

LANGLEY BURRELL PARISH COUNCIL

MINUTES OF MEETING 15th May 2017 (DRAFT until approved at subsequent meeting)

Date/Time: 15th May 2017, 7:15 pm Langley Burrell Village Hall

Present: Councillors Julie Hoskins, Katerina Johnstone, David Mannering, Brian Miflin, Robert Whitrow.

Mr Martin Helps (Clerk).
Wiltshire Councillor Howard Greenman

Mr Robert Woodward (Langley Burrell Residents Association)

4 residents

Apologies: None

Prior to the commencement of the Meeting Councillors Hoskins, Johnstone, Mannering and Whitrow signed their "Acceptances of Office" in the presence of the Clerk who, in turn, reminded all Councillors to review and update (as necessary) their declaration of interest recorded on the Wiltshire Council website.

Item	Details	Action
1.00	ELECTION OF CHAIRMAN OF THE PARISH COUNCIL (B. MIFLIN IN THE CHAIR)	
1.01	Brian Miflin invited nominations for the office of Chairman of the Parish Council and Julie Hoskins nominated Robert Whitrow who, in turn, was seconded by Katerina Johnstone. There being no further nominations, Robert Whitrow was duly appointed Chairman of the Parish Council and signed the "Declaration of Acceptance of Office".	
2.00	ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL (R. WHITROW IN THE CHAIR)	
2.01	Robert Whitrow nominated Julie Hoskins for the office of Vice Chairman of the Parish Council who, in turn, was seconded by Katerina Johnstone. There being no further nominations, Julie Hoskins was duly appointed Vice Chairman of the Parish Council and signed the "Declaration of Acceptance of Office". (There followed a presentation to the retiring Chairman, Mr. Brian Miflin, and his wife Helen)	
3.00	DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION	
3.01	There were no declarations of interest or applications for dispensation relating to items on the Agenda	

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4.00	MINUTES OF PREVIOUS MEETINGS	
4.01	The Minutes of the Meeting of the Parish Council held on 24 th April 2017 had been circulated and were taken as read. The minutes were unanimously agreed and signed accordingly (Prop. JH, sec. KJ)	
4.02	The draft minutes of the Annual Parish Meeting had been circulated to Parish Councillors, in order to confirm their accuracy only: the minutes would be formally agreed at the Annual Parish Meeting in 2017	
5.00	PARISH COUNCIL FORWARD PLAN	
5.01	<p>Prior to the Meeting the Clerk had circulated a paper listing suggested Forward Plan objectives for the Parish Council based solely on his first eight months in office. The Parish Council discussed the circulated paper and suggested further revisions to the objectives. In particular the Parish Council endorsed the willingness of the Clerk to work towards the necessary (CiLCA) qualification which would, in combination with the achievement of "quality council" status, entitle the Parish Council to an increased proportion of Community Infrastructure Levy (CIL) contributions, where applicable. It was agreed that a revised list of objectives be circulated with a view to their endorsement at the next Parish Council meeting.</p> <p>In the meantime the Clerk was instructed to commence the statutory process required in order to fill the vacant seat on the Parish Council.</p>	EMH
6.00	WILTSHIRE COUNCIL REPORT	
6.01	<p>Howard Greenman updated the Parish Council on matters related to footpath LBUR22 (see minute 8.04 below) and the "Chippenham Gateway" planning application (see minute 8.01 below).</p> <p>The Parish Council congratulated Councillor Greenman on his re-election as a unitary councillor for Kington.</p>	
7.00	STRATEGIC PLANNING	
7.01	<p><u>Neighbourhood Plan Update</u></p> <p>David Mannering updated the Parish Council on the appointment of the inspector by Wiltshire Council for the purposes of examining the draft LBNP. Wiltshire Council in turn have made three further minor technical requests of the Parish Council, which he and Robert Whitrow have responded to.</p>	
7.02	<u>Chippenham Sites Allocation Plan Update</u> – None	
8.00	PLANNING	

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8.01	<p><u>Applications Received since the last Meeting</u> - None</p> <p><u>17/03417/OUT</u> – Outline planning for the erection of up to 1,000,000 sq. ft. of class B8 (storage and distribution) employment space and associated infrastructure – off junction 17, M4. Howard Greenman reported that the consultation expiry had been extended to 18th May 2017 and urged the Parish Council (if it had not done so already) to make comment on the application. Accordingly the Parish Council, instructed the Clerk to respond (minute 5.01, 24/04/17 refers).</p>	EMH									
8.02	<u>Schedules Received since the last Meeting</u> - None										
8.03	<p><u>NB applications currently outstanding:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Application Ref</th> <th style="width: 45%;">Current Status</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>15/11886/FUL</td> <td>Land at Parsonage Way</td> <td>Outstanding</td> </tr> <tr> <td>15/12351/OUT</td> <td>Rawlings Green development (see Minute 5.05 below)</td> <td>Outstanding</td> </tr> </tbody> </table>	Application Ref	Current Status		15/11886/FUL	Land at Parsonage Way	Outstanding	15/12351/OUT	Rawlings Green development (see Minute 5.05 below)	Outstanding	
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8:04	<p><u>Wavin Plastics</u></p> <p>Howard Greenman was asked for his view of the current situation in regards to footpath LBUR22. In his response Councillor Greenman emphasised the fundamental importance of satisfying matters affecting rights of way as part of the consideration of all development proposals. The Chairman re-emphasised that the Parish Council's position remained the same as set out in its letter to the Rights of Way Officer dated 1st March 2017.</p> <p>Howard Greenman reported that received an invitation from the Wiltshire Council Legal Unit to attend a meeting with Wavin in order to discuss how best to proceed in the matter of footpath LBUR22. The Clerk confirmed that he, too, had been invited to the same meeting and, following discussion, the Parish Council authorised the Clerk to attend the meeting on its behalf.</p>	EMH									
8.05	<u>Barrow Farm – Update</u> – None										
9.00	HIGHWAYS & RIGHTS OF WAY										

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9.01	<p>1. David Mannering reported on highways matters and that he would shortly be refreshing the priority list with the Parish Steward. In this regard, Councillor Mannering was asked to add the cutting back of hedges at the junction of The Common with the B4069, in order to improve visibility. He also reported that he would be attending one of the scheduled Highways and Streetscene seminars (Devizes event) on behalf of the Parish Council.</p> <p>2 Katerina Johnstone requested that the parish Council add “The Provision of Further Dog Fouling Signage” to the Parish Council’s forward plan objectives (minute 5.01 above refers).</p> <p>3.. The Clerk reported that he was investigating the rectification of a repair to a gate latch on the bridleway between Peckingell Lane and Tytherton Lucas.</p>	
9.02	<p>The Clerk reported that, despite a reminder being sent, he was still awaiting an update from the Enforcement Officer regarding to the unapproved highway access that has been created onto Sutton Lane between Thornhill Farm and “The Steamer”.</p>	
10.00	FINANCE	
10.01	<p><u>Annual Return for the Financial Year ended 31st March 2017</u></p> <p>(a) <u>Annual Governance Statement – Section 1, 2016/17 Annual Return</u></p> <p>The Clerk had previously circulated a paper setting out the requirements for signing off the Parish Council’s Annual Governance Statement. Having given the paper due consideration the Parish Council agreed the Statement in the following terms:-</p> <p>We acknowledge as the members of Langley Burrell Without Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31st March 2017, that:</p> <ol style="list-style-type: none">1. We have put in place arrangements for effective financial management during the year, and for the preparation of accounting statements2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the authority to conduct its business or on finances4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	

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	<p>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required</p> <p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems</p> <p>7. We took appropriate action on all matters raised in reports from internal and external audit</p> <p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements</p> <p>With particular regard to item 5 above, Councillors requested the Clerk present the risk register to the next meeting of the Parish Council</p> <p>(b) <u>Financial Report for the Year Ended 31st March 2017</u></p> <p>The Clerk reported the following Income/Expenditure results for the Parish Council for the 12 months to 31st March 2017:-</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="3" style="text-align: left;"><u>INCOME & EXPENDITURE ACCOUNT</u></th> </tr> <tr> <th style="text-align: left;"><u>Income</u></th> <th style="text-align: center;">£</th> <th style="text-align: center;">£</th> </tr> </thead> <tbody> <tr> <td>Precept</td> <td style="text-align: right;">9975.00</td> <td></td> </tr> <tr> <td>Top-up grant</td> <td style="text-align: right;">23.10</td> <td></td> </tr> <tr> <td>Interest</td> <td style="text-align: right;">2.47</td> <td></td> </tr> <tr> <td>Rents</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">1135.00</td> <td></td> </tr> <tr> <td>VAT refunds</td> <td style="text-align: right;"><u>650.22</u></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Total Income</td> <td style="text-align: right;">11785.79</td> </tr> <tr> <th colspan="3" style="text-align: left;"><u>Expenditure</u></th> </tr> <tr> <td>Administration</td> <td style="text-align: right;">6015.42</td> <td></td> </tr> <tr> <td>S137 Grants</td> <td style="text-align: right;">220.00</td> <td></td> </tr> <tr> <td>Capital</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Village Hall</td> <td style="text-align: right;">735.00</td> <td></td> </tr> <tr> <td>Neighbourhood Plan</td> <td style="text-align: right;">2662.85</td> <td></td> </tr> <tr> <td>Planning Inquiry</td> <td style="text-align: right;">1022.10</td> <td></td> </tr> <tr> <td>Asset Maintenance</td> <td style="text-align: right;">33.35</td> <td></td> </tr> <tr> <td>VAT on payments</td> <td style="text-align: right;"><u>513.20</u></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Total Expenditure</td> <td style="text-align: right;"><u>11201.92</u></td> </tr> <tr> <td colspan="2" style="text-align: right;">Excess of Income over Expenditure</td> <td style="text-align: right;"><u>583.87</u></td> </tr> </tbody> </table> <p>The Parish Council noted the above results together with the year-end bank reconciliation which the Clerk reported would, now, be included in the 2016/17 Annual Return for sign-off at the next Parish Council meeting.</p>	<u>INCOME & EXPENDITURE ACCOUNT</u>			<u>Income</u>	£	£	Precept	9975.00		Top-up grant	23.10		Interest	2.47		Rents	0.00		Miscellaneous	1135.00		VAT refunds	<u>650.22</u>			Total Income	11785.79	<u>Expenditure</u>			Administration	6015.42		S137 Grants	220.00		Capital	0.00		Village Hall	735.00		Neighbourhood Plan	2662.85		Planning Inquiry	1022.10		Asset Maintenance	33.35		VAT on payments	<u>513.20</u>			Total Expenditure	<u>11201.92</u>	Excess of Income over Expenditure		<u>583.87</u>	<p>EMH</p> <p>EMH</p>
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10.02	<p><u>Bank Mandate</u></p> <p>The Clerk report that, since the Parish Council had last considered this matter (minute 7.02, 20/02/17 refers) procedural impediments by the bank had further prevented the revision to the mandate and, given the immanency of local government elections, he had considered it wiser to await the constitution of the new Council before progressing the matter.</p> <p>1. Accordingly the Parish Council resolved that the following be approved as signatories to the Parish Council's bank accounts:-</p> <p style="padding-left: 20px;">Juliet Alice Hoskins</p> <p style="padding-left: 20px;">Katerina Johanna Johnstone</p> <p style="padding-left: 20px;">David Paul Mannering</p> <p style="padding-left: 20px;">Robert William Guy Whitrow</p> <p>2. That any two of the above signatories be required for all cheque transaction/bank transfers*</p> <p>3. That the Clerk be the appointed mailing address for all bank correspondence</p> <p>*<u>Post Script</u> – Following delivery of the bank mandate to Lloyds Bank and their further requirements, Councillors agreed (in e:mail correspondence to be ratified at the next Parish Council meeting) to close the "Business Instant Access Account" and transfer all remaining funds to the "Treasurer's Account", thus obviating the need for future inter-account transfers</p>	EMH																												
10.03	<p><u>Payments</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Cheque No.</th> <th style="width: 30%;">Payee</th> <th style="width: 40%;">Purpose</th> <th style="width: 20%;">£</th> </tr> </thead> <tbody> <tr> <td>000920</td> <td>Langley Burrell Village Hall</td> <td>Hall hire 15/05/2017</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>000921</td> <td>E. M Helps</td> <td>Clerk's remuneration May 2017</td> <td style="text-align: right;">170.62</td> </tr> <tr> <td>000922</td> <td>E. M. Helps</td> <td>Postage and stationery</td> <td style="text-align: right;">12.80</td> </tr> <tr> <td>000923</td> <td>Society of Local Council Clerks</td> <td>Annual subscription 2017/18</td> <td style="text-align: right;">77.00</td> </tr> <tr> <td>000924</td> <td>Aon UK Ltd</td> <td>Annual insurance renewal</td> <td style="text-align: right;">538.18</td> </tr> <tr> <td>000925</td> <td>D. J. Kilminster *</td> <td>Retirement gratuity</td> <td style="text-align: right;">1292.00</td> </tr> </tbody> </table>	Cheque No.	Payee	Purpose	£	000920	Langley Burrell Village Hall	Hall hire 15/05/2017	35.00	000921	E. M Helps	Clerk's remuneration May 2017	170.62	000922	E. M. Helps	Postage and stationery	12.80	000923	Society of Local Council Clerks	Annual subscription 2017/18	77.00	000924	Aon UK Ltd	Annual insurance renewal	538.18	000925	D. J. Kilminster *	Retirement gratuity	1292.00	
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10.04	<p>Requests to incur expenditure – Cheque 000925 was an additional payment requested at the meeting (minute 4.01, 22/08/16 refers)</p>																													

