

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

The Meeting was held as a Zoom Virtual Meeting

8th February 2021

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

Also Present: Simon Hendry, Christine Lamb, Adene West-Webbe and Kirsty Dickerson representing Future Chippenham and 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.

PRESENTATION

Wiltshire Council Future Chippenham Consultation

Wiltshire Council (Future Chippenham Team) had offered to attend the Council Meeting to provide Council Members with a virtual presentation and run a question and answer session on the Future Chippenham programme public consultation as the Parish Council was a key stakeholder.

The presentation provided information on the £75m grant availability to provide a Chippenham eastern distributor road and improvements to M4 Junction 17. Unless agreed the grant would be lost. Three options were proposed in a Consultation document that should not be confused with the Local Plan Consultation taking place. All three options would facilitate the provision of future development to the east and south of Chippenham to some degree but none would provide a solution to accommodate all required growth in the Local Plan proposals likely resulting in development proposals already outside of the distributor road. It was emphasised that the project was not a ring road for Chippenham from the A350 to the A4 and onwards.

A question and answer session followed the presentation highlighting issues that particularly concerned the Parish Council and the Future Chippenham representatives looked forward to receiving the Council's formal representations.

055/20 APOLOGIES FOR ABSENCE

All Council Members were in attendance. Apologies were received from Wiltshire Councillor H Greenman who had advised that he had to attend another Kington Division Parish Council Meeting but may be able connect later in the evening.

056/20 DECLARATION(S) OF INTEREST AND DISPENSATIONS - IN ACCORDANCE WITH LANGLEY BURRELL WITHOUT PARISH COUNCIL'S CODE OF CONDUCT AND STANDING ORDERS

There were no Declarations received.

057/20 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 14th December 2020.

Cllr R Whitrow proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY

058/20 PLANNING

Planning Applications: Prior to the consideration of Planning Applications, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no Representations received.

a) 20/10468/FUL

Extension and Alterations to Dwelling and Associated Works
Teazel Cottage, The Common, Langley Burrell SN15 4LQ
For Mr R & Mrs J Hathaway

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

Cllr R Whitrow proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY

b) 20/11532/TCA

Fell 4 Ash Trees (T1,T6,T7,T8), Coppice 1 Willow (T2), 6 Metre Reduction to Oak over Road (T9), Pollard 1 Oak to 6 Metres (T10)
Land at Langley Burrell, Nr Chippenham, Wiltshire
For Langley Burrell Estate

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

Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

- c) 20/11468/REM
Reserved Matters for Development Comprising the Erection of 37 Dwellings and Associated Landscaping on the Land at North Chippenham
Land at North Chippenham, Hill Corner Road, West of A350, Chippenham
For BDW Trading Limited

Following consideration of the application the Council agreed that as the proposals were part of the northern expansion of Chippenham and would soon become part of the urban area there was no need to respond to this consultation.

Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

- d) 20/11471/FUL
Conversion and Change of use of Barn from Agricultural to Equestrian and Associated Works
Barn and Land at Teazel Cottage, The Common, Langley Burrell SN15 4LQ
For Mr R & Mrs J Hathaway

Following consideration of the application **the Council resolved that they had no objections** to the proposals.

Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

There were no further planning applications considered.

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) 20/04524/FUL
Full Planning Application for the Erection of a Single Dwelling of Exceptional Quality and Innovative Nature of Design and Creation of New Access and Associated Landscaping
Land South of Steinbrook House, Swindon Road, Kington Langley, Chippenham, Wiltshire
For Jennifer & Eddy Shah **No decision yet from Wiltshire Council**
- b) 15/12351/OUT
Outline Permission for up to 650 Dwellings, Including 5ha Employment Generating Space and a 2 Form Entry Primary School. Up to 10ha New Public Open Space Including Country Park, Landscaping, Stormwater & Foul Drainage Works, Substation and Associated Infrastructure Works. Access Using Parsonage Way - Over New Railway Bridge, Darcy Close and from Cocklebury Lane (for Pedestrian/Emergency Works).
Land at Rawlings Farm, Cocklebury Lane, Chippenham, Wiltshire SN15 3LR
For KBC Developments LLP **There was no update**
- c) 20/05495/FUL
New Residential Development following the Demolition of Existing Buildings. To include: Public Open Space; Landscaping; Sustainable Urban Drainage and other Associated Infrastructure Works

Land at Ambulance Headquarters, Malmesbury Road, Chippenham, SN15 5LN
For Persimmon Homes (Wessex) Ltd **No decision yet by Wiltshire Council**

d) 17/07793/FUL

Works to existing road to provide new road link connecting B4069 Langley Road and Parsonage Way, including provision of a footway/cycleway and new landscaping. Construction of new gyratory junction at Langley Road. Stopping up of existing section of Parsonage Way and change of use to provide storage area. Construction of link to existing storage area and provision of security fencing

Wavin Ltd, Parson Way, Chippenham Wiltshire

For Mr Roger Taylor – Wavin Ltd **There was no update**

e) 20/08525/FUL

Use of Site for Siting of 60 Touring Caravans for 12 Months a Year
Plough Lane Caravan Site, Plough Lane, Kington Langley SN15 5PS
For Trimagger Ltd **No decision yet by Wiltshire Council**

f) 20/06497/LBC

Removal of Tiles to Front and Rear Roof Slopes of 35 The Common, Repairs to Timbers and Retiling of Roof using Cotswold Stone Tiles
35 The Common, Langley Burrell SN15 4LQ

For Squire Ashe Properties Ltd **Approved with Conditions 28th January 2021**

g) 20/10468/FUL

Extension and Alterations to Dwelling and Associated Works
Teazel Cottage, The Common, Langley Burrell SN15 4LQ

For Mr R & Mrs J Hathaway **Approved with Conditions 19th January 2021**

059/20 FINANCE

The Council considered financial matters and received notification of receipts and invoices for payment.

- a) **Payments:** The Council noted that there were no Payments to make. **(noted)**
- b) **Payments made since the Last Council meeting:** The Council noted that the following Payments had been made. **(noted)**

PKF Littlejohn LLP. External Audit Fees 19/20	17.12.20	£ 480.00
Greenbarnes Ltd. Notice Boards purchase. Inv 15728	21.12.20	£ 5,428.77
Idverde Limited Maintenance Contract. Inv GM798660	29.01.21	£ 327.60
BT Conferencing Nov 20	10.01.21	£ 57.17
BT Conferencing Dec 20	10.01.21	£ 47.59
Wayne Johnson. Notice Board Installation	29.01.21	£ 380.00

- c) **Receipts:** The Council noted the following receipts since the last Council Meeting. **(noted)**

Wiltshire Council CIL Payment:18/08316/REM(Tr 2 of 3) 01.01.21 £46,547.48

- d) **Lloyds Bank CIL Account No 73537468** The Council noted the account balance.

29th January 2021

£ 39,921.81

- e) **Lloyds Bank Treasurers Account No 00222628** The Council noted the account balance.

29th January 2021

£ 388,858.49

Members noted that approximately £ 369,928.48 would be transferred from this account to the CIL account when transfer facilities were available. **(noted)**

Cllr D Mannering reported that the Council had now received circa £400,000.00 in CIL payments to date and that it was unlikely that any further payments would be received, as those scheduled after the Parish Boundary changes in April 2021 would be expected to be paid to Chippenham Town Council. **(noted)**

- f) **Lloyds Bank Accounts-Online Banking**

The Council had agreed that to facilitate the transfer of funds between the Treasurers and the CIL Accounts a change to Council Standing Orders was required. The amended version was circulated for approval. Under Council Standing Orders any motion to vary or revoke a Standing Order permanently after being proposed and seconded, stood adjourned without discussion to the next Ordinary Meeting of the Full Council, and would become an agenda item, and the Public informed in the normal way. **The Council agreed to** the amended Council Standing Order and would confirm at the next Meeting.

Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY

- g) **Annual Governance and Accountability Return Year Ending 31st March 2020**

The Council had been advised at the last Meeting that they had submitted the Annual Return to the External Auditor, PKF Littlejohn LLP, on the 25th August 2020 within the required timescale and that the Council had been advised that an Interim Report had needed to be issued, as they were unable to complete their review work by the 30th November 2020. They had completed Section 3 of the AGAR that indicated that on the basis of their review under Sections 1 and 2 of the AGAR no matters had given cause for concern. The Interim Report had been issued to allow the Council to publish the Notice of Audit and Right to Inspect the Annual Return on the 30th November 2020. This had been done and appeared on the Council's website. The Final Report had been received on the 16th December 2020 and no changes had been made. **(noted)**

060/20 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Parish Steward visits were scheduled for 11th February, 11th March, 12th April and 11th May 2021. The Clerk advised that the priority schedule had been updated and raised the footpath clearance along the B4069 to a higher priority. The increase in the number of potholes within the Parish was noted. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

- a) Maud Heath's Causeway. Cllr Julie Hoskins briefly reported on her continuing investigations in regards to the provision of webcam/s. There was an indication that cameras were often stolen or vandalised. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish. There were no issues raised that had not been previously reported. **(noted)**
 - a) Principle Traffic Engineer. Since the last Council Meeting the Council had been advised by Mr Martin Rose that he would be leaving his role in traffic team after 26 years to move to a local highways Area Manager (Central) position. He had thanked the Council (and the Chippenham Community Area in general), for their support and patience. He had played an active role in CATG and had been often the "name to go to" to get things done. The Clerk, on behalf of the Council, had written to him saying that he had been a stalwart and friend and that Langley Burrell would miss him. **(noted)**

061/20 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** The Clerk was still trying to make arrangements for re-directing visitors from the community website to the Council's website and was still having difficulties in acquiring website access details to make changes. Cllr Mrs K Johnstone advised that she may be able to provide access details. The Clerk confirmed that the Council's CIL application policy would be uploaded the following day. **(noted)**
- b) **Notice Board/s:** The two free standing Notice Boards had been erected and St Giles PCC had thanked the Council. The wall hung Notice Board would be erected at the Village Hall in the near future. This would complete the CIL project. **(noted)**
- c) **Flooding & Drainage:** There were no issues raised that had not been previously reported. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone, the Village Hall Trustee/Treasurer updated the Council on recent discussion with the landowner's agent on long-term arrangements. There remained the need for the Village Hall Trustees to consider the use of CIL funding for potential Capital projects that could possibly proceed on areas of land owned by the Village Hall Trust. These were time-limited opportunities. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** A Virtual Area Board Meeting had been held on Wednesday 10th February 2021. The Parish Forum had not met for 12 months and there was an intention to ask Forum members if they wished to hold a Virtual Meeting to have a general discussion. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** Cllr R Whitrow briefly reported on progress made to produce a LBRA database so that the Steering Group could acquire names and email addresses for online contact. The Parish Council's recent consultation had solicited some response from Parishioners but not sufficient to create a comprehensive database and LBRA were attempting to acquire contact information from other sources. An approach had recently been

made to Wiltshire Council for an updated Housing Needs Survey to inform the review of the Neighbourhood Plan Housing Policies and a reply was awaited. There was relatively slow progress since the last Meeting as LBRA looked to fill Officer positions and the Steering Group had yet to be formally constituted. There appeared to be a lack of appetite to take the position of Chair of the Association. It was important that there was continuing contact between LBRA and the Council as referenced in the Terms of Reference produced for the review of the Plan. **(noted)**

- g) **Council Insurance:** There was now a need to update the Insurance Policy as the Dog Poo bins, Autospeedwatch tools and Notice Boards are installed. **(noted)**
- f) **Council Standing Orders & Code of Conduct:** The Council had been advised that NALC were producing an updated version, to include a standard template, for the Council to consider and agree necessary amendments and updates of the Council Standing Orders & Code of Conduct. In the interim period the existing would remain in place, subject to the proposed banking online amendment that would be confirmed at the next Meeting. **(noted)**
- g) **Asset Register:** There was now a need to update the Asset Register to include the Dog Poo bins, Autospeedwatch tools and Notice Boards recently installed. **(noted)**
- h) **Risk Assessment:** There was no update. **(noted)**
- i) **Health & Safety and Management Register:** There was no update. **(noted)**
- j) **Freedom of Information Act-Publication Scheme:** There was no update. **(noted)**
- k) **Parochial Church Council/s:** There was no update. **(noted)**
- l) **Emergency/Flood Plan:** There was no update. **(noted)**
- m) **Community Safety/Neighbourhood Watch Scheme:** There was no update. **(noted)**
- n) **Data Protection. GDPR:** There were no updates required. **(noted)**

062/20 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 – Briefing Note 20-37. The Briefing Note provided an update on the Housing Land Supply position in Wiltshire at December 2020. **(noted)**
- b) Defibrillator Project. There remained a number of issues to resolve in regards to sites, power supplies, monitoring and installation. Cllr Julie Hoskins advised that St Giles Church had asked for technical details and agreement to costs to be provided prior to agreeing to siting at the Church. Cllr Katerina Johnstone advised that consideration was now being given to securing a power supply to the bus shelter from an adjacent residential

property and agreement was still to be reached, including costs. **The Council agreed that** there was a need to make progress by continuing with the Village Hall defibrillator installation only, leaving the other two until siting arrangements had been concluded. The S W Ambulance Trust offer for cost reductions for more than one defibrillator would not apply and the Clerk would investigate further and report to a future Meeting. **Cllr Julie Hoskins proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY**

- c) CIL Funding. The Clerk confirmed that the Council's CIL application policy would be uploaded to the website the following day. There was no further update. **(noted)**
- d) WiltshireOnline – High Speed Broadband – Gigaclear. There were no issues raised. **(noted)**
- e) Wiltshire Council – Briefing Note 20-39. The Briefing Note provided an update on the Management of Council Business and Publicity during the Pre-Election Period for the Unitary, Parish and Police and Crime Panel Elections on the 6th May 2021. **(noted)**
- f) Speed Signs/Devices. The Autospeedwatch tools had been installed and registered. At the present time there was no data available. It was perceived that their existence had already provided a traffic calming influence. The Council remained aware that a Community Speedwatch Team and coordinator were still required. In the meantime the Council still wished to pursue the purchase and installation of a Speed Indicator Device (SID) and there would be a need to be aware of the “hot spots” in the Parish and to confirm exact positions. There was a need to agree verge locations with Wiltshire Highways and to seek tenders for the installation of re-locatable posts using an Approved Contractor from the Wiltshire Highways lists. **(noted)**
- g) Dog Poo Bins. The bins had now been installed. The bin signage had been altered to show multi use and the Idverde Ltd maintenance contract had commenced. The CIL project was now completed. **(noted)**
- h) Parish Council Database. The Council had now written to every household in the Parish, enclosing a stamped addressed return envelope, that would allow the Council to update all on Council initiatives over the last 12 months, including CIL funding opportunities and the Neighbourhood Plan update also requesting approval for a household email address to be included in a Council database for further contact. This had also provided the opportunity to introduce the Langley Burrell Residents Association to them and advise them that the Association was acting as the Steering Group on the Neighbourhood Plan update. The mailing had been made just before the Festive period and initial returns had been promising. Disappointingly, the return rate had slowed with only 37 from the 126 consulted responding. **(noted)**
- i) Annual Parish Meetings 2020 and 2021. Council Members were aware that because of Covid-19 restrictions the APM (April 2020) had been cancelled. The APM (April 2021) was scheduled for 19th April 2021 at 7.45pm. It was very likely that this would be cancelled for similar reasons. With this in mind the Council would have gone two years without

reporting to the community and given them the opportunity to raise questions, etc. This was further complicated by the fact that the Council's "life" would end in May 2021, with Elections scheduled for 6th May 2021. The Council had adopted BT Conferencing to hold Virtual Meetings and with the possibility to use Zoom Audio/Video communications to hold Virtual Meetings the Council considered holding a Virtual Annual Parish Meeting on the 19th April 2021. This would give the Council the opportunity of reporting, saying goodbye and publicising the Elections to attract candidates. It would also provide the opportunity for the LBRA to provide a report and any progress on the Neighbourhood Plan review. **The Council agreed to hold a Zoom Virtual Annual Parish Meeting on Monday 19th April 2021 at 7.45pm.**

j) Joint Council/Community Working Parties. The Council had agreed that consideration should be given to two separate workstreams, being working groups of Council Members and Volunteers, tasked with the following:

- Neighbourhood Plan update, to include allocated/identified site/s and amended Designated Plan Area Boundaries as of May 2021.
- Planning Objections to future Barrow Farm application/s and appraisal of material planning reasons.

Cllr R Whitrow reported on his continuing discussions with Rachel Hooper in regards to professional advice. **The Council agreed that these should be further pursued.**

k) Wiltshire Council – Briefing Note 21-01. The Briefing Note provided information on the Future Chippenham Programme-Public Consultation. (ending 12th March 2021) **(noted)**

l) Future Chippenham. The Calne Without Parish Council had contacted the Council keen to understand the views of Parish Councils affected by the Future Chippenham proposals. They had asked if and when the Council would be considering the proposal and making a response to the Consultation and if the Council would be happy to share the response with them. The Council's response would be in the public domain and a copy could be made available to Calne Without Parish Council. Following the presentation earlier in the Meeting the Council briefly discussed their initial thoughts, particularly considering that any road link from the A350 around Chippenham to the east and onwards should be a Ring Road and not simply a Distributor Road. Resulting from discussion **the Council agreed to bring forward the date of their next Council Meeting to Tuesday 2nd March 2021 at 7.00pm in order to respond within the timescale. (noted)**

m) Wiltshire Council Local Plan Review and Gypsy and Travellers Plan Consultations. The Council had been advised that the Consultations (Period up to 2036) commenced on the 13th January 2021 and ended on the 9th March 2021. There had been online engagement sessions to find out more of the potential sites in the area. The sessions that would affect the Council's Parish were "Planning for Chippenham" and "Planning for Rural Areas". Resulting from discussion **the Council agreed to bring forward the date of their next Council Meeting to Tuesday 2nd March 2021 at 7.00pm in order to respond within the timescale.**

- n) Assets of Community Value. The Council wished to give consideration to promoting the registration of The Langley Tap and the Sports Field as Assets of Community Value. This would provide a short safety net for any proposals that might come forward from owners wishing to change the use or sell what were significant community assets. The **Council agreed to** pursue the Registration of both as a Community Asset. In addition the Council briefly discussed the potential for a community purchase of The Langley Tap and implications, to retain the facility. The matter was not an Agenda item and, if necessary, would be considered at a future Council Meeting. **(noted)**
- o) Wiltshire Council Elections - 6th May 2021. The Political Parties had begun selecting Candidates for the Kington Division Election. The Clerk would be approached by some of the Candidates to ask if they could receive notification and attend Council Meetings, also receive Agendas and Minutes so that they could become familiar with ongoing Parish matters/issues. As the public could attend all Meetings and could view related papers (other than Confidential Items) the Clerk confirmed that he would agree to provide this service, as there were no costs involved. Candidates would be blind copied into email communications until their candidacy was in the public domain. **(noted)**
- p) CPRE Wiltshire best Kept Village Competition 2021. The Council had received advanced notification that the BKVC was to take place this year. No decision was required on entry at this stage, as invitations would be received at a later date. **(noted)**
- q) St Peter's Church – Section 137 Grant Application. The Council had received a request for financial aid towards the upkeep of the Churchyard, particularly grass cutting. The services of a local house gardening team were no longer available and the Church budget now reflected the need to employ a paid gardener. The Church income had been reduced because of Covid-19 and any increase in previous grant aid would be welcomed. Following consideration **the Council agreed to** provide a Section 137 grant of £200.00. **Cllr R Whitrow proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY**
- r) National Covid-19 Lockdown. The Council was aware that a Lockdown commenced on Tuesday 5th January 2021 until at least mid-February or until a review took place. The Council considered if there were any actions that they could take to assist the community and volunteers during the Lockdown period. The Council felt that there were no actions to take at the present time but that they would consider any requests made to them if received. **(noted)**

063/20 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) The Council agreed to consider any requests received for Section 137 grant aid at the next Meeting. Potential applicants should be reminded that the Council's financial year ended on 31st March 2021.

- b) The Clerk confirmed that an updated Receipts and Payments Schedule, including potential year-end 31st March 2021 spending would be provided at the next Meeting.
- c) Cllr D Mannering suggested that until the May 2021 Council Elections all future Council Meetings should commence at 7.00pm.
- d) Cllr D Mannering asked that the Council should be mindful of Council Standing Orders when purchasing goods or agreeing contracts having now started to spend CIL funds on capital works within the Parish. The Clerk would advise the Council at the next Meeting.
- e) The Langley Tap. Consideration of the future and potential loss to the community.

There were no further issues raised.

064/20 DATE OF NEXT MEETING

The date of next Council Meeting was re-scheduled for **7.00pm, Tuesday 2nd March 2021**. However, Members noted that at the present time the Covid-19 restrictions prevented this from taking place within the Village Hall. Should the situation change Members would be advised. Members had agreed that Virtual Public Meetings would be held to conduct Council business. It was likely that the Meeting would be held by Zoom Audio/Visual Communications.

PART 2 AGENDA

The following Item related to Confidential Matters, and 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 was excluded for the remainder of the Meeting.

- a) Land ownership issues.

The Council Chairman reported that conversations continued with a local landowner and a further update would be given at the next Council Meeting. Discussions were also taking place on potential long-term lease arrangements.

Signed:

Date: **2nd March 2021**