

LANGLEY BURRELL PARISH COUNCIL

MINUTES OF MEETING 20th November 2017 (DRAFT until approved at subsequent meeting)

Date/Time: 20th November 2017, 7:30pm Langley Burrell Village Hall

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

Mr Martin Helps (Clerk)

Councillor Howard Greenman (Wiltshire Council)

1.00 Apologies: Mr. Robert Woodward (Langley Burrell Residents Association)

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 MEETING	
3.01	The Minutes of the Meeting of the Parish Council held on 16 th October 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)	
3.02	Following clarification that Parish Councillors were permitted to receive the Summons and minutes by email if they all agreed, the Parish Council resolved unanimously to receive future summons and minutes by email only	EMH
4.00	WILTSHIRE COUNCIL REPORT	
4.01	The following topics were raised:- (i) With regards to footpath LBUR22, Councillor Greenman reported that Wiltshire Council were still to apply to the Magistrates Court to effect the "stopping up" of the path. The Parish Council confirmed that it had taken all the action necessary to expedite the closure of the path and that any delays were not, therefore, due to the Parish Council. (ii) With regards to planning application 17/07793/FUL (which he has "called in" as instructed by the Parish Council), Councillor Greenman reported that the application has <u>also</u> been called in by Councillor Nick Murray (Chippenham, Monkton) as the application spans both electoral areas. Even more unusually, in the event of the application being heard by the Planning Committee, Councillor Greenman would be speaking in opposition to the application being approved whilst Councillor Murray would be speaking in its support. The application had also been revised to include provision for a gyratory system,	

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	<p>(iii) With regards to the “Chippenham Gateway” planning application (17/03417/OUT), Councillor Greenman reported that a revised application had been received from the applicant’s agent, addressing a number of previous concerns (e.g. smaller-scale units). However, the quoted economic benefits of the overall development still remain ambitiously high. The application is scheduled to go before the Strategic Planning Committee on 7th December 2016 (which is also optimistic). Howard Greenman has “called in” and will speak against the application being approved. A key concern was the lack of attention to the congestion at junction 17.</p> <p>(iv) With regards to the forthcoming Boundary Review (minute 4.01(i), 16/10/17 refers), David Mannering referred to his correspondence on the current review and raised the question of the implications for future receipts to the Parish Council. Howard Greenman agreed with the assessment that the boundary would likely take effect from 2021.</p> <p>(v) Councillor Greenman reminded the Parish Councillors of the forthcoming event, “A Senior Moment” at Chippenham at the Neeld Hall on 1st December 2017 (10:00-13:00).</p>	
5.00	PARISH COUNCIL PLANS AND ACTIONS	
5.01	<p><u>Forward Plan – Review and Update</u></p> <p>The Parish Council received and updated its Forward Plan objectives, which was last reviewed in June 2017 (minute 5.01, 19/06/17 refers). A number of specific objectives (e.g. Barrow Farm Inquiry) were removed from the Plan; others remained ongoing (e.g. Parish Steward Scheme); and some remained with revised plan objective (e.g. Wavin liaison meetings). The Plan would next be reviewed in February 2018.</p>	EMH
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. In particular it was agreed that the item, “Agree performance Standards for the Clerk” would be carried forward for consideration at the next meeting of the Parish Council.</p>	EMH
5.03	<p><u>Risk Assessment – Review</u></p> <p>The Clerk had circulated the Parish Council’s assessment of risk, last reviewed at its meeting on 19th June (minute 7.01 refers), together with a paper (circulated subsequently) distinguishing between its (relatively few) “duties” and its “powers”. The Parish Council agreed to carry forward the item to its next meeting for further consideration</p>	EMH

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6.00	STRATEGIC PLANNING	
6.01	<p><u>Neighbourhood Plan Update</u></p> <p>The Parish Council noted with pleasure that the Draft Neighbourhood Plan, which had been overwhelmingly approved by residents at the public referendum held on 26th October 2017, had been officially adopted (as planning policy guidance) by Wiltshire Council on 30th October 2017.</p> <p>It was agreed that the Chairman would write on behalf of the Parish Council to Wiltshire Council officers thanking them for their help in furthering the Neighbourhood Plan. Furthermore, and in order to maintain the momentum of the neighbourhood planning process, it was agreed that a review of the adopted Plan should be placed on the next Parish Council agenda.</p>	<p>RW</p> <p>EMH</p>
6.02	<p><u>Chippenham Sites Allocation Plan Update</u> – None (and remove from future agenda)...to be succeeded by <u>Wiltshire Council Core Strategy (Local Plan) Review</u></p> <p>With regards to the Core Strategy review David Mannering asked whether the Parish Council would be responding to the current consultation deadline (19/12/17). Following discussion, it was agreed that DM would draft a response, to be agreed by Councillors and sent by the Clerk in the name of the Parish Council, criticising:-</p> <ul style="list-style-type: none"> (i) the housing growth targets expected to be borne by existing major settlements e.g. Chippenham (Core Policy 1); and (ii) the (presently identified) infill/small scale development sites identified for Langley Burrell as a small village (Core Policy 2) 	<p>DM/</p> <p>EMH/</p> <p>ALL</p>
6.03	<p><u>North Chippenham and Wavin Development – Update</u> – The Clerk reported that he had attempted to speak to Alistair Cunningham at the recent and the recent Training and Network Day, but to no avail.</p>	<p>EMH</p>
7.00	PLANNING	
7.01	<p><u>Applications Received since the last Meeting</u></p> <p>17/10507/CLE – Flat at 20, Oakhurst – continued use of flat as self-contained dwelling (certificate of lawfulness). The Parish Council had no objection to the application being approved.</p>	<p>EMH</p>
7.02	<p><u>Schedules Received since the last Meeting</u> – none</p>	

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	<p>*<u>17/07413/REM</u> – The Parish Council agreed that it would use the additional time afforded by the extended deadline to supplement its previous response in order to press for the provision of a right-hand filter lane for south-bound traffic on the B4069 wishing to access Hill Corner Road</p>	DM/ EMH																								
7.04	<p><u>Wavin Plastics</u></p> <p>(i) <u>Footpath LBUR22</u></p> <p>Following discussion the Parish Council agreed to withdraw the formal complaint lodged against Wiltshire Council regarding the handling of this matter (minute 7.04(i), 8/09/17 refers).</p> <p>The current situation regarding the stopping up of LBUR22 is set out in minute 4.01(i) above.</p> <p>(ii) <u>Noise and Light Pollution</u></p> <p>Following the Chairman’s recent private meeting with senior managers at Wavin, the Clerk reported that he was now maintaining a log of (time-specific) instances of noise and light pollution which would be brought to Wavin’s attention. (Minute 7.04(ii), 16/10/17 refers).</p>	EMH																								

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8.00	HIGHWAYS & RIGHTS OF WAY																					
8.01	David Mannering reported that he would be meeting with the Parish Steward on 24 th November and, accordingly, he invited councillors to provide him with further matters to feed into the Parish Council's priorities for action. The next visit of the warden to the parish was scheduled 7 th December 2017. (The Chairman suggested at the meeting that completing the clearance of the footpath alongside the B4069, from its junction with The Common to St. Peter's Church, remains a priority action).	DM ALL																				
8.02	The Clerk reported that he had been notified that Wiltshire Council had received an application (dated 13 th September 2017) to divert footpaths across land north of Hill Corner Road in conjunction with outline planning consent reference N/12/00560/OUT. Following discussion and an examination of the plans the Parish Council resolved to make no further observations or representations regarding the diversion proposals.	EMH																				
9.00	FINANCE																					
9.01	<u>Payments</u> The following payments were approved:																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <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 20/11/17</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>000942</td> <td>E. M. Helps</td> <td>Clerk's remuneration – October 2017</td> <td style="text-align: right;">410.72</td> </tr> <tr> <td>000943</td> <td>E. M. Helps</td> <td>Clerk's expenses (including £889.58 for purchase of Dell laptop computer) *</td> <td style="text-align: right;">921.28</td> </tr> <tr> <td>000944</td> <td>SLCC Enterprises Ltd.</td> <td>Regional Seminar, 22/11/17</td> <td style="text-align: right;">82.80</td> </tr> </tbody> </table>	Cheque No.	Payee	Purpose	£	000941	Langley Burrell Village Hall	Hall Hire 20/11/17	35.00	000942	E. M. Helps	Clerk's remuneration – October 2017	410.72	000943	E. M. Helps	Clerk's expenses (including £889.58 for purchase of Dell laptop computer) *	921.28	000944	SLCC Enterprises Ltd.	Regional Seminar, 22/11/17	82.80	
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	* It was agreed that, going forward, the Clerk and Councillors would submit a spreadsheet breakdown of expenses claims	ALL																				

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9.02	<p data-bbox="280 387 488 416"><u>2018/19 Budget</u></p> <p data-bbox="280 434 1358 499">The Clerk reported presented budget papers to the Parish Council setting out the following:-</p> <ul data-bbox="328 517 1358 813" style="list-style-type: none"> <li data-bbox="328 517 1358 613">- the original Parish Council net budget for 2017/18 (£11,725) together with approved budget changes since the start of the financial year (+£1,525 gross); and <li data-bbox="328 631 1358 728">- a monthly profile of expenditure to date (£6,626 excluding recoverable VAT), together with a forecast for the remainder of the financial year (£3,480); <li data-bbox="328 745 1358 813">- a financial summary for 2017/18 predicting a cash balance of £6,419 as at 31st March 2019 calculated as follows <table border="1" data-bbox="344 869 1321 1507"> <thead> <tr> <th data-bbox="352 875 1145 904"><u>Summary Heading</u></th> <th data-bbox="1150 875 1313 904">£</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 909 1145 938">Cash Balances as at 31st March 2017</td> <td data-bbox="1150 909 1313 938">3,141</td> </tr> <tr> <td data-bbox="352 943 1145 972">Unpresented cheques as at 31st March 2017</td> <td data-bbox="1150 943 1313 972">-107</td> </tr> <tr> <td data-bbox="874 976 1145 1005" style="text-align: right;">Adjusted cash b/fwd</td> <td data-bbox="1150 976 1313 1005">3,034</td> </tr> <tr> <td colspan="2" data-bbox="352 1021 1313 1050"><u>2017/18</u></td> </tr> <tr> <td data-bbox="352 1055 1145 1084">Precept 2017/18</td> <td data-bbox="1150 1055 1313 1084">11,725</td> </tr> <tr> <td data-bbox="352 1088 1145 1117">VAT refund due for 2016/17</td> <td data-bbox="1150 1088 1313 1117">513</td> </tr> <tr> <td data-bbox="352 1122 1145 1151">Bank compensation</td> <td data-bbox="1150 1122 1313 1151">400</td> </tr> <tr> <td data-bbox="352 1155 1145 1184">Transparency Fund grant</td> <td data-bbox="1150 1155 1313 1184">850</td> </tr> <tr> <td data-bbox="352 1189 1145 1218">Deposit Account interest to date of closure</td> <td data-bbox="1150 1189 1313 1218">1</td> </tr> <tr> <td data-bbox="352 1223 1145 1252">Rent – The Pound (2 years)</td> <td data-bbox="1150 1223 1313 1252">2</td> </tr> <tr> <td data-bbox="772 1256 1145 1285" style="text-align: right;">Total income and cash b/fwd</td> <td data-bbox="1150 1256 1313 1285">16,525</td> </tr> <tr> <td data-bbox="352 1335 1145 1400">Predicted expenditure to 31st March 2018 as per monitor spreadsheet</td> <td data-bbox="1150 1335 1313 1400">-10,106</td> </tr> <tr> <td data-bbox="352 1440 1145 1469" style="text-align: right;">Predicted cash balance as at 31st March 2018</td> <td data-bbox="1150 1440 1313 1469">6,419</td> </tr> </tbody> </table> <p data-bbox="280 1518 1358 1753">A discussion took place regarding likely expenditure for the forthcoming financial year and the Chairman agreed to circulate a suggested 2018/19 budget ahead of the precept-setting meeting in January 2018. It was noted that there needed to be a £1,000 accrual for the grant promised to the village hall. It was also agreed that a (Parish-element) Council Tax increase in 2018/19 struck an appropriate balance between the need for reserves (in anticipation that Wiltshire Council are likely to delegate further responsibilities to Parishes) and the need for affordability.</p> <p data-bbox="280 1771 1358 1901"><u>Post Script</u> - The Clerk has received notification from Wiltshire Council of the provisional Parish taxbase for the purposes of setting the 2018/19 precept, which is likely to be £180.79: a reduction over two successive years of 5.75% (2017/18 = £186.55, 2016/17 = £191.82).</p>	<u>Summary Heading</u>	£	Cash Balances as at 31 st March 2017	3,141	Unpresented cheques as at 31 st March 2017	-107	Adjusted cash b/fwd	3,034	<u>2017/18</u>		Precept 2017/18	11,725	VAT refund due for 2016/17	513	Bank compensation	400	Transparency Fund grant	850	Deposit Account interest to date of closure	1	Rent – The Pound (2 years)	2	Total income and cash b/fwd	16,525	Predicted expenditure to 31 st March 2018 as per monitor spreadsheet	-10,106	Predicted cash balance as at 31st March 2018	6,419	<p data-bbox="1401 1599 1453 1628" style="text-align: right;">RW</p>
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9.03	<p><u>Requests to incur expenditure</u></p> <p>(i) Following discussion, the Parish Council agreed to offer grants to St. Peter's Church (£170.00) and St. Giles Church (£50.00) towards the maintenance of their burial grounds, under S137 powers.</p> <p>(ii) The Parish Council agreed to purchase 25no. "dog fouling stickers" from Francis Carne Associates at a cost of £14.12</p>	<p>EMH</p> <p>EMH</p>
9.04	<p><u>Other Financial Matters</u></p> <p>(i) The Clerk reported that he had received notification from HMRC that, with effect from 15th December 2017, it would no longer be possible to make PAYE payments at the Post Office. Accordingly it would be necessary to set up a method of electronic payment (e.g. direct debit, online or telephone banking).</p> <p>(ii) The Clerk reported verbally on his recent meeting with the leader and chief executive of Chippenham Town Council (14/11/17) and offered to circulate notes of the meeting in due course</p>	<p>EMH</p> <p>EMH</p>
10.00	<p>CORRESPONDENCE</p> <p>The Clerk reported upon four further items of official correspondence:</p> <ol style="list-style-type: none"> 1. From Wiltshire Council – consultation on Boundary Review from 17/10/17 – 11/12/17. (See Minute 4.01(iv) above) 2. From Wiltshire Council – consultation on Core Strategy Review from 7/11/17 – 19/12/17. (See Minute 6.02 above) 3. From the National Association of Local Councils (NALC) – an invitation to make nominations to the (smaller councils) Committee 2018/19. 4. From the clerk to the Parishes Forum – the next meeting of the Forum has been scheduled to take place on 31st January 2018 at Goss Croft Hall, Seagry starting at 19:30. 	
11.00	<p>QUESTIONS TO THE CHAIRMAN</p>	
11.01	<p>Katerina Johnstone asked the Parish Council to reconsider the date of its March 2018 due to a prior commitment of the village hall. Following discussion, it was agreed that the meeting be rescheduled from Monday 19th to Monday 26th March 2018. The Clerk also agreed to consult the Village Hall Committee and schedule the Parish Council meetings for the 2018/19 municipal year.</p>	EMH
11.02	<p>It was also reported that a resident had raised concerns regarding tractors churning up the verge and it was agreed that the offenders be written to and asked to remind drivers to take care when passing oncoming vehicles along The Common.</p>	EMH

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12.00	<p data-bbox="280 387 703 416">DATE OF THE NEXT MEETING</p> <p data-bbox="280 434 1262 463">RESCHEDULED TO <u>Wednesday</u> 10th January at 7:30pm in the Village Hall</p> <p data-bbox="280 535 679 564">The Meeting closed at 9.30pm</p> <p data-bbox="280 636 839 665">Minutes approved as true record of meeting</p> <p data-bbox="280 871 772 900">Signed.....</p> <p data-bbox="903 871 1230 900">Date.....</p>	