

LANGLEY BURRELL PARISH COUNCIL

MINUTES OF MEETING 19th June 2017 (DRAFT until approved at subsequent meeting)

Date/Time: 19th June 2017, 7:30pm Langley Burrell Village Hall

Present: Councillors Julie Hoskins (Chair), Katerina Johnstone, David Mannering
Mr Martin Helps (Clerk).
Mr Robert Woodward (Langley Burrell Residents Association)
Mr. Rick Colthorpe (Langley Burrell Residents Association)

Apologies: Robert Whitrow, Wiltshire Councillor Howard Greenman

Item	Details	Action
1.00	DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION	
1.01	There were no declarations of interest or applications for dispensation relating to items on the Agenda	
2.00	MINUTES OF PREVIOUS MEETING	
2.01	The Minutes of the Meeting of the Parish Council held on 15 th May 2017 had been circulated and were taken as read. The minutes were unanimously agreed and signed accordingly (Prop. KJ, sec. JH)	
3.00	CO-OPTION TO FILL THE VACANT SEAT ON THE PARISH COUNCIL	
3.01	The Clerk informed the Parish Council that he had notified Wiltshire Council of the vacant seat on the Council on 29 th May 2017, and that he had received confirmation that the co-option could proceed on 16 th June 2017. Accordingly, the Parish Council agreed that the vacancy should be advertised in the Wiltshire Gazette and Herald (WGH) allowing sufficient time for expressions of interest to be processed for consideration at the meeting of the Parish Council on 17 th July 2017. <u>Post Script</u> – The advertisement will appear in the WGH on Thursdays 22 nd June, 29 th and 6 th July with a closing date for expressions of interest of Sunday 9 th July to take advantage of the “three weeks for the price of one” offer of £418.80.	EMH
4.00	WILTSHIRE COUNCIL REPORT	
4.01	The Clerk reported on behalf of Councillor Greenman (in absentia) that St Modwen (applicants with regard to the “Chippenham Gateway” planning application) had approached Kington Langley Parish Council with a view to holding another public meeting. Sue Webb, the Parish Clerk, will probably be suggesting a meeting for the first Wednesday in September, to avoid the holiday season. The reason for the meeting is (prospectively) to discuss submitting an alternative (more modest) planning application for the “Chippenham Gateway”. In the meantime, the Planning Officer has advised that issues of flooding, highways, archeology, business use and community benefit for the existing application remain unresolved	

LANGLEY BURRELL PARISH COUNCIL

MINUTES OF MEETING 19th June 2017
(DRAFT until approved at subsequent meeting)

Item	Details	Action
5.00	PARISH COUNCIL FORWARD PLAN/PRIORITIES ACTION LOG	
5.01	Following preliminary consideration at the meeting on 15 th May 2017 (minute 5.01, 15/05/17 refers) the Parish Council considered a revised paper prepared by the Clerk listing Forward Plan objectives. The Parish Council discussed the circulated paper and suggested further revisions to the draft objectives. It was agreed that the further revisions to the list of objectives be incorporated into the draft Forward Plan with a view to its endorsement at the next Parish Council meeting	EMH
5.02	That the Forward Plan be subject to periodic review. That the Outstanding Actions Log circulated by David Mannering be maintained and considered at every Parish Council meeting	EMH
5.03	With particular regard to the Priority Actions Log, that the Clerk be requested to obtain costs for providing/emptying additional waste bins in the village	EMH
6.00	APPOINTMENTS TO PARISH COUNCILLOR SPECIAL RESPONSIBILITIES	
6.01	The Parish Council confirmed appointments to roles of special responsibility for the 2017/18 municipal year as follows:-	
	Village Hall Committee Katerina Johnstone	
	Highways Liaison David Mannering	
	Maud Heath Causeway Trustees JulieHoskins	
	Chippenham Area Board as necessary	
	Parishes Forum as necessary	
	Residents Association Robert Whitrow	
	Internal Auditor Edward Ferguson	
	The Parish Council also considered the merits of appointing a Councillor with special responsibility for "Media Co-ordination" and agreed to carry the item forward to the next meeting.	EMH
7.00	RISK ASSESSMENT	
7.01	Following consideration/approval; of the Annual Governance Statement at its meeting on 15 th May 2017 (minute 10.01(a), 15/05/17 refers) the Parish Council considered a paper prepared by the Clerk setting out the potential risk areas (both financial and non-financial) faced by the Council; the respective level of risk for each area identified; and the controls in place to mitigate their likelihood/consequences.	
	The Clerk also circulated a paper setting out the levels of insurance cover provided by the Parish Council's insurers, Aon UK.	
	Subject only to the risk assessment distinguishing "duties" from "powers" the Parish Council approved the risk assessment	EMH

LANGLEY BURRELL PARISH COUNCIL

MINUTES OF MEETING 19th June 2017

(DRAFT until approved at subsequent meeting)

Item	Details	Action
8.00	STRATEGIC PLANNING	
8.01	<u>Chippenham Sites Allocation Plan Update</u> <p>The Clerk reported that he had received statutory notification that Wiltshire Council had adopted the Chippenham Site Allocations Plan on 16th May 2017. Now adopted, the Plan will provide the policy framework for Chippenham for the period up to 2026. Accordingly any person aggrieved by the Plan may make an application under Section 113 of the Planning and Compulsory Purchase Act 2004 to the High Court on the grounds that the document is not within the appropriate powers or that a procedural requirement has not been complied with. Any such application must be made by no later than six weeks from the date of adoption, 16 May 2017.</p>	
8.02	<u>Neighbourhood Plan Update</u> <p>David Mannering updated the Parish Council with regard to the Neighbourhood Plan as follows:-</p> <ul style="list-style-type: none">(i) That the independent examiner had now visited the village (unaccompanied)(ii) That the examiner had received feedback to the statutory consultation from representatives of Robert Hitchins (critical) and Langley Estates (supportive)(iii) That the examiner had raised questions concerning the historic extent of Langley Common and photographic evidence provided in the draft Plan <p>As at the date of the meeting all queries had been responded to and the Inspector's report to Wiltshire Council was imminent</p>	
9.00	PLANNING	
9.01	<u>Applications Received since the last Meeting</u> <p><u>17/05149/REM</u> – Reserved Matters in respect of proposed development on land off Hill Corner Road for which outline planning permission was granted in February 2016 (ref: 12/00560/OUT).</p> <p>The Parish Council were reminded that outline planning permission had been approved on the basis that there would be no vehicular access to the proposed development via Hill Corner Road. However, the “reserved matters” application indicated that the <u>only</u> access would be via this route. The Parish Council therefore agreed to object to the application having regard to likely traffic impacts</p>	DM
9.02	<u>Schedules Received since the last Meeting</u> – None	
9.03	<u>NB applications currently outstanding:</u>	

LANGLEY BURRELL PARISH COUNCIL

MINUTES OF MEETING 19th June 2017 (DRAFT until approved at subsequent meeting)

Item	Details	Action												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Application Ref</th> <th style="width: 40%;"></th> <th style="width: 30%;">Current Status</th> </tr> </thead> <tbody> <tr> <td>17/03417/OUT</td> <td>Land off Junction 17, M4</td> <td>Outstanding</td> </tr> <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</td> <td>Outstanding</td> </tr> </tbody> </table>	Application Ref		Current Status	17/03417/OUT	Land off Junction 17, M4	Outstanding	15/11886/FUL	Land at Parsonage Way	Outstanding	15/12351/OUT	Rawlings Green development	Outstanding	
Application Ref		Current Status												
17/03417/OUT	Land off Junction 17, M4	Outstanding												
15/11886/FUL	Land at Parsonage Way	Outstanding												
15/12351/OUT	Rawlings Green development	Outstanding												
9:04	<p><u>Wavin Plastics</u></p> <p>The Clerk had previously distributed informal notes to Parish Councillors in respect of his site meeting with representatives from Wiltshire Council, Wavin Plastics and others to discuss LBUR22 (minute 8.04, 15/05/17 refers). Robert Woodward (LBRA and also present at the site meeting) updated Councillors on the outcome of discussions regarding the Parish Councils preferred alternative of diverting the footpath to a route adjacent to the railway line (from the end of Parsonage Way to Green Bridge).</p> <p>Following the meeting the Wiltshire Council will be sending a (long-awaited) written response to the Parish Council's letter of 1st March 2017 whereupon the Parish Council can consider the matter further.</p>													
9:05	<p><u>Barrow Farm – Update</u></p> <p>The Parish Council noted that the Planning Inspector's decision was due shortly on the Forest Farm development (south of Chippenham) which could have a bearing on Wiltshire Council's five-year land supply and, hence, the Barrow farm Inquiry in August</p>													
10.00	HIGHWAYS & RIGHTS OF WAY													
10.01	Update on meetings with the Parish Steward - none													
10.02	The Clerk reported that he had made further enquiries of the Enforcement Officer regarding to the unapproved highway access that has been created onto Sutton Lane between Thornhill Farm and "The Steamer". However, it appears that the landowner's agent is no longer responding to the officer's correspondence													
11.00	FINANCE													
11.01	<p><u>Annual Return for the Financial Year ended 31st March 2017</u></p> <p>Following the approval of the Parish Council's accounts for the financial year ended 31st March 2017 (minute 10.01(b), 15/05/17 refers) the Clerk presented the "Accounting Statements 2016/17" (section 2 of the Annual Return) which Councillors duly authorised the Chair to sign on their behalf. The accounts and annual return would now be uploaded onto the village website (in compliance with the "Transparency Code") and made available for public inspection prior to the commencement of the external audit.</p>	EMH												

LANGLEY BURRELL PARISH COUNCIL

MINUTES OF MEETING 19th June 2017 (DRAFT until approved at subsequent meeting)

Item	Details	Action																				
11.02	<p><u>Bank Mandate</u></p> <p>The Clerk reported on his frustrated efforts at implementing the Parish Council's instructions regarding the bank mandate (minute 10.02, 15/05/17 refers). As at the date of the meeting however (and following the visit to the bank by the Clerk and two councillors) it appears that the "Business Instant Access" account with Lloyds Bank has been closed and the balance transferred to the "Treasurers Account", and thus enabling the Parish Council to recommence banking business. It now only remains for the change of correspondence address (to the new Clerk) to be effected.</p>																					
11.03	<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: 50%;">Purpose</th> <th style="width: 10%;">£</th> </tr> </thead> <tbody> <tr> <td>000926</td> <td>Langley Burrell Village Hall</td> <td>Hall hire 19/06/2017</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>000927</td> <td>E. M Helps</td> <td>Clerk's remuneration & expenses - June 2017</td> <td style="text-align: right;">297.22</td> </tr> <tr> <td>000928</td> <td>HMRC</td> <td>PAYE deductions</td> <td style="text-align: right;">127.95</td> </tr> <tr> <td>000929</td> <td>Aon UK Ltd</td> <td>Annual insurance renewal (replacement of cheque 924 dishonoured by Lloyds Bank)</td> <td style="text-align: right;">538.18</td> </tr> </tbody> </table>	Cheque No.	Payee	Purpose	£	000926	Langley Burrell Village Hall	Hall hire 19/06/2017	35.00	000927	E. M Helps	Clerk's remuneration & expenses - June 2017	297.22	000928	HMRC	PAYE deductions	127.95	000929	Aon UK Ltd	Annual insurance renewal (replacement of cheque 924 dishonoured by Lloyds Bank)	538.18	
Cheque No.	Payee	Purpose	£																			
000926	Langley Burrell Village Hall	Hall hire 19/06/2017	35.00																			
000927	E. M Helps	Clerk's remuneration & expenses - June 2017	297.22																			
000928	HMRC	PAYE deductions	127.95																			
000929	Aon UK Ltd	Annual insurance renewal (replacement of cheque 924 dishonoured by Lloyds Bank)	538.18																			
11.04	<p><u>Requests to incur expenditure</u></p> <p>(i) The Parish Council considered and approved a request by David Mannering for a reimbursement of abortive costs incurred in attending the Wiltshire Council, Highways and Streetscene event in Devizes</p> <p>(ii) The Parish Council approved the attendance of David Mannering at a planning training course hosted by Sutton Benger Parish Council</p>																					

LANGLEY BURRELL PARISH COUNCIL

MINUTES OF MEETING 19th June 2017

(DRAFT until approved at subsequent meeting)

Item	Details	Action
12.00	CORRESPONDENCE The Clerk reported upon five further items of official correspondence: <ol style="list-style-type: none">1. Receipt of the agenda for the meeting of the Chippenham Area Board on Monday 26th June 2017 starting at 7:00pm at Goss Croft Hall, Seagry2. Receipt of a briefing note from Wiltshire Council concerning investment in rural broadband3. A request from the Wiltshire & Swindon Police Commissioner to complete the survey on the new model of policing launched in October 20164. Announcement of the Annual General Meeting of Wiltshire Neighbourhood Watch on Saturday 1st July from 10:00 to noon at the Police Headquarters, Devizes5. Acknowledgement that the Parish Council has completed the declaration of compliance with The Pensions Regulator under the Pensions Act 2008	
13.00	QUESTIONS TO THE CHAIRMAN - None	
14.00	DATE OF THE NEXT REGULAR MEETING Monday 17 th July 2017 at 7:30pm in the Village Hall	
15.00	The Meeting closed at 9.20pm	
	Minutes approved as true record of meeting	
	Signed.....	Date.....