

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall.

17th January 2022

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, Wiltshire Councillor R Henning, Wiltshire Councillor Kathryn Macdermid 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

- a) Wiltshire Councillors Ross Henning and Kathryn Macdermid were in attendance to discuss the future of Birds Marsh Wood where, with set aside developers funding, the opportunity existed for putting in place long-term proposals to enhance the Wood and provide protection from future development. They both acknowledged that the land involved was within the Langley Burrell Without Parish and before taking the matters further at Wiltshire County level they wished to hear the Parish Council's views. There would be a need to resolve the long-term ownership and management issues to ensure that the Wood remained a well-maintained natural area for wildlife and nature alongside access for community benefit through retaining and improvement of existing Rights of Way. With this in mind the Parish Council's initial views were that as a Public responsible Body they could take ownership from the developer at a peppercorn figure and pass on the long-term management to Wiltshire Wildlife Trust or other suitable charitable interest. The matters were at an early stage and it was suggested that a Working Group should be set up to include all interested parties. Cllr R Whitrow would be the Parish Council Lead Member. The Council thanked both Wiltshire Councillors for their interest in the matter and agreed that matters should proceed as quickly as possible.
- b) Wiltshire Councillor H Greenman provided a brief overview on the Wiltshire Council 5 year land supply. He advised of his concerns that, although staffing levels had improved within Planning Services, the lack of local knowledge of new Officers was worrying.

052/21 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

053/21 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.

054/21 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 15th November 2021.

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

055/21 PLANNING

Planning Applications: Prior to the consideration of the Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received. Cllr R Whitrow declared an interest and abstained from voting on the matter

- a) PL/2021/11729 – Full Planning Permission Application
Demolition of Existing Dwelling House and Erection of Replacing New Build
Eco Home
64A, Maud Heaths Causeway, Kellaways SN15 4L%
For Mr & Mrs Worsfold

Following consideration of the application **the Council resolved to raise no objections to the principle of the demolition of the existing dwelling and the erection of a replacement dwelling.**

However, the Council had concerns in regards to the demolition of the small, former agricultural workers dwelling, that was innocuously sited in the south eastern corner of the residential curtilage situated adjacent to other built form and its' replacement with a large dominant structure that was tantamount to over-development of the site.

The application site fell within an important historic landscape setting with an open rural character that needed preserving and the development proposed would be in stark contrast to the small scale built form and open aspect that existed.

The substantial structure, almost filling the site width in stark contrast to that which existed, destroyed the open aspect through the site that was compounded by the fact that the proposed built form would be significantly closer to the highway frontage creating a greater visual impact.

Notwithstanding concerns in regards to the scale of the replacement, although of a subjective nature, the Council was concerned that the contemporary, eco friendly design concept was a step too far in this location and more suited to an urban area.

For clarification, the Council supported eco friendly development in general and, a step too far, referred to the overall contemporary design and the use of external facing materials being incongruous in the locality.

The Council was sorry that they could not support the application in its' present form but could be persuaded if a proposal came forward that reflected traditional architecture in terms of size, scale and appearance retaining and perhaps enhancing the historic Maud Heath's Causeway.

Should there be any indication that Wiltshire Council may favour this proposal then the Parish Council asked that consideration be given to relocating the proposed vehicular entrance to fall between the two current access points so that one does not look straight onto the house from the highway.

Also, to provide significant greater shielding of the development, consideration should be given to increasing the depth, height and thickness of the hedges and landscaping surrounding the property so that the visual impact was limited from the surrounding landscape and the highway.

Cllr R Colthorpe proposed, Cllr Katerina Johnstone 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) 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
Application withdrawn by Applicant 10th December 2021
- c) 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**
- d) 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**

- e) The Brambles, The Common. The Council was informed that there had been no change in circumstances since the last Council Meeting. However, mindful of the fact that un-authorized development continued and that it appeared that the extension had now been occupied over the Christmas and New Year period, the Clerk was asked to request Wiltshire Council to investigate further and take the required enforcement action.

056/21 FINANCE

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

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

Nettl at Digiprint. Parish Boundary Rights of Way Wall Map 20.12.21 £ 79.20
** cheque made payable to Mr V A Vines as reimbursement

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. CIL 20/02166/FUL Tranche 2 of 2 15.12.21 £ 4,150.49

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

30th November 2021 £ 39,925.13

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

30th December 2021 £ 546,792.18*

*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.

- f) **Council Budget 2022/23**

The Council was required to consider and agree a Precept requirement to meet the 18th January 2022 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 CATG 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 mindful 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 170.30 to 174.72 per property.

Following consideration **the Parish Council resolved** to levy a precept on Wiltshire Council for the financial year commencing 1st April 2022 in the sum of £15,849.00. This would result in an increase from £86.39 to £90.71 (7.5%) on a Band D property.

Cllr R Colthorpe proposed, Cllr R Whitrow seconded and RESOLVED UNANIMOUSLY

057/21 HIGHWAY MATTERS

- a) Parish Stewards Programme/Requirements: general issues for the Local Highway & Streetscene Community Team. Parish Steward visits had been scheduled for 26th January, 23rd February, 23rd March and 21st April 2022. 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 also others submitted on the priority works template. **(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. The deteriorating condition of the B4069 highway footpath to St Peter's Church would need to be reported. Also the absence of white lining at the junction of The Common with the B4069. There was a need to advise CATG that two dropped kerbs were required at this road junction. Also two at Kellaways. Members would need to advise of exact locations. The issue of highway footpath parking, from the bus stop to Manor Farm Lane, creating significant dangers for pedestrians was raised. **The Council agreed that** ten A4 sized informal notices "no parking on pavement" should be purchased and erected with yellow background and black writing. The Clerk would circulate a design for approval. There were no further issues raised. **(noted)**

058/21 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There had been a suggestion that a newsletter be sent to all households before Christmas. This had not occurred and would need to be progressed. **(noted)**
- b) **Notice Board/s:** The St Peter's Church notice board had been ordered and would soon be delivered to the Village Hall. Arrangements would need to be made to install in a community visible position. **(noted)**
- c) **Flooding & Drainage:** There were no issues raised that had not been previously reported. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone briefly reported that there was interest being shown in filling the Trustee positions that would allow progress to be made on future proposals. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 13th December 2021. The next Area Board Meeting was scheduled for Monday 14th March 2022 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. There was need for The Resident's Association to reform and become active as they were tasked with the review of the adopted Plan. **(noted)**
- g) **Council Insurance:** There was no update required. **(noted)**
- 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:** There was no update required. **(noted)**
- 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. Cllr R Whitrow circulated a draft based upon the Wiltshire Council template/toolkit. It was suggested that the Bremhill Parish Plan was an example to follow. Cllr Rhian Lavery agreed to take over the lead role and would need assistance on local information from Council Members. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There had been a suggestion that a hard copy Council newsletter be sent to all households before

Christmas. This had not occurred and would need to be pursued. Cllr Rhian Lavery suggested that WhatsApp would be a good social media medium to use in community messaging. **(noted)**

- p) **Community Speedwatch.** A later Agenda item referred. **(noted)**
- q) **Data Protection, GDPR:** There were no updates required. **(noted)**

059/21 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) **Birds Marsh Wood.** The Council had been approached by Wiltshire Councillor Ross Henning, the CATG Chairman, who advised that Cllr Kathryn Macdermid, newly elected Wiltshire Councillor for Hardenhuish Division, had become involved in looking at options for Birds Marsh Wood, situated within Langley Burrell Without Parish. The Council's thoughts had been requested on the future. Both had attended the Council Meeting in the Public Session and the related Minute above refers. The Parish Council had its own Neighbourhood Plan (subject to review) and the Kilvert's Trail proposal and sought to protect the areas north of Chippenham from future expansion proposals but welcomed public accessibility and use. There had been agreement earlier in the Meeting on how matters should proceed with interested parties. **(noted)**
- b) **Defibrillator Project.** Pursuant to Minute 049/21 (a). The Council had agreed to the provision of three defibrillators within the Parish. The South West Ambulance NHS Trust lease packages were no longer available and there had been a need to investigate further options, to purchase defibrillators that would also involve additional responsibilities, volunteer involvement and commitment, maintenance and insurance issues much of which was included in the previously preferred leasing option. Options and quotations were still being investigated and would be reported to a future Council Meeting for decision. **(noted)**
- c) **WiltshireOnline – High Speed Broadband – Gigaclear.** It was understood that there had been no works carried out yet in Avon Lane even though Gigaclear engineers had met and agreed routes with local Parishioners. The Clerk reported that he had contacted Gigaclear and the Council need take no action at the present time. **(noted)**
- d) **CIL Funding.** Council Members had agreed to bring forward ideas so that progress could be made. It appeared that the purchase of land for amenity purposes within the Parish could not proceed as there were no willing landowner/s. It was considered that other options should be included as a consultation exercise in a Council newsletter. **(noted)**
- e) **Speed Indication Devices (SIDS).** Pursuant to Minute 049/21 (d). The Clerk had been instructed to proceed with orders from suppliers and installers and arrange for the work to be completed as soon as possible. Before proceeding the Clerk updated the Council on potential costs for the works required. The Council found these acceptable and instructed the Clerk to place the necessary order/s with suppliers and installers and arrange for the work to be completed as soon as possible. **Cllr R**

Whitrow proposed, Cllr Rhian Lavery seconded and RESOLVED UNANIMOUSLY

- f) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Before the training of 6 volunteers and the lead appointment to receive additional Police clearance, there was a need for the traffic survey to be completed by Wiltshire Highways before progress could be made on Community Speed Watch. Wiltshire Highways had notified the Council that delays could be expected, as there was a backlog of requests. In the interim period the Council wished to make progress and suggested that Mr Folke Pope be asked to lead the project and possibly find 6 community volunteers to become involved, take the training and form the Speedwatch Team.
- g) **Community Area Transport Group (CATG).** CATG had met on the 17th November 2021 using Microsoft Teams. The Notes of the Meeting had been circulated. Following the Meeting the Council had been advised that CATG Scheme contributions would increase from 25% to 30% from the 1st April 2022. Pursuant to Minute 049/21(e). The November Meeting could have provided the opportunity of proposing highway improvements direct to CATG and gain Officers and CATG Members support for further investigation. The resurfacing of Thornhill Lane and the provision of Village entrance gates and speed humps/chicanes could have also been raised. Unfortunately, the Council lead Member/s could not attend and the issues would need to be raised at the next CATG Meeting to be held on 22nd February 2022. **(noted)**
- h) **Wiltshire Operational Flood Group North.** A Group Meeting had been held on the 17th November 2021 using Microsoft Teams. Unfortunately, the Council lead Member/s could not attend. The date of the next Meeting (via Microsoft Teams) with an invitation to attend and to raise any local concerns was Tuesday 25th January 2022 at 9.30am. The link had been circulated. **(noted)**
- i) **Kilvert’s Heritage Trail Project.** Cllr R Whitrow had circulated draft proposals for Members views. There was agreement that the proposals shown could be the basis of further discussion with interested parties. Council Members would consider the details provided further and submit comments. **(noted)**
- j) **Parish Council Database.** There had been no change since the Council last met. Cllr Rhian Lavery suggested alternative options, including WhatsApp and Facebook Pages. The Clerk would provide her with the consultation letter that was sent to all households. **(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 in June 2022. There was a need for the whole community to become involved and Cllr Katerina Johnstone advised that the Village Hall had begun making arrangements for a “street party” on Sunday 5th June 2022 (12pm-5pm times to be confirmed) within the Village Hall grounds, that would allow for Hall use in inclement weather. This was likely to be a “bring your own food” event. Other suggestions included the planting of tree/s, possibly fruit trees. From a Council perspective consideration would be given to

purchasing a commemorative bench, circular tree seating and picnic tables. The Clerk would provide options. (noted).

- l) **Langley Burrell Without Parish Council Policies.** Pursuant to Minute 049/21 (m). The Council had received the draft Parish Council Standing Orders and Financial Regulations based upon Model Templates prepared by NALC and the LGA at the November 2021 Council Meeting. The matter had remained for final consideration until this Council Meeting. **The Council agreed to adopt the updated Standing Orders and Financial Regulations. Proposed Cllr Julie Hoskins, seconded Cllr Katerina Johnstone and RESOLVED UNANIMOUSLY**
- m) **Wiltshire Council - Briefing Note No 21-27.** The Council had received a Briefing Note in regards to the Wiltshire Council Covid-19 Update. (noted)
- n) **Meeting Dates 2021/2022.** The Council had agreed a Calendar of Dates at the Annual Council Meeting held in May 2021. The date of 18th April 2022 had been set for a Council Planning Meeting 7.15pm (if needed), to be followed by the Annual Parish Meeting at 7.30pm. This was Easter Monday and would need to be changed. **It was agreed that** the date be changed to the following Monday, 25th April 2022.

060/21 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

061/21 DATE OF NEXT MEETING

The date of the next Council Meeting was scheduled for **7.00pm, Monday 21st March 2022**. However, a virtual Planning Meeting was scheduled for the 21st February 2022, should there be business to conduct.

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. The matters would no longer be pursued. (noted)

Signed:

Date: **21st March 2022**