

# **LANGLEY BURRELL WITHOUT PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall

**16<sup>th</sup> January 2023**

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

Also Present: Mr V A Vines MBE Clerk of the Council.

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

### **COUNCILLOR ROBERT W G WHITROW**

Since the Parish Council had last met the Chairman of the Parish Council had died on Saturday 7<sup>th</sup> January 2023. The Council fondly recalled that since he was diagnosed with a terminal illness he had worked tirelessly for the Parish Council and the whole community of Langley Burrell Without and he would be much missed by all. A minute's silence was held in his memory.

## **Council Meeting**

**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**

There were no Reports received.

### **054/22 APOLOGIES FOR ABSENCE**

Apologies were received from Wiltshire Councillor H Greenman.

### **055/22 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.

**056/22 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 28<sup>th</sup> November 2022. **Cllr Katerina Johnstone proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**

#### **057/22 PLANNING**

**Planning Applications:** Prior to the consideration of any Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. The Council received no representations

- a) PL/2023/00132 – Hedgerow Removal Notice  
Removal of Scraggly Hedgerow and Replace with Boundary Fence  
Pemberley, The Common, Langley Burrell, Wiltshire SN15 4LL  
For Nigel Evans

Following consideration of the application **the Council resolved that, sadly, the Parish Council was unable to support this proposal.**

The Council would advise Wiltshire Council that this was an important natural highway frontage within the street picture and Conservation Area and that, unfortunately, the existing mature native hedge had been neglected over recent years, albeit it maintained by modern cutting methods, and as the winter photographs showed was now open and “scraggly” as the applicant put it.

This had been caused by improper maintenance and the hedge should have been laid in the traditional manner to retain its’ thickness and appearance. The Council felt that this would be the appropriate way of dealing with the hedge.

The application mentioned replacing the hedge with a boundary fence. There were no details of this but any style of timber fence or boundary wall as a replacement would be a stark feature, intrusive and detrimental to the whole area.

**Cllr R Colthorpe proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**

**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, 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 SWest **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, Wiltshire SN15 4LQ  
For Mr Karl Eaves **No objection by Wiltshire Council**
- e) The Brambles, The Common. The Council was informed that there had been no change in circumstances since the last Council Meeting. The Council would raise the matter again with Wiltshire Council Enforcement. **(noted)**
- f) 22/2022/04681 – 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 would 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 Clerk had submitted the Council’s Statement of Case during December 2022. The Clerk had attended the Case Management Conference on the 5<sup>th</sup> January 2023. Final Proofs were required by the 7<sup>th</sup> February 2023. LBRA had also been granted Rule 6 party status and the Clerk was assisting when necessary. **(noted)**
- 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**

## 058/22 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 3126	£	35.00
Dauntsey PC. SID installation posts and signs Inv 05 04.01.23	£	388.60

Coates Florists. Floral tribute. Cllr R Whitrow (deceased) 09.01.23 £ 75.00  
Steve Tuck Ltd. Roofing Containers. Inv 996 CIL project 10.01.23 £ 2,180.00

**Cllr Julie Hoskins proposed, Cllr Katerina Johnstone 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:

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 Containers. Inv 996 CIL project 21.12.22 £ 2,600.00  
St Peter's Church. Heritage Trails Project CIL project 26.12.22 £ 50,000.00

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

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

30<sup>th</sup> December 2022 £ 49.73

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

30<sup>th</sup> December 2022 £ 88,859.11

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

30<sup>th</sup> December 2022 £ 394,690.58

- 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. This had been previously requested but had not yet been actioned. The Clerk would now contact the Bank.

- h) **Council Budget 2023/24**

The Council had been required to consider and agree a Precept requirement to meet the 18<sup>th</sup> January 2023 timescale of Wiltshire Council. There was a need to agree a Council Budget for the year. It had been previously reported that, in the Local Government Finance Settlement, it appeared unlikely that the Government would be imposing a Council Tax cap on Parish Councils this year.

The Parish Council gave detailed consideration to the figures contained in the Clerk's report and financial spreadsheets provided and was mindful of budget pressures that could result from Wiltshire Council reducing local services and seeking financial support for priority Capital schemes within the Parish through the LHFIG process and further requests for financial support from the volunteer sector and others. In addition the Council was mindful that there could be a continuing need to seek and commission expert professional advice and support

in regards to matters affecting the Parish associated with planning issues and the Neighbourhood Plan update.

The Parish Council was also aware of CIL funds held that could, potentially, be used for infrastructure projects that were supported by the community, within the 5-year from receipt timescale.

In addition the Parish Council was mindful of how any potential increase in the Council Budget would affect the Band D property Council Tax Payer and the Council had been advised of the Tax Base figures by Wiltshire Council. The Council noted that the Band D Tax Base had changed from 174.72 to 179.06 per property.

Following consideration **the Parish Council resolved** to levy a precept on Wiltshire Council for the financial year commencing 1<sup>st</sup> April 2023 in the sum of £15,969.00. This would result in a reduction from £90.71 to £89.18 on a Band D property.

**Cllr R Colthorpe proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY**

#### **059/22 HIGHWAY MATTERS**

- a) Parish Stewards Programme/Requirements: general issues for the Local Highway & Streetscene Community Team. Parish Steward visits had been scheduled for 24<sup>th</sup> November and 22<sup>nd</sup> December 2022. Future visits were scheduled for 23<sup>rd</sup> January, 20<sup>th</sup> February and 20<sup>th</sup> March 2023. **(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 were no issues reported. **(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.

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

#### **060/22 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:** The new Village Hall notice board had still to be erected to complete the project. Cllr Katerina Johnstone confirmed that the board would be erected as soon as the external redecoration of the Hall was completed. **(noted)**
- c) **Flooding & Drainage:** There was a suggestion made as to whether the Council should fund some permanent "Liable to Flood" highway warning signage at the various flooding "hotspots" in the Parish. This would be investigated with Wiltshire Highways. **(noted)**

- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that the Hall continued to be busy. Also that several new Committee members were now on board sharing the workload. The new leasing arrangements had reached the legal stage/s but needed chasing. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board Meeting scheduled for Monday 12<sup>th</sup> December 2022 had been cancelled due to inclement weather. The re-arranged date had been 16<sup>th</sup> January 2023 at 7.00pm at the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. This unfortunately had conflicted with the Parish Council Meeting and Wiltshire Council had been advised. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** It was understood that the Rural Housing Needs Survey was scheduled for January 2023 and that LBRA was assisting Wiltshire Council in the process. **(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. **(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:** There was no update at this Council Meeting. A previous Agenda item had raised the issue of advanced “Liable to Flood” highway warning signage. Cllr M Meredith would be provided with the Wiltshire Council Emergency Plan template to consider how this could be best used in the Parish. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. **(noted)**
- p) **Community Speedwatch.** Wiltshire Council had still to carry out the traffic survey. Until completed no progress could be made. **(noted)**
- q) **Data Protection - GDPR:** There were no updates required. **(noted)**
- r) **Langley Burrell Residents Association (LBRA):** It was understood that LBRA was concentrating on the Public Inquiry process (Minute 057/22 (f) refers) and

had employed Rachel Hooper to prepare and present their case as a Rule 6 party.  
(noted)

## 061/22 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. (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) (Formerly CATG).** The next Meeting was scheduled for 24<sup>th</sup> January 2023 at 10.00am and was being held by Microsoft Teams. The Agenda and Note Tracker had been circulated. There was 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 Clerk would now raise the various matters with LHFIG Officers to seek future Agenda consideration. (noted)
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 24<sup>th</sup> November 2022 at Melksham Community Campus and by Microsoft Teams. The Notes of the Meeting had not yet been received. The Council was always invited to attend and to raise any local concerns and a Briefing Note from the Portfolio Holder for Flooding had been received. The date of the next Meeting would be circulated when available. The opportunity could be taken of raising the issue of advance flooding signage discussed earlier. (noted)
- e) **Langley Burrell Heritage Trail Projects.** The research project continued and Rosemary Waterkeyn and Karl Eaves were now assisting Louise Ryland-Epton. A website had now been designed and it was likely that it would go “live” soon. (noted)
- f) **Parish Council Database.** There had been no change since the Council last met. Further consideration would be given to the circulation of a Council Newsletter. (noted)
- g) **Community Speedwatch Team, SIDs, etc.** There had no change in circumstances since the last Council Meeting as the Wiltshire Council traffic survey had been delayed. (noted)
- h) **Election of Representatives to Outside Bodies.** The Council deferred consideration until all Council positions were filled. In the meantime existing Members would assist when necessary. (noted)
- i) **Kilverts Road Signage.** The Parish Council had agreed to pay for the erection of the signage on highway verges. Wiltshire Highways had ordered the signs and would erect. Chippenham Town Council had

agreed that they could be positioned on land within their boundary.  
**(noted)**

- g) **Election Costs.** Wiltshire Council had advised that it would intend to recover administration costs from May 2025. (The next Full Council Election date). There would 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 had been provided. **(noted)**
- h) **Council Member Vacancy.** Following the loss of Cllr R Whitrow a Council Vacancy had been created. It was normal practice for Wiltshire Council to be advised and they would advertise the Vacancy giving the opportunity for Parishioners to call for a by-election. Should there be no request then the Council would be given authority to co-opt an eligible person to fill the Vacancy. It was understood that a Parishioner had already shown enthusiasm in filling the position. **(noted)**
- i) **His Majesty King Charles III – Coronation Celebration.** Council Members were aware that the Coronation would take place on Saturday 6<sup>th</sup> May 2023 and that Monday 8<sup>th</sup> May 2023 would be an additional UK-wide Bank Holiday. **The Council agreed to support** a Village Event during that period.
- j) **CPRE Wiltshire – Best Kept Village Competition 2023.** The Council had received advance notification that an invitation to enter this year's Competition would be received in late February. It was understood that the entry deadline would be 21<sup>st</sup> April 2023. After consideration the **Council agreed that no entry should be made this year.**

#### **062/22 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

#### **063/22 DATE OF NEXT MEETING**

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

**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. The Clerk would now assist in the processes. **(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 had already commenced 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. Installation of Pentagon Forest Trim Trail play equipment for 3-6 year olds.

Langley Burrell Residents Association. Administration and printing costs in relation to appeal/legal process.

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

Signed:

Date: **20<sup>th</sup> March 2023**