

LANGLEY BURRELL WITHOUT PARISH COUNCIL

www.langleyburrellparishcouncil.gov.uk

Vivian A Vines MBE
Clerk of the Council

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14th November 2023

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 20th November 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 Vines

Vivian A Vines MBE 11/10

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.
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
 - i) Full Council Meeting held 18th September 2023. **(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)

- a) PL/2023/08348 – Householder Planning Permission
The Renovation, Extension and Refurbishment of the House
47-48, Dolphin Cottage, Peckingell, Langley Burrell SN15 4LJ
For Mr Pring **(see online) (For Decision)**

- b) PL/2023/09351 – Notification Trees in Conservation Area
Oak tree – 30% Crown Reduction
Treetops, The Common, Langley Burrell SN15 4LL
For Mr Martin Hunter **(see online) (For Decision)**
- c) PL/2023/09417 – Notification Trees in Conservation Area
T1 – Holly tree - fell
37 The Common, Langley Burrell SN15 4LQ
For Squire Ashe Properties **(see online) (For Decision)**

There are no further 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/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**
- c) The Brambles, The Common – Enforcement Matters. The Council was advised on the 20th September 2023 that the enforcement investigation was closed on the 20th September 2022. The Council had been unaware of this. However, continuing questions remained over the use of highway land and whether a permit or licence had been issued. The Council is advised that no permit/licence has been issued and that Wiltshire Highways are now seeking to resolve the matter and is well aware of the Council's views. **(to note)**
- d) PL/2023/07116 – Lawful Development: Existing Use
Completion of works related to the Temporary Haul Route relating to the discharge of Condition 4 of Planning Permission 18/02037/FUL – Construction of Bridge over Great Western Railway and accommodation works, including temporary haul road from Upper Peckingell Farm, construction compound, bridge beam storage compound, Cocklebury Link Road (phase 1) and associated drainage arrangements; highways and associated landscaping
Land at Rawlings Farm, Cocklebury Lane, Chippenham, Wiltshire SN15 3LR
For Mr Tare Naqib – KBC Developments LLP **No decision yet by Wiltshire Council**

There are no further planning matters to report at the time of Agenda publication. **(to note)**

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)**

Idverde Ltd. Bin emptying contract. Oct 23	Period 10. Inv 10895030	20.10.23	£ 327.60
LB Village Hall. Annual SSEN Bus shelter Electricity account Grant.			£ 350.00
LB Village Hall. Hire of Meeting Room. Inv 3221	01.11.23		£ 35.00

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

LB Cricket Club. CIL Grant (tranche 4)	18.09.23	£ 2,738.00
Pentagon South/PCabell various	28.09.23	£ 2,892.94
LB Village Hall. Lawnflite mini rider 76RDE and stand	22.10.23	£ 1,575.00
Corido. Teak Benches + inspections etc. Heritage Trails etc	11.11.23	£ 2,834.72

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

Wiltshire Council. Parish Precept 23/24 (tranche 2)	22.09.23	£ 7,984.50
Groundwork UK. Neighbourhood Plan Grant	30.10.23	£ 9,150.00

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

31st October 2023 £ 50.06

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

26th September 2023 (any later balance will be reported) £ 126,876.52

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

2nd November 2023 £ 246,715.45

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

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 are scheduled for 13th November and 11th December 2023. The Council has been advised by Milestone Infrastructure that Mark Hawkins-Wyatt retired on the 31st October and the position is now taken by Lee Escott. **(to note) (For Decision)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
- i) Maud Heath's Causeway. To receive any further updates. The Council has written a letter supporting Emily Malcom and the "yesterdaystory project **(see attached) (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. (Minute 27/23 (c)(a) refers) **(to note) (For Decision)**
- ii) Winter Preparation 23/24. The Wiltshire weather team has invited the Council to report empty salt bins and to submit any PEAS application. (Minute 27/23 (c) (b) refers) **(see attached) (For Decision)**
- iii) Salt Bins. The Council considered that two new salt bins are required at each end of the Crossing Lane footbridge. (Minute 29/23 (c) (c) refers) To receive any updates. **(For Decision)**
- iv) Hedges – Maud Heath's Causeway. The Council has received a request from Bremhill Parish Council. A resident in East Tytherton has complained about overgrown hedges making it difficult for pedestrians using the footpath. Bremhill will be making reference to this in their Parish Newsletter asking landowners to maintain their hedges along the route. They wondered of Langley Burrell might consider doing something similar? **(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. Wiltshire Council has asked for flooding evidence resulting from recent storms. The Environment Agency has also made a similar request. **(see attached) (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 met on the 25th September 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. To receive any updates. The Area Board meets again on the 11th December 2023 at 7.00pm and will include an “All things Roads” session when Highway Officers and the Highway Cabinet Member will attend. The Parish Forum met on the 18th October 2023 in Kington St Michael Village Hall SN14 6HX. To receive any updates.. The next Parish Forum Meeting is scheduled for the 17th January 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX. **(to note)**
- f) Langley Burrell Without Neighbourhood Plan – To raise issues and to receive any updates. As the hosting body the Parish Council applied to Groundwork UK for a Neighbourhood Plan grant to cover the costs of professional advice to the Steering Group. The grant was secured and the Council will hold the funds and make payments when required. Any unspent grant at the end of March 2024 will need to be returned and a further request made. **(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. **(to note) (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. Later Agenda items refer. **(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. A training session took place on Tuesday 10th October 2023 in the Goss Croft Hall. Dauntsey, Seagry and Chippenham Without Parishes also attended. **(to note)**
- 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).** The LHFIG met on the 3rd October 2023. The Note Tracker has been received and circulated. To receive any reports and updates and any actions required. The LHFIG meet again on the 25th January 2024. **(see attached) (to note) (For Decision)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 28th September 2023. The next Meeting is scheduled for Thursday 23rd November 2023 at 9.30am in Melksham Without PC Offices, Community Campus, Market Place, Melksham SN12 6ES or via MS Teams. The link has been provided. To receive any reports and updates and any actions required following the recent inclement weather. **(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. There is a proposal to install three timber benches at various sites around the trails, one of which will be dedicated to the Late Robert Whitrow. These will be financed as part of the CIL Project and they will be engraved accordingly. **(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.** To receive any updates on progress to form a Speedwatch Team, training etc and installation of SIDs. Wiltshire Police has continued to hold online meetings to discuss collation and submitting data for enforcement action as part of their Making Wiltshire Safer plans, with the idea of holding quarterly meetings from January 2024. SID data roll out – progress review / Q&A hybrid Teams Meetings with John Derryman are being held. **(to note) (For Decision)**
- h) **Wiltshire Council Local Plan Update 2023-2038 - Consultation.** The Council received notification of this consultation, beginning on Wednesday 27th September 2023 and ending on the 22nd November 2023. There are/were various online and drop-in events at libraries and leisure centres around the County. Members can view associated documents by this link wiltshire.gov.uk/planning-policy-local-plan-review. The Council needs to consider any responses and this is the last occasion for a decision to be made as the next Council Meeting is beyond the timescale. The Parish remains in the Small Village Category and there is no requirement to meet any housing targets within the Plan period to 2038. However, there will be continuing pressures for developers to expand Chippenham into the Parish and this needs to be resisted. A draft response is attached for consideration. **(see attached) (For Decision)**
- i) **Village Gateways.** The Council has agreed to purchase and install Gateways at two village entrance locations. A licensed contractor to install is being sought. To consider any updates. **(to note)**
- j) **Wiltshire Council - Briefing Note 23-24.** The Council has received a Briefing Note in regards to Workplace Health Support in Wiltshire. **(see attached) (to note)**
- k) **Wiltshire Council - Briefing Note 23-26.** The Council has received a Briefing Note in regards to the Polling District and Poling Place Review in Wiltshire. **(see attached) (to note)**
- l) **Wiltshire Council - Briefing Note 23-27.** The Council has received a Briefing Note in regards to Community Governance Review 23/24. On this occasion the Parish is not one of those involved. **(see attached) (to note)**
- m) **Wiltshire Council - Briefing Note 23-28.** The Council has received a Briefing Note in regards to the Wiltshire Police and Crime Panel. **(see attached) (to note)**
- n) **Wiltshire Council - Briefing Note 23-29.** The Council has received a Briefing Note in regards to the North Meadows Mitigation Strategy. **(see attached) (to note)**
- o) **Wiltshire Bobby Van Trust.** The Council has received a request to advertise for Volunteer/s for their Stay Safe On-line campaign. **(see attached) (to note)**
- p) **Wiltshire Council - Briefing Note 23-30.** The Council has received a Briefing Note in regards to the Consultation of Potential Changes to the Wiltshire Council Tax Deduction Scheme for working age people. **(see attached) (to note)**
- q) **Wiltshire Council – Street Tag.** The Council has received information of a programme coming to Wiltshire called Street Tag. It is an interactive App to promote and enhance community-wide participation in physical activities. **(see attached) (to note)**
- r) **Wiltshire Council - Briefing Note 23-32.** The Council has received a Briefing Note in regards to the Response to recent Council Climate Action Scorecards. **(see attached) (to note)**

- s) **Wiltshire Council - Briefing Note 23-34.** The Council has received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids are to be submitted by Friday 15th December 2023. **(see attached) (to note) (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 a future Full Council Meeting.

- i) Council Members should note that they will consider the Council Budget for year 2024-2025 and set the Council Precept Requirement to forward to Wiltshire Council at the January 2024 Meeting. Members should advise the Clerk of any suggested budget inclusions and exclusions before the 18th December 2023 so that they can be accommodated in a budget template. **(to note)**

10. DATE OF NEXT MEETING:

The next Council Meeting is scheduled for **7.00pm, Monday 15th January 2024 at 7.00pm** to be held in The Maud Heath Room, Langley Burrell Village Hall, unless otherwise notified. **(to note)**

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
- d) Commemorating Individuals