

**LANGLEY BURRELL PARISH COUNCIL**  
**MINUTES OF ANNUAL GENERAL MEETING 20<sup>th</sup> JUNE 2016**  
**(DRAFT until approved at subsequent meeting)**

**Date/Time:** 20<sup>th</sup> June 2016, 7.15 pm at Langley Burrell Village Hall

**Present:** Councillors Julie Hoskins, Katerina Johnstone, David Mannering,  
 Brian Miflin (Chair), Robert Whitrow

Mr David Kilmister (Clerk).

Mr Robert Woodward (Langley Burrell Residents Association)

Mr Rick Colthorpe (Langley Burrell Residents Association)

Wiltshire Councillor Howard Greenman (part)

**Apologies:** None

Item	Details	Action
<b>1.00</b>	<b>MINUTES OF PREVIOUS MEETING – 16<sup>th</sup> MAY 2016</b>	
1.01	The Minutes had been circulated and were taken as read and were unanimously agreed and signed accordingly. (Prop. RW, sec. DM)	
<b>2.00</b>	<b>MATTERS ARISING</b>	
2.01	<u>Landfill activities at Manor Farm (3.01)</u> Local concern had been raised that two mature oak trees in the affected area were showing signs of extreme distress. Clerk to refer to the EA.	<b>DK</b>
2.02	<u>Wavin Plastics Liaison (3.03)</u> A meeting with Mr Paul Collins of Wavin had taken place on 25 <sup>th</sup> May, attended by Brian Miflin, David Mannering and the Clerk. Items discussed included: <ul style="list-style-type: none"> <li>• <u>Screening bund</u> – gap now filled, and tree planting to be completed shortly.</li> <li>• <u>Generator noise</u> – Delays in provision of main 33kV supply by SSE necessitates generators on site 24/7 to serve the new production facility. Smaller (and quieter) generator used overnight to maintain essential services. A wall of stock had been positioned to attenuate noise from the generators. Main Generators run approx 5.00 am – 12.00 midnight 5 days a week. Wavin wish to cease generator use ASAP (costing them £50k per week) but in hands of SSE who seem unable to give a completion date. There was a "hard backstop" date of 1st September was for completion of the whole project.</li> <li>• <u>Noise from lorries discharging to silos</u> - DK suggested that the sound from the bulk delivery lorry compressors was being reflected off the buildings/silos, and because of that, even the bund would offer only minimal screening. Wavin claim this is responsibility of PVC Resin suppliers who own the lorries. LBPC to monitor and report any excessive noise, Wavin to take up with suppliers. It was confirmed these deliveries are only accepted between 7.00am and 11.00pm</li> <li>• <u>Parsonage Way screening</u> – 4 trees had been removed to form the western site access, but these will be replaced by 8 trees approx. 3m high.</li> <li>• <u>Future plans for re-siting Parsonage Way</u> - Re-siting the road close to the southern edge of the bund would meet some, but not all of Wavin's objectives. However WC Highways don't like the impact this would have on the bridge.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <u>Future Use of New Site</u> - There are no plans to use this for anything other than car park and storage.</li> <li>• <u>Parking on drop kerb in Parsonage Way</u> – resolved now new car park is in use</li> <li>• <u>Litter in Parsonage Way</u> - fortnightly litter picks now instigated by Wavin</li> <li>• <u>Future liaison meetings</u>. It was stated it is not Company policy to engage with “local politics” by attending Parish Council meetings, but they would be happy to meet local community representatives on site on a periodic basis – 3 times a year was suggested.</li> </ul> <p>It was noted that noise had increased again following a few weeks of reduced noise. Clerk to write to Wavin again.</p>	
2.03	<p><u>Birds Marsh Wood (3.05)</u></p> <p>Robert Whitrow had so far been unable to verify ownership with the Land Registry. Brian Miflin offered to speak to Langley Estate’s Agents (Savills).</p>	<b>BM</b>
<b>3.00</b>	<b>WILTSHIRE COUNCIL REPORT</b>	
3.01	No Report presented, other than Howard’s contribution to general discussion.	
<b>4.00</b>	<b>NEIGHBOURHOOD PLAN UPDATE</b>	
4.01	<p><u>Draft Plan Feedback Analysis</u></p> <p>The public consultation feedback indicated that between 85 and 90% of those consulted were supportive of the Plan as presented.</p> <p>Langley estate, via their agents, had expressed reservations over the limited development potential in the Plan, and had suggested various sites they would like to develop. The merits of these were discussed</p> <p>Wiltshire Council Spatial Planning had suggested changes, mostly of “structural” nature.</p> <p>There was no requirement for a Strategic Environmental Impact Assessment (SEA). Traffic survey in progress.</p>	
4.02	<p><u>Implementation Timeline</u></p> <p>Plan to be redrafted in time for approval at meeting on 25<sup>th</sup> July and then presented to Wiltshire Council for inspection.</p> <p>It was hoped the Plan would be ready for formal examination by the end of October, subject to concerns over Wiltshire Council’s internal resourcing.</p> <p>Completion and full implementation hopefully by April 2017.</p>	
4.03	<p><u>Next Community Engagement Meeting</u></p> <p>18<sup>th</sup> July in Village Hall, 7.15pm</p>	
<b>5.00</b>	<b>CHIPPENHAM TOWN NEIGHBOURHOOD PLAN MEETING</b>	
5.01	This was due to take place on 28 <sup>th</sup> June at 6.30pm. Julie Hoskins, Robert Whitrow and Bob Woodward to attend. Clerk to notify CTC accordingly.	<b>DK</b>

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<b>6.00</b>	<b>PLANNING</b>	
6.01	No Applications or Schedules received since last meeting	
6.02	<u>Chippenham Site Allocation Plan (CSAP) Consultation</u> At the Community Briefing on 7 <sup>th</sup> June in the Neeld Hall it was noted that proposals have now been revised to OMIT development at East Chippenham ("2020" site) and put more development south of Chippenham adjoining the A350 It was agreed we should respond supporting this move, on the grounds of <ul style="list-style-type: none"> <li>• better infrastructure (adjoins A350 with good existing link to M4)</li> <li>• does not support need for north-eastern link road</li> <li>• uses lower quality farmland</li> <li>• less flooding impact on Chippenham</li> </ul> Draft response to be circulated and agreed prior to submission, and to include reference to our objections to Rawlings Green and Barrow Farm.	DK
<b>7.00</b>	<b>BARROW FARM PLANNING APPEAL</b>	
7.01	David Mannering had done much work on this and updated the meeting. It was proposed our strongest argument rests on the environmental and ecological impact, for which a specialist report should be commissioned.  It was agreed the Council could afford up to £2000 from the current year's budget, subject to LBRA being able to identify further funding to support NHP costs. DM to obtain fee quotation and agree expenditure within this budget.  Prolonged discussion ensued on our best approach to the Hearing. Although the meeting was doubtful that it could resource the development of a proof of evidence and attendance at the hearings, it wanted to keep its options open at this stage in terms of Rule 6 status.	DM
<b>8.00</b>	<b>CLERK APPOINTMENT</b>	
8.01	The clerk had given formal notification of resignation at 31 <sup>st</sup> August, with the offer of a further salaried month of "overlap working" with the new clerk.  RW and DK to develop advertisement for new Clerk, Job Description, Contract of Employment etc.  Closing date for applications to be 22 <sup>nd</sup> July, shortlist to be drawn up at meeting on 25 <sup>th</sup> , interviews on 27 <sup>th</sup> July. Appointment to be offered at 5½ hrs per week at SCP16 (as existing) subject to qualifications and experience.  Due the Clerk's holiday arrangements, all responses and applications to be directed to Robert Whitrow.	DK RW
<b>9.00</b>	<b>HIGHWAYS &amp; RIGHTS OF WAY</b>	
9.01	DM reported on a recent meeting with Highways. New contractors Ringway seem enthusiastic over new Parish Steward scheme, which is due to be operational from 1 <sup>st</sup> October. Concern was expressed over inadequate and confusing policy for dealing with pothole issues.	

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<b>10.00</b>	<b>FINANCE</b>	
10.01	<u>Payments</u> Approval was received for the following cheques: 000871 LB Village Hall - Hall Hire 20/06/16 - £32.00 000872 DJ Kilmister - Clerk salary & exps. June - £307.18 000873 Digiprint - NHP scanning - £136.56 000874 M Helps – Internal audit fee - £60.00 000875 HMRC – PAYE Period 1 - £178.40 <b>Also:</b> Balance Transfer to current account - £3000	
10.02	<u>Financial statement – 2 months to 31 May 2016</u> <u>Income</u> Precept 9975.00 Top-up Grant 23.10 Interest 0.27 Rents 0.00 Misc 0.00 VAT Refunds <u>650.22</u>  10648.59 <u>Expenditure</u> Admin 1330.84 S 137 Grants 0.00 Capital 0.00 Village Hall 364.00 Neighbourhood Plan 379.69 Asset Maintenance 0.00 VAT on payments <u>47.97</u>  <u>2122.50</u> <b>Surplus for year to date</b> <u><b>8526.09</b></u>	
10.03	<u>Approval of Annual Accounts and Annual Return</u> The Clerk presented the Annual Accounts prepared by DCK Beavers (formerly RBS Accounting Solutions). These were approved subject to clarification that accounts are correctly prepared strictly on a “Receipts and Payments” basis and that outstanding liabilities are not disclosable.  Subject to this proviso (subsequently confirmed by the Accountant to Robert Whitrow’s satisfaction), the accounts were approved unanimously and formally adopted. (Prop. RW, sec. DM)  The Clerk also circulated the Annual Governance Statement to be submitted to the external Auditors with the Accounts. This was also approved unanimously subject to the foregoing proviso. (Prop. RW, sec. DM)	
<b>11.00</b>	<b>CORRESPONDENCE ETC.</b>	
11.01	Uncirculated paper correspondence received by Clerk since previous meeting was available for perusal. Nothing of significance was evident.	

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<b>12.00</b>	<b>ANY OTHER BUSINESS</b>	
12.01	A question was raised regarding the 18-tonne weight limit imposed on the B4069 from Draycot Cerne to Lyneham. It was confirmed this was to protect the stability of the road at Lyneham Banks, and could not be taken as a precedent for requesting a similar restriction between Chippenham and Draycot Cerne.	
<b>13.00</b>	<b>DATE OF NEXT MEETING</b>	
13.01	Monday 25 <sup>th</sup> July at 7.15pm and Wednesday 27 <sup>th</sup> July at 7.15pm (interviews).	<b>ALL</b>
13.02	The meeting closed at 10.05pm	

**Minutes approved as true record of meeting.**

Signed.....

Date.....