving the project forward 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 Trust. To receive any updates from Council Members and to consider and agree any actions. **(For Decision)**

- e) Notice Board Replacement/Provision. Pursuant to Minute 067/19 (b). The Council discussed the provision of a replacement Notice Board in the area of Oakhurst and also the provision of a new Notice Board in the Kellaways area. They agreed to consider the matter further as a forward Capital budget item at the January Council Meeting. However, the Notice Boards can be funded through CIL Funds, as they would benefit the whole community. Consequently, there is no need to consider as a budget growth item. The Notice Board Company Ltd supplies and erects purpose made polyester coated aluminium, toughened glazed, lockable solutions for Local Authorities, Churches, etc and for a front opening twin door glazed model, sufficient to accommodate 12 x A4 sheets would cost in the region of £6,000.00 plus VAT for supply and installation. The colour could be agreed but a Dark Green with Gold lettering on the domed header is often used in rural locations. An example is attached. To consider and agree to request a written quotation and if within budget to confirm that the project should proceed as soon as possible. **(see attached) (For Decision)**
- f) Fly Tipping. The Chippenham Area Board funded the provision of signs to deter Fly Tipping. There was a need advise Wiltshire Councillor H Greenman of the locations of any erected signage. . To receive any updates from Council Members and to consider and agree any actions. **(For Decision)**
- g) Community Governance Review. Wiltshire Council invited affected Parishes to meet their Electoral Review Committee on the 16th December 2019. The Council was invited to attend as a consequence of the Electoral Review proposals to move areas of the existing Kington Division into expanded Chippenham Divisions. The Council had agreed that with the proposed changes the areas involved should move from the Parish into Chippenham Parish. The Council Clerk attended on the Council's behalf to confirm that there was no objection from the Council. **(to note)**
- h) Wiltshire Council Operational Flood Working Group North. The Group met on the 11th December 2019 at the Wiltshire Air Ambulance Base, Semington, Melksham. The Agenda was published and circulated to Council Members. To receive any updates from attendees. The next Meeting is scheduled for 12th February 2020 at a venue to be advised. **(to note)**
- i) Wiltshire Council Budget 2020/21. The Council was notified that several opportunities were available to meet Cabinet Members. The nearest for the Council was held on Thursday 9th January 2020 in the Council Chamber, Monkton Park, Chippenham **(to note)**
- j) Speed Sign/Device. Pursuant to Minute 068/19 (j). The Council agreed to investigate further the purchase and installation of the AutoSpeedwatch tool. The proposal would benefit the whole community and CIL Funds could be used. There was a need for the locations to be agreed with Wiltshire Highways. To receive any updates. **(to note)**
- k) Community First AGM 2019. The Council was invited to attend the AGM held on Wednesday 9th October 2019 in The Town Hall, Devizes. The Minutes of the Meeting have been received and circulated. **(previously circulated) (to note)**
- l) Wiltshire Council - Briefing Note No 19-039. The Council has received a Briefing Note in regards to the Community Area Joint Needs Assessment. **(see attached) (to note)**
- m) Buckingham Palace Garden Party – 27th May 2020. WALC has invited nomination/s to enter the County draw. Names will be drawn randomly from those entered in the Wiltshire draw. Council nominees for last year were Mr Brian Mifflin and Mrs Helen Mifflin. They were unsuccessful in the 2019 draw and their names have been re-submitted for the 2020 draw. **(to note)**
- n) NALC. The Council has received information for local Councils to prepare for website accessibility regulations. The Council's website designer/provider/manager will need to be aware of the requirements to that the Council can comply within the required timescales. **(see attached) (to note)**
- o) Wiltshire Council - Briefing Note No 20-01. The Council has received a Briefing Note in regards to the Community Governance Review-Survey. **(see attached) (to note)**
- p) Council Member Vacancy. Cllr D Mannering has moved from the Parish but attended the last Council Meeting. Until formal resignation is received there is no Council Vacancy and the legal process for replacement cannot be commenced. **(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 Council Meeting.

10. **DATE OF NEXT MEETING:** The next Council Meeting is scheduled for **Monday 16th March 2020 at 7.30pm**, in the Maud Heath Room, Langley Burrell Village Hall. A Planning Council Meeting is scheduled for Monday 17th February 2020 for which Notice will be given if required.