

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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15<sup>th</sup> January 2019

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 21<sup>st</sup> January 2019** commencing at **7.30pm** in **Maud Heath Room, Langley Burrell Village Hall**.

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 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 15<sup>th</sup> October 2018. **(see attached Draft Minutes) (For Decision)**

Parish Council Meeting held 19<sup>th</sup> November 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) 18/11188/FUL

Coach House Conversion to form Guest Accommodation, Construction of New Detached Garage & Workshop  
Kilverts Parsonage, Chippenham Road, Langley Burrell SN15 4LE  
For Mr & Mrs R Whitrow **(see online) (For Decision)**

- b) 18/11736/LBC  
Coach House Conversion to form Guest Accommodation, Construction of New Detached Garage & Workshop  
Kilverts Parsonage, Chippenham Road, Langley Burrell SN15 4LE  
For Mr & Mrs R Whitrow **(see online) (For Decision)**
- c) 18/11814/FUL  
Construction of a Flat Roof Single-Storey Side Extension  
165A, Malmesbury Road, Chippenham SN15 5LP  
For Mr & Mrs Kitch **(see online) (For Decision)**
- d) 18/07826/REM  
Reserved Matters for Development Comprising the Erection of 152 Dwellings and Associated Landscaping on the Land at North Chippenham (Parcels B3 and B5). Following Outline Planning Consent Ref: N/12/00560/OUT  
Land North of Hill Corner Road, Land Parcel B3 & B5, Chippenham, Wiltshire  
For Pegasus Planning Group Ltd **(see online) (For Decision)**
- e) 19/00187/FUL  
Change of Use from Single Cottage into Two Dwellings. Extensions to Rear. Garage to Side  
143, The Common, Langley Burrell SN15 4LQ  
For Mr Paul Davis **(see online) (For Decision)**
- f) 18/12139/FUL  
Rebuilding of Rear Wall of Kitchen, replace 20<sup>th</sup> C Lobby, replace PVC Front Door  
Pinchloafe Cottage, 23, The Common, Langley Burrell SN15 4LQ  
For Mr Winston Williams **(see online) (For Decision)**
- g) 19/00241/LBC  
Rebuilding of Rear Wall of Kitchen, replace 20<sup>th</sup> C Lobby, replace PVC Front Door  
Pinchloafe Cottage, 23, The Common, Langley Burrell SN15 4LQ  
For Mr Winston Williams **(see online) (For Decision)**
- h) 18/08316/REM  
Reserved Matters for the Erection of 132 Dwellings and Associated Landscaping and Infrastructure at Land North Chippenham (Parcels P1C and P1D). Following Outline Planning Consent Ref: N/12/00560/OUT  
Land North of Hill Corner Road, Chippenham, Wiltshire  
For Persimmon Homes (Wessex) **(see online) (For Decision)**

**\*\*** The Council considered this application on the 20<sup>th</sup> September 2018 and determined that they did not object to the proposals in principle, but had concerns relating to pedestrian and cyclists' interests and artificial lighting. Minute 45/18 (b) refers. (see below) The application has been amended and the Council has been re-consulted.

*Minute 45/18*

- b) 18/08316/REM  
*Reserved Matters for the Erection of 132 Dwellings and Associated Landscaping and Infrastructure at Land North Chippenham (Parcels P1C and P1D). Following Outline Planning Consent Ref: N/12/00560/OUT  
Land North of Hill Corner Road, Chippenham, Wiltshire  
For Persimmon Homes (Wessex)*

*Following consideration of the application the Council resolved to raise no objections to the principle of the proposals and confine their views to those relating to pedestrian and cyclists' interests.*

*The Council agreed that Wiltshire Council should be informed that the Council had no objections to the proposals in principle and had confined their thoughts to matters of pedestrian access throughout the development and to the northern countryside beyond, which they believed needed to conform to Core Strategy (now Local Plan) Policies in regards to pedestrian and cyclists' interests.*

*Comments were particularly related to retaining any official Rights of Way in order to reach the countryside where there was a need to cross what would be the major link road from the B4069 to the A350. There was no doubt that this link road would be heavily used creating major issues for those crossing on foot from Footpaths to continue their route north. With this in mind the Council would object to any proposals that did not include either zebra or controlled pelican crossings across the link road, controlled crossings being the preference. As the routes followed through the new residential areas and the estate development footpaths themselves, designated crossing points with dropped kerbs should be included.*

*In addition the development would require artificial lighting to be installed and the Council wished to ensure that upward glare is minimised with LED lighting perhaps at low height.*

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 any 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) 18/02973/106 Modification of S106 Agreement attached to N/12/00560/OUT  
No decision to date **(to note)**
- f) 18/04224/REM Land North of Hill Corner Road. Erection of 212 Dwellings, etc  
No decision to date **(to note)**
- g) 18/08917/FUL Re-Building and Extension Pinchloafe Cottage, 23 The Common,  
No decision to date **(to note)**
- h) 18/09049/LBC Re-Building and Extension Pinchloafe Cottage, 23 The Common,  
No decision to date **(to note)**
- i) 18/09924/FUL Rear and Side Extensions and Alterations to Property, etc Thornhill Farm, Sutton Lane. No decision to date **(to note)**
- l) Planning Case Officer Meeting. To consider and agree if any 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 1696 02.01.19 £ 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  
30th November 2018 Sheet No 9 £ 15,015.84  
Any update will be provided at the Meeting. **(to note)**
- d) Council Budget: To consider the Council Budget and Budget proposals for the Council Year 2019- 2020 and required Precept.

The Council is required to submit Precept requirements to Wiltshire Council by the 25<sup>th</sup> January 2019. The Council should be mindful of Government consultations and austerity measure policies on the future of Local Government spending and the possibility that Parish Councils may be considered under capping and referendum proposals. There are no proposals being suggested at the present time but the situation could change in the lifetime of this Parliament. Latest information is 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 need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit and in addition Wiltshire Council may well ask for further Parish Council financial support for any works proposed within the Parish, such as CATG Area Board requests. At the present time there is little room in the Council's budget that can support extra Revenue spending, without increasing the Precept.

Wiltshire Council Financial Planning has provided draft 2019/2020 Tax Base details to assist Council with their Budget setting and Precept requirements. This is intended to assist Members in their budget setting. **(see attached)**

The Council will be provided with a DRAFT Year Ending 31<sup>st</sup> March 2019 Receipts and Payment Schedule at the Meeting. Payments already made, including those made at the Meeting will be shown.

Council Members will need to bring forward suggestions for the forward Revenue Budget, which could include increased grass cutting by possibly taking over the cutting of grass verges throughout the Parish as Wiltshire Council reduce this service and any other priorities such as Rights of Way clearance and possibly to suggest any potential savings.

The Council has placed great reliance on the work of Elected Members and local community volunteers all of whom can and should be applauded for their efforts and commitment. However, not only is there an aging population but less and less will be able to provide long term assistance and the Council should be mindful of this when considering the future, so that the Parish is supported both practically and financially by all rather than the few.

Similarly, Council Members will need to bring forward suggestions for the forward Capital Budget and set priorities and realistic timescales. The Council is likely to receive a significant income from Community Infrastructure Levy (CIL) to be used on identified infrastructure projects. However, the funds resulting will need to be retained in a CIL Fund and not included in a general Capital Fund that the Council may wish to hold for projects not considered to be within CIL parameters.

As mentioned above the Council and Parishioners will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the Capital tasks for the local community's benefit.

A Budget Proposals 2019/20 spreadsheet showing this years Budget and recent years budgets to give Members some guidance on future budgets will be provided at the Meeting. Although a reduction or small increase in Precept may be welcomed by the Tax Payer, Council Members need to be mindful of the fact mentioned earlier that the Government could introduce measures limiting increases to low percentages, although there has been a suggestion in the past that if increases were required in order to take on devolved services from a Higher Authority then they would not be included in a percentage figure. Circumstances and Government Policy may of course change and Members will need to consider if there are any local priorities that should be addressed during the lifetime of this Council. **(see attached) (For Decision)**

## **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 Parish Steward's visits programmed for 10<sup>th</sup> January, 7<sup>th</sup> February, 7<sup>th</sup> March and 4<sup>th</sup> April 2019. To receive any updates. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways November and December 2018 Newsletters. **(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 19<sup>th</sup> November 2018. The developers, via Wiltshire Council, responded and the Parish Council's retained an objection suggesting minimum requirements with the provision of central refuges and advance signage. Minute 67/18 (b) ii refers. The developers have responded further and have now included pedestrian refuge islands on both diversions and Wiltshire Council have asked for the Council's further comments and withdrawal of objections. **(see attached) (For Decision)**
- 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 is scheduled for 4<sup>th</sup> February 2019 in a venue to be advised. **(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 is to be Wednesday 20<sup>th</sup> 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 Working Group has met on the 21<sup>st</sup> November 2018 in St Margaret's Hall, Bradford on Avon and Wednesday 9<sup>th</sup> January 2019 at Trowbridge Rugby Club, Hilperton. A further Meeting is scheduled for 13<sup>th</sup> March 2019 at Monkton Park Chippenham. **(to note)**
- b) Wiltshire Council – Focusing on the Future. The Council was invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session took place on Thursday 22<sup>nd</sup> November 2018 in the Council Chamber, Monkton Park, Chippenham. To receive any updates from attendees. **(to note)**
- c) Wiltshire Council Concessionary Bus Pass Renewals. The Council has been advised that as from 1<sup>st</sup> January 2019 there will be no automatic renewal for un-used older

person's bus passes and has requested that the Parish Council publicise the new policy. **(see attached) (to note)**

- d) Drone Practice. The Council received a request, from a member of the technical staff at UWE Bristol, to use an area of the Playing Field as a site to practice drone flying. Council Members were circulated with the details and in response all indicated that in principle they had no objections subject to the flying in the area shown on the map and that the Village Hall Committee were contacted by the individual who lives locally. **(see attached) (to note)**
- e) Wiltshire Housing Site Allocations Plan-Targeted Consultation. The Council has been notified of the consultation. Responses are requested by 22<sup>nd</sup> January 2019. **(see attached) (For Decision)**
- f) Wiltshire Council - Briefing Note No 373 – The Council has received a Briefing Note in regards to Service Devolution and Asset Transfer to Town & Parishes. **(see attached) (to note) (For Decision)**
- g) Wiltshire Council – Community Led Housing Newsletter. The Council has received the December 2018 update edition. **(see attached) (to note)**
- h) Wiltshire Council - Briefing Note No 374 – The Council has received a Briefing Note in regards to the Wiltshire Housing Site Allocations Plan Focused Consultation. **(see attached) (to note)**
- i) Wiltshire Council – Waiting and Parking Requests 2019-2020. The Council has been made aware that waiting and parking requests can be submitted by 31<sup>st</sup> January 2019. **(see attached) (For Decision)**
- j) Community First AGM 2018. The Council was invited to attend the AGM held on Thursday 11<sup>th</sup> October 2018 in The Town Hall, Devizes. The Minutes of the AGM have now been received. **(see attached) (to note)**
- k) Buckingham Palace Garden Party – 29<sup>th</sup> May 2019. WALC invited nomination/s to enter the County draw by 4pm on Thursday 10<sup>th</sup> January 2019. Names will be drawn randomly from those entered in the Wiltshire draw. The name of former Councillor Brian Mifflin was submitted, as this could be the last opportunity for him and his wife to be nominated. **(to note)**
- l) Fly Tipping. The Chippenham Area Board has funded the provision of signs to deter Fly Tipping. The Board requests that Parishes notify them of Fly Tipping Hotspots so that priority areas can be identified. Notification is required by 31<sup>st</sup> January 2019. **(see attached) (For Decision)**
- m) 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. The Council intended to compare examples of other Council's Policies but at this time there are no local examples. There are some examples from other areas and three are attached for information. Wiltshire Council Guidelines are also attached. To consider and agree any actions required. **(see attached) (For Decision)**
- n) 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 already have been received and an update had been expected shortly after the Council's last Meeting. The CIL Team has been recently contacted to ascertain the present position and at the time of Agenda publication no updated information has been received. To receive any updates. **(to note)**
- o) Langley Burrell Neighbourhood Plan. To receive any updates and to consider any actions required. **(For Decision)**
- p) Wiltshire Council - Briefing Note No 19-001 374 – The Council has received a Briefing Note in regards to the Statutory Consultation on the Vision for Special Needs Schools, closing 1<sup>st</sup> March 2019. **(see attached) (to note) (For Decision)**
- q) Emergency/Flood Plan. Wiltshire Council has written to Parish Councils reminding them of the need to have an up to date Plan and reminding Councils that various templates are available to assist. **(see attached) (For Decision)**
- r) Community Issue 6433 - Lack of Signage in Jacksoms Lane. Pursuant to Minute 70/18. Wiltshire Councillor H Greenman referred to the decision taken by Council on the 20<sup>th</sup> September 2018, Minute 49/18 (w) refers, and wondered if the Council might re-consider the issue at their next Meeting. The Council's response of 21<sup>st</sup> September 2018 to the CATG is attached. The Council was invited to attend the CATG meeting to be held on 15<sup>th</sup> January 2019 to discuss the matter. Cllr D Mannering offered to attend. Since the decision some confusion has occurred as the Council considered the issue related to signage required from the A350, which the CATG Issue sheet refers to. **(see attached)**

Whereas, a later conversation with a Kington Langley Parish Councillor suggested that it was signage required from the B4069. The Community Engagement Manager advises that both Councils (LB and KL) received similar Issue 6433 details and so the Council has determined the matter on the correct information. The Manager would advise Kington Langley accordingly. However, the Manager underlined the importance of all parties being present at the CATG Meeting in January to agree a solution. The Council has been informed that the Meeting scheduled for 15<sup>th</sup> January is cancelled and will now be held on Tuesday 22<sup>nd</sup> January 2019 10.00 – 12.00 in the Education Room, Wiltshire History Centre. **(see attached) (For Decision)**

- s) Felling of Trees. Members noted that two large ancient trees on the east side of the B4069 adjacent to the junction with The Common had been felled in early January 2019. The matter was reported to Wiltshire Council Tree Officers who immediately investigated and advised that no constraints existed in that area and consent was not required for the felling. **(to note)**
- t) Street Naming. Minute 60/18 (b) and 69/18 (t) refer. The Council has considered street names for estate roads and agreed to consider and prepare a list in readiness for further street naming consultations. One of the requirements in naming streets after a living person/s is to seek and obtain the approval of the person/s. To receive updates. **(For Decision)**
- u) Council Objectives 2019. Cllr D Mannering has requested that the Council consider and agree their objectives for the 2019 Calendar Year. **(For Decision)**
- v) Council Meeting dates. The Council, because the Meeting Room was unavailable, agreed to hold their March 2019 Meeting on Wednesday 20<sup>th</sup> March 2019. The Council has been notified that the Room is now available for their normal evening. To consider and agree to meet on Monday 18<sup>th</sup> March 2019. **(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 18<sup>th</sup> February 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 19<sup>th</sup> November 2018 refers. **(For Decision)**