

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall

17th July 2023

Present: Cllr Julie Hoskins (Chairman), Cllr R Colthorpe and Cllr Katerina Johnstone.

Also Present: Wiltshire Councillor H Greenman and 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

Wiltshire Cllr H Greenman updated the Council on the forthcoming Wiltshire Local Plan Update. The Plan period would be to 2038 and from a housing perspective the total requirement for the County had been reduced by 8000 dwellings. This would not impact on the Parish as such as the intention was that they should remain within the small village category that would restrict development to infill only within the physical settlement boundary. It would be important for the Council to respond to the Consultation as there was likely to be continued pressure from developers to expand Chippenham into the Parish. He was pleased to report that the Community Area Parish Forum was scheduled to meet on Wednesday 19th July 2023 in Stanton St Quintin Parish Hall with Guest Speakers from Wiltshire Police. He briefly summarised an approach he had received from a Parishioner in regard to suggestions that the Council, through use of CIL funding, should create a wildlife sanctuary as part of the Hitchens development proposals. There would need to be a formal proposal submitted to the Council with the details and costs provided before this could be considered further and would rely on the support of the developer to release land to accommodate this.

There were no further Reports received.

022/23 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr K Eaves and Cllr M Meredith (Vice Chairman).

023/23 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.

024/23 MINUTES Members had been previously circulated with the Draft Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Annual Council Meeting held 15th May 2023. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**
- b) The Council received, approved and signed as a true record the Minutes of the Full Council Meeting held 15th May 2023. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

025/23 PLANNING

Planning Applications: There were no Planning Applications considered. **(noted)**

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. **(noted)**
- d) 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 **No decision yet by Wiltshire Council**
- e) 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 next to Garage
38A, The Common Langley Burrell, Chippenham, SN15 4LQ
For Adam Priest **No objection from Wiltshire Council 15th June 2023**
- f) 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 **Approved with Conditions 13th July 2023**

026/23 FINANCE

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

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

WALC. Annual Subscription 23/24	£ 138.38*
WALC. Annual Subscription 23/24	£ 151.70
Place Studio Ltd. Neighbourhood Plan support. Inv 6057 26.05.23	£ 660.00
Black Nova Designs. Website Hosting 23/24 Inv 16788 06.07.23	£ 100.80
Langley Burrell Cricket Club. CIL Grant (Tranche 3)	£ 3,000.00
Citizens Advice Wiltshire. Section 137 Grant	£ 200.00

*WALC. Annual Subscription 23/24 £138.38. The Council had approved this payment at the last Council Meeting. Subsequently, a revised invoice had been received and the cheque had not been issued.

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:

P Cabell Contractor. Forming ramp to metal containers. CIL 31.05.23	£ 365.00
Rinkit Limited. LB Village Hall chairs. Inv 7524023 CIL 04.07.23	£ 930.00

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

Wiltshire Council. CIL 20/11468/REM (Tranche 2 of 3) 18.05.23	£ 27,720.23
---	-------------

- d) **Lloyds Bank CIL Account No 73537468** The Council **noted** the account balance.

9 th June 2023	£ 49.89
---------------------------	---------

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

30 th May 2023	£ 118,892.02
---------------------------	--------------

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

30 th June 2023	£ 263,607.92
----------------------------	--------------

- g) **Lloyds Bank Banking Arrangements** The Council **noted** that there was still a need to revise the bank mandates and secure the online banking arrangements.

h) **Annual Governance and Accountability Return Year Ending 31st March 2023**

The Council last year (21/22) was required to submit an Annual Return to the External Auditor, PKF Littlejohn LLP, to carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This had been because both the Council's income and expenditure had been above the £25,000.00 threshold and they could not apply for a Certificate of Exemption from the external requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31st March 2022. The Parish Council spending for year ending 31st March 2023 was again over the threshold at £221,577.00, although revenue spending was only £8,999.08, the remainder being CIL spending. The Council's income again exceeded the threshold totaling £39,784.20 reflecting the CIL receipt of £23,760.00.

In these circumstances, the Parish Council needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales. This had been completed with the Period of Public Rights of Inspection being 3rd July 2023 to 11th August 2023.

A Receipts and Payments spreadsheet was presented at the Meeting for Member's consideration and approval. The Clerk advised that the Internal Audit had been carried out with no issues found. The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31st March 2023 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2023. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2023 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

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

i) **Annual CIL Account Return 2022/2023**

The Council had been required to complete and submit an Annual Return to Wiltshire Council showing Community Infrastructure Spend during the year ending 31st March 2023. This had been completed. The Receipts and Payments spreadsheet circulated to Council Members had covered a wider period than that year to show the Parish Council the total CIL income since 2019 and payments made until 17th April 2023. **(noted)**

027/23 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. A Parish Steward visit was scheduled for 20th July 2023. Further dates would be scheduled and advised by Wiltshire Highways. **(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)**
 - b) Winter Preparation 23/24. The Wiltshire weather team had invited the Council to report empty salt bins and to submit any PEAS application. The matter would be dealt with by Cllr M Meredith.
 - c) Salt Bins. The Council agreed that two new salt bins would be appropriate at each end of the Crossing Lane footbridge. The Clerk would investigate costs.
 - d) Dog Bin. The additional dog poo bin had still to be installed adjacent to the Right of Way near St Giles Church, Kellaways. The Clerk would contact Idverde Limited to ascertain the present position on the outstanding order.

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

028/23 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 The Village Fete would be held on the 5th August 2023. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board met on the 27th June 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. Cllr Julie Hoskins had attended on the Council's behalf. The next Meeting was scheduled for the 25th September 2023 at 6.30pm in the same venue. The Parish Forum was to meet on Wednesday 19th July 2023 at 7.00pm in Stanton St Quintin Parish Hall. Cllr Julie Hoskins advised that she would attend. **(noted)**

- f) **Langley Burrell Neighbourhood Plan:** There was no update received from the Steering Group on this occasion. **(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 required at this Council Meeting. **(noted)**
- j) **Risk Assessment:** There was no update required at this Council Meeting. **(noted)**
- k) **Health & Safety and Management Register:** There was no update required at this Council Meeting. **(noted)**
- l) **Freedom of Information Act-Publication Scheme:** There was no update required at this Council Meeting. **(noted)**
- m) **Parochial Church Council/s:** There were no updates on this occasion. **(noted)**
- n) **Emergency/Flood Planning:** There was no update on this occasion. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. **(noted)**
- p) **Community Speedwatch.** A later Agenda item and Minute refers. Minute 029/23 (g). The volunteers and a coordinator needed to be registered, vetted and trained. **(noted)**
- q) **Data Protection - GDPR:** There were no updates required. **(noted)**
- r) **Langley Burrell Residents Association (LBRA):** There was no update received on this occasion. **(noted)**

029/23 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.** There remained a need to complete the Memorandum of Understanding with the S W Ambulance NHS Foundation Trust for each defibrillator. Cllrs Julie Hoskins and Katerina Johnstone would complete the documentation as required. This would allow the opportunity for a training session to be scheduled. **(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 6th July 2023. The note Tracker/Minutes had been received and circulated. There was a need for local issues to be raised by attendee/s at the next LHFG Meeting. The date would be circulated when available. **(noted)**

- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on the 18th May 2023 in Committee Room D, Monkton Park, Chippenham. The date and venue of the next Meeting would be advised. **(noted)**
- e) **Langley Burrell Heritage Trail Projects.** There was no update received on this occasion. **(noted)**
- 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 Parish 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. Since the Council had last met Mr Folke Pope had advised that he could not lead on the project. Cllr K Eaves had indicated his willingness to carry out the role and there is a need to find sufficient volunteers to run the scheme. **(noted)**
- h) **Wiltshire Council - Briefing Note 23-13.** The Council noted receipt of a Briefing Note in regards to the New Kerbside Collections of Small Rechargeable Electricals. **(noted)**
- i) **Climate Action Plan.** Before considering further the Council had wished to see examples of Action Plans. Since the last Meeting several examples had been circulated including those of Box Parish Council and Corsham Town Council, being local examples. **The Council agreed** with the Clerk's suggestion that he create a draft policy for consideration at a future Council Meeting.
- j) **Citizens Advice Wiltshire.** The Council had received a request from the CAB to financially support the service. The Council had previously supported the organisation with a Section 137 Grant. Following consideration **the Council agreed** that a Section 137 Grant of £200,00 should be provided.
- k) **Wiltshire Council - Briefing Note 23-14.** The Council noted receipt of a Briefing Note in regards to Family Hubs. **(noted)**
- l) **Wiltshire Bus Review.** The Council had been advised that a Wiltshire stakeholder engagement survey was being conducted on future bus services in Wiltshire. The online survey originally closed on 30th June 2023 but had been extended to 9th July 2023. Council Members had been encouraged to respond within the timescale. **(noted)**
- m) **Wiltshire Council - Briefing Note 23-15.** The Council noted receipt of a Briefing Note in regards to the Five-year Housing Land Supply and Housing Delivery Test position. **(noted)**

- n) **CPRE Wiltshire AGM.** The Council noted receipt of an invitation to attend the CPRE AGM to be held on 13th July 2023 at 6.30pm in the Corn Exchange, Devizes. **(noted)**
- o) **Wiltshire Council - Briefing Note 23-17.** The Council noted receipt of a Briefing Note in regards to the Launch of the Second Solar Together Scheme in Wiltshire and Swindon. **(noted)**
- p) **Wiltshire Council - Briefing Note 23-18.** The Council noted receipt of a Briefing Note in regards to the New “Explore Wiltshire” Heritage App. **(noted)**
- q) **Wiltshire Council - Briefing Note 23-19.** The Council noted receipt of a Briefing Note in regards to the Draft Wiltshire Design Guide and involvement. **(noted)**
- r) **Wiltshire Council Local Transport Plan - LPT4.** The Council had received notification of two workshops run by Atkins, taking place on the 18th and 20th July 2023, part of the LPT3 update process. Council Members were encouraged to register and attend. **(noted)**
- s) **Wiltshire Council Design Guide - Consultation.** The Council had received notification of this consultation, taking place between 3rd July and 30th July 2023. Council Members were encouraged to respond within the timescale. **(noted)**
- t) **Village Gateways.** The Council had previously received details from a local manufacturer and agreed that this would be a project worthy of further consideration as they would enhance the village entrances and be a traffic calming option. Following consideration the **Council agreed** that the “Oxford” style gate was the preferred option with the “please drive carefully” wording included. In the two village entrance locations LHF1G would be asked to provide red tarmac surfaces, funded by the use of CIL funds.
- u) **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. Cllr M Meredith had been delegated to complete the registration at the last Council Meeting. There was no update available at the Meeting. **(noted)**
- v) **Resilience Event.** Wiltshire & Swindon Prepared (LRF) had invited the Council to be represented at the Event to be held on 31st August (9.00am to 4.30pm) at Tidworth Garrison Theatre, Tidworth SP9 7EP. Cllr M Meredith may wish to attend. **(noted)**
- w) **NALC Council Award Scheme.** The Guide to the LCAS had been circulated for information and consideration. Following consideration **the Council agreed not to pursue** an Award and to take no further action. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**
- x) **Wiltshire Council Local Plan Update 2023 - Consultation.** The Council had received early notification of this consultation, taking place

in the Autumn. Members could view associated documents online and were encouraged to read. **(noted)**

- y) **Kellaways Flood Warning Signage.** There was no update on this occasion. **(noted)**

030/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

031/23 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 18th September 2023 at 7.00pm** to be held in The Maud Heath Room, Langley Burrell Village Hall, unless otherwise notified. However, Members noted that **Monday 21st August 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: **18th September 2023**