

# **LANGLEY BURRELL WITHOUT PARISH COUNCIL DRAFT MINUTES**

## **Council Meeting**

**held at 7.30pm**

**The Meeting was held as a Conference Call**

**19<sup>th</sup> October 2020**

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

Also Present: Mr V A Vines MBE Clerk of the Council

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972**

### **PUBLIC QUESTION TIME**

There were no Questions raised.

### **REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

There were no Reports received.

### **025/20 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr R Whitrow (Chairman).

### **026/20 DECLARATION(S) OF INTEREST AND DISPENSATIONS – IN ACCORDANCE WITH LANGLEY BURRELL WITHOUT PARISH COUNCIL’S CODE OF CONDUCT AND STANDING ORDERS**

There were no Interests declared. There were no Dispensations required under Section 33 of the Localism Act 2011.

### **027/20 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 14<sup>th</sup> September 2020, subject to the inclusion under Minute 021/20 (f) Langley Burrell Neighbourhood Plan, that the Clerk volunteered to produce Terms of Reference for the Steering Group. In addition the “call for sites” should also include Notice Boards, in addition to the website, Facebook and social media. Also, reference should be made in Minute 022/20 (g) that Rachel Hooper was the Council’s preference to lead the Working Party on the appraisal and material planning objections to future Barrow Farm application/s and that Cllr R Whitrow would make contact with her to ascertain her availability.

**Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

## 028/20 PLANNING

**Planning Applications:** The Council had received notification of a consultation after the Agenda had been published and to meet the response timescale the Council agreed to consider the matter at the Meeting.

- a) 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

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

The touring caravan site was well established and was hardly seen and the Council was unaware of any adverse comments on the existing use and from a tourism point of view it must bring value to local businesses and attractions. The Council felt that to increase the touring caravan facility from 11 to 12 months a year should be acceptable.

Areas of concern would be if all year round use meant that the site character changed and there became permanent touring/static homes on the site. How Wiltshire Council might control this appeared difficult unless it might be covered by the site licensing. In these circumstances the Council requested that some thought be given to restrictive planning conditions that might be included on any approval

**Cllr Julie Hoskins proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

**Planning General and Decisions:** The Council received notification and considered other Planning related matters, including updates on any Planning Applications that had not yet been determined.

- a) 20/01270/LBC  
Removal of Some Internal Partitions and Doors to 1<sup>st</sup> Floor of Main House  
Langley House, Swindon Road, Langley Burrell SN15 5LX  
For Ms Brenda Gorst **No decision yet by Wiltshire Council**
- b) 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 by Wiltshire Council**
- c) 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

**The application had been considered and approved, subject to conditions, by the Wiltshire Council Strategic Planning Committee on Wednesday 16<sup>th</sup> September 2020. There was no further update available**

d) 20/05337/FUL

Erection of a Water Booster Station and Associated Landscaping to Facilitate the Residential Development approved under N/12/00560/OUT

Land East of 1 Scott Grove, Chippenham, Wiltshire SN15 1UQ

For Sam Poole – Barratt Homes Bristol

**Approved with Conditions 15<sup>th</sup> September 2020**

e) 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, Wiltshire SN15 5LN

For Persimmon Homes (Wessex) Ltd **No decision yet by Wiltshire Council**

f) 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

**The application had been considered and approved, subject to Conditions, by Wiltshire Council Strategic Planning Committee on the 26<sup>th</sup> August 2020. There was no further update available**

## 029/20 FINANCE

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

a) **Payments:**

BT Conferencing Inv BTO12344832	30.09.20	£ 89.35
WALC. Member Training. Inv WALC 4791	12.10.20	£ 36.00
BT Conferencing call cost. Cllr Julie Hoskins reimbursement		£ 8.67
BT Conferencing call cost. Cllr R Colthorpe reimbursement		£ 8.48
BT Conferencing call cost. Cllr R Colthorpe reimbursement		£ 13.12
BT Conferencing call cost. Cllr Katerina Johnstone reimbursement		£ 8.67

**Cllr Julie Hoskins proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**

b) **Receipts:** The Council noted the following receipts since the last Council Meeting.

Wiltshire Council. Parish Precept Tranche 2.	23.09.20	£ 11,227.50
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Wiltshire Council CIL 18/10610/REM Tranche 3 of 3 01.10.20 £ 26,645.93  
Wiltshire Council CIL 18/04224/REM Tranche 2 Of 3 01.10.20 £ 94,538.59

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

28<sup>th</sup> August 2020 Sheet No 8 £ 39,920.12

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

30<sup>th</sup> June 2020 Sheet No 21 £ 226,938.99 (approx to date) £ 359,351.01  
Members noted that approximately £ 323,381.00 would be transferred from this account to the CIL account when transfer facilities were available.

- e) **Annual CIL Account Update**

The Council was required to keep a record of CIL income and grants given in each year. A CIL Account spreadsheet was circulated that provided an update showing Receipts for years 19/20 and 20/21(to date). No grants have been given to date. **(noted)**

#### 030/20 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Parish Steward visits were scheduled for 8<sup>th</sup> October, 5<sup>th</sup> November, 3<sup>rd</sup> December 2020 and 14<sup>th</sup> January 2021. There were no issues raised that had not been previously reported. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

a) Maud Heath's Causeway. There was no update. **(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)**

#### 031/20 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** The new Council website [www.langleyburrellparishcouncil.gov.uk](http://www.langleyburrellparishcouncil.gov.uk) had been "live" for some months and Council Members were concerned there was difficulty accessing through searching Google. The community website [www.langleyburrell.co.uk](http://www.langleyburrell.co.uk) had a higher profile on the Search Engine. It was suggested that this was because that website had more "hits" than the Council's website that needed promoting further. The Clerk would make arrangements for re-directing visitors from the community website to assist with the issue. The **Council agreed that** as soon as possible all historic Parish Council information would be deleted from the community website. Council Members asked to be reminded of how to set up and receive their Council email addresses. **(noted)**

- b) **Notice Board/s:** Minute 021/20 (b) referred. The revised quotation for 3 man-made notice boards (2 with legs+1 wall hung) was £4,523.97 + VAT. The order

had been placed with a delivery expected within 6-8 weeks to a single location in the village. There had been a need to agree a delivery location and **it was agreed that** the notice boards should be delivered to The Village Hall. There was also a need to find a local contractor to erect/install at each agreed location. **Cllr Katerina Johnstone agreed** to seek a quotation from a local contractor who had been working on the Village Hall. The site locations were confirmed as Oakhurst, replacing the existing board, St Giles Church frontage, Kellaways and the Village Hall, replacing the existing board.

- c) **Flooding & Drainage:** There were no new issues raised. **(noted)**
- d) **Langley Burrell Village Hall:** The Village Hall Trustee/Treasurer, briefly updated on repercussions associated with Covid-19 restrictions, the loss of income and some users, although there were signs that some new users were coming forward. The Hall had been fortunate to secure a £10,000.00 loss of income grant through the Government Covid-19 financial support scheme. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** Because of Covid-19 restrictions there has been no meetings of either. However, online meetings have and are now being arranged to conduct business and Council Members had been advised of these. A recent Wiltshire Council review had determined that the Parish would remain in the Chippenham Community Area, although a consultation process was still taking place. A Virtual Area Board Meeting had been held on Wednesday 7<sup>th</sup> October and Cllr Katerina Johnstone had attended to support a successful Area Grant funding bid for the Village Hall. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** Minute 021/20 (f) referred. The Parish Council hosted the NPlan and it had been confirmed that LBRA would act as the NPlan Steering Group, leading on the update within Terms of Reference and would elect/appoint their own Leader. The Clerk had produced Terms of Reference and these would now be forwarded to LBRA. (Minute 032/20 (f) below refers). To assist the LBRA Steering Group, acknowledging Covid-19 restrictions, **the Council agreed that they could make use of the Council's BT Conference Call facilities.**
- 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) **Emergency/Flood Plan:** There was no update. **(noted)**

- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update. **(noted)**
- p) **Data Protection. GDPR:** There were no updates required. **(noted)**

#### 032/20 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) CIL Funding. Minute 022/20 (a) referred. The Council had agreed that CIL funding availability could be advertised on both websites to attract interest. In addition the Council CIL policy document prepared for applicants' assistance, providing information requirements when submitting a formal application to the Council would be included. The information would also be placed in Notice Boards. **(noted)**
- b) Defibrillator Project. Minute 022/20 (b) referred. Council Members were to confirm the exact locations, the power supply to each and the monitoring rota/persons. An order for 3 defibrillators could be placed with the S W Ambulance Trust at a cost of £3,800.00 + VAT, for a 4-year lease with delivery expected within 1 month to a single location in the village. The cost allowed for a free yearly training session. There would be a need for a qualified electrician to install at each location agreed. Exact locations, power supplies and volunteer inspections had still not been found and discussion led to three preferred sites. Adjacent to the Royal Mail post collection box in The Common, The Village Hall and St Giles Church, Kellaways. In each case Council Members would need to reach agreement with the owners on siting and power supply. **Cllr Katerina Johnstone agreed to approach a local electrician for installation quotes.** The Clerk could not place the order until all matters were resolved so that there was no time delay in installation once delivery was taken.
- c) WiltshireOnline – High Speed Broadband – Gigaclear. The Council had been notified of the programme of works for the Kellaways build, including Langley Burrell. The Kellaways build had progressed well to date. **(noted)**
- d) Dog Poo Bins. Minute 022/20 (d) referred. The revised quotation for 6 bins on concrete bases was £2,242.38 + VAT. The order had been placed and as the bins were made to order the expected delivery date to Idverde Ltd was the 5<sup>th</sup> November 2020. Idverde Ltd had confirmed that they would keep the Council updated. In the interim period the Council needed to agree the exact site locations and who would meet the contractor on site to agree the final positions. The preferred sites were discussed and a final confirmation provided for **Cllr Katerina Johnstone who had agreed to meet the contractors on site.** The Council acknowledged that the annual emptying costs would need to be funded **and agreed that there** was a need to include this in forward budget considerations for 2021/22 at the January 2021 Council Meeting.
- e) Speed Signs/Devices. Minute 022/20 (e) referred. An order for both the Autospeedwatch tool and Elan City speed sign could be placed with delivery expected within 3-4 weeks. The Council was aware of one volunteer to form a Community Speedwatch Team and there was still a need to find committed volunteers who would receive training. The Autospeedwatch tool did not require training as such, **and it was agreed that** the order for 2 No Roadside Units, fixing bands and signs would be place, total cost being £1,168.40. Upon arrival there would need to be a

local installer found and a volunteer to collect and assess the data. In regards to the Elan City speed sign, there was a need to find an approved contractor for the installation of the removable fixing posts and the Clerk would approach a local experienced contractor for advice and quotes.

**(noted)**

- f) Joint Council/Community Working Parties. Minute 022/20 (g) referred. In regards to the land north of Chippenham within Langley Burrell Without Parish the Council had agreed to consider the need for at least three 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.
  - Wiltshire Council's 5-year housing land supply deficit.
  - Planning Objections to future Barrow Farm application/s and appraisal of material planning reasons.

The Clerk had produced Terms of Reference for the LBRA Neighbourhood Plan Steering Group and the **Council agreed the** content and that it should now be forwarded to LBRA for their views. The Clerk would ask Cllr R Whitrow to contact Rachel Hooper to ascertain if she was willing/able to lead the Working Party on the appraisal and material planning objections to future Barrow Farm application/s.

- g) Land to the North of Chippenham Pre-application Pegasus Group Pre-application Consultation. Minute 022/20 (h) referred. The Clerk confirmed that the Council had submitted comments within the required timescale.  
**(noted)**
- h) Wiltshire Council Briefing Note No 20-31 – Proposals for reform of the Planning System. Minute 022/20 (f) referred. The Briefing Note referred to the Government Consultations and Wiltshire Council had produced a Briefing Note on the subject for guidance. **(noted)**
- i) Proposals for reform of the Planning System. The Council was aware of Government Consultations (Minute 032/20 (h) above refers). NALC had submitted comments and had issued Briefing PR 10-20 to update Councils. The **Council agreed that** the comments made in the Executive Summary should be supported.
- j) Traffic Calming Measures. Minutes 023/20 (c) and (d) referred. Council Members had requested that the Agenda included the consideration of traffic calming measures such as red tarmac and the provision of white verge entrance gates at entrances to the Village. **The Council agreed that this** was worthy of further consideration and could be considered as CIL funded projects. In regards to red tarmac there would be a need for Wiltshire Highways input, possibly through CATG, and they would be asked for their views. Similarly, the white gates would need Highways approval, being sited on highway verges. The Clerk would investigate costs involved and report to a future Council Meeting.

#### **033/20 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- a) The Clerk confirmed that updated accounts and draft budget proposals would be presented at the next Council Meeting to allow Members to consider and bring forward proposals for Budget and Precept setting at the January 2021 Council Meeting.

b) There were no further issues raised.

**034/20 DATE OF NEXT MEETING**

The date of the next **Full Council Meeting** was scheduled for **7.30pm Monday 16<sup>th</sup> November 2020** and would be held as a Conference Call Meeting.

Signed:

Date: **16<sup>th</sup> November 2020**