

LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

Tel 01249 657695
Email langleyburrellpc@live.co.uk

14th November 2018

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 19th November 2018** commencing at **7.30pm** in **Maud Heath Room, Langley Burrell Village Hall**.

**** Will Members please note** that they should arrive for 7.00pm as they have been invited by the Village Hall Trustees to the Official Opening of new Kitchen facilities, which will take place prior to the Council Meeting.

Yours faithfully,

Vivian Vines

Parish Clerk

FULL COUNCIL MEETING

NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

PUBLIC SESSION: an opportunity for Council Members, the Neighbourhood Plan Steering Group and members of the public to meet and receive a presentation from Mr Andrew Conroy, Chippenham Town Council Planning Officer, who is tasked with the preparation of the Chippenham Neighbourhood Plan. Agenda item 8 (n) refers. (No time limit is set and the Council will continue with the Council Meeting on completion of the Session)

PUBLIC QUESTION TIME: an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES: an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

AGENDA

- 1. APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members.
- 2. DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Langley Burrell Without Parish Council's Code of Conduct and Standing Orders, including Dispensations required under the Code of Conduct. **(to note)**
- 3. MINUTES:** To receive and sign as a true record the Minutes of the meeting/s held

Parish Council Meeting held 15th October 2018. **(see attached Draft Minutes) (For Decision)**

- 4. PLANNING:**

Planning Applications: To make observations on Planning Applications received

Prior to the consideration of each Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

- a) 18/09924/FUL
Proposed Rear and Side Extensions and Alterations to Property, and Demolition of Outbuildings
Thornhill Farm, Sutton Lane, Langley Burrell, Chippenham, Wiltshire SN15 4LW
For Mr M Smith **(see online) (For Decision)**

No further Planning Applications have been received within the timescale for Agenda inclusion. **(to note)**

Planning General and Decisions: To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications.

- a) 18/07826/REM Land at North Chippenham, Parcels B3 & B5. Reserved Matters for Development Comprising the Erection of 152 Dwellings, etc.
No decision to date **(to note)**
- b) 18/08316/REM Land North Chippenham (Parcels P1C and P1D). Reserved Matters for the Erection of 132 Dwellings, etc.
No decision to date **(to note)**
- c) 18/02037/FUL Land at Rawlings Farm. Construction of Bridge, Temporary Haul Road etc
To consider updates and actions required, including attendance at the Planning Case Officer Meeting and the Strategic Planning Committee
(For Decision)
- d) 15/12352/OUT Land at Rawlings Farm. Outline permission for up to 650 dwellings etc
No decision to date **(to note)**
- e) 18/01610/REM Land at North Chippenham. Erection of 51 Dwellings, infrastructure etc
Minute 55/18 Planning General (e) refers. Members had been concerned that areas of land outside of the approved application sites were being used as building compounds. The matter had been reported to Wiltshire Council for enforcement action. The Planning Case Officer, Mr Simon Smith, has advised that Class A to Part 4 of the GPD Order 2015 provides permitted development rights for temporary works in connection with the development for the duration of the works on land adjoining the development site, subject to reinstatement to its former condition on completion of the operations. The Council also raised the issue of the obstruction/closure/diversion of LBRU28. This matter is reported elsewhere on the Agenda. **(to note)**
- f) 18/01102/REM Land North of Hill Corner Road. Phase 2 infrastructure N/12/00560/OUT
No decision to date **Approved with Conditions 30th October 2018**
- g) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT
No decision to date. The Planning Case Officer, Mr Simon Smith, has been asked when a decision on the application is likely. He has recently advised that Solicitors are still negotiating the final format of the legal agreement in respect of housing tenure but the matter of the highways trigger point is more complicated and there is no timescale on when those considerations will conclude. **(to note)**
- h) 18/04224/REM Land North of Hill Corner Road. Erection of 212 Dwellings, etc
No decision to date **(to note)**
- i) 18/08917/FUL Re-Building and Extension Pinchloafe Cottage, 23 The Common,
No decision to date **(to note)**
- j) 18/09049/LBC Re-Building and Extension Pinchloafe Cottage, 23 The Common,
No decision to date **(to note)**
- k) Planning Case Officer Meeting. A further approach has been made to Mr Lee Burman. At the present time the Officer is awaiting further information from the applicant. As a result there is likely to be a further consultation on any amended submissions made. As before he considers that the meeting is premature. There is no timeframe for a decision. To consider and agree if any further action is required at this time. **(For Decision)**

5. **FINANCE:** To consider financial matters and to receive notification of any receipts and invoices for payment

- a) To consider and approve any payments required **(see attached) (For Decision)**
Langley Burrell Village Hall. Hire of Meeting Room Inv 1671 01.11.18 £ 35.00
- b) To note any receipts received since the last Council Meeting
Any update will be provided at the Meeting. **(to note)**
- c) Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628
Any update will be provided at the Meeting. **(to note)**

6. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. The Council has been notified of a visit programmed for 29th December 2018. **(For Decision)**
To note receipt of (Cllr Wayman's) Local Highways October 2018 Newsletter. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates.
 - i) Maud Heath Causeway. To raise general issues and to receive any updates. **(to note)**
 - ii) Langley Burrell Footpaths No 34, No 42 and No 51 and Chippenham No 27. The Council submitted representations on the notification of the Temporary Closure in regards to the Footpaths to enable archaeological exploration and safe construction of a housing estate and link road, for the duration of six months, commencing 19th November 2018. The developers have responded to Wiltshire Council who now seeks the Parish Council's views on a suggested solution. **(see attached) (For Decision)**
 - iii) Langley Burrell Footpaths No 28. The obstruction/closure/diversion was reported to Wiltshire Council and the complaint handed to the Senior Rights of Way Warden, Mr Stephen Leonard. As a result LBUR28 has been included in Temporary Closure Order TTRO 5668 commencing on 17th December 2018 for a maximum duration of six months. **(see attached) (to note)**
 - iv) Langley Burrell Footpaths No 28 and No 36 (part) and Chippenham No 28 and No 29. The Council has been advised of a Temporary Closure Order Ref: TTRO 5668 commencing on 17th December 2018 for a maximum duration of six months. **(see attached) (to note)**
 - v) Rights of Way Definitive Map (Oct 2018). Following the Modification of Langley Burrell Footpath 22, Wiltshire Council has provided an updated Definitive Map and Statement **(see attached) (to note)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues in regards to Highway Conditions and Maintenance within the Parish and to receive any updates. **(For Decision)**

7. STANDING ITEMS:

- a) Parish/Community Website/Newsletters/Social Media – To raise general issues and to receive any updates. **(to note)**
- b) Notice Board/s – To raise general issues and to receive any updates. **(to note)**
- c) Flooding & Drainage – To raise general issues and to receive any updates **(For Decision)**
- d) Langley Burrell Village Hall – To raise general issues and to receive any updates **(to note)**
- e) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
 - i) To note that an Area Board Meeting was held on Monday 8th October 2018 in The Neeld Hall, Chippenham. To receive any updates. The Council has been informed that the Area Board Meeting scheduled for 17th December 2018 has been cancelled and that the next Meeting is scheduled for 4th February 2019. **(to note)**
 - ii) To consider any new, and review any previous local issues within the Parish, which have been, or should be raised, with the Chippenham Area Board at their next Meeting **(For Decision)**
 - iii) To note that a Meeting of the Chippenham Community Area Parish Forum was held on Wednesday 24th October 2018 in The Goss Croft Hall, Upper Seagry. The Guest

Speaker was Mr Andrew Conroy, Planning Officer, Chippenham Town Council who updated all on the progress of the Chippenham Neighbourhood Plan. To receive any updates. The Forum agreed that the next Meeting should be held on the 5th or 12th December 2018 depending on the availability of the Chippenham Community Area Manager who wished to address the Forum. Since the Meeting information was received that the future of Area Boards is under review. Consequently, the date of the next Forum Meeting is to be Wednesday 20th February 2019 at 7.30pm in The Union Chapel, Middle Common, Kington Langley. **(to note)**

- iv) To consider any new, and review any previous local issues within the Parish, which have been, or should be raised, with the Chippenham Community Area Parish Forum at their next Meeting. **(For Decision)**
- f) Langley Burrell Neighbourhood Plan – To raise issues and to receive any updates. **(to note)**
- g) Council Insurance – To raise issues and receive updates as required. **(to note)**
- h) Council Standing Orders & Code of Conduct: To consider any updates if required. **(to note)**
- i) Asset Register: To consider any updates of the Council Asset Register. **(to note)**
- j) Risk Assessment: To consider any updates of the Risk Assessment Register. **(to note)**
- k) Health & Safety and Management Register: To consider any updates of the Health & Safety and Management Register. **(to note)**
- l) Freedom of Information Act-Publication Scheme: To consider any updates of Freedom of Information Register. **(to note)**
- m) Parochial Church Council – To raise general issues and to receive any updates. **(to note)**

8. CLERKS REPORT: To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s

- a) Wiltshire Council Operational Flood Working Group North. The next Meeting is scheduled for 21st November 2018 at 9.30am in St Margaret's Hall, Bradford on Avon. **(to note)**
- b) Wiltshire Association Local Councils (WALC). The Council was advised that the AGM would take place on Monday 22nd October 2018. Following the AGM was a discussion on "The Magic Money Tree" funding for local Councils. To receive any updates from attendees. **(to note)**
- c) Wiltshire Council - Briefing Note No 368 – The Council received a Briefing Note in regards to the Wiltshire Local Plan Review Update. 27th September to 9th November 2018. The Note included an invitation to consultation events taking place during October 2018. To receive any updates from attendees and consider any views. A Chippenham HMA Plan produced for the event is attached for information. **(see attached) (For Decision)**
- d) Wiltshire Council – Focusing on the Future. The Council has been invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session will take place on Thursday 22nd November 2018 in the Council Chamber, Monkton Park, Chippenham 5.30pm – 7.00pm. **(see attached) (For Decision)**
- e) Environment Agency Wessex Flood Warden Newsletter (Autumn 2018) The Council has received the latest edition of the Newsletter. **(previously circulated) (to note)**
- f) Community First AGM 2018. The Council had been invited to attend the AGM to be held on Thursday 11th October 2018 in The Town Hall, Devizes. To receive any updates from Council attendees. **(to note)**
- g) National Police Chief's Council (NPCC). The Council has received a copy of the NPCC Rural Affairs Strategy 2018-2021. **(previously circulated) (to note)**
- h) Wiltshire Council Tax Setting Programme 2019/2020. Councils have been advised of the Setting Timetable providing key dates including the deadline for Parish/Town Councils to return approved 2019/2020 precept requests to Wiltshire Council by 25th January 2019. Attached to the advice was a Government Technical Consultation on Local Government Finance that suggests that they intend to continue the deferral of setting referendum principles for Town and Parish Councils, encouraging a continuing downward trend in spending that will be "kept under active review". The Council will meet on the 17th January 2019 to agree a forward budget and set a Precept. In the interim period Council Members should consider proposals for the forward budget and inform the Clerk as soon as possible to allow the budget financial forecast spreadsheet to be prepared and circulated. **(see attached) (to note)**
- i) OFWG Newsletter (Oct 2018). The Council received details of a Flood Warden Workshop to be held on the 14th November 2018 at the Wiltshire & Dorset FRS Training

Centre, Hopton, Devizes. To receive any reports from attendees. **(see attached) (to note)**

- j) Wiltshire Council - Briefing Note No 369 – The Council has received a Briefing Note in regards to HomeRun a smartphone app. **(see attached) (to note)**
- k) Military-Civilian Integration. The Council has been advised that the Integration Partnership Task Group is conducting a survey regarding the impact on Town and Parish communities of the growing military presence. A request is made for the return of survey forms by 30th November 2018. **(see attached) (to note)**
- l) Wiltshire Council - Briefing Note No 370 – The Council has received a Briefing Note in regards to the Council Tax Single Person Discount Review. **(see attached) (to note)**
- m) Wiltshire Council - Briefing Note No 371 – At a previous Meeting the Council received a Briefing Note 365 in regards to the Social Housing Green Paper. The Council has now received a Briefing Note 371 providing the Wiltshire Council responses to the Consultation. **(see attached) (to note)**
- n) Chippenham Neighbourhood Plan. Minute 49/18 (r) refers. Mr Andrew Conroy, Chippenham Town Council Planning Officer, who is tasked with the preparation of the Neighbourhood Plan has confirmed that he will attend the Council Meeting to be held on Monday 19th November 2018 to give a presentation, to hear views and answer questions. **(to note)**
- o) CIL Funding – Local Policy. Minute 59/18 (s) refers. The Council agreed that a Local CIL Funding Policy should be prepared and set a timescale for adoption as March 2019. To consider and agree any actions required. **(see attached) (For Decision)**
- p) CIL Funding. The Council has previously been informed by the Wiltshire Council CIL Team, of the potential receipts and timescales for payments involved. There had been an indication that some payments should have been received by now. The CIL Team has been contacted to ascertain the present position and at the time of Agenda publication has indicated that updated information will be provided in next 7 days. **(to note)**
- q) Langley Burrell Neighbourhood Plan. To receive any updates and to consider any actions required. **(For Decision)**
- r) Wiltshire Council - Briefing Note No 372 – The Council has received a Briefing Note in regards to the Vision for Special Education in Wiltshire. **(see attached) (to note)**
- s) Parish Boundary Changes. The Council took the opportunity of considering their initial stance/s on any Parish Boundary changes at the last Council Meeting when considering the future of Wiltshire Council Electoral Divisions and Area Boards. Minute 59/18 (h) refers. At the present time there are no proposals or any consultations on boundary changes but the Council has agreed to be mindful of this process and timescales, as this will have implications on the future of the Parish. It is recommended that the Council should be proactive rather than reactive in the matter and confirm their views so that they are in a position to submit an evidence-based argument to support any case that will need to be presented. **(For Decision)**
- t) Street Naming. Minute 60/18 (b) refers. The Council had recently considered street names for estate roads and had agreed to consider and prepare a further list in readiness for further street naming consultations. This would allow issues such as naming streets after living persons to be addressed. To receive updates. **(For Decision)**
- u) Parish Wall Map. Minute 60/18 (a) refers. The Council had agreed that the Clerk could order a large scale Parish Map for the Maud Heath Room. Following the Meeting the Clerk received the Rights of Way Definitive Map (Oct 2018) and circulated for Members views on whether this should be used as the large scale wall map instead of the Parish Map. To consider and agree which would be most suitable. Agenda item 6 (b) (v) refers. **(For Decision)**

9. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues, which the Clerk cannot deal with, and which do not require a policy decision other than referral to the next meeting.

10. **DATE OF NEXT MEETING:** The next Council Meeting is scheduled for **Monday 17th January 2019 at 7.30pm**, in the Maud Heath Room, Langley Burrell Village Hall.

PART 2 AGENDA

As the following item relates to Confidential Matters, in regards to an Employees Contract, in accordance with Langley Burrell Without Parish Council Standing Orders (Admission of Public and Press to Meetings) it is considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and that they are instructed to withdraw.

Council Part 2 Agenda 15th October 2018 refers. **(For Decision)**