

# **LANGLEY BURRELL WITHOUT PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall.

**21<sup>st</sup> March 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, Mr Nicholas Cox 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**

Mr Nicholas Cox, on behalf of Langley Burrell Cricket Club, raised the issue of Parish Council support for the newly formed Cricket Club. This included equipment and facilities. There was a need for a scoreboard, site screens, pitch covers, cricket balls, wickets, boundary ropes and a line marker. In addition major investments in a new cricket square, cricket nets, an artificial practice surface and possibly a pavilion. Mr Cox was advised that the financial outlay was significant and the Council could only consider minimal support through the limited Section 137 yearly grant allowance. The only other possibility was through Community Infrastructure Funds (CIL) and the Council could be approached with an application following the approved Council Guidelines. It could be beneficial if a joint approach with the Village Hall be considered. Mr Cox thanked the Council for their advice.

Mr Cox also raised issues regarding the possibility of the installation of speed bumps, street lighting, bollards and a children's play park at Oakhurst. Several of the matters the Council already had under consideration. It would be useful if they could be raised at the Annual Parish Meeting to gauge opinions from other Parishioners.

There were no further 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 and strategic planning issues.

#### **062/21 APOLOGIES FOR ABSENCE**

All Council Members were in attendance.

**063/21 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.

**064/21 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 17<sup>th</sup> January 2022.

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

**065/21 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) a) 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 SN15 4LQ  
For Mr Karl Eaves

Following consideration of the application **the Council resolved to raise no objections to the proposal.**

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

- b) PL/2022/01762 – Householder Application  
Single Storey Garage and Plant Room Extension and Canopy to Side  
Thornhill Farm, Sutton Lane, Langley Burrell SN15 4LW  
For M Smith

Following consideration of the application **the Council resolved to raise no objections to the proposal.**

In responding to the consultation the Council requested that Wiltshire Council be asked to investigate the erection of timber boundary fencing that did not appear to have any permissions.

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

- c) PL/2022/01311 – Full Planning Application  
Change of Use of Land to the Rear of 68 Kellaways from Agricultural to domestic curtilage to Provide Off-Road Parking, Vehicle Turning Area and Area of Trees, Shrubs and Wild Flowers  
Land Rear of 68 Kellaways, Nr Chippenham, Wiltshire SN15 4LR  
For Mrs Lisa Sallows

Following consideration of the application **the Council resolved to raise no objections to the proposal.**

**Cllr Rhian Lavery proposed, Cllr R Whitrow seconded and RESOLVED UNANIMOUSLY**

- d) PL/2022/00435 – Trees in Conservation Area Application  
3 x Lime Trees – Reduce each to one stem and reduce height of each remaining stem. 1 x Cherry Tree – Crown reduce and thin by 25%  
Langley Green House, The Common, Langley Burrell, Wiltshire SN14 5LL  
For Mrs Jess Burrell

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that **there were no objections** and agreed that this would be confirmed at the next Council Meeting. **The Council confirmed the decisions**

**Cllr R Whitrow 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 **No decision yet by Wiltshire Council**
- 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 **No decision yet from Wiltshire Council**

- d) 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 **Approved with Conditions 17<sup>th</sup> March 2022**

- e) **The Brambles, The Common.** The Council was informed that there had been no change in circumstances since the last Council Meeting. There was a suggestion that Wiltshire Highways found the encroachment of the new stone boundary wall on the former highway verge acceptable. The Parish Council took an opposite view as the street scene was detrimentally affected. The Clerk was asked to request Wiltshire Council to investigate further and take the required enforcement action.

## 066/21 FINANCE

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

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

Greenbarnes Ltd. Notice Board purchase Inv No 16426 18.01.22	£ 2,084.52
Idverde Limited. Waste Collection contract. Inv No 10831100	£ 327.60
Langley Burrell Village Hall. Meeting Room Hire. Inv 2085	£ 35.00
Langley Burrell Village Hall. SEE Inv 13.12.21 reimbursement	£ 16.45
Langley Burrell Village Hall. SEE Inv 31.01.22 reimbursement	£ 14.58
Langley Burrell Village Hall. SEE Inv 21.02.22 reimbursement	£ 14.58
Langley Burrell Village Hall. SEE Inv 01.03.22 reimbursement	£ 14.58
Mr V A Vines. Salary + HMRC PAYE Year End 31.03 2022	£ 4,395.04
Mr V A Vines. Expenses Claim Year End 31.03 2022	£ 791.56
S W Ambulance NHS Trust. 3 x Defib Support Packages Inv 1027	£ 4,560.00

**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 that there had been no receipts since the last Council Meeting.
- d) **Lloyds Bank CIL Account No 73537468** The Council noted the account balance.
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| 9 <sup>th</sup> December 2021 | £ 39,925.46 |
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- e) **Lloyds Bank Treasurers Account No 00222628** The Council noted the account balance.
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| 30 <sup>th</sup> December 2021 | £ 546,792.18* |
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\*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.

## 067/21 HIGHWAY MATTERS

- a) Parish Stewards Programme/Requirements: general issues for the Local Highway & Streetscene Community Team. Parish Steward visits had been scheduled for 23<sup>rd</sup> March and 21<sup>st</sup> 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. **(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. The Trust was holding an AGM on the 22<sup>nd</sup> March 2022. **(noted)**
- c) Highway & Footpaths Conditions and Maintenance: general issues in regards to Highway Conditions and Maintenance within the Parish. The Council confirmed that 5 No A4 sized informal notices "no parking on pavement" should be purchased and erected with yellow background and black writing for The Common highway verge areas from Oakhurst to The Langley Tap. Future consideration would be given to the erection of bollards. There were no further issues raised. **(noted)**

## 068/21 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** It was suggested that a link to the village Facebook page should be provided. Further consideration would be given to the circulation of news to those who had signed the GDPR database. **(noted)**
- b) **Notice Board/s:** The St Peter's Church notice board had now been delivered to the Village Hall. Arrangements would now 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 on the continuing interest being shown in filling the Trustee positions. The extended lease arrangements were still being discussed with the landowner. There was a need to pursue proposals that could be considered for CIL funding. She reported on the proposed Litter Pick planned for 2<sup>nd</sup> April 2022 and the Clerk suggested that the Downs Gospel Trust volunteers could be approached for equipment and volunteers. **(noted)**
- e) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 14<sup>th</sup> March 2022 at 7.00pm. Cllr Julie Hoskins reported on her attendance. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** There was no update. There was a 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:** 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 St Giles' Church PCC was interviewing for an interim part time Vicar later in the week. **(noted)**
- n) **Emergency/Flood Planning:** Cllr Rhian Lavery reported that she had made a start on a draft Emergency Plan and would need assistance on local information from Council Members. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** Further consideration would be given to the circulation of news to those who had signed the GDPR database. **(noted)**
- p) **Community Speedwatch.** A later Agenda item referred. **(noted)**
- q) **Data Protection. GDPR:** There were no updates required. **(noted)**

#### **069/21 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.** Cllr R Whitrow reported on progress since the last Council Meeting, circulating details of discussions with third parties. He would need Member assistance in proceeding further and Cllr Rhian Lavery volunteered. There was also a need to seek legal advice **and the Council agreed that** it was sensible to use a Solicitor that had some knowledge of the matter. Cllr Whitrow was asked to approach Clarke Willmott LLP, at 1 George's Square, Bath Street, Bristol BS1 6BA who had acted for Wiltshire Council on Section 106 matters relating to the planning application that included Birds Marsh Wood and seek their appointment on acceptable terms.
- b) **Defibrillator Project.** The Clerk reported that the Council could now proceed with the South West Ambulance NHS Trust lease packages for 3 defibrillators as originally envisaged. It was likely that the Council will receive delivery before the Council next met and in the interim period installation could take place using the identified contractor. **(noted)**
- c) **WiltshireOnline – High Speed Broadband – Gigaclear.** There was no update required and the matter could now be taken off the Agenda for future Meetings. **(noted)**

- d) **CIL Funding.** Council Members had agreed to bring forward ideas so that progress could be made. A brief discussion covered a variety of potential projects that would need to be pursued within the timeframe. The Annual Parish Meeting could be used as a sounding board for ideas. **(noted)**
- e) **Speed Indication Devices (SIDS).** The contractor had advised that there was a need for Wiltshire Highways to give their formal approval for the solar/fixing post positions. Cllr R Whitrow would confirm exact positions in order to advise Wiltshire Highways. **(noted)**
- 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 remained as there was a backlog of requests. In the interim period the Council still wished to make progress and that Mr Folke Pope would 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 22<sup>nd</sup> February 2022. The Notes of the Meeting had been circulated. CATG Meetings could provide the opportunity of proposing highway improvements 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 need to be raised. The issues will need to be raised at the next CATG Meeting. The date had yet to be agreed. **(noted)**
- h) **Wiltshire Operational Flood Group North.** Group Meetings had been held on the 25<sup>th</sup> January and 17<sup>th</sup> March 2022 using Microsoft Teams. Unfortunately, the Council lead Member/s could not attend. The Council would receive the Notes of the Meetings and date of the next Meeting with an invitation to attend and to raise any local concerns in due course. **(noted)**
- i) **Kilvert’s Heritage Trail Project.** Cllr R Whitrow reported on progress and that he was to discuss proposals with Mr John Harries who had been identified as a local person with expertise in the type of project. **(noted)**
- j) **Parish Council Database.** There had been no change since the Council last met. Further consideration would be given to the circulation of news to those who had signed the GDPR database. **(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. Cllr Katerina Johnstone confirmed that the Village Hall had made arrangements for the “street party” on Sunday 5<sup>th</sup> June 2022 (12pm-5pm) within the Village Hall grounds that would allow for Hall use in inclement weather. The Clerk had provided details and costs of the Corido Balmoral engraved commemorative bench, the circular tree seats and the picnic tables. The **Council agreed to place orders** for 2 No circular tree seats (1 with 1

without arms), 2 No circular picnic tables and 1 No commemorative bench seat all to be installed within the Village Hall grounds.

- l) **Chippenham Neighbourhood Plan.** The Council had received notification of the Regulation 14 Consultation. Timescale for comments was from 28<sup>th</sup> February 2022 to 12<sup>th</sup> April 2022. The Council wished to be assured that all land areas within the draft Plan were within Chippenham Parish and not within Langley Burrell Without Parish. Following consideration **the Council agreed that** there were no comments to make.
- m) **CPRE Wiltshire Best Kept Village Competition 2022.** Advance notification of this years Competition had been received in January. This included a request from the Editor of Wiltshire Voice for views on why more Parishes did not enter the Competition. The Council had responded. Subsequently, the invitation to enter the Competition had been received. Entries needed to be made by Friday 22<sup>nd</sup> April 2022. The Council considered entry **and agreed that no entry** would be made.
- n) **Wild about Wiltshire.** Wiltshire News-10<sup>th</sup> February 2022. The Council had received a Newsletter from Wiltshire Council that advised of the “Wild About Wiltshire” initiative. It also provided the 2022 grass-cutting schedule and raised the possibility of attending a number of virtual meetings with the Wiltshire Council Streetscene Portfolio Holder and Officers. Following consideration **the Council agreed that no further action** would be taken.
- o) **Keep Britain Tidy – Great British Spring Clean 2022.** The Council had received notification and information regarding this year’s event/s period 25<sup>th</sup> March – 10<sup>th</sup> April 2022. Minute 068/21 (d) refers. **(noted)**
- p) **Wiltshire Council Briefing Note 22-05.** The Council noted receipt of Briefing Notes 22-02 and 22-04 in regards to possible Waste Collection Services industrial action. This has now been updated with Briefing Note 22-05. **(noted)**
- q) **Community Policing.** The Council had received details of the updated Community Policing Model, Policing Teams and Contact information. The opportunity existed to invite the Community Police officer to a Council Meeting or perhaps an Annual Parish Meeting. **(noted)**
- r) **Community Infrastructure Guidance (CIL).** The Council had received the updated Guidance for Year 2022 from Wiltshire Council. **(noted)**
- s) **Community Governance Review.** The Council had received notification from Wiltshire Council of a suggested Parish Boundary change requested by Bremhill Parish Council. The Council had no previous knowledge of the proposals and had not been advised by Bremhill Parish Council of their proposals. The Clerk has submitted an interim response indicating that the Council would object to any loss of the Parish to a neighbouring Parish. **The Council agreed that this** would be the Council’s stance and the Clerk would respond to the consultation accordingly.
- t) **Village Hall Facilities/Cricket Club/Pavement Bollards.** A Parishioner had requested the Council give consideration to the expansion of



facilities in the Parish, the formation of a Cricket Club and the provision of pavement bollards to prevent pavement parking. The Parishioner, Mr Nicholas Cox, had raised the matters in the Public Session earlier in the Meeting. There was no action for the Council to take at the present time.  
**(noted)**

#### **070/21 ANNUAL PARISH MEETING 2022**

Following consideration the Annual Parish Meeting was re-scheduled for **Thursday 28<sup>th</sup> April 2022 at 7.30pm**. There was a legal requirement to hold an Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> June each year. The Agenda needed to be agreed.

There needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2022-2023 information. The opportunity would be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda would be flexible and be in the hands of Parishioners in attendance. As a starting point **the Council agreed** some Agenda items that might be appropriate:

- a. Kilvert's Heritage Trail
- b. Keep Britain Tidy – Great British Spring Clean (Litter Pick)
- c. Defibrillator Project – S W Ambulance Trust Training Session
- d. Community Safety/Neighbourhood Watch/Emergency Plan
- e. Traffic Speeds – the provision of Autospeedwatch Tools
- f. Community Speedwatch – the Speedwatch Scheme volunteers
- g. Speed Identification Devices (SIDS)- the provision of SIDs
- h. Covid-19 – Impact on the Parish
- i. Queen's Platinum Jubilee Celebrations
- j. Neighbourhood Plan
- k. Recreation Ground Facilities
- l. Rights of Way – Footpath maintenance – Community Warden
- m. Birds Marsh Wood

#### **071/21 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

#### **072/21 DATE OF NEXT MEETING**

The date of the Annual Council Meeting and next Council Meeting was re-scheduled for **7.00pm, Thursday 26<sup>th</sup> May 2022**. However, it was noted that a Planning Meeting was scheduled for the 28<sup>th</sup> April 2022, should there be business to conduct.

**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. **(noted)**
- b) Parish Council Membership **(noted)**

Signed:

Date: **26<sup>th</sup> May 2022**