

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall

18th September 2023

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

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 Cllr H Greenman updated the Council on the forthcoming Wiltshire Local Plan Update consultation commencing on the 27th September 2023 for an 8-week period. From a housing perspective the total requirement for Wiltshire, had been reduced by 9000 dwellings. Having reached a Regulation 19 Stage this should assist the planning process, particularly appeals on land supply issues. There was an expectation that the 5-year land supply requirement may be reduced to 4 years with the 5% buffer dispensed with. Also the life of adopted Neighbourhood Plans may also increase from 5 to 6 years.

In addition he was pleased to report that the Community Area Parish Forum was scheduled to meet on Wednesday 18th October 2023 in Kington St Michael Village Hall and that guest speakers would include the Wiltshire Police and Crime Commissioner, local Wiltshire Police and Seagry PC leading discussion on traffic speed experiences with other Forum Members.

There were no further Reports received.

032/23 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr K Eaves.

033/23 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.

034/23 MINUTES Members had been previously circulated with the Draft Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Council Meeting held 17th July 2023. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

035/23 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) 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 had not heard from the Wiltshire Enforcement Team for a considerable time and the Clerk was asked to contact them to ascertain the present position. **(noted)**

036/23 FINANCE

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

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

Idverde Ltd. Bin emptying contract. Inv 10887244	20.07.23	£ 327.60
Geosphere Ltd. Parish Online Subs 23/24 Inv 00HY134-003	08.09.23	£ 33.60
PKF Littlejohn LLP.AGAR 22/23 Audit. Inv SB20231810	13.09.23	£ 756.00

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:

A J Products (UK) Ltd. LBVH Folding tables/trolley Inv 3045877	£ 1,437.60
Furniture Works Ltd. LBVH folding tables/trolley Inv ORD0605812	£ 2,304.72
LBVillage Hall. Meeting Room Hire x 2. Inv 3187 31.07.23	£ 70.00
DIGIprint. Leaflets etc Heritage Trails. Inv DIGI-19334 31.07.23	£ 364.56
Malvern Art Products Ltd. Heritage Trails Waymarkers Inv13743	£ 318.00
Black Nova Designs. Website hosting 23/24 Inv 16788 06.07.23	£ 100.80
TRP7 Ltd Ramp People. LBVH lightweight ramp etc Inv SI-273222	£ 300.00

R A Waterkeyn. Heritage Trails Launch expenses reimbursement. £ 53.46

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.

31st August 2023 £ 49.96

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

30th May 2023 £ 118,892.02

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

1st September 2023 £ 247,477.17

g) **Lloyds Bank Banking Arrangements** The Council **noted** that there was still a need to revise the bank mandates and secure the online banking arrangements.

h) **Annual Governance and Accountability Return Year Ending 31st March 2023**

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. Minute 26/23 (h) referred. PKF Littlejohn LLP had now completed the review and had raised no matters of concern. They had offered advice regarding online banking arrangements and level of reserves held when considering future precept requests with any earmarked reserves being considered and approved. **(noted)**

037/23 HIGHWAY MATTERS

a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. There was a need to ensure that the top 5 priorities were continually updated and Wiltshire Highways advised. A Parish Steward visit had been scheduled for 18th September 2023. Further dates were scheduled for 16th October, 13th November and 11th December 2023. Areas of concern related to the Oakhurst roadside hedges blocking the Maud Heath Causeway, various blocked gullies and the completion of the B4069 footpath clearance to St Peter's Church that had only been weed-killed to date. **(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.** Cllr Julie Hoskins reported that a quotation was awaited for the maintenance for the timber seats within the Parish. There was no change in circumstances since the last Council Meeting in relation to the stone arches. **(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. **(noted)**
 - b) Winter Preparation 23/24. The Wiltshire weather team had invited the Council to report empty salt bins and to submit any PEAS application. Cllr M Meredith reported that he had made arrangements to collect supplies on the 6th October 2023. **(noted)**.
 - c) Salt Bins. The Council had previously agreed that two new salt bins would be appropriate, one sited at each end of the Crossing Lane footbridge. The Clerk would continue to investigate costs, including installation. **(noted)**
 - d) Dog Bin. The additional dog poo bin had still to be installed adjacent to the Right of Way near St Giles Church, Kellaways. The Clerk would contact Idverde Limited again to ascertain the present position on the outstanding order. **(noted)**
 - e) Crossing Lane-Railway Line Complaint. A Crossing Lane resident had reported that “a bag of rubbish had been picked up from Crossing Lane down by the railway line”. It had been noted that there was no rubbish bin there now that had been well used. Evidently “a gentleman who used to pick up the dog waste bag also picked up the litter waste but it appeared this no longer took place”. The residents of Crossing Lane did not appreciate having a rubbish dump at the end of their lane and had suggested that a penalty notice sign be erected or even the threat of CCTV. Following consideration **the Council agreed that this** situation could not continue as it was known that the end of the lane was well used by motorists showing little concern for littering. With this in mind the purchase and installation of large size litter bins either end of the railway bridge would be investigated. In addition Cllr Katrina Johnstone would investigate the cost of CCTV installation using the Village Hall contractor.

There were no further issues raised.

038/23 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:** There had been no change in circumstances since the last Council Meeting. **(noted)**
- c) **Flooding & Drainage:** There were no issues raised. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that The Village Fete had been successful. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had last met on the 27th June 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. The next Meeting was scheduled for the 25th September 2023 at 6.30pm in

the same venue. The Parish Forum had met on the 19th July 2023 in Stanton St Quintin Parish Hall SN14 6DE. Cllr Julie Hoskins and Katerina Johnstone had attended. The next Parish Forum Meeting was scheduled for the 18th October 2023 at 7.00pm in Kington St Michael Village Hall. It was likely that the speaker would be the Wiltshire Police & Crime Commissioner and the Agenda will include discussion on traffic speed experiences with other Forum Members. **(noted)**

- f) **Langley Burrell Neighbourhood Plan:** Cllr R Colthorpe reported that the Steering Group had recently held an on-site meeting with Place Studio, their consultants. It was confirmed that the Neighbourhood Plan Designated Area did not cover the whole Parish. Any land and buildings west of the A350 were not included. It was also confirmed that at the Council AGM Cllr R Colthorpe and Cllr K Eaves had been nominated as the Council's representatives on LBRA and on the Steering Group. **(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 at this Council Meeting. **(noted)**
- j) **Risk Assessment:** There was no update required at this Council Meeting. **(noted)**
- k) **Health & Safety and Management Register:** There was no update required at this Council Meeting. **(noted)**
- l) **Freedom of Information Act-Publication Scheme:** There was no update required at this Council Meeting. **(noted)**
- m) **Parochial Church Council/s:** There were no updates on this occasion. **(noted)**
- n) **Emergency/Flood Planning:** Cllr M Meredith updated the Council on progress to date. The Wiltshire & Swindon Prepared (LRF) had recently provided a simpler template to assist Parishes in producing Emergency Plans to provide a consistency of Plan models throughout the County. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. **(noted)**
- p) **Community Speedwatch.** A later Agenda item and Minute refers. The volunteers and a coordinator needed to be registered, vetted and trained. **(noted)**
- q) **Data Protection - GDPR:** There were no updates required. **(noted)**
- r) **Langley Burrell Residents Association (LBRA):** There was no update received on this occasion. It was confirmed that at the Council AGM Cllr R Colthorpe and Cllr K Eaves had been nominated as the Council's representatives on LBRA. **(noted)**

039/23 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 Memorandum of Understanding with the S W Ambulance NHS Foundation Trust for each defibrillator was now completed and would be forwarded to the Trust. A training session had been booked for Tuesday 10th October 2023 at 7.00pm in Goss Croft Hall. Dauntsey, Seagry and Chippenham Without Parishes would also attend. It was important to advertise the free session to ensure a good attendance. **(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).** The LHFIG had met on the 6th July 2023. The note Tracker/Minutes had been received and circulated. There was a need for local issues to be raised by attendee/s at the next LHFG Meeting. The next Meeting was scheduled for 3rd October 2023 at 10.00am in Committee Room D at Monkton Park or by Microsoft Teams and the link was available. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was scheduled for Thursday 21st September 2023 at 9.30am at the Melksham Without PC Offices, Community Campus, Market Place, Melksham SN12 6ES. The Microsoft Teams link was available. **(noted)**
Note: the date was subsequently changed to the 28th September 2023.
- e) **Langley Burrell Heritage Trail Projects.** Cllr K Eaves had provided a written update report on progress. Because of blocked routes the Allington Kilvert's Walk had been altered. All routes to the north of St Peter's Church had been removed due to dangerous sections of the B4069. He recommended that to encourage walking and improve road safety for walkers the Council should consider extending the footpath. There had been a stall at the Village Fete to introduce visitors to the website and trails. Materials used at the event could be re-used. Small way-marker signs with a QR code had been purchased, to be installed on various fences, posts and stiles across the Parish with necessary permissions being sought. A suggestion had been made that benches should be installed in various places on the walks and this would be considered further. **(noted)**
- f) **Parish Council Database.** There had been no change since the Council last met. Further consideration still needed to be given to the production and circulation of a Parish Newsletter. **(noted)**
- g) **Community Speedwatch Team, SIDs, etc.** The traffic survey had been completed and the data collected indicated that a volunteer CSW Team could be registered, Police vetted and trained. Cllr K Eaves had indicated his willingness to carry out the Coordinator role and there was now a need to find sufficient volunteers to run the scheme. This would allow the provision of the Autopeedwatch and SID Devices to be legally installed and data collected and reported. **(noted)**

- h) **Wiltshire Council - Briefing Note 23-20.** The Council noted receipt of a Briefing Note in regards to the Air Quality Action Plan and the SPD Consultations 24th July to 4th September 2023. **(noted)**
- i) **Wiltshire Council - Briefing Note 23-22.** The Council noted receipt of a Briefing Note in regards to the Wiltshire & Swindon Tree Warden Scheme. **(noted)**
- j) **Community First AGM.** The Council had received an invitation to attend the AGM to be held on Wednesday 11th October 2023, 5.30-7.30pm in Devizes Town Hall. **(noted)**
- k) **Wiltshire Local History Network.** The Council had received details of free resources relating to the County's history from Wiltshire and Swindon Archives. **(noted)**
- l) **Parish Stewards.** A recent Wiltshire Newsletter had reminded the Council of the services provided by Parish Stewards. **(noted)**
- m) **Wiltshire Council - Briefing Note 23-23.** The Council noted receipt of a Briefing Note in regards to Waste Sorting at Wiltshire's Household Recycling Centres. **(noted)**
- n) **Wiltshire Council Local Plan Update 2023 - Consultation.** The Council had received notification of this consultation, beginning on Wednesday 27th September 2023 for an 8-week period.. There were various online and drop-in events at libraries and leisure centres around the County. Details had been circulated. Members could view associated documents online and respond accordingly. The update could have significant implications on the Parish and the Council would need to submit representations within the timescale. **(noted)**
- o) **Wiltshire Police.** The Council had received a request to promote and support a campaign to raise public awareness about the Fatal 5 Stay Alive campaign. **(noted)**
- p) **Community Emergency Contacts.** Wiltshire & Swindon Prepared (LRF) had initiated a new scheme called Community Emergency Contacts and had invited the Council to participate and engage in this. Cllr M Meredith confirmed that he was responding. **(noted)**
- q) **Wiltshire Neighbourhood Watch Association AGM.** The Council had received an invitation to attend the AGM to be held on Saturday 7th October 2023 10.00am to midday at Wiltshire police HQ, Devizes SN10 2DN. Guest speakers included Wiltshire Police Chief Constable and the Crimestoppers Regional Manager. **(noted)**
- r) **Village Gateways.** The Council had agreed that the "Oxford" style gate was the preferred option with the "please drive carefully" wording included. Gates were to be sited in the two village entrance locations. A quotation had been sourced and **the Council agreed to continue** and to seek the assistance of a licensed contractor to install.
- s) **Resilience Event.** Wiltshire & Swindon Prepared (LRF) had invited the Council to be represented at the Event held on 31st August at Tidworth

Garrison Theatre, Tidworth SP9 7EP. The Council did not attend. Since the event a further invitation to engage had been received and an Emergency Plan template provided. **(noted)**

- t) **Kellaways Flood Warning Signage.** The Council had previously received details of the ElanCity “Evocity” public information display (PID). In theory these could easily solve the advance flood warning signage the Council had considered. A fundamental problem existed in that the ElanCity (SIDS) that the Council were purchasing were solar powered the (PIDS) were not and needed to be powered by electricity (streetlights usually) or rechargeable batteries (lasting on average 1 or 2 days). With this in mind there would have needed to be a local volunteer/s in charge of the charging alongside the requirement to update messaging. It was clear that the product could provide the necessary service. ElanCity had advised that they were considering introducing a solar powered model during next year. **The Council agreed** to delay the project until the solar powered models were available.

040/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

041/23 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 20th November 2023 at 7.00pm** to be held in The Maud Heath Room, Langley Burrell Village Hall, unless otherwise notified. However, Members noted that **Monday 16th October 2023** was scheduled for a Council Planning Meeting at 7.00pm and Notice would be given if this Meeting was required.

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. **(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 were well advanced and CIL grants provided and advice and discussions with others continued. **(noted)**
- c) CIL Fund applications. The Langley Burrell Village Hall Trust had requested financial assistance towards the purchase of a ride-on grass mower. The Panel agreed with this in principle and delegated the Clerk to agree the final details.

Signed:

Date: **20th November 2023**