

LANGLEY BURRELL PARISH COUNCIL
MINUTES OF EXTRAORDINARY MEETING 22nd August 2016
(DRAFT until approved at subsequent meeting)

Date/Time: 22nd August 2016, 7.15 pm at Langley Burrell Village Hall

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

Mr David Kilmister (Clerk).

Mr Robert Woodward (Langley Burrell Residents Association)

Mr Martin Helps (incoming Clerk)

Apologies: Rick Colthorpe - LBRA

Item	Details	Action
1.00	DECLARATIONS OF INTEREST	
1.01	There were no declarations of interest relating to items on the Agenda	
2.00	NEIGHBOURHOOD PLAN	
2.01	RW reported that the revised Draft was still “work in progress” but at a slower pace than previously anticipated. The urgency of the situation was noted.	RW
2.02	DM undertook to recast the objectives and circulate for comment with in the next seven days. These objectives would form the basis for the restructured chapters in the Plan, which was crucial to achieving the necessary restructuring of the content.	DM
3.00	BARROW FARM PLANNING APPEAL	
3.01	It was confirmed the Inquiry will be held from 11 th - 18 th October in the Council Chamber at Monkton Park.	
3.02	It was proposed by RW that DM be delegated to developing a statement of common ground with Wiltshire Council. Seconded by JM, all in favour.	DM
3.03	It was agreed advice should be sought from Wiltshire Council officers regarding inclusion of the Ecology Report in the submission.	DM
3.04	It was noted that Highways England had changed their position substantially on the M4 Junction 17 traffic issue, and this was not necessarily to our advantage.	
3.05	Transport concerns remained one of our key arguments, particularly the cumulative impact on the B4069. It was proposed that data from the 2016 Traffic Survey be given to Lorna Randall of ADL Traffic for analysis and comment, and that the data be shared with Wiltshire Council’s Phil Tiley who will be speaking on traffic issues at the Inquiry. RW to action this.	RW
3.06	The Neighbourhood Plan was seen as a key issue in our presentation.	
3.07	The Proof of Evidence has to be submitted by 13 th September. There was discussion on how the evidence should be presented at the Inquiry. DM suggested specialist advice is needed if we are to present a cogent case in a professional manner in order to justify our “Rule 6” status. A further meeting may be necessary after deliberation.	

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4.00	ADMINISTRATIVE ISSUES	
4.01	<p><u>Clerk handover</u></p> <p>The Clerk confirmed he was due to meet with the new Clerk, Martin Helps, on the afternoon of Wednesday 24th August to hand over files and assets, and also to brief him on procedures, outstanding issues etc.</p> <p>Computer data files would be handed over on a memory stick. Martin proposed to use a "Cloud"-based storage as backup. This was agreed.</p> <p>The Clerk's termination remuneration was discussed. Robert Whitrow set out the terms agreed with the Clerk whereby agreed back-pay would be settled in September 2016 (liable to PAYE deduction), and the retirement gratuity would held over to May 2017. This was proposed by RW, seconded by DM, all in favour.</p> <p>Clerk to write formal letter to Council confirming terms, with a disclaimer clause covering any future claims against the Council.</p>	MH DK
4.02	<p><u>Parish Emergency Assistance Scheme (PEAS) 2016-17</u></p> <p>Wiltshire Council's letter and request form had been circulated. After some discussion it was resolved that the benefits of the scheme are of little value to this Parish, and we would not participate this year. Clerk to respond accordingly.</p>	DK
4.03	<p><u>Councillor Mileage Allowance</u></p> <p>It was noted that historically the Council had never paid a councillor's mileage allowance. However, it was acknowledged that times have changed, and there is occasionally necessity for councillor to make significant journeys to attend meetings etc.</p> <p>The HMRC-approved rate (currently 45p per mile) was proposed, to be applied to approved journeys in excess of 10 miles round trip. All in favour.</p>	
5.00	DATE OF NEXT MEETING	
5.01	Monday 19 th September 7.15pm	ALL
5.02	The meeting closed at 8.45pm	

Minutes approved as true record of meeting.

Signed.....

Date.....