

# LANGLEY BURRELL PARISH COUNCIL

## MINUTES OF MEETING 17<sup>th</sup> July 2017 (DRAFT until approved at subsequent meeting)

**Date/Time:** 17<sup>th</sup> July 2017, 7:30pm Langley Burrell Village Hall

**Present:** Councillors Julie Hoskins, Katerina Johnstone, David Mannering, Robert Whitrow  
Mr Martin Helps (Clerk).  
Mr. Rick Colthorpe (Langley Burrell Residents Association)  
Mr. Ian Bridges (resident)

**Apologies:** Wiltshire Councillor Howard Greenman, Robert Woodward (LBRA)

Item	Details	Action
<b>1.00</b>	<b>DECLARATIONS OF INTEREST &amp; APPLICATIONS FOR DISPENSATION</b>	
1.01	There were no declarations of interest or applications for dispensation relating to items on the Agenda	
<b>2.00</b>	<b>MINUTES OF PREVIOUS MEETING</b>	
2.01	The Minutes of the Meeting of the Parish Council held on 19 <sup>th</sup> June 2017 had been circulated and were taken as read. David Mannering proposed amendments to the minutes with a view to the Chairman signing of the minutes at the end of the meeting. However, in the event, the Minutes of the Meeting of the Parish Council held on 19 <sup>th</sup> June 2017 were carried forward for consideration at the next scheduled meeting of the Parish Council	EMH
<b>3.00</b>	<b>CO-OPTION TO FILL THE VACANT SEAT ON THE PARISH COUNCIL</b>	
3.01	The Clerk informed the Parish Council that the advertisement to fill the vacant seat on the Parish Council had appeared in the Wiltshire Gazette and Herald on Thursday 22 <sup>nd</sup> June and the following two weeks, with a closing date of Sunday 9 <sup>th</sup> July, and that he had received one expression of interest: namely Mr Rick Colthorpe.  Following a brief discussion during which Mr. Colthorpe was asked to withdraw from the room, the Parish Council unanimously agreed that Mr. Richard John Colthorpe be co-opted to serve on Langley Burrell Parish Council.  Mr Colthorpe signed the acceptance of office in the presence of the Clerk	
<b>4.00</b>	<b>(i) WILTSHIRE COUNCIL REPORT – None</b> <b>(ii) PARISHES FORUM REPORT</b>  Julie Hoskins reported on her attendance at the meeting of the Parishes Forum on 28 <sup>th</sup> June and in particular the pressure that has been exerted to wind up the Forum. Accordingly, the Clerk was asked to write a letter on behalf of the Parish Council in support of the retention of the Forum as a useful body at which rural matters can be shared between parish councils and the unitary authority.  The Parish Council also discussed the merits of installing a defibrillator in the Parish and decided that, on balance, it would not pursue the possibility.	EMH

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<b>5.00</b>	<b>FORWARD PLAN AND ACTIONS LOG</b>	
5.01	It was agreed that there were some outstanding changes to the Forward Plan to be approved.	
5.02	The clerk explained that he had planned to bring the log right up to date in order to present to the meeting. However, personal circumstances had overtaken that intention. The Clerk committed to bring the outstanding actions log up to date and circulate it before the next PC meeting. DM emphasized the distinction between three key documents: the forward plan, the outstanding actions log and the risk assessment which needed to separate powers from duties.	<b>EMH</b>
<b>6.00</b>	<b>STRATEGIC PLANNING</b>	
6.01	<u>Chippenham Sites Allocation Plan Update</u> - None	
6.02	<p><u>Neighbourhood Plan Update</u></p> <p>David Mannering shared with the Parish Council his concerns in relation to the ambiguous and (in the case of allocating sites) contradictory advice emanating from Wiltshire Council in view of which he recommended that the Parish Council take expert legal advice as to whether, at this late stage, there would be any prospect of persuading the Examiner to allow us to make some minor changes to the Plan in order to clarify that the Parish Council <u>are</u> allocating sites for future development.</p> <p>Following discussion it was agreed that David Mannering would draft an e:mail to the Independent Inspector asking whether he agreed, (i) that Rawlings Green and Hill Corner Road were capable of being considered as “allocated sites” for the purposes of the Plan and, (ii) that, if the Parish Council were to allocate a couple of smaller developable sites, how much of the Neighbourhood Planning process would need to be repeated. (In this latter regard, Robert Whitrow questioned the minimum requirement in order to claim that a site was “allocated” within a Neighbourhood Plan: for example, would it need the endorsement of the landowner)?</p> <p>It was agreed that, at this stage, there was no advantage in seeking an opinion from Graham Self (retired planning inspector).</p> <p>Councillor Mannering also reported that Wiltshire Council had indicated that its “decision document” (the next stage in the legal NP process) was likely to be issued by 28<sup>th</sup> July 2017 and, henceforth, the Parish Council would be obliged to follow its requirements absolutely. By contrast, however, if the unitary authority disagreed with the Independent Inspector’s report on the draft Plan (or made supplementary recommendations with respect to it), that it would only serve to lengthen the timescales to adoption of the Plan.</p> <p>There was an inconclusive discussion about how ongoing “5 year Housing Land Supply” is determined.</p>	<b>DM</b>
<b>7.00</b>	<b>PLANNING</b>	

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7.01	<p><u>Applications Received since the last Meeting</u></p> <p>(i) <u>17/05423/FUL – Woodslea, The Common</u></p> <p>Katerina Johnstone reported that she had examined the plans but was unable to locate the position of the “proposed shed in the front garden”. Following discussion, therefore, it was agreed that the Clerk would seek clarification on the issue and share with Councillors. Thereafter, it was agreed to delegate the response on the planning application to the Clerk.</p> <p>(ii) <u>17/06254/RWN – Prior Approval for alterations to bridge parapets and</u></p> <p>(iii) <u>17/06262/LBC – Listed Building Consent for alteration to bridge parapets – Green Overbridge</u></p> <p>Following discussion, it was agreed that the Clerk should “object” to planning permission being granted in respect of both (ii) and (iii) above</p>	<p>EMH</p> <p>EMH</p>
7.02	<u>Schedules Received since the last Meeting</u> – None	
7.03	<p><u>NB applications currently outstanding:</u></p> <p>(i) <u>17/05149/REM – Development on land off Hill Corner Road</u></p> <p>With the permission of the Chairman, Mr. Ian Bridges (resident) was permitted to address the Parish Council meeting.</p> <p>Mr. Bridges confirmed that he had approached the case officer for the reserved matters application and had been categorically advised that site access was a resolved matter (and consequently unchallengeable). However, Mr. Bridges made the point that the application was based on 2008 traffic flow data which had not been refreshed.</p> <p><i>NOTE: The 2012 outline planning application had certainly identified Hill Corner Road as providing access to phase 1A of the development. However other documents in general circulation had given the impression that access would be off the (yet to be constructed) northern distributor road. It appeared that the applicant therefore (incorrectly) identified the issue of access as an unresolved matter, but has (now) corrected this mistake in a revised application to Wiltshire Council.</i></p> <p>Mr. Bridges sought the Parish Council’s support in “calling in” the application and, following discussion, the village hall was offered as a venue for hosting a meeting of interested parties, including Melody Thompson (Chippenham Town Council) and Howard Greenman (Wiltshire Council). The Parish Council also agreed that attendance at the meeting would be an approved duty for any Parish Councillor wishing to attend</p> <p>The Clerk was asked to write to Howard Greenman seeking his support in relation to the Parish Council’s concerns and his support for calling in the application</p>	<p>KJ</p> <p>EMH</p>

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7.04	<p>(ii) <u>15/11886/FUL – Land at Parsonage Way</u></p> <p>The Clerk reported that, in the matter of the construction of a vehicular bridge across the railway line at the end of Parsonage Way, Wiltshire Council had convened a meeting of the Strategic Planning Committee on 19<sup>th</sup> July 2017 (11:30 at County Hall) to discuss the matter. Following discussion, it was agreed that David Mannering would aim to attend (and speak) at the meeting particularly with regard to the (mis)reported status of the Langley Burrell Neighbourhood Plan</p> <p>(iii) <u>Other Planning Applications currently outstanding</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 50%;"></th> <th style="width: 30%;">Current Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">17/03417/OUT</td> <td>                     Land off Junction 17, M4                       The Clerk reported that a public meeting would be held in Kington Langley Village Hall on 25<sup>th</sup> July 2017 (at 19:00) to be addressed by St. Modwen.                 </td> <td style="text-align: center;">Outstanding</td> </tr> <tr> <td style="text-align: center;">15/12351/OUT</td> <td style="text-align: center;">Rawlings Green development</td> <td style="text-align: center;">Outstanding - but see (ii) above</td> </tr> </tbody> </table>			Current Status	17/03417/OUT	Land off Junction 17, M4  The Clerk reported that a public meeting would be held in Kington Langley Village Hall on 25 <sup>th</sup> July 2017 (at 19:00) to be addressed by St. Modwen.	Outstanding	15/12351/OUT	Rawlings Green development	Outstanding - but see (ii) above	DM
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7.05	<p><u>Wavin Plastics</u></p> <p>The Clerk had previously distributed a letter from Wiltshire Council, dated 4<sup>th</sup> July 2017, which required the Parish Council to consent (or otherwise) to the unitary authority making an application to the Magistrates Court for an order under Section 116 of the Housing Act 1980, providing for the stopping-up of part of footpath LBUR22.</p> <p>David Mannering reported that, in the current legal position, the Parish Council would have two months to respond to Wiltshire Council (NB if it expresses no preferred alternative during this timescale, it is deemed to have no objection to the application being made to the Magistrates Court).</p> <p>Following detailed consideration, the Parish Council agreed that it would use the 2 months availed by the legislation to seek further information on the matter before coming to a decision at an Extraordinary Meeting (to be convened).</p>	EMH									

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7.06	<p><u>Barrow Farm – Update</u></p> <p>It was noted with satisfaction that, in a letter from Wiltshire Council dated 17<sup>th</sup> July 2017, Wiltshire Council had confirmed that the appellant (Robert Hitchins Ltd.) had withdrawn his appeal against the Planning Inspector’s decision in the matter of land to the north and east of Barrow Farm. Consequently, the Planning Inspectorate will be taking no further action.</p>																									
<b>8.00</b>	<b>HIGHWAYS &amp; RIGHTS OF WAY</b>																									
8.01	Update on meetings with the Parish Steward - none																									
8.02	Unauthorised Access created onto Sutton Lane – despite further enquiries having been made by the Clerk, no further update had been received from Wiltshire Council.	<b>EMH</b>																								
<b>9.00</b>	<b>FINANCE</b>																									
9.01	<p><u>Payments</u></p> <p>The following payments were approved:-</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>000930 (part)</td> <td>E. M. Helps</td> <td>Clerk’s remuneration – July 2017</td> <td style="text-align: right;">170.62</td> </tr> <tr> <td>000930 (part)</td> <td>E. M Helps</td> <td>Clerk’s expenses - June 2017</td> <td style="text-align: right;">418.80</td> </tr> <tr> <td>000931</td> <td>D. Mannering</td> <td>Abortive travel costs (minute 11.04(i), 19/06/17 refers)</td> <td style="text-align: right;">13.05</td> </tr> <tr> <td>000932</td> <td>E. Ferguson</td> <td>Internal Audit fee in connection with the 2016/17 accounts and annual return</td> <td style="text-align: right;">125.00</td> </tr> <tr> <td>000933</td> <td>Langley Burrell Village Hall</td> <td>Hall Hire 17/07/17</td> <td style="text-align: right;">35.00</td> </tr> </tbody> </table>	Cheque No.	Payee	Purpose	£	000930 (part)	E. M. Helps	Clerk’s remuneration – July 2017	170.62	000930 (part)	E. M Helps	Clerk’s expenses - June 2017	418.80	000931	D. Mannering	Abortive travel costs (minute 11.04(i), 19/06/17 refers)	13.05	000932	E. Ferguson	Internal Audit fee in connection with the 2016/17 accounts and annual return	125.00	000933	Langley Burrell Village Hall	Hall Hire 17/07/17	35.00	
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9.02	<u>Requests to incur expenditure</u> - none																									

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9.03	<p><u>Transparency Fund – Grant Award</u></p> <p>The Clerk had previously circulated a paper regarding the successful receipt of a grant award of £850.00 towards the financial cost of compliance with the Transparency Code of Practice, principally for the purchase of IT hardware, software and training. The paper set out the various (cash limited) components of the grant award and the limitations in the way that the grant could be spent.</p> <p>Subject to the Clerk investigating the costs further and reporting back to the Parish Council, it was agreed that:-</p> <ul style="list-style-type: none"> <li>(i) The Parish Council would be willing (in principle) to supplement the sum allowed in the grant for hardware (£350.00) from its own resources, and</li> <li>(ii) The Parish Council would be willing to supplement the sum allowed in the grant (£200.00) which is limited to provide training for one person, in order to provide training for two persons, so as to mitigate the potential risk of losing essential skills in the future.</li> </ul>	<b>EMH</b>
<b>10.00</b>	<p><b>CORRESPONDENCE</b></p> <p>The Clerk reported upon six further items of official correspondence:</p> <ol style="list-style-type: none"> <li>1. Wiltshire Council – changes in opening hours for calls and reception desk</li> <li>2. Proposed Rowden Park Garden Village – public exhibition, 17<sup>th</sup> July 2017</li> <li>3. Letter from Julia Mannering regarding the removal of the village telephone kiosk (Clerk to respond). The Council confirmed that the box had not been used for several years and Neighbourhood Plan questionnaire had not indicated it was valued. The Parish Council did not want to inherit the costs of maintained the box in alternative use. However it was agreed that one learning point was to advertise these kinds of changes more widely to see if any proposals came forward from the community.</li> <li>4. Wiltshire Council – publication of the draft Wiltshire Housing Site Allocations Plan. Consultation runs from Friday 14<sup>th</sup> July to Friday 22<sup>nd</sup> September, including public exhibitions in Chippenham (17/07/17), Salisbury, Devizes &amp; Trowbridge</li> <li>5. Wiltshire Council – further consultation on the Bremhill Neighbourhood Plan which runs from Monday 17<sup>th</sup> July until Thursday 3<sup>rd</sup> August</li> <li>6. Alun Griffiths (Contractors) Ltd. – Announcement (via Wiltshire Council and Highways England) of works to improve traffic flows at junction 17 of the M4. Clerk to scan and circulate the letter to Councillors</li> </ol>	<b>EMH</b>

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11.00	<p><b>QUESTIONS TO THE CHAIRMAN</b> – The Clerk was asked to seek further clarification of the completion of election expenses forms (including nil returns) for Wiltshire Council</p> <p>The Chairman asked for clarification as to the scope of the Parish Council to make decisions via email. The Clerk clarified that decisions of the Parish Council can only be taken at properly constituted meetings. Consequently, where matters come up unexpectedly that need an urgent reply, it is necessary to hold an Extraordinary Meeting to formulate and record the Council's position. That said, decisions can be delegated to the Clerk by the Parish Council to take on its behalf (either at a meeting of the Parish Council or – on an ongoing basis – through its Standing Orders and Financial Regulations).</p>	<b>EMH</b>
12.00	<p><b>DATE OF THE NEXT REGULAR MEETING</b> Monday 18<sup>th</sup> September 2017 at <b>7:30pm</b> in the Village Hall</p>	
13.00	<p>The Meeting closed at 9.40pm</p> <p>Minutes approved as true record of meeting</p> <p>Signed..... Date.....</p>	