

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall

15th May 2023

Present: Cllr Julie Hoskins (Chairman), Cllr R Colthorpe, Cllr K Eaves, Cllr Katerina Johnstone and Cllr M Meredith (Vice Chairman).

Also Present: Mr V A Vines MBE Clerk of the Council.

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

PUBLIC QUESTION TIME

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports received.

PRESENTATION:

Emily Malcolm, Founder and Creative Director of Yesterday's Story CIC was in attendance to discuss ideas to celebrate Maud Heath's Causeway 550th Anniversary in 2024. She explained that she was promoting the Anniversary by inviting a new audience to engage in the Maud Heath story. Yesterday's Story would seek Heritage Lottery funding for the project that would include the commissioning of a song, possibly to be sung during a walk along the length of the Causeway in the Summer of 2024. It was intended that a day of celebration be planned and support had been given by Chippenham History Centre, Chippenham Library and Museum and Bremhill Parish would need to be involved.

The Council welcomed the initiative and would provide support when needed including supporting the Heritage Fund application.

011/23 APOLOGIES FOR ABSENCE

All Council Members were in attendance. Apologies had been received from Wiltshire Councillor H Greenman.

012/23 DECLARATION(S) OF INTEREST AND DISPENSATIONS - IN ACCORDANCE WITH LANGLEY BURRELL WITHOUT PARISH COUNCIL'S CODE OF CONDUCT AND STANDING ORDERS

There were no Interests declared.

013/23 MINUTES Members had been previously circulated with the Draft Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 20th March 2023. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

014/23 PLANNING

Planning Applications: Prior to the consideration of any Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

- a) PL/2023/02043 - Full Planning Permission
Conversion of existing offices to residential use
Agriculture House, The Common, Langley Burrell, Chippenham, SN15 4LQ
For Mrs Tamsin Richards

Following consideration of the application **the Council resolved to raise no objections**

In reaching this conclusion the Council were mindful of the fact that when considering planning applications the Neighbourhood Plan policies affecting employment buildings should be taken into consideration to avoid the loss of existing employment opportunities in the Parish.

Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY

- b) PL/2023/03570 – Proposed Works to Trees in Conservation Area
Proposal T1- Section fell Honey Locust tree next to Garage. T2 – Section
Fell Robinia tree nest to Garage
38A, The Common Langley Burrell, Chippenham, SN15 4LQ
For Adam Priest

Following consideration of the application **the Council resolved to raise no objections**

Cllr Katerina Johnstone proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

- c) PL/2023/02968 - Householder Planning Permission
The Renovation, Extension and Refurbishment of the House
47-48, Dolphin Cottage, Peckingell, Langley Burrell, Chippenham, SN15 4LJ
For Mr Pring

Following consideration of the application **the Council resolved to raise no objections to the proposals in principle.**

In reaching this conclusion debate had centred on whether the positioning of the large triple garage in such a dominant position, in front of the building line and with the need for a new vehicular access, was out of keeping with the character of the immediate area and Wiltshire Council would be informed of this.

Cllr Katerina Johnstone proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

Planning General and Decisions: The Council received notification and considered other Planning related matters, including updates on any Planning Applications that had not yet been determined.

- a) 20/05495/FUL
New Residential Development following the Demolition of Existing Buildings.
To include: Public Open Space; Landscaping; Sustainable Urban Drainage and other Associated Infrastructure Works
Land at Ambulance Headquarters, Malmesbury Road, Chippenham, Wiltshire SN15 5LN
For Persimmon Homes (Wessex) Ltd **No decision yet by Wiltshire Council**
- b) PL/2022/08731 – Full Planning Permission
Extension to Existing Driving Range Shelter, Addition of External Lighting
Chippenham Golf Club, Malmesbury Road, Chippenham. Wiltshire SN15 5LT
For Mr Mike Goodwin - Chippenham Golf Club **No decision yet by Wiltshire Council**
- c) The Brambles, The Common – Enforcement Matters. There was no change in circumstances since the last Council Meeting. The Council had been notified that the Wiltshire Council Enforcement Officer had left the Council and his replacement would need to be briefed on outstanding matters. **(noted)**
- d) PL/2022/04681 – Outline Planning Consent
Residential Development (up to 230 dwellings), a Local Centre (comprising commercial business and service uses (Use Class E), Drinking Establishment and Hot Food Takeaway (Sui Generis) with GIA limit of 675 sq m of which no more than 200 sq m (GIA) shall be used for retail (Class E(a), Drinking Establishment and Hot Food Takeaway (Sui Generis), Associated Works and Infrastructure, Ancillary Facilities, Open Space, Landscaping with Vehicular Access from the B4069
Land off the B4069, East of Barrow Farm, Langley Burrell, Chippenham, Wiltshire
For Robert Hitchins Limited
- Planning Appeal Update.** The Council had been informed as a Rule 6 party that the appeal had been allowed, subject to Conditions on the 5th May 2023. Sadly, the appeal had been lost on the lack of a 5-year land supply issue. It was understood that a Judicial review was being considered. **(noted)**
- e) PL/2023/02298 - Proposed Works to Trees in a Conservation Area
Proposal: The first tree is a mature Ash, which is 16m in height and 700mm diameter at 1.5m. The tree has Ash Dieback, with fungal fruiting bodies to the main stem and central crown. Due to the tree's location alongside the main road in the village we are concerned about the health and safety risk this possess. After having the tree surveyed it was identified that it should be reduced to a 6m monolith in order to make the tree safe for the many pedestrians, drivers and other road users. The second tree is a mature Holm Oak, which is 20m in height and 850mm diameter at 1.5m. The tree has a heavy crown extending almost entirely eastbound beneath the crowns of adjacent conifers that overshadow it. Due to the tree's location next to the pavement there is risk that the crown will fail and fall onto the pavement below, causing a health and

safety risk for any pedestrians using the pavement. The tree surveyor stated it needs 'selectively reduce limb by up to 3m remove partly failed smaller limb resting on it'

Maud Heath's Causeway, Langley Burrell, Chippenham

For Dr Robert Scott-Ashe **No objections by Wiltshire Council 2nd May 2023**

- f) Rawlings Green Development. It had been some time since the Council had been updated on the timescale of this proposal, including the intended use of the haulage route through the Parish for construction works. Wiltshire Councillor H Greenman would be asked to investigate and update the Parish Council.

015/23 FINANCE

The Council considered financial matters and received notification of receipts and invoices for payment.

- a) **Payments:** The Council **agreed** the following Payments:

Langley Burrell Village Hall. Meeting Room hire. Inv 3161	02.05.23	£ 70.00
Idverde Ltd. Waste Collection contract. Inv 10879321	20.04.23	£ 327.60
Community First Membership fees 23/24		£ 40.00
WALC. Annual Subscription 23/24		£ 138.38
Langley Burrell Village Hall. Maintenance grant 23/24 Tranche 1		£ 500.00

Cllr Julie Hoskins proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY

- b) **Payments made since the last Council Meeting:** The Council **noted** the following payments had been made since the last Council Meeting:

Information Commissioners Registration fees 23/24		£ 40.00
BHIB. Insurance Renewal 23/24 Inv LC000655	14.04.23	£ 562.76
Curry Group Ltd. Seagate OT 2TB BLK External Drive	04.03.23	£ 64.99*
LBRA. Rosemary Waterkeyn. Appeal printing CIL project	16.01.23	£ 467.41
Heritage Trail Project. James Burrell. Website hosting etc.	24.01.23	£ 299.55
LBRA. Digiprint Inv DIGI-10888. printing 19.01.23 CIL project		£ 385.58
T H White Installations. LBCH CCTV. CIL project.Final Payment		£ 15,087.77
Louise Ryland-Epton. Heritage Research Project. Inv LB05	02.02.23	£ 480.00
P Cabell Contractor. concrete base, etc. hard standing. Defib post.		£ 19,489.00
Pentagon South. Forest Trim Trail etc. Inv – 6295	12.04.23	£ 7,302.00
A J Products UK Ltd. Plastic tables, seat and chair. Inv 3045877		£ 183.60
Baker Ross . Coronation Range Products	17.04.23	£ 411.52
Cyan Jati. 2 No circular picnic tables and seating	14.04.23	£ 1,760.00
Hotline Group. Coronation Mugs and supplies Order H304-1775		£ 1,296.77
Waycott Electrical. Defibs install Bus Shelter+Village Hall Inv 5760		£ 656.40
Waycott Electrical. Defib install St Giles Church. Inv 5746		£ 1,108.80
Wilts Council. Kilverts Way Street Nameplates Inv 90441943		£ 2,795.20

* reimbursement to Mr V A Vines

- c) **Receipts:** The Council **noted** the following receipt since the last Council Meeting

Wiltshire Council. Parish Precept 23/24 Tranche 1.	24.04.23	£ 7,984.50
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- d) **Lloyds Bank CIL Account No 73537468** The Council **noted** the account balance.

28th April 2023 £ 49.83

- e) **Lloyds Bank Treasurers Account No 00222628** The Council **noted** the account balance.

28th April 2023 £ 91,171.79

- f) **Lloyds Bank Treasurers Account No 78211968** The Council **noted** the account balance.

2nd May 2023 £ 270,128.23

- g) **Lloyds Bank Banking Arrangements** The Council **noted** that the change of arrangements in regards to the address of accounts had been completed. There was still a need to revise the bank mandates and secure the online banking arrangements.

016/23 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. There was a need to ensure that the top 5 priorities were continually updated and Wiltshire Highways advised. Parish Steward visits were scheduled for 22nd June and 20th July 2023. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. There were no issues raised that had not been previously reported. **(noted)**

- a) **Maud Heath's Causeway.** There was no change in circumstances since the last Council Meeting. **(noted)**

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

- a) The "no parking on pavement" notices still needed to be erected. **(noted)**

There were no further issues raised. **(noted)**

017/23 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There had been no change in circumstances since the last Council Meeting. **(noted)**

- b) **Notice Board/s:** There had been no change in circumstances since the last Council Meeting. **(noted)**

- c) **Flooding & Drainage:** There were no issues raised. **(noted)**

- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that Coronation Celebrations had been very successful. **(noted)**

- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The next Area Board Meeting was scheduled for the 27th June 2023 at 6.30pm in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. The following Meeting was scheduled for the 25th September 2023 at 6.30pm in the same venue. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** The Rural Housing Needs Survey was complete. Further progress had been made as LBRA had now had further discussions with Place Studio Ltd as Consultants to the Steering Group. **(noted)**
- g) **Council Insurance:** There was no update required. **(noted)**
- h) **Council Standing Orders & Code of Conduct:** There was no update required. **(noted)**
- i) **Asset Register:** There was no update at this Council Meeting. **(noted)**
- j) **Risk Assessment:** There was no update at this Council Meeting. **(noted)**
- k) **Health & Safety and Management Register:** There was no update at this Council Meeting. **(noted)**
- l) **Freedom of Information Act-Publication Scheme:** There was no update at this Council Meeting. **(noted)**
- m) **Parochial Church Council/s:** The defibrillator had been installed at St Giles Church but there appeared to be teething problems to resolve before it would become publicly available. **(noted)**
- n) **Emergency/Flood Planning:** Cllr M Meredith confirmed that he had discussed issues with the Wiltshire Council Emergency Team and continued to work on proposals. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. **(noted)**
- p) **Community Speedwatch.** The Wiltshire Council traffic survey had been received that advised that a CSW Team of volunteers and a coordinator could be registered, vetted and trained. **(noted)**
- q) **Data Protection - GDPR:** There were no updates required. **(noted)**
- r) **Langley Burrell Residents Association (LBRA):** It was understood that LBRA had now held discussions with Place Studio Ltd. **(noted)**

018/23 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) **Defibrillator Project.** The Clerk reported that all defibrillator installations had been completed although the St Giles Church device still needed commissioning. There was now a need to complete a Memorandum of Understanding with the S W Ambulance NHS

Foundation Trust for each defibrillator. Cllr Julie Hoskins would peruse the documentation and complete as required. **(noted)**

- b) **CIL Funding.** Council Members deferred consideration of CIL Funding matters until the Part 2 Agenda. **(noted)**
- c) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG had met on the 25th April 2023 at 10.00am in Langley Room, Monkton Park Council Offices. The Note Tracker/Minutes had been received and circulated. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on the 30th March 2023. The next Meeting was scheduled for the 18th May 2023 in Committee Room D, Monkton Park, Chippenham at 9.30am. It was possible to attend using Microsoft Teams. **(noted)**
- e) **Langley Burrell Heritage Trail Projects.** Two Council projects were being taken forward. The Heritage Trail and the Kilvert's Trail. Cllr K Eaves updated the Council on progress. Research on both projects continued and Rosemary Waterkeyn had produced audio commentary for walks. The website link/s would be circulated. **It was agreed that a Launch Event should be held to publicise the Trails.**
- f) **Parish Council Database.** There had been no change since the Council last met. Further consideration still needed to be given to the production and circulation of a Council Newsletter. **(noted)**
- g) **Community Speedwatch Team, SIDs, etc.** The traffic survey had been completed and the data collected indicated that a volunteer CSW Team could be registered, Police vetted and trained. There would be a need for a Coordinator to take the lead role. This would allow the provision of the Autopeedwatch and SID Devices to be legally installed and data collected and reported. It was hoped that Mr Folke Pope would lead on the project. **(noted)**
- h) **Wiltshire Council - Briefing Note 23-10.** The Council noted receipt of a Briefing Note in regards to Guidance for Neighbourhood Planning with Wiltshire including a link to the final version of the Guide. **(noted)**
- f) **Housing Needs Survey 2023.** The survey was carried out, completed and published by Wiltshire Council to provide evidence for the Neighbourhood Plan update. Having arrived during the Hitchens Appeal Inquiry it had been presented to the Appeal Inspector. The survey had indicated that there was no housing need in the Parish, although the consultation response had been very low. The Appeal Inspector and the Appellants had commented on this. **(noted)**
- i) **Climate Action Plan.** The Chippenham Climate and Ecological Emergency Forum (CCEEF) had met on the 9th March 2023. Resulting from discussions it had been recommended that Town and Parish Councils should consider a Climate Action Plan. In addition the Forum had highlighted ways that some Council's were moving forward with encouragement for other forms of transport by installing free cycle racks and also free water butts for properties. The Council considered that this

was worthy of further consideration and the Clerk would source additional information and examples from other Local Authorities to assist.

- j) **Tree Nursery Scheme** – As a climate change action the possibility of promoting a mini-tree nursery scheme within the Parish could be considered. With the loss of native trees (Elms and Ash in particular) the potential existed for Parishioners to be encouraged to pot up natural seedlings found in their gardens and grow on and to donate to local landowners to plant to replace lost trees or to plant in public areas such as the local woods and recreation ground. The concept was welcomed and would need advertising to promote interest.
- k) **Community Emergency Contacts.** Wiltshire & Swindon Prepared (Local Resilience Forum) had initiated a new scheme called Community Emergency Contacts and had invited the Council to participate and engage in this. The details would be completed by Cllr M Meredith. **(noted)**
- l) **Kellaways Flood Warning Signage.** Council Members had received a copy of updated ElanCity literature in regards to the SID devices. Information had been provided regarding their solar powered digital information displays. Cllr K Eaves had raised the potential for possibly three of these to be provided as advance flood warning signage at the approaches to Kellaways Bridge. The Council considered that this was worth pursuing and the Clerk would seek costs and further information.

019/23 ANNUAL PARISH MEETING 2023

The Annual Parish Meeting had been held on Monday 17th April 2023. The draft minutes had been prepared and circulated for information. **(noted)**

020/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

021/23 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 17th July 2023 at 7.00pm** to be held in The Maud Heath Room, Langley Burrell Village Hall, unless otherwise notified. However, Members noted that **Monday 19th June 2023** was scheduled for a Council Planning Meeting at 7.00pm and Notice would be given if this Meeting was required.

PART 2 AGENDA In accordance with Langley Burrell Without Parish Council Standing Orders (Admission of Public and Press to Meetings) it was 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 was excluded for the remainder of the Meeting.

- a) Land ownership issues. There had been no change in circumstances since the Council last considered the matter. **(noted)**

- b) Council CIL Project Funding. The Council continued to discuss suitable Council Projects and the need to confirm and move forward to be able to meet spending timescales. A number of community projects were well advanced and CIL grants provided and advice and discussions with others continued. **(noted)**
- c) CIL Fund applications. No applications had been received. **(noted)**

Signed:

Date: **17th July 2023**