

LANGLEY BURRELL WITHOUT PARISH COUNCIL DRAFT MINUTES

Council Meeting

held at 7.30pm

The Meeting was held as a Conference Call

24th August 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, Mr C Hegley, Mr M Raymond 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

a) Mr C Hegley and Mr M Raymond raised similar questions relating to a recent Pre-application Public Consultation exercise being conducted by the Pegasus Group taking place between 21st August and 18th September 2020 in regards to a proposed outline planning application for up to 275 dwellings, a local centre with 1 retail unit and a community use unit together with access, infrastructure, public open space, etc. The Consultation leaflet had been sent to 332 dwellings and businesses in the vicinity of the site. The leaflet had also been circulated to Council Members.

Their questions concentrated on how the Council would be dealing with the matter, what the Council position was on the consultation, how the Council would coordinate responses with the Langley Burrell Residents Association and how would they encourage coordinated individual response from Parishioners. They also asked what were the key messages to convey to Pegasus, particularly as arguments appeared to remain the same as the previous campaign and how would the key messages be communicated to Parishioners so that they could forcefully communicate them to Pegasus. They also questioned whether there was a need for the Council to hold an Extraordinary Council Meeting to consider the matter?

In response **the Chairman agreed that** as the matter was of an urgent nature, received after Agenda publication, the Council would consider the matter as a late Agenda item. **Cllr R Whitrow proposed, Cllr D Mannering seconded and RESOLVED UNANIMOUSLY**

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

a) Wiltshire Councillor H Greenman briefly summarised the financial funding difficulties being faced by the Wiltshire Council with a potential £34.7 - £50 million overspend, seriously affected by Govid-19 and Adult Care. Adult Care was a particular problem being 54% of the overall Council Budget. This would impact on frontline services and Parish Councils should be mindful of the implications for their own local service needs and budget accordingly. He commented that it was

disappointing that both the NHS and Police Service had received additional financial support from Government but not Local Government itself. He reported that Wiltshire Council had returned to a single Chief Executive structure, the post now being held by Mr Terence Herbert, a previous joint Chief Executive alongside Mr Alistair Cunningham who had been made redundant following the restructure.

A question was asked regarding media headlines that Wiltshire Council was “going broke”. Wiltshire Cllr Greenman advised that the Council was facing difficulties but not to the scale purported in the media and that Briefing Note No 20-22 issued on 26 June provided clarification on the Council’s financial position following media reports.

b) Cllr David Mannering updated the Parish Council on his recent virtual meeting (13.08.20) with Lee Burman, Wiltshire Planning Case Officer, on various matters relating to planning application 15/12351/OUT. He had circulated his Notes of the meeting to Council Members.

001/20 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.

002/20 ELECTION OF CHAIRMAN 2020/21

It had not been possible, because of Covid-19 restrictions, to hold the Annual Council Meeting in May 2020. Consequently, the Officers elected in May 2019 would continue in the role until the next Annual Council Meeting, presently scheduled for May 2021. Cllr R Whitrow would continue in the position and his Declaration of Acceptance of Office signed in May 2019 would remain in place. **(noted)**

003/20 ELECTION OF VICE CHAIRMAN 2020/21

It had not been possible, because of Covid-19 restrictions, to hold the Annual Council Meeting in May 2020. Consequently, the Officers elected in May 2019 would continue in the role until the next Annual Council Meeting, presently scheduled for May 2021. Cllr Julie Hoskins would continue in the position. **(noted)**

004/20 CALENDAR OF MEETINGS FOR 2020/2021

It had not been possible to hold the Annual Council Meeting in May 2020. Consequently, the Clerk of the Council, following usual date pattern, had prepared and previously circulated a Calendar of Meeting Dates for the Year 2020-21. These would take the Council through to the Parish Council Elections presently scheduled for the 6th May 2021. **(noted)**

005/20 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 16th March 2020.

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

006/20 PLANNING The Council noted planning application consultations received and comments submitted and decisions made by Wiltshire Council.

Planning Applications:

- a) 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 **Approved with Conditions 24th April 2020**
- b) 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 **Approved 24th April 2020**
- c) 20/00565/TCA
Fell 2 Leylandii Trees
Orchard House, The Common, Langley Burrell SN15 4LQ
For Mr M Davidson **Approved 21st May 2020**
- d) 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 **No decision yet by Wiltshire Council**
- e) 20/02166/FUL
Repair, Refurbishment and Extension of a Grade 2 Listed Building with Annexe Accommodation
The Old Brewery, 40 The Common, Langley Burrell SN15 4LQ
For Mr Tim Payne **Approved with Conditions 2nd July 2020**
- f) 20/02797/LBC
Repair, Refurbishment and Extension of a Grade 2 Listed Building with Annexe Accommodation
The Old Brewery, 40 The Common, Langley Burrell SN15 4LQ
For Mr Tim Payne **Approved with Conditions 2nd July 2020**
- g) 20/02250/REM
Reserved Matters for Development comprising the Erection of 19 Dwellings with Associated infrastructure, Landscaping and Parking at Land at North Chippenham. Phases B3 & 5
Land at North Chippenham, Hill Corner Road & West of A350, Chippenham
For Helena Taylor-BDW Trading Limited
No decision yet by Wiltshire Council
- h) 20/03898/FUL
To Modify the Existing Conservatory and Extend the Current to Two Storage Areas
Common Farm, Langley Burrell SN15 4LQ
For Mr Richard Walker **No decision yet by Wiltshire Council**

- i) 20/04359/LBC
To Modify the Existing Conservatory and Extend the Current to Two Storage Areas
Common Farm, Langley Burrell SN15 4LQ
For Mr Richard Walker **No decision yet by Wiltshire Council**
- j) 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**
- k) 20/05117/TCA
Fell 1 Plum Tree, Reduce 1 Ash Tree to 4 Metres
Orchard House, The Common, Langley Burrell SN15 4LQ
For Mr M Davidson **No decision yet by Wiltshire Council**
- l) 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 **No decision yet by Wiltshire Council**
- m) 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 **No decision yet by Wiltshire Council**
- n) 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 **No decision yet by Wiltshire Council**
- o) 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

Comments had been requested by 20th August 2020. Members approved the draft response that had been prepared by the Clerk for their approval

- p) 20/05589/FUL
Building Conversion to Holiday Let
BT Repeater Station, Sutton Lane, Langley Burrell SN15 4LW
For Mr Dariusz Pucilowski **No decision yet by Wiltshire Council**

Planning General:

a) **Land to the North of Chippenham Pre-application Pegasus Group - Public Consultation**

The Council had agreed that as the matter was of an urgent nature, received after Agenda publication, the Council would consider the matter as a late Agenda item.

Notification had been received regarding a recent Pre-application Public Consultation exercise being conducted by the Pegasus Group, taking place between 21st August and 18th September 2020, in regards to a proposed outline planning application for up to 275 dwellings, a local centre with 1 retail unit and a community use unit together with access, infrastructure, public open space, etc. The Consultation leaflet had been sent to 332 dwellings and businesses in the vicinity of the site. Pegasus had asked the Clerk to circulate the leaflet to Council Members.

The site of the proposal was within Langley Burrell Parish immediately to the north of the new Chippenham northern relief road to the west of the B4029 (Maud Heath's Causeway/Swindon Road) with a proposed vehicular and pedestrian access proposed from the B4069.

The Council was mindful of the previous planning history relating to the land and the reasons for refusal and appeal dismissal of planning application 14/10433/OUT by Robert Hitchins Limited, relating to Land north and east of Barrow Farm, Langley Burrell SN15 5LL as recently as 4th November 2016.

It appeared to the Council that at that time Wiltshire Core Strategy Policies and the Government's NPPF were in place, the CSAP was undecided and the Neighbourhood Plan 2016-2026 was un-adopted. The latter was made part of Wiltshire Council's local development framework on 31st October 2017.

The work of the Parish Council, the Langley Burrell Residents Association and the Neighbourhood Plan Steering Group in opposing the development had led to the successful outcome for the Parish retaining its' rural identity and providing a rural buffer between the northern Chippenham expansion and the Parish.

The Council considered that, as before, the development of this land would have a serious impact on the character, visual qualities, green space and amenity of the surrounding area, a serious impact on heritage assets and a detrimental impact on the identity of Langley Burrell Parish. In addition it would add to highway congestion and safety. **It was agreed that Cllr D Mannering and the Clerk** would prepare a consultation response setting out what should be the key messages that could be communicated to Parishioners so that they could respond themselves in a coordinated manner.

The Council further considered that there was a need to begin preparing for a future response when a formal planning application was submitted and the Council was consulted. The Council was mindful of the fact that the Neighbourhood Plan required updating, also that the Wiltshire Council did not

have a 5-year land supply. Both would seriously impact on arguing that any planning application was refused outside of the CSAP areas.

With this in mind Cllr D Mannering suggested that there was a 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.

In assisting the Council and the workstreams there may be a requirement to seek professional assistance to provide consultant planning and technical highway guidance and funding could be sought from Locality UK towards the costs. Cllr R Whitrow was the Council Lead Member on Neighbourhood planning and would investigate needs and possibilities.

As the Pre-application Public Consultation exercise was already underway there was a need to move forward speedily to identify Volunteers and **Cllr D Mannering agreed to prepare a briefing note on his suggestions.**

As the matters were of an urgent nature **the Council agreed that they would bring forward the date of the next Council Meeting to Monday 14th September 2020 at 7.30pm.**

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

007/20 FINANCE The Council noted financial matters and received notification of receipts and invoices paid since the last Council Meeting.

a) **Payments:**

Landmark.A1 Lecturn purchase. Inv 18116	19.03.20	£ 1,142.40
Oak Apple Inv 13133	20.03.20	£ 270.00
Information Commissioner Registration 20/21	20.04.20	£ 40.00
WALC Subscription Renewal 20/21	18.05.20	£ 204.08
Mr V A Vines (Petty Cash Fund	18.05.20	£ 1,000.00
Mrs K Johnson seat materials (reimbursement)	21.05.20	£ 193.80*
Community First Subscription Renewal 20/21	21.05.20	£ 40.00*
BHIB Insurance Renewal 20/21	05.06.20	£ 490.60*
* Invoices paid from Petty Cash Fund		

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

Wiltshire Council CIL 18/01610/REM (Tranche 2 of 3)	01.04.20	£ 22,839.37
Wiltshire Council CIL 18/04224/REM (Tranche 1 of 3)	01.04.20	£ 81,033.08
Wiltshire Council Parish Precept 20/21 (Tranche 1)	22.04.20	£ 11,227.50
Wiltshire Council CIL 17/05149/REM (Tranche 3 of 3 re-issue)	18.06.20	£ 6,798.72
Wiltshire Council Parish Precept 19/20 (Re-issue Tranche 2)	18.06.20	£ 6,600.00

c) **Lloyds Bank CIL Account No 73537468**

29th May 2020 Sheet No 5

£ 39,915.49

d) **Lloyds Bank Treasurers Account No 00222628**

29th May 2020 Sheet No 20

£ 213,744.35

Members noted that £202,218.68 would be transferred from this account to the CIL account when transfer facilities were available.

e) **Annual Governance and Accountability Return Year Ending 31 March 2020**

The Council was required to adopt Year End accounts and to submit an Annual Return to the External Auditor. In Year 2018/2019 the Council was able to issue a Certificate of Exemption as the Council's income was £12,302.00 and expenditure £10,628.11 both below the £25,000.00 threshold. This year there was the need for the PKF Littlejohn External Audit because although the Council's expenditure was £9,529.99, below the threshold, the income was £139,960.98, considerably over. This had resulted from CIL income of £131,445.35 and other income of £8,515.63. This difference could be easily explained to the External Auditor. As the Precept was £13,200.00 only £6,600.00 was received within the year because of the bank account difficulties during the year. An explanation to the External Auditor should suffice. The Clerk advised that the Internal Audit had been completed. The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk provided the Council Accounts Year Ending 31st March 2020 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2020. The Council considered and approved the Annual Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2020 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

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

f) **Annual Community Infrastructure Levy (CIL) Account Update**

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

008/20 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Council considered and updated

the priority Parish Steward works. Parish Steward visits had been scheduled for 11th June, 9th July and 10th September 2020. The general view was that gullies and drains needed clearing throughout the Parish. Some of the road signs on the B4069 have been obscured by vegetation and needed clearing. Members noted that the Annual Highways Meeting at Monkton Park Offices due to be held on the 4th May 2020 was cancelled because of Covid-19. **(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.

Cllr Julie Hoskins was concerned about a dead tree on the Spencer's land on the west side of Sutton Lane between the Steamer and Thornhill Farm. Cllr R Colthorpe considered that roundabout signage should be installed on the new development by Hill Corner Road. Cllr R Whitrow considered that a programme of cutting back the ever encroaching greenery onto the highway footpath to St Peters Church from the village including scraping back the soil on the pavement to increase the width of the walkable space should be considered. The worst section being nearest the Church. Even if only the 50-100 yards closest to the Church was done it would be a significant improvement. **(noted)**

009/20 STANDING ITEMS

- a) **Flooding & Drainage:** The general view was that gullies and drains needed clearing throughout the Parish. **(noted)**
- b) **Langley Burrell Village Hall:** The Council Chairman, on the Council's behalf, had responded to a Questionnaire seeking views on whether the Council would use the Hall/Room again when it re-opened, on what days/times etc. A response had been requested by 29th June 2020. Cllr D Mannering considered that this should have been a Council decision as the Council requirements could differ following the Covid-19 restrictions being lifted and that there may be a need to use the main Hall. The information provided by the Chairman had been sufficient for the Hall Trustees and that the exact Council requirements could be reviewed when necessary, although the main Hall may not be available if other bookings were in place. **(noted)**
- c) **Wiltshire Council Chippenham Area Board and Parish Forum:** The Council noted that there had been no Meetings of the Area Board or Parish Forum because of Covid-19 restrictions. **(noted)**
- d) **Langley Burrell Neighbourhood Plan:** There had been a discussion and agreement earlier in the Meeting that there was an urgent requirement to complete an update of the Neighbourhood Plan at the earliest opportunity. Cllr R Whitrow was the Lead Member. Minute 006/20 Planning General (a) refers. **(noted)**

010/20 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 Notes. It was normal for the Clerk to report any and all Briefing Notes issued since the Council last met. All Briefing Notes had been circulated to Council Members upon receipt for Members attention and the Agenda item was an assemblage of all Notes received between Council Meetings for Members information, consideration and any required action. Since the Council last met there had been several Briefing Notes received and circulated but the vast majority had, quite rightly, concentrated on the Covid-19 issues. All information received from Wiltshire Council since the last Council Meeting had been circulated to Members. **(noted)**
- b) Clerk's Briefing Notes 1. Members had been circulated with a Briefing Note on 1st May 2020 providing updates on working arrangements etc. **(noted)**
- c) Emergency/Flood Plan. Wiltshire Council had written to Parish Councils reminding them of the need to have an up to date Plan and being mindful of the Covid-19 pandemic it reinforced the need for volunteer community involvement, with an appointed Parish coordinator in charge potentially having local area coordinators to assist. **(noted)**
- d) 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 had considered that the Annual Parish Meeting scheduled for April might have been a convenient starting point. In the meantime the Council had agreed a CIL policy document for use by the Council and for applicants' assistance so that they were aware of the information requirements when submitting a formal application. Following Covid-19 restrictions the matter had been delayed and the Council would consider how to proceed with any consultation at a later date. **(noted)**
- e) 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. The matter had been deferred in regard to issues of siting, power supply, etc and this had still to be agreed. The Annual Parish Meeting scheduled for April had been an opportunity to raise the issue of the local support for the minimal inspection requirements. The Council was still investigating the possibility of asking The Langley Tap to host a defibrillator and this could be pursued when new Landlord/Owners are known. Progress would be reviewed at the next Council Meeting **(noted)**
- f) WiltshireOnline – High Speed Broadband – Gigaclear. The Council had been notified of the programme of works for the Kellaways build, including Langley Burrell. Gigaclear had made a presentation to residents who were part of the Kellaways Cabinet area. Works would have an impact along Maud Heath Causeway and Cllr Julie Hoskins in her Trustee role had been able to attend an on-site meeting with representatives of Gigaclear, Avonline and Wiltshire Highways. **(noted)**
- g) Community Governance Review. The Governance Review recommendations, to include areas of the Parish that were to become part of Wiltshire Chippenham Divisions within Chippenham Town, had been accepted. The Parish Boundary would be altered for the May 2021

Wiltshire Council and Parish Council Elections. From an Electoral point of view the Council would remain a 5 Member Council. **(noted)**

- h) Speed Sign/Device. The Council had agreed to investigate further the purchase and installation of moveable ElanCity SID signs. Further investigation identified the need to have temporary/removable posts installed in locations approved by Wiltshire Highways and the erection and movement of the signage carried out by trained persons. The alternative AutoSpeedwatch tool was now being installed in various Parishes and can be fixed to any permanent street furniture. In either case there would be a need for volunteer community involvement, to receive the approved Speedwatch training with an appointed local coordinator in charge. The issues continued to be investigated with other Parishes to see how they have “solved” perceived problems. Progress would be reviewed at the next Council Meeting **(noted)**
- i) Covid-19. Since the Council last met members of the community and local organisations had assisted the vulnerable, self-isolating and those in need in the Parish during the pandemic on a voluntary basis. As the Covid-19 situation remained unresolved the Council, although supportive of the concept, deferred consideration until a later date. **(noted)**
- j) Future Planning. Council Members were aware that they were now in the last 12 months of this Council’s term of office. Some Members would no longer be part of the next Council either by exclusion under the Election Rules or by choice. If insufficient numbers stood for election to the 5 Member Council then there would be a need for at least a Quorum of 3 to form a new Council who would then normally be given the authority to co-opt 2 others for the usual four year term. In the forthcoming 8 to 9 months, before the hand over the Council might consider ideas/proposals/projects, possibly prioritised to assist the next Council in a proper manner. The Council deferred consideration until January 2021. **(noted)**
- k) Virtual Meetings. The Council had last met on 16th March 2020. Prior to the next scheduled Meeting the Covid-19 restrictions had meant that no public meetings could be held. Coupled with this the Village Hall became closed for public use. Options for virtual meetings, using Zoom, Microsoft Teams, WebEx, etc had been considered. Some Members had indicated that they would have technical difficulties in accessing the discussions and could not fully participate. The un-locking of Covid-19 restrictions were unknown and what difficulties might still exist in regards to meeting places, facilities, social distancing etc. In these circumstances the Council needed to agree what method of virtual communication would be the preferred option should the present delegated decision making process become inadequate. NALC had provided advice on holding remote meetings, which had been circulated. Both NALC and SLCC on the 16th July 2020 had strongly advised local Councils to continue to meet remotely without the need for face-to-face contact. In addition if a Council wished to consider returning to face-to-face meetings, against existing restrictions on public meetings, NALC had produced a checklist to help Councils ensure that the decision was made in accordance with relevant regulations and requirements. The Government had found no alternative for business to proceed to change legal Meeting arrangements and a properly publicised Virtual Council Meeting allowing public access could now be conducted and following consideration the Council had agreed to adopt a BT audio Conferencing arrangement that all Members had found acceptable as a form to hold a public Council Meeting when necessary. Cllr D Mannering had arranged for a Parish Council BT Conferencing account and circulated details. **(noted)**

- l) Council Clerk and Responsible Officer and Contract Terms. Negotiations had continued and agreement reached between parties and an update would be given to a future Council Meeting. **(noted)**
- m) Wiltshire Council Briefing Note No 20-28 – Planning Update August 2020. Attention was drawn to this recently received Briefing Note as it contained links to two Government consultations concerning Changes to the Current Planning System and Planning For the Future White Paper. Members could individually respond within the timescales. **(noted)**
- n) Salt Bin Audit. Wiltshire Council had requested that the Council undertake an audit of salt bins in the Parish and advise of requirements. Council Members were unaware of any salt bins in the Parish. **(noted)**
- o) Re-Allocation of Road Space. Wiltshire Council, in response to statutory guidance from the DfT on the 18th May 2020 had requested Parish and Town Councils to consider and submit priority projects to give more space to cyclist and pedestrians. The idea being was to promote and increase safe walking and cycling providing a lasting legacy of greener safer transport. Cllr D Mannering had suggested that this was an opportunity to promote required works at the B4069/northern link road gyratory roundabout system that the Parish Council had continually raised within representations on planning application 17/07794/FUL consultations. As the matter was time limited a request had already been submitted. A response had been received advising that the criteria on the emergency active travel fund were very specific (particularly relevant being the fact that schemes had to be implemented in a short time frame and must involve the reallocation of existing road space) and the request was unable to be considered for the funding. **(noted)**
- p) £75m Government HIF Grant. Council was reminded that Wiltshire Council successfully bid for this grant to provide the continuation of the northern link relief road, taking it towards the east and onwards south to join the A4. This would allow the promotion of the inner “doughnut” land for development, potentially 7,500 houses, etc., required to accommodate Chippenham’s further expansion. The submitted bid and proposals had been made without public consultation nor engagement with surrounding Parishes, particularly to the east of Chippenham. It would also impact on the future of Langley Burrell Parish as the proposal would reduce the requirement for further northern expansion. The Parish Council, whilst not supporting the proposals, considered that there were benefits to the completion of the “ring road” around the town. This view was shared by Parishes to the west of Chippenham as it potentially “saved” them from development being proposed and encroachment into their Parishes. A Save the Destruction of the Avon and Marden Valleys Grouping had been formed who sought support for a campaign to stop the “seriously unsustainable development and destruction”. A “38 degrees” petition had been formed seeking support for at least 2,000 signatures and the Council had been approached to publicise this through Facebook and Twitter and other networks. The Council had a website and to date had not used their Government Domain to publicise and promote campaigns by others. This had been noticed by the promoter of the campaign, Wiltshire Councillor Dr Nick Murry, and on the 5th August 2020 he had written asking the Council to include the campaign on the website with a link to the petition against the expansion, in case Langley Burrell residents wanted to consider signing the petition. Accordingly, the Council was asked to consider this and determine how it wished to proceed as it might be inopportune to support a campaign that if successful might undermine their own views on preventing further urban expansion into the Parish. Following

consideration **the Council agreed that** it would not publicise the campaign on the Council's website. In making the decision **the Council noted that** Cllr Julie Hoskins was against this decision. **Cllr D Mannering proposed, Cllr Katerina Johnstone seconded and RESOLVED BY MAJORITY**

011/20 ANNUAL PARISH MEETING 2020:

The Annual Parish Meeting had been scheduled for Monday 20th April 2020 and had been cancelled because of Covid-19 restrictions.

Council Members were aware that there should normally be a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2020-2021 information. The opportunity should have also be given for Reports from Local Organisations 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. Examples being: Community Speedwatch, CIL Consultation, Community Defibrillators and it could have also be an occasion to raise the issue of Parish Council Elections in May 2021 to attract candidates.

Because of Covid-19 restrictions, there was no longer a legal requirement to hold the Annual Parish Meeting. However, subject to the lifting of restrictions the Council could consider holding a Parish Meeting in the remaining months of the Council's life to provide an opportunity of reporting on Council activities since the 2019 Annual Parish Meeting and for Parishioners to raise issues. **Council Members agreed that it was best to defer this matter until Covid-19 restrictions were eased.**

012/20 DELEGATION TO THE CLERK AND RESPONSIBLE OFFICER

The Council was aware of the Coronavirus pandemic and that restrictions continue to lead to the cancellation or postponement of future face-to-face Council Meetings. The Council's Standing Orders refer 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 Officer. Since the Council last met the Council had adopted this process where after consultation the Clerk made and issued the Council decision. As the Covid-19 situation continued it had been recommended that, if no public Council Meeting, either in person or virtual/conference call was feasible, all decision-making should continue to be delegated to the Council Clerk, being the only Council employee. As in the last few months, all decisions would be made after consultation and agreement by a simple majority of Council Members as a transparent process via Email. Every effort would be made to call and hold a public meeting and the delegation would only apply when Council Members considered it acceptable. **Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and RESOLVED BY MAJORITY**

013/20 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) Cllr R Whitrow requested that an Agenda item should include the application for the Locality UK Neighbourhood Plan grant.

- b) Cllr R Whitrow requested that an Agenda item should include the consideration and approval of land purchase negotiations to take place with local landowners.
- c) Cllr D Mannering requested that Agenda items should include the purchase of Notice Boards, the purchase of Dog Fouling Bins and the purchase of Defibrillators
- d) Cllr Katerina Johnstone requested that the next Agenda should include the consideration of the Annual Village Hall grant.

014/20 DATE OF NEXT MEETING

The date of the next **Full Council Meeting** was scheduled for **7.30pm Monday 14th September 2020** and would be held as a Conference Call Meeting.

Signed:

Date: **14th September 2020**