

# LANGLEY BURRELL PARISH COUNCIL

## MINUTES OF MEETING 16<sup>th</sup> October 2017 (DRAFT until approved at subsequent meeting)

**Date/Time:** 16<sup>th</sup> October 2017, 7:30pm Langley Burrell Village Hall

**Present:** Councillors Rick Colthorpe, Julie Hoskins, Katerina Johnstone, David Mannering, Robert Whitrow (Chairman)

Mr Martin Helps (Clerk)

Mr. Robert Woodward (Langley Burrell Residents Association)

**1.00 Apologies:** Councillor Howard Greenman (Wiltshire Council)

Item	Details	Action
<b>2.00</b>	<b>DECLARATIONS OF INTEREST &amp; APPLICATIONS FOR DISPENSATION</b>	
2.01	There were no declarations of interest or applications for dispensation relating to items on the Agenda	
<b>3.00</b>	<b>MINUTES OF PREVIOUS MEETING</b>	
3.01	The Minutes of the Meeting of the Parish Council held on 18 <sup>th</sup> September 2017 had been circulated and were taken as read. The minutes including the amendments proposed by David Mannering were unanimously agreed and signed accordingly (Prop JH, Sec KJ)	
<b>4.00</b>	<b>WILTSHIRE COUNCIL REPORT</b>	
4.01	The clerk reported on behalf of Councillor Greenman (in absentia) as follows:- <ul style="list-style-type: none"><li>(i) That the Leader of Wiltshire Council had instructed that consideration be given to a boundary review across the county (no timescales at present).</li><li>(ii) That he had "called in" planning application 17/07793/FUL as instructed by the Parish Council at its meeting on 18<sup>th</sup> September 2017 (minute 7.01, 18/09/17 refers). Bearing this in mind, it was further agreed that, whenever this occurs, that the Chairman (or David Mannering in his absence) be authorised to speak at the Wiltshire Planning Committee on behalf of the Parish Council. Robert Woodward (LBRA) also suggested that Robert Walker and/or David Kilminster might wish to be invited to speak on behalf of village residents.</li></ul>	<b>EMH</b>

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<b>5.00</b>	<b>PARISH COUNCIL PLANS AND ACTIONS</b>	
5.01	<p><u>Forward Plan – Review and Update</u></p> <p>The Clerk suggested and the Parish Council agreed that it would be appropriate to review/update its Forward Plan at the November meeting, bearing in mind that it will also be reviewing income/expenditure against budget at that meeting, in preparation for setting the 2018/19 precept at its January meeting. Thereafter the Forward Plan would be scheduled for review on a quarterly basis.</p> <p>It was agreed that the plan year should be May to April.</p>	<b>EMH</b>
5.02	<p><u>Outstanding Actions Log</u></p> <p>The Clerk had circulated the outstanding actions log to Councillors in advance of the meeting and various matters were referred to as the ensuing agenda items occurred.</p> <p>As regards bins, it was agreed that the clerk would obtain costs for consideration by the Council for possible inclusion in next year's budget.</p> <p>Thornhill Lane Drainage - Julie Hoskins was unclear that action had been taken. The clerk agreed to re-open the action by writing to landowners involved</p>	<b>EMH</b>  <b>EMH</b>
5.03	<p><u>Performance standards for clerk</u></p> <p>The Parish Council expressed the view that it could be necessary for the clerk to work up to 10 hours per week. The clerk confirmed that this was acceptable to him.</p> <p>It was agreed that whilst both the Parish Council and the clerk were enthusiastic about him obtaining the Clerk's qualification that this might have to be dropped if the rest of his workload proved too time-consuming. Clerk to find out the time commitment involved in the qualification.</p> <p>David Mannering suggested the following time-savers:</p> <p>i) Emailing summons - Check whether legal</p> <p>ii) Drop list of routine correspondence - It was agreed to stop this list and for individual councillors to identify the communications of interest and the clerk to arrange auto-forward.</p> <p>The Parish Council and clerk agreed that performance standards should be agreed for the clerk.</p>	   <b>EMH</b>  <b>EMH</b>  <b>ALL</b>  <b>ALL</b>

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<b>6.00</b>	<b>STRATEGIC PLANNING</b>							
6.01	<p><u>Neighbourhood Plan Update</u></p> <p>In preparation for the public referendum on 26<sup>th</sup> October 2017 it was noted that:-</p> <ul style="list-style-type: none"> <li>(i) A number of notices had already been placed on public noticeboards and in the village hall; and that further notices had been received and would be posted by the clerk to meet the statutory deadlines in the lead up to the referendum</li> <li>(ii) Wiltshire Council website already included a number of important documents which had also been cross referenced by the Clerk on the village website</li> <li>(iii) The deadline for appointing observers at the count was Thursday 19<sup>th</sup> October and, accordingly, Robert Woodward and David Mannering had been authorised to attend on behalf of the “Yes” campaign.</li> </ul> <p>It was further agreed that the Chairman would finalise the flyer for delivery to every eligible household in the village following the LBRA AGM together with the logistics of delivery leaflet distribution.</p>	<b>EMH</b>						
6.02	<u>Chippenham Sites Allocation Plan Update</u> - None	<b>RW/ ALL</b>						
6.03	<u>North Chippenham and Wavin Development – Update</u> – Clerk still to contact Wiltshire Council with a view to strategic dialogue	<b>EMH</b>						
<b>7.00</b>	<b>PLANNING</b>							
7.01	<p><u>Applications Received since the last Meeting</u></p> <p><u>Application for Land at North Chippenham, Tree Preservation Order (TPO) 2017</u> – The Parish Council considered the TPO, which Wiltshire Council had made and took effect on 11<sup>th</sup> October 2017, and agreed to make no objections or further comments by the statutory deadline (of 10<sup>th</sup> November 2017).</p> <p><u>Prospective application to fell two trees in the vicinity of Maud Heath Causeway, Kellaways</u> – It was noted that the current footpath maintenance works may necessitate an application to fell two trees. In the event that this is required, the Parish Council agreed to delegate the response to Wiltshire Council to the Clerk in consultation with Councillors Hoskina and Johnstone.</p>	<b>EMH</b>						
7.02	<p><u>Schedules Received since the last Meeting</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 40%;"></th> <th style="width: 40%;">Current Status</th> </tr> </thead> <tbody> <tr> <td>17/08507/TCA</td> <td>Fell maple trees, Stockswell House</td> <td>Agreed (no objection)</td> </tr> </tbody> </table>			Current Status	17/08507/TCA	Fell maple trees, Stockswell House	Agreed (no objection)	
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7.04	<p><u>Wavin Plastics</u></p> <p>(i) <u>Footpath LBUR22</u></p> <p>Notwithstanding the decisions taken at the last Parish Council meeting with regards to footpath LBUR22 (minute 7.04(i), 18/09/17 refers), and the letter sent by the Clerk to the Associate Director (Legal and Governance) at Wiltshire Council, setting out the Parish Council's position, viz...</p> <ul style="list-style-type: none"> <li>• that the bund should not be reopened under any circumstances;</li> <li>• that the unitary authority had (apparently) had no appetite for investigating the Parish Council's preferred option of a footpath diversion;</li> <li>• that, on balance and after taking all other matters into account, it supports the permanent closure of footpath LBUR22.</li> </ul> <p>...the Chairman had been given sight of correspondence between the unitary authority and Wavin, which inferred that the Parish Council's position was not yet decided. Accordingly, it was agreed that the Clerk would write again to Wiltshire Council, unequivocally reiterating the Parish Council's position</p>	<b>EMH</b>																								

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Item	Details	Action
	<p>(ii) <u>Future Liaison meetings with Wavin</u></p> <p>The Chairman reported on his recent private meeting with senior managers at Wavin, which covered such areas as:-</p> <ul style="list-style-type: none"> <li>- Traffic dispersal from the factory site (both existing Parsonage Way and proposed new road link).</li> <li>- Ownership and development of the hammerhead at the end of Parsonage Way, to provide a new bridge over the railway.</li> <li>- Current and future use of the developed space to the north of Parsonage Way (parking and storage). It is believed that there might be a covenant restricting building on this site.</li> <li>- Residents' concerns in relation to noise and light pollution (where Wavin would welcome time-specific instances)</li> <li>- Future height of the bund (which Wavin would be willing to increase). The also Chairman agreed that he would also raise the matter of tree planting (a planning obligation) along the northern boundary of the factory site.</li> <li>- The temporary security fencing along the north side of the bund</li> </ul> <p>The meeting undertook the exercise agreed at the previous meeting, namely to categorize Wavin issues into those which should be resolved informally (1) and those which required a more formal approach (2).</p> <p><u>Category 1 issues</u></p> <p>Lights            Noise            Failure to plant screening trees at south side of new exit</p> <p><u>Category 2 issues</u></p> <p>Exits from the site            Changes to use eg retention of land use planning conditions</p>	<b>RW</b>
<b>8.00</b>	<b>HIGHWAYS &amp; RIGHTS OF WAY</b>	
8.01	Update on meetings with the Parish Steward – none	
8.02	The Clerk reported that he had requested and received a copy of Wiltshire Council's suggested pro-forma letter to be sent to householders/landowners with overgrowing hedges which have obstructing rights of way.	
8.03	The Clerk reported that he had requested Wiltshire Council provide a street nameplate indicating "The Common" at its junction with the B4069 and had been provided with an application for funding to the Chippenham Area Transport Group (CATG), which he would submit on behalf of the Parish Council.	<b>EMH</b>
8.04	The Parish Council also asked the Clerk to request Wiltshire Council reinstate the road sign at the same junction which had been felled by a vehicle some time ago.	<b>EMH</b>
8.05	Report on unauthorised access created onto Sutton Lane – none	

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8.06	<p>Further to the report to the last meeting of the Parish Council upon the poor state of the Maud Heath causeway in the Kellaways vicinity (minute 8.03, 18/09/17 refers), the Clerk informed the meeting of a funding opportunity recently announced by Wiltshire Council, viz the "Pavement and Footway Improvement Scheme" for which applications could be made via CATG. Accordingly, the Parish Council authorised the Clerk to apply for funding both in respect of the causeway and the footpath between the B4069/The Common junction and St. Peter's church.</p>	<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: 15%;">Cheque No.</th> <th style="width: 30%;">Payee</th> <th style="width: 45%;">Purpose</th> <th style="width: 10%;">£</th> </tr> </thead> <tbody> <tr> <td>000941</td> <td>Langley Burrell Village Hall</td> <td>Hall Hire 16/10/17</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>000938</td> <td>E. M. Helps</td> <td>Clerk's remuneration – October 2017</td> <td style="text-align: right;">410.72</td> </tr> </tbody> </table>	Cheque No.	Payee	Purpose	£	000941	Langley Burrell Village Hall	Hall Hire 16/10/17	35.00	000938	E. M. Helps	Clerk's remuneration – October 2017	410.72	
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9.02	<u>Request to incur expenditure</u> none													
9.03	<p><u>2018/19 Budget and Precept</u></p> <p>The clerk stated that the PC would need to start thinking about next year's budget and precept at the November meeting at which he would provide an update of expenditure in the year to date and full year projection and we can consider whether there are any items with a potential budget impact.</p>	<b>EMH</b>												

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<b>10.00</b>	<b>CORRESPONDENCE</b> The Clerk reported upon eight further items of official correspondence: <ol style="list-style-type: none"><li>1. From Wiltshire Council – Briefing Note 333 – Community right to bid (assets of community value)</li><li>2. From Wiltshire Council – Adult Social Care – interactive meeting at the Elim Pentecostal Church, Wood lane on 7<sup>th</sup> November 2017 starting at 10:00am</li><li>3. From Wiltshire Council – Briefing Note 332 – Expectation on councillors to notify the Office of the Information Commissioner as data controllers (later retracted)</li><li>4. From Wiltshire Council – Temporary closure of the B4122 (M4 junction 17 to Draycot Cerne) from 20/11/17 to 08/12/17 (20:00-06:00)</li><li>5. From Wiltshire Council – Council tax setting timetable 2018/19 and referendum principles</li><li>6. From Wiltshire Council – Parking charges consultation which runs to 23/11/17</li><li>7. From Wiltshire Council – EmployAbility Fair which will take place at the Atrium, County Hall on 07/11/17 from 10:00-12:00</li><li>8. From Wiltshire Council – Temporary speed restriction, Maud Heath Causeway from 30/10/17 for 12 weeks to enable works to be carried out</li></ol>	
<b>11.00</b>	<b>QUESTIONS TO THE CHAIRMAN</b> – None	
<b>12.00</b>	<b>DATE OF THE NEXT MEETING</b> Monday 20 <sup>th</sup> November 2017 at 7:30pm in the Village Hall  The Meeting closed at 9.15pm  Minutes approved as true record of meeting	

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