

LANGLEY BURRELL PARISH COUNCIL

MINUTES OF MEETING 18th September 2017 (DRAFT until approved at subsequent meeting)

Date/Time: 18th September 2017, 7:30pm Langley Burrell Village Hall

Present: Councillors Rick Colthorpe, Julie Hoskins, David Mannering, Robert Whitrow (Chairman)
Mr Martin Helps (Clerk).
Councillor Howard Greenman (Wiltshire Council)

1.00 Apologies: Katerina Johnstone

Item	Details	Action
2.00	DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION	
2.01	There were no declarations of interest or applications for dispensation relating to items on the Agenda	
3.00	MINUTES OF PREVIOUS MEETINGS	
3.01	<p>The Minutes of the Meeting of the Parish Council held on 17th July 2017 had been circulated and were taken as read. David Mannering proposed further amendments to the minutes as follows:-</p> <p>Draft Minute 5.01 – That the final sentence (re: defibrillator) be moved and incorporated into minute 4.00(ii) (re: Parish Forum).</p> <p>That a new minute 5.01 record, “It was agreed that there were some outstanding changes to the Forward Plan to be approved” and that, as a consequence, the previous draft minute 5.01 be renumbered 5.02.</p> <p>With the above additional amendments the minutes were unanimously agreed and signed accordingly (Prop. RW, Sec. JH)</p>	
3.02	<p>The Minutes of the Meeting of the Extraordinary Parish Council held on 29th August 2017 had been circulated and were taken as read. David Mannering proposed a further amendment to the minutes as follows:-</p> <p>That the final sentence of draft minute 2.01 (re: minutes of the meeting of the Parish Council held on 17th July 2017) be renumbered minute 2.02.</p> <p>That the second paragraph of minute 6.01 be amended to read, “It was also agreed that the Clerk should write to Wiltshire Council asking that the applicant be required to resubmit his application for 17/07413/REM on the proper basis (i.e. without “access” being described as a reserved matter).</p> <p>With the above additional amendments the minutes were unanimously agreed and signed accordingly (Prop. RW, Sec. JH)</p>	
3.03	It was agreed that, where councillors submitted proposed amendments to the draft minutes, these would be considered at the meeting without prior editing.	
4.00	WILTSHIRE COUNCIL REPORT – Referred to in various minutes hereafter	

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5.00	OUTSTANDING ACTIONS LOG The Clerk reported that he had sent an electronic update of the Outstanding Actions Log to Councillors prepared in the same style as that referred to in Minute 4.00, 29/08/17. David Mannering circulated a similarly updated Log in the style he had previously proposed to Councillors and, following discussion on the merits of each, it was agreed that Councillor Mannering's proposed style be approved as the basis for future reporting.	EMH
6.00	STRATEGIC PLANNING	
6.01	<u>Neighbourhood Plan Update</u> It was noted that, following Wiltshire Council's feedback on the Parish Council's final submissions (minute 5.02, 29/08/17 refers), the Langley Burrell Neighbourhood Plan would be submitted to public referendum on 26 th October 2017. Accordingly it was:- (i) Agreed that the Parish Council will recommend that residents should vote in favour of the Neighbourhood Plan being adopted by Wiltshire Council as official planning policy guidance (PPG) for the consideration of future development in the village in the forthcoming referendum. (ii) Agreed that, subject to consultation with the Residents Association, a flyer be prepared and distributed to all eligible households during the week commencing 16 th October 2017 setting out the evolution and current status of the Plan, the availability of official documents and the date of the referendum. (iii) Noted that the Clerk will be posting the statutory notices of the referendum in the lobby of the village hall	RW/ ALL EMH
6.02	<u>Chippenham Sites Allocation Plan Update</u> - None	
6.03	<u>Wiltshire Local Development Scheme</u> The Clerk reported on receipt of Councillors Briefing Note no. 331, which informed the Parish Council on the planning authority's statutory duty under the Planning and Compulsory Purchase Act 2004 (as amended) to prepare and maintain a Local Development Scheme (LDS). The main purpose of the LDS is to set out the intended timetable, over a three-year period, for the production of new or revised Development Plan Documents (including adopted Neighbourhood Plans), which will form Wiltshire Council's Local Plan	

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7.00	PLANNING																			
7.01	<p><u>Applications Received since the last Meeting</u></p> <p><u>17/07793/FUL – Providing new road link: B4069 & Parsonage Way</u></p> <p>Following detailed consideration, the Parish Council requested Howard Greenman “call in” the application and, in the meantime, David Mannering would circulate a draft letter setting out the reasons for the Parish Council’s opposition to current planning application being approved (for Councillors to endorse and the Clerk to submit on the Parish Council’s behalf).</p> <p>Clerk also to send copy of draft to HG as the reasons for the call in and to provide him with an audit trail.</p> <p><u>17/08507/TCA – Fell maple trees: Stockswell House, The Common</u></p> <p>Following consideration, the Parish Council resolved to offer no comment on the application</p> <p><u>17/08471/REM – Reserved Matters (infrastructure): land north of Hill Corner Road</u></p> <p>Following consideration, the Parish Council agreed that David Mannering would circulate a draft setting out the Parish Council’s position with regard to the (reserved matters) application being approved (for Councillors to endorse and the Clerk to submit on the Parish Council’s behalf)</p>	<p>HG</p> <p>DM</p> <p>ALL</p> <p>EMH</p> <p>EMH</p> <p>EMH</p>																		
7.02	<u>Schedules Received since the last Meeting</u> - none																			
7.03	<u>Planning Applications currently outstanding</u>																			
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7.04	<p><u>Wavin Plastics</u></p> <p>(i) <u>Footpath LBUR22</u></p> <p>The Clerk reported that, despite a further letter having been sent to Wiltshire Council as instructed by the Parish Council at its last meeting (minute 6.04, 29/08/17 refers), no response or even acknowledgement had been received from the unitary authority.</p> <p>Notwithstanding, with regard to the Parish Council's preferred option: to divert LBUR22 to a route from the western side of Green Bridge to the crossing point for the proposed bridge over the railway at the end of Parsonage Way, an (apparently independent) letter had been received by the Clerk from Wavin stating that the landowner's agent had expressed that his client was not willing to sell the land in order to facilitate the footpath diversion.</p> <p>Accordingly, the Chairman had drafted a letter to Wiltshire Council:-</p> <ul style="list-style-type: none"> • Reasserting that the bund should not be reopened under any circumstances. • Expressing disappointment that the unitary authority has (apparently) had no appetite for investigating the Parish Council's preferred option of a footpath diversion, despite its own policies in this regard (and which might, potentially, have included the compulsorily purchase of the land for the diversion). • Concluding that, on balance and after taking all other matters into account, it supports the permanent closure of footpath LBUR22 <p>Subject to any final comments on the draft letter the Parish Council agreed that it be sent out under the Clerk's signature. The letter would also be making a formal complaint to Wiltshire Council on its handling of the matter</p> <p>(ii) <u>Future Liaison meetings with Wavin</u></p> <p>The Chairman announced that he was shortly to have a private meeting with senior managers at Wavin and would be seeking to reinstate the formerly regular meetings with the Parish Council/local community (minute 9.04, 19/06/17 refers). In the meantime the Parish Council agreed that (for its part) it would be seeking to improve relations with Wavin whilst, at the same time, respecting that some matters may require a more robust approach</p>	ALL EMH
8.00	HIGHWAYS & RIGHTS OF WAY	
8.01	Update on meetings with the Parish Steward – none. David Mannering and the Clerk to check for the receipt of the 2017/18 schedule of visits to the parish.	DM/ EMH
8.02	Unauthorised Access created onto Sutton Lane – none	
8.03	Julie Hoskins reported upon the poor state of the Maud Heath causeway in the vicinity of Kellaways and it was agreed that this should be brought to the attention of Wiltshire Council.	EMH

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8.04	A resident had raised the issue of surface water drainage in Thornhill Lane (minute 6.01/3, 15/03/17 refers) and it was agreed that the Clerk would contact (again) the two adjacent landowners with a request that they clear the drainage channels emanating from their respective sides of the lane	EMH																								
9.00	FINANCE																									
9.01	<u>Payments</u> The following payments were approved:																									
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9.02	<u>Transparency Fund - request to incur expenditure</u> The Clerk presented a report updating the Parish Council on options for the purchase of computer hardware following the receipt of Transparency Fund grant monies (minute 9.03, 17/07/17 refers). Following a discussion of the matters contained in the report, it was agreed:- (i) To purchase a Dell Inspiron 5000 with i7 processor together with a 4 year warranty at an expected cost of £754 (ex VAT). NB the grant award for this element is £350.00. (ii) That, from the date of the above procurement, the allowance paid to the Clerk for the "supply of IT resources" be reduced from £15.00 per month, to £5.00 per month; and that (iii) The reduction in the allowance paid (£120.00 per annum) be set aside in an IT replacement fund in the Parish Council's accounts.	EMH																								
10.00	CORRESPONDENCE The Clerk reported upon two further items of official correspondence: 1. Countryside Alliance Awards for which the deadline for entries is 13 th November 2017. 2. Wiltshire Neighbourhood Watch Association – invitation to attend an Open Forum with Wiltshire Police on 30 th September at the Town Hall, Chippenham (starting at 14:00).																									

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11.00	GOVERNANCE AND OPERATIONAL ISSUES	
11.01	Standing Orders And Scheme Of Delegation In response to a request for clarity in respect of the above the Clerk reported as follows:- <i>"It is good practice to specify in standing orders the kind of decisions that the clerk can make such as routine decisions, dealing with emergencies or spending small sums of money. Standing orders may require decisions to be taken after consultation with two councillors (including the chairman) but the decision remains with the officer (clerk). Most important, the council must not allow delegation to a single councillor – not even the chairman"</i> <i>Extract from The Good Councillor's Guide (National Training Strategy for Town & Parish Councils – 3rd edition).</i>	
11.02	Clerk and Council priorities It was agreed that: i) Councillors should hold a private discussion before the meeting to discuss the Clerk's performance, priorities and objectives for the coming year ii) the Clerk and Council should discuss workload and priorities to establish whether the Clerk could cover the needs of the Council in the time he had available. Correspondence	
11.03	It was agreed that where the Clerk responds on behalf of the Council, a copy of the finalized response should be sent to Councillors for information soon after it had been dispatched.	
12.00	ELECTION EXPENSES RETURNS David Mannering agreed to circulate the pro form for Councillors to complete and return in respect of the may 2017 elections (minute 11.00, 17/07/17 refers).	DM
13.00	QUESTIONS TO THE CHAIRMAN – None	

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14.00	<p>DATE OF THE NEXT MEETING</p> <p>Monday 16th October 2017 at 7:30pm in the Village Hall</p> <p>The Meeting closed at 9.40pm</p> <p>Minutes approved as true record of meeting</p> <p>Signed..... Date.....</p>	