

LANGLEY BURRELL WITHOUT PARISH COUNCIL DRAFT MINUTES

Council Meeting

held at 7.30pm

Maud Heath Room, Langley Burrell Village Hall

16th March 2020

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

Also Present: Wiltshire Councillor H Greenman and 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

Wiltshire Councillor H Greenman briefly summarised the financial funding difficulties being faced by the Wiltshire Council, particularly relating to Social Services and Adult Care and the potential repercussions on “front line services” that could include Streetscene Services with the potential loss of the Parish Steward Scheme. He reported that following the resignation of the former Leader of the Council having been promoted to a Government position there would be a By Election held for the By Brook Unitary Division. He also warned that there would be serious issues to resolve in regards to the Coronavirus epidemic and that Wiltshire Council would continually update Parish and Town Councils with advice.

081/19 APOLOGIES FOR ABSENCE

All Council Members were present.

082/19 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.

083/19 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 20th January 2020.

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

084/19 PLANNING 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.

Planning Applications:

- a) 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

Following consideration of the application **the Council resolved to raise no objections to the proposal.**

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

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

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that the Council had no objections and had agreed that this would be confirmed at the next Council Meeting. The Council confirmed that they had no objections to raise. **Cllr Julie Hoskins proposed, Cllr R Whitrow seconded and RESOLVED UNANIMOUSLY**

- 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 SN15 4LQ
For Mr A Morgan

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that the Council had no objections and had agreed that this would be confirmed at the next Council Meeting. The Council confirmed that they had no objections to raise. **Cllr Julie Hoskins proposed, Cllr R Whitrow seconded and RESOLVED UNANIMOUSLY**

The Council had been notified that the Application had been **Approved with Conditions on 21st February 2020.**

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) 18/02037/FUL
Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc.
The application was approved with Conditions 13th November 2019.

The Council had asked the Planning Officer for an update on the discharge of conditions and a timescale for commencement. A response had been received indicating that there had been no submission for discharge of conditions to date and that he was unaware of any intention to commence works. He had further advised that when any conditions are discharged he would notify the Council so that interested parties could view the approved details. **(noted)**

- b) 15/12351/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc. There had been no decision to date.

The Council had asked the Planning Officer for an update on the status of the application. A response had been received indicating that further information was awaited from the applicant and there was no target date for a decision. There had been a fairly recent exchange of a draft Section 106 Agreement. **(noted)**

085/19 FINANCE

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

a) Payments:

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 16.03.20	£ 479.82*
Clerks Net Salary Mr V A Vines Year 2019-2020 Claim 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

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

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

Delegation to the Clerk and Responsible Officer:

The Council was well aware of the Coronavirus epidemic and the likely short and medium term options that may lead to the cancellation or postponement of Council Meetings. The Council's Standing Orders referred to the fact that all payments should be made by cheque requiring two signatures at a Council Meeting. Although in contravention of Standing Orders, because of the threatening circumstances, one option would be for the Council to sign additional cheques, with no payees, at the Meeting and delegate to the Clerk, as the only Council employee, the duty of issuing cheques after consultation and agreement by a simple majority of Council Members as a transparent process via Email. It was not legal to delegate this function to a Council Member. **The Council agreed with this suggestion and further agreed that**, if necessary, one of the signed cheques could be used for a £1,000.00 petty cash float that the Clerk could disburse in line with the transparent process above.

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

- b) **Receipts:** The Council had not received a bank statement from Lloyds Bank since the last Council Meeting and it could not be confirmed that two payments had been received. It was expected that the situation would be resolved before the next Council Meeting.

Wiltshire Council. Parish Precept 19/20 Tranche 2 23.09.19 £ 6,600.00
Wiltshire Council. CIL 17/05149/REM Tranche 3 of 3 10.10.19 £ 6,798.72

- c) **Lloyds Bank Treasurers Account No 00222628**

30th January 2020 Sheet No 17 £ 105,916.00

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

- d) **Lloyds Bank CIL Account No 73537468**

31st January 2020 Sheet No 1 £ 39,909.37

- e) **Budget and Precept 2020/21:**

At the last Council Meeting the Council had considered budget options and proposals in order to agree a Precept Requirement within the Wiltshire Council's required timescale. The Council had agreed a Precept of £22,455.00 reflecting a 4.62% increase. For Members information a copy of the Adopted Budget and associated comments was circulated for information. **(noted)**

086/19 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Council Members considered amendments to the top 5 priorities to be notified to Wiltshire Highways. Issues to raise in addition to previously reported works were; investigation and rectification of highway surface water at "Shady Corner" that would be particularly dangerous if becoming a sheet of ice and the clearance of the first length of B4069 highway footpath from St Peter's Church. Parish Steward visits had been scheduled for 13th February and 12th March 2020. A further visit was scheduled for 9th April 2020. Notification has been received that there was a priority being given to pothole repairs, particularly caused by flooding. Wiltshire Council had stressed that reporting should be done using the MyWiltshire App, so that they could be dealt with swiftly. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways January and March 2020 Newsletters and attachments. **(noted)** The date for the Annual Highways Meeting at Monkton Park Offices was the 4th May 2020 7.00pm to 9.00pm. Council Member attendance would be worthwhile. **(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 on behalf of the Maud Heath Trustees, presented an application for CIL Grant funding for the supply and installation of public information/interpretation boards that the Trust wished to erect in Langley Burrell Without Parish for the benefit of the local community and also visitors/tourists. The total cost

was £1,412.40 including VAT. The Council had deferred the matter at the last Council Meeting until final details were available and in determining the application considered that, as this proposal would benefit the whole community and would be a valuable asset, it should be considered as a Council Project. With this in mind the Council asked the Trust to request the suppliers/contractors involved to invoice the Council direct and instructed the Clerk to pay both invoices on receipt. Cheques were signed to the value of £1,142.20 and £270.00 and would be issued by the Clerk when necessary. **Cllr D Mannering proposed, Cllr R Whitrow seconded and RESOLVED UNANIMOUSLY**

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

Minute 086/19 (a) refers. **(noted)**

087/19 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** The Clerk advised that the new Council Website had now “gone live” and could be viewed at www.langleyburrellparishcouncil.gov.uk The process of uploading information was continuing and Council Membership details were available with gov.uk email addresses diverting to personal email addresses as had been requested. This needed some refining as the personal email addresses were being exposed but the Clerk assured Members that this was only an interim situation that would be rectified. The Clerk advised that it was intended that historic Council information would be transferred/copied to the new website in due course but the website was fully active with at least the last 2 years Agendas and Minutes uploaded and he was working on Financial and other matters. In reality it was a time factor but all would be completed. Council Members who had already viewed the website were complimentary. **(noted)**
- b) **Notice Board/s:** It had been agreed that the provision of replacement notice board/s would be a Council priority and considered as a CIL Fund spending project. The Clerk would be providing further details of designs and costs for consideration at a future Council Meeting. **(noted)**
- c) **Flooding & Drainage:** There was no update. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that the Village Hall was beginning to lose bookings resulting from the Coronavirus outbreak that would impact on their finances. A later Agenda item related to a request to consider an increase in the amount of maintenance grant that had been static for a number of years. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Parish Forum:** A Chippenham Area Board Meeting was held on Monday 3rd February 2020 in Sheldon School, Chippenham. The next Area Board Meeting was scheduled for Monday 23rd March 2020 at 7.00pm in Yatton Keynell Village Hall, Biddestone Lane SN14 7EJ. The Chippenham Community Area Parish Forum met on Wednesday 26th February 2020 in St Peter’s Church Meeting Room, Lordsmead, Chippenham. The next Forum Meeting was scheduled for Wednesday 22nd April 2020 at 7.30pm in Stanton St Quintin Parish Hall. **(noted)**

- f) **Langley Burrell Neighbourhood Plan:** There was no update and this would become an Annual Parish Meeting Agenda item. **(noted)**
- 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 required. **(noted)**
- j) **Risk Assessment:** There was no update. **(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:** There was no update. **(noted)**
- n) **Community Safety/Neighbourhood Watch Scheme:** There was no update and the matter would become an Annual Parish Meeting Agenda item to elicit support. **(noted)**

Dog Poo Bins. The Council considered whether there was a requirement to install additional bins. There appeared to be a need for around 5 new bins installed at strategic locations for the benefit of the community and could be funded through CIL Funds held by the Council. The Clerk agreed to investigate costs of supply and installation and also the required emptying service. **(noted)**

- o) **Data Protection. GDPR:** There was no update. **(noted)**
- p) **Wiltshire Local Plan Review:** The Council had received the Notification of Adoption of the Wiltshire Housing Site Allocations Plan and considered that there were no implications for the Parish at this time. **(noted)**

088/19 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 - Novel Coronavirus (COVID-19) local stakeholders briefing 5th March 2020. The Council noted receipt of a briefing provided for information and would continue to receive updates from Wiltshire Council. **(noted)**
- b) Wiltshire Council - Novel Coronavirus (COVID-19) local stakeholders briefing 11th March 2020. The Council noted receipt of a briefing provided for information and would continue to receive updates from Wiltshire Council. **(noted)**
- c) Wiltshire Council - Novel Coronavirus (COVID-19) local stakeholders briefing 12th March 2020. The Council noted receipt of a briefing provided for information and would continue to receive updates from Wiltshire Council. **(noted)**

i) Cllr Katerina Johnstone had produced a leaflet to be distributed throughout the Parish offering help to vulnerable people and those self-

- isolating. The Council welcomed this initiative and Members offered to help when needed. The view was taken that although areas of the northern Chippenham expansion were still within the Parish it would be too onerous to include them in the distribution and it was likely that they would look for Chippenham assistance in any case. **(noted)**
- d) The Great British Spring Clean – 20th March – 13th April 2020. The Council had been advised of the dates of this year’s mass-action environmental campaign. When local volunteers were previously available there was a local litter pick arranged and Cllr Katerina Johnstone reported that this presently scheduled for 28th March 2020. More details were available at www.keepbritaintidy.org **(noted)**
- e) CPRE Wiltshire- Best Kept Village Competition 2020. Further to Minute 088/19 (y) below. The CPRE had now issued invitations to all Wiltshire Towns and Parishes to enter this year’s BKV Competition. The Council had not previously entered **and confirmed that they would not enter** this year’s Competition.
- f) Wiltshire Council - Briefing Note No 20-11. The Council had 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. **(noted)**
- g) Wiltshire Council – Green Infrastructure and Open Space Collaboration and Household Survey. The Council had been advised of the consultation with a request to promote to the wider population. Timescale for responses was given as 31st March 2020 but the Clerk had sought an extension to 14th April 2020. This was a major piece of work relating to future Wiltshire Local Plan Policies and the Council needed to ensure that a full and proper response was given. The Council considered responses and asked the Clerk to prepare a draft submission and circulate for Council Members views.
- h) Wiltshire Council - Briefing Note No 20-10. The Council noted receipt of 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 A further Briefing Note had been received on the subject. **(noted)**
- i) Wiltshire Council - Briefing Note No 20-10A. The Council had received a further Briefing Note in regards to the Government’s £220m “better deal for bus users” with the request for any suggestions by Friday 27th March 2020. The Council felt that the Parish was poorly served by public transport and that unless a reliable fully timetabled and regular daily bus service was introduced that could provide frequent and convenient access to Chippenham including meeting service links with other routes, it was unlikely that Parishioners would support and change existing habits. Even if a mini-bus service was introduced it would only be supported if it met similar criteria. In addition, the Council noted with regret that the recent dial-a-ride service had ceased so that presently there was no service from the village into Chippenham, adversely impacting on some members of the community. The Council also noted that the Transport Statement in support of the Birds Marsh View development had placed strong emphasis on the provision of bus services to the development on sustainability grounds. The Council considered that it would be straightforward and low-cost for a service to Langley Burrell village to piggy-back on these services. The Clerk would respond within the timescale. **(noted)**
- j) Emergency/Flood Plan. Cllr R Whitrow was the Council lead Member. Wiltshire Council had written to Parish Councils reminding them of the need to have an up to date Plan. At a previous Meeting he had advised Members that it would be helpful if he could be provided with names of potential volunteers to carry out the required local area roles. The Council

had recently received local stakeholder briefings on Novel Coronavirus (COVID-19). It reinforced the need for volunteer community involvement, with an appointed Emergency Parish coordinator in charge potentially having local area coordinators to assist. The Parish Council was not in a position to move forward on the Community Plan without volunteer assistance and the matter would be raised at the Annual Parish Meeting to ascertain local views and commitment.

- k) 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 the request 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 agreed that a grant of £50.00 should be given. Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**
- l) St Peter's Church, Langley Burrell.. 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 the request 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 agreed that a grant of £170.00 should be given. Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**
- m) Langley Burrell Village Hall. The Council had received a request for financial support towards the upkeep of the Village Hall. 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*". For some years the Council had agreed a grant of £600.00, and paid this in two equal installments, usually in May and November of each financial year. The Council had been asked to consider an increase in the grant to £900.00 payable in two equal installments. Following consideration **the Council agreed that** the Village Hall was a significant community asset and should be supported. Following further consideration **the Council agreed that** the grant should remain at £600.00 for the year 2020-2021 but that, with the potential effects of Coronavirus and likely loss of income, an additional grant of £300.00 should be given in the Year 2020-2021. **Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**
- n) St Peter's Church, Langley Burrell. The Council had received a request for financial support towards a capital project to replace a "temporary structure" with a permanent toilet block. The Church had raised £12,000.00 towards the estimated costs of £35,000.00. No specific sum was requested but the Council had been requested to consider making a "substantial contribution" towards the project from the Community Infrastructure Levy Funds. In the submission the Church had emphasised the central role it played in community life.
- The issue of supporting such projects was difficult under Local Government Law, particularly in this case as it also involved Community Infrastructure Levy funding and the Council had approached Wiltshire Council for advice on the appropriateness of using CIL Funds for this type of support. The response given by Wiltshire Council was that it was not considered appropriate. In these circumstances **the Council agreed that**, they could not consider the matter further and would advise the Church

accordingly. **Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**

- o) CIL Funding. The Council had 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 had still to determine how they were to achieve this and considered that the Annual Parish Meeting would be a convenient starting point. **(noted)**
- i) Cllr D Mannering had 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 was circulated for Council consideration. **The Council agreed that** the form and content was acceptable, subject to the inclusion of additional wording in Section 2 The Scheme paragraph 3 where additional information on the range of opportunities should be provided. The Clerk would re-draft to include a bullet point reflecting the wide range of infrastructure funding possibilities and would circulate for Members information. **Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**
- p) Defibrillator Project. The Council had agreed in principle that the provision of a defibrillator/s in the Parish should be a priority, using CIL Funds. Prominent location/s were required and Members had agreed to approach building owners to ascertain if they would agree to accommodate a defibrillator for community benefit. Cllr R Whitrow reported that there were indications that The Langley Tap would be a possibility subject to the agreement of any incoming Landlord. There was a need to ensure that the daily "green light" inspection took place and a monthly report made to the S W Ambulance Trust and in other Parishes this was often carried out by a community volunteer group or organisation. It could be that the incoming Landlord may agree to carry out this function but in the meantime the matter would be raised as an Annual Parish Meeting item to ascertain if there was any local support to provide the minimal inspection requirements. **The Council agreed to defer any further consideration until the matter could be resolved.**
- q) WiltshireOnline – High Speed Broadband – Gigaclear. There was no further updates on timescales and it would be opportune to invite the Community Engagement Manager to the Annual Parish Meeting in April as a Guest Speaker so that the community was aware of the project details and programme timescales. **(noted)**
- r) Chippenham Area Transport Group (CATG). The Group last met on the 18th February 2020. Notes of the Meeting had been received and circulated to Members. A notable omission from the Meeting Notes appeared to be that the major maintenance works proposed for Thornhill Lane had disappeared from the list. A neighbouring Council had suggested that unless a Parish was in attendance to continual promote and argue for a project other schemes often took their place. CATG would next meet on the 5th May 2020 at 10.00am in Monkton Park Offices and it was important that a Council Member attended. **(noted)**
- s) Wiltshire Council Planning Online Portal. Council Members had been aware of the difficulties of accessing planning documentation for several weeks arising from a major IT breakdown. This had placed extreme pressures on local Councils, applicants and the general public, particularly

- as there was now no hard copy provision. The Council was aggrieved at the situation but felt that there was little point in complaining, as the excuses likely to be given were already known. **(noted)**
- t) Wiltshire Council Operational Flood Working Group North. The Group met on the 12th February 2020 in Chippenham Town Hall. The Council had yet to be advised of the date and venue of the next Meeting. As in the case of CATG Meetings it was worthwhile for Council attendance to promote and argue for local works with both the Local Authority and Environment Agency representatives. **(noted)**
 - u) Wiltshire Council - Briefing Note No 20-04. The Council noted receipt of a Briefing Note in regards to the Wiltshire Site Allocations Plan - Receipt of Inspector's Report. **(noted)**
 - v) Buckingham Palace Garden Party – 27th May 2020. The Council had been advised that the Council nominations were unsuccessful in the WALC County draw for this Year's Royal Garden Party. **(noted)**
 - w) Wiltshire Council - Briefing Note No 20-05. The Council had received a Briefing Note in regards to the Community Area Transport Groups (CATGs) – Survey ending Wednesday 12th February 2020. Council Members had been circulated with the Note in order for the “survey link” to be followed, allowing any comments to be made during the consultation period. **(noted)**
 - x) Wiltshire Council - Briefing Note No 20-06. The Council had received a Briefing Note in regards to the Young Carers Awareness Day – 30th January 2020. Council Members had been circulated with the Note so that they were aware of the event/s. **(noted)**
 - y) CPRE Wiltshire- Best Kept Village Competition 2020. The CPRE had written to all Wiltshire Towns and Parishes regarding this year's Competition. The Council had not previously entered. The communication was not the invitation to enter but to provide information for those who have not taken part in the past. **(noted)**
 - z) Wiltshire Council - Briefing Note No 20-09. The Council noted receipt of a Briefing Note in regards to the Changes to Kerbside Recycling Collections throughout Wiltshire. **(noted)**
 - aa) Langley Burrell Neighbourhood Plan. Cllr R Whitrow was the Council lead Member. The Council had deferred any action on an updated Plan until the Community Governance Review altering Parish boundaries was complete. The Review process continued and no further action was required at this time. **(to note)**
 - bb) Speed Sign/Device. The Council had agreed to investigate further the purchase and installation of the AutoSpeedwatch tool. Since the last Council Meeting both Wiltshire Police and Wiltshire Highways had indicated that they were not supportive of the device/s. In addition there was 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 prohibited direct input in collation from devices. It reinforced the need for volunteer community involvement, to receive the approved Speedwatch training with an appointed local coordinator in charge. This could be raised at the Annual Parish Meeting to ascertain interest **(noted)**

With this in mind the Council considered that their preference should become the provision of a moveable Speed Indication Device (SID) such as the EVOLIS ElanCity or similar solar powered SID. The Clerk agreed

to investigate suppliers and costs and report to a future Council Meeting. As this would benefit the whole community it was likely that CIL Funding could be used.

089/19 ANNUAL PARISH MEETING 2020: The Annual Parish Meeting was scheduled for Monday 20th April 2020 at 7.30pm in the Maud Heath Room, Langley Burrell Village Hall.

There was a need to have 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 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 and in this instance they could cover:

- CPRE Best Kept Village Competition
- Defibrillator Project – Provision
- Keep Britain Tidy - Litter Pick
- Langley Burrell Neighbourhood Plan
- Traffic Speeds/Community Speedwatch
- Rights of Way
- Gigaclear Broadband Network
- Neighbourhood Watch/Community Safety
- Parish Council Elections May 2021
- Community Emergency Plan
- CIL Funding Consultation

The Council was mindful that the Coronavirus epidemic was likely to impact on all public meetings, particularly during April and **the Clerk recommended that the Annual Parish Meeting be cancelled/postponed and be re-arranged to run alongside the Council's Annual Council Meeting to be held on Monday 18th May 2020.** It was acknowledged that circumstances might occur that would prevent this but as an interim measure **the Council agreed with the recommendation.**

090/19 EMERGENCY AGENDA ITEM

Delegation to the Clerk and Responsible Officer:

The Council was well aware of the Coronavirus epidemic and the likely short and medium term options that may lead to the cancellation or postponement of Council Meetings. The Council's Standing Orders referred to the fact that all decisions should be made at a Council Meeting. The decision making process could not be delegated to any individual Council Member but could be delegated to a Council Sub Committee. If it were then there would be no advantage as any Meeting would have to be properly called to allow the Public to attend. Earlier in the Meeting the Council had delegated the financial arrangements to the Council Clerk and it was recommended that all decision making should be delegated to the Council Clerk, as the only Council employee. All decisions would be made after consultation and agreement by a simple majority of Council Members as a transparent process via Email. **The Council agreed with this suggestion** and from now on these working arrangements would be in place until rescinded. **Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**

091/19 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

092/19 DATE OF NEXT MEETING

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

However, Members were aware that arrangements would be made for the cancelled/postponed Annual Parish Meeting to be held on the same evening and there may be a variation in commencement times to allow all Meetings to take place. The Clerk would advise the Council of any changes to these arrangements.

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 were excluded for the remainder of the Meeting and they were instructed to withdraw.

- a) The Council considered the employment of a Council Clerk and Responsible Officer and the Contract Terms. The decision will be recorded as a Confidential Minute (**noted**)

Signed:

Date: **18th May 2020**