

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall.

15th November 2021

Present: Cllr R Whitrow (Chairman), Cllr Julie Hoskins (Vice Chairman), Cllr R Colthorpe, Cllr Katerina Johnstone and Cllr Rhian Lavery.

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 Councillor H Greenman provided a brief overview on the Wiltshire Council 5 year land supply that had been recently discussed at Strategic Planning Committee.

042/21 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

043/21 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.

044/21 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 September 2021.

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

045/21 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) 15/12351/OUT
Outline Permission for up to 650 Dwellings, Including 5ha Employment Generating Space and a 2 Form Entry Primary School. Up to 10ha New Public Open Space Including Country Park, Landscaping, Stormwater & Foul Drainage Works, Substation and Associated Infrastructure Works. Access Using Parsonage Way - Over New Railway Bridge, Darcy Close and from Cocklebury Lane (for Pedestrian/Emergency Works).
Land at Rawlings Farm, Cocklebury Lane, Chippenham, Wiltshire SN15 3LR
For KBC Developments LLP **Approved with Conditions 29th October 2021**
- b) 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, SN15 5LN
For Persimmon Homes (Wessex) Ltd **No decision yet by Wiltshire Council**
- c) 21/01636/OUT
Residential Development (up to 250 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 **No decision yet by Wiltshire Council**
- e) 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 **No decision yet by Wiltshire Council**
- f) 20/11468/REM
Reserved Matters for Development Comprising the Erection of 37 Dwellings and Associated Landscaping on the Land at North Chippenham
Land at North Chippenham, Hill Corner Road, West of A350 Chippenham
For BDW Trading Ltd **Approved with Conditions 12th November 2021**
- g) 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 SWest **No decision yet from Wiltshire Council**
- h) The Brambles, The Common. The Council was mindful of the fact that un-

authorised development continued and that enforcement action was being investigated by Wiltshire Council. The Clerk was asked to request Wiltshire Council for an update on the present situation.

046/21 FINANCE

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

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

| | | |
|--|----------|-----------|
| Idverde Limited. Waste Collection. Inv 10820710 | 22.10.21 | £ 327.60 |
| Langley Burrell Village Hall. Room Hire. Inv 2059 | 03.11.21 | £ 35.00 |
| Black Nova Designs. Website domain etc. Inv BND-9276 | 03.11.21 | £ 60.00 |
| Langley Burrell Village Hall. Section 137 Grant. | | £ 375.00 |
| PKF Littlejohn LLP. External Audit fee Inv. SB20212963 | 21.09.21 | £ 960.00 |
| Cllr R Colthorpe. Virtual Meeting Zoom expenses reimbursement | | £ 26.24** |
| ** replacement cheque for un-cashed cheque | | |
| SSEN. Power supply to Bus Stop. Reimburse Village Hall Inv 003 | | £ 10.34 |

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

- b) **Payments made since the last Council Meeting:** The Council noted that there had been no payments.
- c) **Receipts:** The Council noted the following receipt since the last Council Meeting.

| | | |
|---|----------|------------|
| Wiltshire Council. Parish Precept Tranche 2 payment | 28.09.21 | £ 7,374.50 |
| Wiltshire Council. CIL 20/02166/FUL Tranche 1 of 2 | 15.10.21 | £ 4,150.49 |

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

29th October 2021 £ 39,924.81

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

29th October 2021 £ 544,435.87*

*Members noted that CIL funds held within this account would be transferred from the account to the CIL account when online transfer facilities were available.

Cllr R Whitrow circulated details to change Bank Mandate requirements to remove former and add new Council Members and also to complete online banking arrangements to be able to transfer between accounts.

- f) **Annual Governance and Accountability Return Year Ending 31st March 2021**

The Council had been 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 income and expenditure exceeded the £25,000.00 threshold and they could not apply for a Certificate of Exemption from the external requirement.

The Parish Council had needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales. This was completed including the Notice of Public Inspection period timescale 28th June – 6th August 2021. However, PKF Littlejohn LLP in approving this year's return had highlighted the fact that an answer given to Section 1, Assertion 4 was erroneous in that the previous year 19/20 PKF had considered that the required publication period of Notice of Audit was not given appropriately and that there was a need to review the issue. The Clerk advised further at the Council Meeting and reminded Members that the audit details for the year remained online for Parishioners to view and that they still had the opportunity to ask questions of the Council if they wished. In addition, when considering the Annual Return for 2022-2023 the Clerk would remind Members of the requirement to address the Auditors comments in Section 1. **(noted)**

047/21 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. A Parish Steward visit had been scheduled for 25th November 2021. The Council Link Member/s would arrange to meet the Steward when able to do so. There was a need to remind Highways of the works still required in Jackson's Lane and to also raise as a new priority being potholes under the Railway Bridge. **(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 update. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish. There were no issues raised. **(noted)**

048/21 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There was a general view that Parishioners who had agreed to be on the Council database to date would not be circulated with weekly briefings, news and updates that the Council Members received from Wiltshire Council and also Community Messaging. There was a suggestion that a newsletter be sent to all households before Christmas. **(noted)**
- b) **Notice Board/s:** The St Peter's Church notice board had been ordered but there was an indication given by the manufacturer/supplier that delivery timescales were lengthy resulting from shortage of materials. **(noted)**
- c) **Flooding & Drainage:** There were no issues raised that had not been previously reported. **(noted)**

- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that she had been elected as Chair of the Village Hall Trustees. A new Treasurer was in place and new interest was being shown in filling the other Trustee positions. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The next Area Board Meeting was scheduled for Monday 13th December 2021 at 7.00pm. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** There was no update. **(noted)**
- g) **Council Insurance:** The Council **agreed that** following the review of the Asset Register, only Council assets now listed would be covered by the Policy and all other assets shown on the insurance renewal papers removed. It was confirmed that the Policy must include all Council liabilities including structural repairs, particularly of The Pound walling.
- h) **Council Standing Orders & Code of Conduct:** The Council had agreed to review all Policies in the forthcoming year. A later Agenda item referred. **(noted)**
- i) **Asset Register:** The Council **considered and agreed the** review of the Asset Register, particularly for insurance purposes.
- j) **Risk Assessment:** The Council had agreed to review all Policies in the forthcoming year. **(noted)**
- k) **Health & Safety and Management Register:** The Council had agreed to review all Policies in the forthcoming year. **(noted)**
- l) **Freedom of Information Act-Publication Scheme:** The Council had agreed to review all Policies in the forthcoming year. **(noted)**
- m) **Parochial Church Council/s:** There was no update. **(noted)**
- n) **Emergency/Flood Planning:** The Council had accepted that there would need to be commitment to produce an up to date Plan and that a Lead Member would be required. The matter would remain an Agenda item. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** The Council rescinded the previous view that those already agreed to be part of the Council's Database could now be circulated with Newsletters and Messages. There was now a general view that Parishioners who had agreed to be on the Council database to date would not be circulated with weekly briefings, news and updates the Council Members receive from Wiltshire Council and also Community Messaging. There was a suggestion that a hard copy Council newsletter be sent to all households before Christmas. **(noted)**
- p) **Community Speedwatch.** There was no update. **(noted)**
- q) **Data Protection. GDPR:** There were no updates required. **(noted)**

049/21 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 Council had considered and agreed to the provision of three defibrillator lease packages to including training sessions from the South West Ambulance NHS Trust and sites had been confirmed. All matters involved had been agreed and arrangements made for associated works. Unfortunately the Trust had recently decided to end the leasing arrangements and no further orders were being accepted. In these circumstances there was a need to investigate further options with other suppliers. There was now a need to purchase defibrillators that would also involve maintenance and insurance issues that were included in the previous leasing option. Options and quotations were now being investigated and would be reported to the next Council Meeting for decision. **(noted)**
- b) **WiltshireOnline – High Speed Broadband – Gigaclear.** There was no update required. **(noted)**
- c) **CIL Funding.** Council Members had agreed to bring forward ideas to the Meeting so that progress could be made. The Council had felt that if arrangements could be made with Greensquare to install a children’s play area at Oakhurst as a project then this might be named to reflect the Queen’s Platinum Jubilee 2022. Greensquare had been contacted and had declined to become involved. A list of possible projects were briefly discussed that would need completing within the CIL timescale. It was considered that the options should be included as a consultation exercise in a Council newsletter. **(noted)**
- d) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.**

The Council had agreed to proceed with all measures. There was a need for the traffic survey to be completed by Wiltshire Highways before progress could be made on Community Speed Watch. They had notified the Council that delays could be expected, as there was a backlog of requests. **(noted)**

- e) **Community Area Transport Group (CATG).** CATG last met on the 14th September 2021. Notes of the Meeting had been circulated. The next Meeting was scheduled for Wednesday 17th December 2021. This provided the opportunity of proposing highway improvements direct to CATG. The resurfacing of Thornhill Lane and the provision of Village entrance gates and speed humps/chicanes could be raised. Unfortunately, the Council lead Member/s could not attend. **(noted)**
- f) **Wiltshire Operational Flood Group North.** A Microsoft Team Meeting was scheduled for 17th November 2021. The Council had been invited to raise Agenda issues and attend. Unfortunately, the Council lead Member/s could not attend. **(noted)**
- g) **Wiltshire Council - Briefing Note No 21-08.** The Council had received a Briefing Note in regards to suggestions for improved or enhanced bus services in Wiltshire. The deadline for suggestions had been Wednesday 14th July 2021. Notwithstanding this the Council had considered that the

provision of public transport for the Parish might need to be considered further, as there were limitations on the existing service levels. Members had agreed that the matter would be raised on future Agendas for further consideration. The issue could be raised as a consultation in any Council newsletter circulated. **(noted)**

- h) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on 27th September 2021. The Minutes of the Meeting had been received. The next Area Board Meeting was scheduled for Tuesday 13th December 2021 at 7.00pm. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- i) **Kilvert's Heritage Trail Project.** There was no update. **(noted)**
- j) **Parish Council Database.** There had been no change since the Council last met. **(noted)**
- k) **Queen's Platinum Jubilee 2022.** The Council had previously considered how they might become involved in the Queen's Platinum Jubilee Celebrations occurring next year. There was a need for the whole community to become involved so that matters could be considered further. Cllr Katerina Johnstone advised that the Village Hall was considering options. **(noted)**.
- l) **Langley Burrell Without Parish Council Policies.** Pursuant to Minute 039/21 (m). The Council had received the draft Parish Council Code of Conduct and associated addendum based upon Model Templates prepared by NALC and the LGA at the last Council Meeting. The matter had remained for final consideration until this Council Meeting. **The Council agreed to adopt the updated Code of Conduct and associated Addendum. Proposed Cllr R Whitrow, seconded Cllr Rhian Lavery and RESOLVED UNANIMOUSLY**
- m) **Langley Burrell Without Parish Council Policies.** At the Annual Council Meeting, held on the 13th May 2021, the Council had agreed to consider any changes required to existing Adopted Policies at future Meetings. There was a proper process to be followed. Any changes proposed/suggested needed to be agreed by the Council and then finally agreed at the following Council Meeting after giving time for reflection. It was normal practice, to ensure correctness, to follow national guidelines as far as possible. The Parish Council's Standing Orders and Financial Regulations when last adopted had followed national guidelines at that time with small changes to accommodate local circumstances. There was a need to consider updating the Policies following the most recent guidance given. There were a number of Model Templates prepared by NALC and the LGA and the draft Standing Orders and Financial Regulations circulated were based upon these for Members consideration. **The Council agreed that the draft updates were acceptable and further consideration and agreement would be given at the next Council Meeting. Proposed Cllr R Whitrow proposed, seconded Cllr Rhian Lavery and RESOLVED UNANIMOUSLY**
- n) **Wiltshire Local Plan Review Consultation.** The Consultation was held between 13th January and 9th March 2021. The Council had submitted

representations. An edition of Wiltshire News (22/09/21) reported that the Full Consultation Report together with the submitted responses was now available online. Also the statement on the Gypsy and Traveller Plan Consultation, which took place at the same time. **(noted)**

- o) **Wiltshire Council - Briefing Note No 21-18.** The Council had received a Briefing Note in regards to the Community Governance Review Process beginning on the 22nd September 2021. The Langley Burrell Without Parish was not included in the Review. **(noted)**
- p) **Wiltshire Council - Briefing Note No 21-19.** The Council had received a Briefing Note in regards to the transfer of 10 Leisure Centres currently managed by Places Leisure to Wiltshire Council taking place the 1st October 2021. From that date Wiltshire Council would manage 20 Leisure Centres in total. **(noted)**
- q) **Wiltshire Council - Briefing Note No 21-20.** The Council had received a Briefing Note in regards to the Wiltshire Community Environmental Toolkit. **(noted)**
- r) **Wiltshire Council - Briefing Note No 21-21.** The Council had received a Briefing Note in regards to the Wiltshire Planning Policy for Renewable Energy. **(noted)**
- s) **Wiltshire Council - Briefing Note No 21-22.** The Council had received a Briefing Note in regards to the Wiltshire Covid-19 Update. **(noted)**
- t) **Wiltshire Council - Briefing Note No 21-23.** The Council had received a Briefing Note in regards to the Wiltshire Council Democratic Meetings following Note 2021-10. **(noted)**
- u) **Village Hall Section 137 Maintenance Grant.** The Village Hall Treasurer, had asked that the Council give consideration to approving a Section 137 Tranche 2 Grant of £375.00 to the Village Hall. The Council's approved budget for 2021/2022 included £600.00 for the yearly Maintenance Grant (usually paid in two tranches). The approved budget also included a Covid-19 support grant of £150.00. **The Council agreed that the grant of £375.00 should be given. Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**
- v) **Town & Parish Precepts 2022/2023.** The Council had been notified of the timescale to submit their Precept Requirement for 2022/2023, being 18th January 2022. They had also been advised of their Band D Tax Base, being (174.72). As usual the Band D property charge would result from the Council's Precept divided by the Tax Base. Last year the Tax Base had been (170.73) with Precept £14,749.00 resulting in a £86.38 Band D property charge. The Council would meet on the 17th January 2022 and could comply with the timescale. **(noted)**
- w) **Wiltshire Council - Briefing Note No 21-25.** The Council had received a Briefing Note in regards to the Wiltshire Council Community Governance Review. Fortunately this did not involve Langley Burrell Without Parish, nor those covered in Briefing Note 21-18 included earlier in the Council Agenda. However, there was a survey that the Council

could consider on a name change for an adjacent Parish. Requested by Biddestone Parish was a name change to Biddestone & Slaughterford Parish on the basis that both areas were considered equally important. The Council being part of the Chippenham Community Parish Forum **agreed to support this.**

- x) **Wiltshire Council - Briefing Note No 21-26** The Council had received a Briefing Note in regards to the Wiltshire Council Christmas Waste and Recycling Collections and HRC Opening Times 2021. **(noted)**

050/21 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

a) There would be a need to consider the Council's Budget and Precept Requirement at the next Council Meeting. Council Members should consider ideas in the interim period.

b) Kilvert's Way. There was concern expressed in regards to uncovered direction signs indicating access to the M4 even though the road was not yet open. This was causing traffic implications, as drivers were required to u-turn on reaching the dead end. Concern was also expressed that it appeared that the Kilvert's Way road signage had not yet been erected, that had been a requirement of the developer before the road was opened.

c) Hathaway Park traffic lights and road marking system. There was concern expressed in regards to recent modifications in road markings that were creating extreme highway dangers for oncoming traffic from the B4069 Pew Hill direction. There needed to be urgent warning signage before disastrous consequences.

There were no further issues raised.

051/21 DATE OF NEXT MEETING

The date of the next Council Meeting was scheduled for **7.00pm, Monday 17th January 2022.**

PART 2 AGENDA

The following Item related to Confidential Matters, and 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 was no update **(noted)**

Signed:

Date: **17th January 2022**