

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall

20th March 2023

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

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

- i) Wiltshire Cllr Howard Greenman briefed the Council on Wiltshire Council waste recycling matters and recruitment of planning staff. He would provide detailed information in his yearly Report to the Annual Parish Meeting.

There were no further Reports received.

064/22 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

065/22 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.

066/22 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 16th January 2023. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

067/22 COUNCIL MEMBER VACANCY

The Council had advertised the Vacancy and could co-opt an eligible person to serve until the next Council Elections scheduled for May 2025. Mr Karl Eaves had asked to be considered and he fulfilled the legal requirements.

Following consideration **the Council agreed** to co-opt Mr K Eaves **Cllr Julie Hoskins proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

Following the decision Councillor K Eaves completed and signed his Declaration of Acceptance of Office and took his position. There would be a need for Cllr K Eaves to Register his Interests on the Wiltshire Council website and the Clerk would provide the necessary information. **(noted)**

068/22 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/2023/00132 – Hedgerow Removal Notice
Removal of Scraggly Hedgerow and Replace with Post and Wire Fencing with new Native Hedgerow
Pemberley, The Common, Langley Burrell, Nr Chippenham, Wiltshire SN15 4LL
For Nigel Evans **Consent given by Wiltshire Council 6th February 2023**
- c) 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**
- d) The Brambles, The Common – Enforcement Matters. There was no change in circumstances since the last Council Meeting. **(noted)**
- e) 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 Rule 6 party status and was appearing at the Public Inquiry being held 7th to 10th and originally 21st to 24th March at Monkton Park. The Inquiry would move to a virtual setting from 22nd to 28th March with the agreement of the parties. The Council had submitted their Statement of Case during December 2022, had attended the Case Management Conference on the 5th January 2023 and submitted Final Proofs on the 7th February 2023. LBRA has also been granted Rule 6 party status and the Clerk was assisting when necessary. Opening Statements had been made and experts were now giving evidence and being questioned. An Inspector's site visit was held on the 10th March 2023 and the Council and LBRA had attended. **(noted)**

- f) PL/2023/00488 – Proposed Works to Trees in a Conservation Area
Removal of Three Sycamore Trees from Eastern Side of Driveway etc
Langley Green House, The Common, Langley Burrell SN15 4LL
For Mr James Burrell **No objections from Wiltshire Council 20th February 2023**
- g) PL/2023/00489 – Proposed Works to Trees in a Conservation Area
Removal of One Eucalyptus Tree from Eastern Side of Driveway etc
Langley Green House, The Common, Langley Burrell SN15 4LL
For Mr James Burrell **No objections from Wiltshire Council 20th February 2023**
- h) PL/2023/00642 – Proposed Works to Trees in a Conservation Area
Reduce Hornbeam by 30%
54B, Long Summers, The Common, Langley Burrell SN15 4LL
For Mrs Katerina Johnstone **No objections from Wiltshire Council 21st February 2023**

069/22 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 3143	01.03.23	£	35.00
Idverde Ltd. Waste Collection contract. Inv 10870189	25.01.23	£	327.60
Mr V A Vines. Salary + HMRC PAYE Year End 31.03 2023		£	4,395.04
Mr V A Vines. Expenses Claim Year End 31.03 2023		£	804.18

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:

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. Appeal printing 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		£	480.00

- c) **Receipts:** The Council noted that there had been no receipts since the last Council Meeting **(noted)**

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

31st January 2023 £ 49.75

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

30th January 2023 £ 88,749.11

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

2nd February 2023 £ 314,046.72

- g) **Lloyds Bank Banking Arrangements** The Council **noted** that there was still a need to change arrangements in regards to the address of accounts and the online banking arrangements.

- h) **Council Budget 2023/24** The Council had considered and approved their Budget at the last Council Meeting and had set their Precept Requirement. A copy of the Budget was circulated for Council Members information. **(noted)**

070/22 HIGHWAY MATTERS

- a) Parish Stewards Programme/Requirements: general issues for the Local Highway & Streetscene Community Team. Parish Steward visits had been scheduled for 20th February and 20th March 2023. Wiltshire Highways would issue a new calendar of visits in due course. **(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. The Causeway would celebrate a 550th Anniversary in 2024. Mention was made of a sing-along school children procession with a specially written song along the entire length as part of the celebrations. The Trustees were obtaining quotes to restore and refurbish the whole length in Langley Burrell Without Parish. The Causeway was in a very poor condition in a number of places. The possibility of a CIL Fund application being made was being considered. The Listed Monument arches, despite recent works, were crumbling and in an urgent need of repair. This matter was being discussed with Wiltshire Council who had advised the Trustees on the previous works. **(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. Cllr Katerina Johnstone confirmed that the matter was in hand and likely to be completed soon. **(noted)**

- b) The highway tarmac surfaced footpath between the B4069 Langley Burrell turning to St Peter's Church needed clearance again as the verge was encroaching reducing the width for pedestrian use. The footpath had only recently been partially cleared but needed full clearance. Initially, this could be addressed by a Parish Steward request. However, should the task be outside this remit then Wiltshire Highways will need to be asked to include this as a priority works. A discussion took place on whether to financially support this work and would need to be considered further when Wiltshire Highways responded.

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

071/22 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:** Cllr Katerina Johnstone confirmed that the new board would be erected as soon as their contractor returned to site. **(noted)**
- c) **Flooding & Drainage:** There was a need to ensure that all block gullies were cleared. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that the Hall continued to be busy. New Committee members to share the workload would be welcomed. Various activities were planned to include litter picks and an Easter egg hunt. Coronation Celebrations were planned for the June Bank Holiday weekend. The new leasing arrangements were still being discussed and when agreed further projects could then be considered further. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board Meeting had been held on Monday 13th March 2023 at 6.30pm at North Wraxall Community Hall, North/Upper Wraxall SN14 7AF. Cllr Julie Hoskins reported on her attendance advising that there was only one other Parish Council in attendance. 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 and a later Agenda item. Cllr R Colthorpe advised that no further progress had been made as LBRA had been committed to work on the Hitchen's Planning Appeal. Once this was over further discussions would be taking place with Place Studio Ltd on their role as Consultants to the Steering Group. **(noted)**
- g) **Council Insurance:** There was a need to resolve the issue of insurance cover of recent CIL purchases that would be donated to the Village Hall Trust. The Clerk would prepare further information. **(noted)**
- h) **Council Standing Orders & Code of Conduct:** There was no update required. **(noted)**
- i) **Asset Register:** There was a need to ensure that the Asset Register reflected assets held by the Council and would be informed by Minute 071/22 (g) above. **(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:** Cllr Julie Hoskins reported that the defibrillator had not been installed yet at St Giles Church but progress had been made in sourcing contractors. (noted)
- n) **Emergency/Flood Planning:** Cllr M Meredith confirmed that he had received the Wiltshire Council Emergency Plan template to use as a guide and was now working on proposals. (noted)
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. (noted)
- p) **Community Speedwatch.** Council Members noted that Wiltshire Council was carrying out the traffic survey at the present time but it appeared had sited the equipment within the 50mph limit rather than the 30mph area. Depending on the results the matter would not be raised at the present time. (noted)
- q) **Data Protection - GDPR:** There were no updates required. Not a Council matter but a brief conversation centred around, bearing in mind the Village Hall Trustees had now installed CCTV and collected data, whether they were, or needed to be registered with the Information Commissioner as they were a Data Controller. (noted)
- r) **Langley Burrell Residents Association (LBRA):** It was understood that LBRA had continued concentrating on the Hitchen's Public Inquiry process but that once over discussions would take with Place Studio Ltd. (noted)

072/22 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 still needed to be completed and registered with the S W Ambulance Trust. Once the third defibrillator was installed the Trust could be notified and a training session scheduled. It appeared that progress was being made at St Giles Church and that this defibrillator may soon be in service. (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 met on the 24th January 2023. Prior to the Meeting a LHFIG Chairs update note had been received regarding performance and the 22/23 uncommitted funds were being rolled over to 23/24. The Note Tracker/Draft Minutes from the Meeting had been received. The next Meeting was scheduled for 25th April 2023 at 10.00am in the Langley Room, Monkton Park Council Offices. There was no hybrid option on

this occasion. There continued to be a need to raise the traffic calming proposals in this Forum and the condition of Thornhill Lane. Former Councillor Robert Whitrow (deceased) had made initial contact and the various matters would need to be raised with LHFIG Officers to seek future Agenda consideration. **(noted)**

- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on the 19th January 2023. The next Meeting was scheduled for Thursday 30th March 2023 at the Melksham Without PC, Community Campus, Market Place, Melksham SN12 6ES at 9.30am. It is 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 advised that the former was well advanced with a website presence. Research on both projects continued and Rosemary Waterkeyn and Cllr Karl Eaves were now concentrating on the latter and that audio commentary for walks were being produced. It was understood that the Kilvert's Society had given approval for their content to be included. It was suggested and agreed that a Launch Event should be held. **(noted)**
- f) **Parish Council Database.** There had been no change since the Council last met. Further consideration would need to be given to the production and circulation of a Council Newsletter. **(noted)**
- g) **Community Speedwatch Team, SIDs, etc.** There was no change in circumstances since the last Council Meeting as the Wiltshire Council traffic survey results would decide if a CSW Team could be formed and trained. **(noted)**
- h) **Election of Representatives to Outside Bodies.** The Council deferred consideration until the Annual Council Meeting when positions can be filled. In the meantime Members would assist when necessary. **(noted)**
- i) **Kilverts Road Signage.** The Parish Council was pleased to note that the Kilverts Road signage had now been erected on the A350 to B4069 verges. **(noted)**
- j) **Housing Needs Survey 2023.** Wiltshire Council had now completed the Housing Survey and the draft report was circulated. The previous 2015 Survey had included a Parish Summary and the Council had been asked to make any changes necessary to the details to be included in the final published Survey report. The **Council agreed the details** and in accepting the report expressed their disappointment that the consultation response had been so low. **Cllr Julie Hoskins proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**
- k) **Wiltshire Council - Briefing Note 23-01.** The Council noted receipt of a Briefing Note in regards to the Use of Council-owned Land for Environmental Mitigation. Wiltshire Council, in its capacity as landowner, was considering the best way to make use of its land to assist with environmental mitigation. The Parish Council would need to investigate if there were any areas of Wiltshire owned land that might be suitable. **(noted)**

- l) **Wiltshire Council - Briefing Note 23-03.** The Council had received a Briefing Note in regards to the End of COVID-19 Booster Vaccine Campaign. **(noted)**
- m) **Wiltshire Council - Briefing Note 23-04.** The Council had received a Briefing Note in regards to the Community Governance Review-Consultation. There were no issues that affected this Parish. **(noted)**
- n) **Village Gateways.** The Council had received details from a local manufacturer who had provided details for consideration. The Council had previously considered Gateways as a traffic calming option. A discussion took place on the potential locations and the possible need for 12 or more gates. The matter was deferred for further consideration following the receipt of potential costs. **(noted)**
- o) **Census 2021.** The results of the Census were available. Members were circulated with the information and the online links to the information. **(noted)**
- p) **Great British Spring Clean 2023.** Keep Britain Tidy had advised the Council that this year's mass action campaign would take place from 17th March to 2nd April 2023. Cllr Katerina Johnstone advised that litter picks had been organised for 25th and 26th March 2023 at 10.30am. **(noted)**
- q) **Wiltshire Council - Briefing Note 23-06.** The Council had received a Briefing Note in regards to the Wiltshire School Places Strategy 2023-2027. **(noted)**
- r) **Wiltshire Council - Briefing Note 23-07.** The Council had received a Briefing Note in regards to the Government Energy Support Schemes Update. **(noted)**
- s) **Wiltshire Council - Briefing Note 23-08.** The Council had received a Briefing Note in regards to the Reforms to National Planning Policy, including the Wiltshire Council response. **(noted)**
- t) **Wessex Water Environment and Community Funds.** The Council had been notified of the grants available from the Environment Fund (opening on the 24th April 2023) and the Community Fund (opening on the 25th September 2023). **(noted)**

073/22 ANNUAL PARISH MEETING 2023

The Annual Parish Meeting was scheduled for **Monday 17th April 2023 at 7.30pm.** There was a legal requirement to hold the Annual Parish Meeting between 1st March and 1st June each year. The Agenda and venue needed to be agreed and the date was confirmed with venue as The Maud Heath Room.

There needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2023-2024 information. The opportunity would be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda would be flexible and was in the hands of Parishioners in attendance. As a starting point the Council suggested some Agenda items that might be appropriate:

- a. The Heritage Trail
- b. The Kilvert Trail
- c. Keep Britain Tidy – Great British Spring Clean (Litter Pick)
- d. Defibrillator Project – S W Ambulance Trust Training Session
- e. Community Safety/Neighbourhood Watch/Emergency Plan
- f. Traffic Speeds – the provision of Autospeedwatch Tools
- g. Community Speedwatch – the Speedwatch Scheme volunteers
- h. Speed Identification Devices (SIDS)- the provision of SIDs
- i. H M King Charles II - Coronation Celebrations
- j. Neighbourhood Plan
- k. Recreation Ground Facilities
- l. Rights of Way – Footpath maintenance – Community Warden

074/22 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr Katerina Johnstone reported on her attendance at the Chippenham Climate and Ecological Emergency Forum (CCEEF) held on the 9th March 2023. Resulting from discussions she recommended that the Council should consider a Climate Action Plan. In addition she highlighted ways that some were moving forward with encouragement for other forms of transport by installing free cycle racks and also free water butts for properties. In both cases there may be possibilities of seeking Wessex Water Community Fund grants.

There were no further issues raised.

075/22 DATE OF NEXT MEETING

The Annual Council Meeting was scheduled for **Monday 15th May 2023 at 7.00pm** to be followed by a Full Council Meeting. Both are to be held in The Maud Heath Room, Langley Burrell Village Hall, unless otherwise notified. However, Members noted that **Monday 17th April 2023** was scheduled for a Council Planning Meeting at 7.00pm and Notice would be given if this Meeting was required. The Annual Parish Meeting would follow this Planning Meeting. **(to note)**

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. There was a need to continue chasing the leasing arrangements for the Village Hall with the landowner. **(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. The Council had received two formal applications.

Each application was considered by the CIL Panel who agreed that they each were welcomed community projects and that the applicants be advised accordingly.

CIL Grant funding was agreed for:

Langley Burrell Village Hall Trust.

- i) Purchase of 16 tables and 100 chairs, including trolley/s for Village Hall
- ii) Community support for King Charles III Coronation Celebrations, including Celebration mugs, food, drinks, music etc.

The Clerk would discuss and agree with each applicant the next stages.

Signed:

Date: **15th May 2023**