

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

www.langleyburrellparishcouncil.gov.uk

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Clerk of the Council

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9<sup>th</sup> January 2023

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 16<sup>th</sup> January 2023** commencing at **7.00pm** in **The Maud Heath Room, Langley Burrell Village Hall**. The Press and Public are welcome to attend the Meeting.

Yours faithfully,



Vivian A Vines MBE

**Prior to the commencement of the Council Meeting the opportunity will be taken to mark the death of the Chairman of the Parish Council**

## COUNCILLOR ROBERT W G WHITROW

**Since the Parish Council last met the Chairman of the Parish Council has died on Saturday 7<sup>th</sup> January 2023. The Council will recall that since he was diagnosed with terminal cancer he has worked tirelessly for the Parish Council and the whole community of Langley Burrell Without and he will be much missed by all.**

## AGENDA

**(Agenda Items for decision are marked as such)**

**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)

- 1. APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members. Apologies have been received from Wiltshire Cllr H Greenman **(to note)**
- 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 28<sup>th</sup> November 2022. **(see attached Draft Minutes) (For Decision)**

**4. PLANNING:**

**Planning Applications:** To make observations on Planning Applications received

Prior to the consideration of any 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)

There are no planning applications to consider at the time of Agenda publication. **(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) 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/2021/04520 – Householder Application

Replacement of Existing White Timber Windows with White Heritage UPVC Windows  
25, 26, 28 and 29 The Common, Langley Burrell SN15 4LQ  
For Squire Ashe Properties Ltd **Application withdrawn by applicant**

c) PL/2021/08242 – Removal/Variation of Conditions Application

Variation of Conditions 1, 5, 6 and 7 of application 18/07826/REM (Reserved Matters for Development comprising the Erection of 147 Dwellings and Associated Landscaping on the Land at North Chippenham, Parcels B3 and B5 following Outline Planning Permission N/12/00560/OUT)  
Land North of Hill Corner, Land Parcels B3 & B5, Chippenham SN15 1DX  
For Barratt David Wilson South West **Approved by Wiltshire Council**

d) PL/2022/01261 - Works to Trees in Conservation Area

T1 Fell 1 No Medium Oak, excessive shade + wrong location. T2 Fell Small Tree, wrong location. T3 Wild Pear Fell, poor specimen/form (cat C). T4 Old Pear/Apple with Fungi, poor specimen (cat U). T5 Old Pear/Apple with Fungi, poor specimen (cat U)  
Common Farm, The Common, Langley Burrell, Nr Chippenham, Wiltshire SN15 4LQ  
For Mr Karl Eaves **No objection from Wiltshire Council**

e) The Brambles, The Common – Enforcement Matters. To receive any updates. **(to note)**

f) 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 has Rule 6 party status and will appear at the Public Inquiry to be held 7<sup>th</sup> to 10<sup>th</sup> and 21<sup>st</sup> to 24<sup>th</sup> March at Monkton Park. The Council submitted their Statement of Case during December 2022. The Council attended the Case Management Conference on the 5<sup>th</sup> January 2023. Final Proofs are required by the 7<sup>th</sup> February 2023. LBRA has also been granted Rule 6 party status and the Clerk is assisting when necessary. **(to note)**

- g) 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**

**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. **(For Decision)**

Langley Burrell Village Hall. Meeting Room hire. Inv 3126	03.01.23	£	35.00
Dauntsey PC. SID installation posts and signs Inv 05	04.01.23	£	388.60
Coates Florists. Floral Tribute to Cllr R Whitrow (deceased)	09.01.23	£	75.00

- b) To note any payments made **(to note)**

T H White Installations. LBCH CCTV. CIL project. Deposit	02.12.22	£	5,029.26
Langley Burrell Residents Association. CIL grant	12.12.22	£	10,000.00
JP-UK Ltd. LBVHall Optoma Projector. CIL project	15.12.22	£	4,418.16
Richer Sounds. LBVH Audio system etc. CIL project	15.12.22	£	273.85
Louise Ryland-Epton. Heritage Research Project. Inv LB04	21.12.22	£	1,120.00
Steve Tuck Ltd. Roofing Rec Containers. Inv 996 CIL project	21.12.22	£	2,600.00
St Peter's Church. Heritage Trails Project Toilet. CIL project	26.12.22	£	50,000.00

- c) To note any receipts received since the last Council Meeting. **(to note)**

There have been no receipts since the last Council Meeting

- d) Bank Account balance Lloyds Bank CIL Account. A/c No 73537468 **(to note)**

31<sup>st</sup> October 2022 (any later balance will be reported) £ 47.33

- e) Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628 **(to note)**

28<sup>th</sup> October 2022 (any later balance will be reported) £ 89,596.71

- f) Bank Account balance Lloyds Bank Treasurers Account. A/c No 78211968 **(to note)**

2<sup>nd</sup> December 2022 £ 407,643.95

- g) To receive any updates on Lloyds Bank banking arrangements. **(to note)**

- h) Council Budget: To consider the Council Budget for the Council Year 2023-2024 and required Precept.

The Council is required to submit Precept requirements to Wiltshire Council by the 18<sup>th</sup> January 2023.

The Council should be mindful of Government's views 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.

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 LHFIFG 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 2023/24 Tax Base details to assist the Council with their Budget setting and Precept requirements. **(see attached)**

Should the Council retain the existing £15,849.00 Precept, using the new (179.06) Tax Base this would result in a £88.51 Band D charge. To compare, a Langley Burrell property last year paid a £90.71 Band D charge, the Tax Base being (174.72). In theory the Council could raise their Precept to around £16,245.00 for there to be no change in the Band D property charge.

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 to also possibly suggest any potential savings.

Similarly, Council Members will need to bring forward suggestions for the forward Capital Budget and set priorities and realistic timescales. The Council has received a significant income from Community Infrastructure Levy (CIL) to be used on identified infrastructure projects.

However, those funds are 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 2023/2024 spreadsheet showing this years Budget and recent years budgets to give Members some guidance on future budgets is attached. 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. **(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. Parish Steward visits were scheduled for 24<sup>th</sup> November and 22<sup>nd</sup> December 2022. The Council will be advised of future visits. **(For Decision)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
  - i) Maud Heath Causeway. To receive any updates **(to note)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues in regards Highway Conditions and maintenance within the Parish and to receive any updates. **(For Decision)**
  - i) "No parking on pavement" notices. To receive any updates. **(to note) (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. The new Village Hall notice board is yet to be erected. **(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 and Villages Area Board and Chippenham Community Area

Parish Forum. The Area Board Meeting scheduled for Monday 12<sup>th</sup> December 2022 was cancelled due to inclement weather. The re-arranged date is 16<sup>th</sup> January 2023 at 7.00pm at the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**

- f) Langley Burrell Neighbourhood Plan – To raise issues and to receive any updates. **(to note)**  
**(For Decision)**
- g) Council Insurance – To raise issues and receive updates as required. **(to note)**
- h) Council Standing Orders & Code of Conduct: To consider and agree necessary amendments and updates. **(to note)**
- i) Asset Register: To raise issues and receive updates as required. **(to note)**
- j) Risk Assessment: To consider and agree necessary amendments and updates. **(to note)**
- k) Health & Safety and Management Register: To consider and agree necessary amendments and updates. **(to note)**
- l) Freedom of Information Act-Publication Scheme: To consider and agree necessary amendments and updates. **(to note)**
- m) Parochial Church Council/s – To raise general issues and to receive any updates. **(to note)**
- n) Emergency/Flood Planning: To raise general issues and to receive any updates. **(For Decision)**
- o) Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. **(to note)**
- p) Community Speedwatch. To raise general issues and to receive any updates. **(For Decision)**
- q) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**
- r) Langley Burrell Residents Association (LBRA) – 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) **Defibrillator Project.** To receive any updates since the last Council Meeting. The defibrillator installations have still to be completed and registered with the S W Ambulance Trust. Once the third defibrillator is installed the Trust can be notified and a training session scheduled. **(to note)** **(For Decision)**
- b) **CIL Funding.** To raise general issues and to receive any updates. **(to note)** **(For Decision)** **See also Part 2 Confidential Agenda item**
- c) **Chippenham Local Highway and Footpath Group (LHFIG) (Formerly CATG).** To receive any updates since the last Council Meeting and any actions required. The date of the next Meeting is scheduled for 24<sup>th</sup> January 2023 at 10.00am. The Meeting will be held using Microsoft Teams. The agenda is to be issued closer to the date. The Council agreed to raise traffic calming proposals. **(For Decision)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 24<sup>th</sup> November 2022. To receive any reports and updates. The Council received a Briefing Note from the Portfolio Holder for Flooding. **(see attached)** **(to note)**  
**(For Decision)**
- e) **Langley Burrell - Heritage Trail Projects.** To raise general issues and to receive any updates on progress and to consider any actions required. **(to note)** **(For Decision)**
- f) **Parish Council Database.** To raise general issues and to receive any updates. There has been no change since the Council last met. **(to note)**
- g) **Community Speedwatch Team, Autospeedwatch, SIDs, etc.** There is no change in circumstances since the last Council Meeting. **(to note)**
- h) **Election of Representatives to Outside Bodies.** The Council agreed representatives at their Annual Council Meeting in May 2022. Following the co-option of a new Member and the sad loss of Cllr R Whitrow the Council needs to reconsider appointments. **(see attached)** **(For Decision)**
- i) **Kilverts Road Signage.** The Parish Council has agreed to pay for the erection of the signage on highway verges. Wiltshire Highways has ordered the signs and will erect.

Chippenham Town Council has agreed that they can be positioned on land within their boundary. **(to note)**

- j) **Election Costs.** Wiltshire Council has advised that it will intend to recover administration costs from May 2025. (The next Full Council Election date). There will be costs associated for contested and uncontested elections and also any by-elections occurring during the lifetime of a Council. An indication of potential charges at today's date is provided. **(see attached) (to note)**
- k) **Council Member Vacancy.** Following the loss of Cllr R Whitrow a Council Vacancy has been created. It is normal practice for Wiltshire Council to be advised and they will advertise the Vacancy giving the opportunity for Parishioners to call for a by-election. Should there be no request then the Council will be given authority to co-opt an eligible person to fill the Vacancy. **(to note)**

## **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 a future Full Council Meeting.

## **10. DATE OF NEXT MEETING:**

The next Council Meeting is scheduled for **7.00pm, Monday 20<sup>th</sup> March 2023.**

## **PART 2 AGENDA**

**As the following Items relate to Confidential Matters, 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.**

- a) Land ownership issues. To consider updates on land and building purchases and leases
- b) Council CIL Project Funding. To consider progress on Council projects
- c) CIL Panel Decision/s. To consider and determine any applications received for CIL Grants