

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

in The Maud Heath Room, Langley Burrell Village Hall.

26th May 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 J Mason 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 Jon Mason, on behalf of Langley Burrell Cricket Club, raised the issue of Parish Council support for the newly formed Cricket Club. The Club now had 18 paid up Members and the intention was that it would always be locally orientated. The Council was already aware that a potential grant application was to be made, possibly including equipment and facilities. Discussions with the Village Hall were on going. The Council had already considered that proposals could be supported through the CIL Fund and until a formal application was submitted there was nothing further the Council could do.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman had recently reported at the Annual Parish Meeting. He further reported that the Ukraine refugee situation was complex although around 1500 accommodation offers were locally registered there was need for a strict vetting process. He drew attention to the recent Judicial Decision on the Future Chippenham proposals that might impact on the Parish at a later date.

011/22 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

012/22 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.

013/22 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 21st March 2022.

Cllr Rhian Lavery proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

014/22 PLANNING

Planning Applications:

There were no Planning Applications considered.

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/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 decision yet by Wiltshire Council**
- e) PL/2022/01762 – Householder Application
Single Storey Garage and Plant Room Extension and Canopy to Side
Thornhill Farm, Sutton Lane, Langley Burrell, Wiltshire SN15 4LW
For M Smith **No decision yet by Wiltshire Council**

- f) 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 **Approved with Conditions 18th May 2022**
- g) 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 **No decision yet by Wiltshire Council**
- h) The Brambles, The Common. The Council was informed that there had been no change in circumstances since the last Council Meeting. There were two issues involved. Firstly, the extensions to the property did not have the benefit of planning permission. Secondly, the natural stone wall across the frontage was built over the highway verge and would require a Highways Act License. Both matters remained under investigation Wiltshire Council **(noted)**

015/22 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 contract. Inv No 10839879	20.04.22	£ 327.60
Langley Burrell Village Hall. Meeting Room Hire. Inv 3020	31.03.22	£ 35.00
Langley Burrell Village Hall. Meeting Room Hire. Inv 3037	05.05.22	£ 35.00
BHIB Insurance renewal 22/23 Inv LCO00655-642976	13.04.22	£ 547.99
Johnsons Home Improvements. Jubilee furniture Inv 0314	14.04.22	£ 580.00
Nettl Digiprint. Wall Map, signs and posts. Inv DIGI-16608	19.05.22	£ 318.00
Langley Burrell Village Hall. Section 137 Grant (Tranche 1)		£ 375.00
WALC. Subscription 22/23. Inv 22/23-138	01.04.22	£ 150.67

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

- b) **Payments made since the last Council Meeting:** The Council noted the following payments made since the last Council Meeting.

Information Commissioner. Reg Fee 22/23	28.04.22	£ 40.00
Cleanstart. Inv 144 St Peter's Notice board install	28.04.22	£ 180.00
Cyan Platinum Jubilee furniture Inv 186926	22.04.22	£ 5,728.00

- c) **Receipts:** The Council noted the following receipt since the last Council Meeting.

Wiltshire Council Parish Precept 22/23. Tranche 1	21.04.22	£ 7,924.50
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- d) **Lloyds Bank CIL Account No 73537468** The Council noted the account balances.

31st March 2022 £ 39,926.45

29th April 2022 £ 39,926.81

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

30th March 2022 £ 539,346.67
29th April 2022 £ 541,215.57

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) **Annual CIL Account Update**

The Council was required to keep a record of CIL income and grants given in each year. A CIL Account spreadsheet that provided an update showing Receipts and Payments for years 19/20, 20/21, 21/22 and 22/23 (at the Agenda publication date) was circulated. (noted)

- g) **Annual Governance and Accountability Return Year Ending 31st March 2022**

The Council last year (20/21) was 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 although Council spending was below the £25,000.00 threshold, Council income because of CIL receipts, far exceeded the threshold. Parish Councils could still apply for a Certificate of Exemption from the external requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31st March 2022. The Parish Council spending was again within the threshold at £18,540.47. However, the Council's income again exceeded the threshold totaling £164,136.05 reflecting the receipt of £149,387.05 CIL receipts.

In these circumstances, the Parish Council needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales.

A Receipts and Payments spreadsheet was presented at the Meeting for Member's consideration and approval. The Clerk advised that the Internal Audit had been carried out with no issues found. The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31st March 2022 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2022. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.

- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2022 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

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

016/22 HIGHWAY MATTERS

- a) Parish Stewards Programme/Requirements: general issues for the Local Highway & Streetscene Community Team. Parish Steward visits had been scheduled for 23rd March and 21st April 2022. The Council Link Member/s would arrange to meet the Steward when able to do so. Future visits were scheduled for 9th June, 7th July, 4th August and 1st September 2022. **(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. The Council was pleased that Mrs Jess Burrell had volunteered to become the Community Rights of Way Warden. **(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. The Council had now received delivery of the "no parking on pavement" notices and arrangements would need to be made for their erection along The Common highway verge areas from Oakhurst to The Langley Tap. There were no further issues raised. **(noted)**

017/22 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There was no update. **(noted)**
- b) **Notice Board/s:** The St Peter's Church notice board had now been installed and the project was completed. **(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 Queen's Platinum Jubilee arrangements taking place on the 5th and 6th June 2022 and confirmed that the Village Fete would be going ahead. There was some interest being shown in filling the vacant Trustee positions, which was essential to support the few Trustees that remained. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 14th March 2022. The next Area Board Meeting was scheduled for 13th June 2022 at 7.00pm in The Neeld Hall, Chippenham. 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 remained 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:** There was no update at this Council Meeting. **(noted)**
- n) **Emergency/Flood Planning:** There was no update at this Council Meeting. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. **(noted)**
- p) **Community Speedwatch.** Later Agenda items referred. **(noted)**
- q) **Data Protection. GDPR:** There were no updates required. **(noted)**

018/22 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) **Birds Marsh Wood.** Cllr R Whitrow reported on progress since the last Council Meeting and circulated details of discussions with third parties. The Council accepted the overall concept being discussed. Cllr Whitrow would proceed with further discussions with interested parties.. There remained a need to seek legal advice as the approach to Clarke Willmott LLP had been unsuccessful **and the Council agreed that** it would now agree terms with Thrings LLP for their services in the matters. **Cllr Rhian Lavery proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY**
- b) **Defibrillator Project.** The Clerk reported that the Council would soon receive the defibrillator packages from the South West Ambulance NHS Trust, which would need installing at the agreed locations. **(noted)**
- c) **CIL Funding.** Council Members had previously agreed to bring forward ideas so that progress could be made. They had also agreed to consult the Parish in a future Newsletter. The Council had now commenced work on a number of local community projects, the Heritage Trail and Birds

Marsh Wood, both of which could be CIL funded. The issue of a children's play space at Oakhurst had been raised at the Annual Parish Meeting and this would be investigated further. Proposals for play equipment, external gym equipment, village hall/sports pavilion extensions needed to come forward from the external bodies involved. **(noted)**

- d) **Speed Indication Devices (SIDS).** The Council needed to consider the most appropriate positions for the SID posts in order to apply for the Wiltshire Highways formal approval for the 4 solar/fixing post positions. Highway approval would need to be requested for the traffic survey stage and successfully completed to comply with Speedwatch requirements before any further progress could be made. **(noted)**
- e) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** The Council was advised that there was to be a pilot SID scheme run in the Salisbury Community Police Team (CPT) area over the next 3 months. Data from 9 Parishes would be collated and reviewed by the CSW Area Team Leader and CPT personnel to determine which areas needed attention and in what priority. Wiltshire Police were recruiting 3 Road Safety Officers (RSO's) who would be assigned to Swindon, Central and South Wiltshire. Their role was to liaise with communities on road safety issues and one RSO would be assigned to work specifically on the SID data pilot to agree minimum data requirements and how best to share information with Wiltshire Police. **(noted)**
- f) **Community Speedwatch Team.** It appeared that there were sufficient volunteers to form a Community Speedwatch Team. Wiltshire Police needed to register and carry out the non-police personnel vetting level 1 (NPPV1) requirement. Community Speedwatch now provided online training sessions. These could not be taken until the (EOI) forms were completed. The Expression of Interest Form could only be completed and submitted if a traffic survey had been conducted and the criteria reached for (CSW). The form was available by following this link. <https://forms.office.com/r/T9hyJ64Sa5> **(noted)**
- g) **Community Speedwatch Team.** The Council had determined to proceed with the purchase and installation of Autospeedwatch Devices and the ElanCity SIDs in the knowledge that approvals should be sought from Wiltshire Highways. As explained previously the "need" had to be substantiated before any progress made and the Council, to date, had disregarded this. To move forward in a proper manner there was a need to request a Highways Improvement Study supported by (LHFIG) (Formerly CATG). The related request form and guidance had been sourced and was circulated. The **Council agreed that** a suitable survey location would be between the B4069 junction and The Common. The Clerk agreed to submit the request to Wiltshire Council. **(noted)**
- h) **Chippenham Local Highway and Footpath Group (LHFIG) (Formerly CATG).** LHFIG had met on the 19th April 2022. The Note Tracker for the Meeting had been circulated. This could have provided the opportunity of proposing highway improvements direct to LHFIG and gain Officers and LHFIG Members support for further investigation. The resurfacing of Thornhill Lane and the provision of Village entrance

gates and speed humps/chicanes could have been raised. The issues would need to be raised at the next LHFIFG Meeting to be held on the 26th July 2022 at 10.00am at a venue to be confirmed. On the 26th April 2022 the change in name from CATG to LHFIFG was adopted by Wiltshire Council alongside increased funding for community highway projects. **(noted)**

- i) **Wiltshire Operational Flood Group North.** A Group Meeting had been held on the 17th March 2022 and Notes circulated. The Group had also met on the 26th May 2022 (the day of the Council Meeting) and Cllr Julie Hoskins had attended and reported on issues discussed. A suggestion, in case of emergency, was the potential provision of a generator at the Village Hall. Locally, there was a need to seek the clearance of highway ditches in Thornhill Lane and Cllr R Whitrow would contact the owner. **(noted)**
- j) **Kilvert's Heritage Trail Project.** Cllr R Whitrow reported on progress since the last Council Meeting, circulating details of discussions with third parties and the Council accepted the overall concept being discussed. **(noted)**
- k) **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)**
- l) **Queen's Platinum Jubilee 2022.** Cllr Katerina Johnstone updated the Council on arrangements for the Village Celebrations over the Jubilee Weekend. **(noted)**
- m) **Community Governance Review.** The Council had responded to the suggested Parish Boundary change by Bremhill Parish Council. The representation had been acknowledged and was to be included in future considerations. **(noted)**
- n) **Wiltshire Council Briefing Note 22-09.** The Council had received Briefing Note 22-09 in regards to the 5 Year Housing Land Supply and Housing Delivery Test. **(noted)**
- o) **Wiltshire Council Briefing Note 22-10.** The Council had received Briefing Note 22-10 in regards to the Electric Vehicle Charging Strategy etc. **(noted)**
- p) **Wiltshire Council Briefing Note 22-11.** The Council had received Briefing Note 22-11 in regards to the Solar Together Wiltshire homeowners group-buying scheme. **(noted)**
- q) **Matthew Hall (Student).** The Council had received a request from Matthew for Council Members to complete a questionnaire in regards to his dissertation on perceived democratic input on the current English Planning System. Council Members agreed to respond. **(noted)**
- r) **Wiltshire Council Chippenham Climate & Ecological Emergency Forum.** The Area Board had formed a working group. The Notes of their last Meeting held on the 26th April 2022 had been provided and also their Terms of Reference. The next Meeting, to be a Virtual Teams Meeting,

was scheduled for 7th June 2022 at 7.00pm. A “Community Conference” was arranged for the 6th and 7th October 2022 in the Neeld Community and Arts Centre. (noted)

- s) **Railway Embankment-Sutton Lane.** A Parishioner had notified the Council of a possible landslip/GWR railway line issue and requested the Council to assist in notifying Network Rail outlining the concerns raised. **The Council agreed that** both Flood Group North and Network Rail should be contacted.

- t) **Langley Burrell Village Hall - Section 137 Grant.** The Village Hall Trustees had requested that the Council consider and approve a Section 137 Grant for the maintenance of the Village Hall. The Council had included a sum in their budget for this purpose to be paid in two stages **and the Council agreed** that a Tranche 1 Grant of £375.00 be approved. **Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**

- u) **Langley Burrell Village Hall.** To celebrate the Queen’s Platinum Jubilee the Council had purchased, using CIL Funding, a Celebration bench, and a number of tables, seats and benches, to be installed in the grounds of the Village Hall for the whole community’s benefit. Having completed this project **the Council agreed to gift all to the Village Hall. Cllr Rhian Lavery proposed, Cllr R Whitrow seconded and RESOLVED UNANIMOUSLY**

019/22 ANNUAL PARISH MEETING 2022

The Annual Parish Meeting had been held on Monday 25th April 2022. The Draft Minutes had been prepared and distributed to attendees. Any matters requiring Council consideration would be brought to future Council Meetings for discussion and decision. (noted)

020/22 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr Rhian Lavery raised the issue of railway line safety, following recent fatality incidents and wondered if there was anything the Parish Council should be considering.

- ii) Kilvert’s Way Road Signage. It appeared that the A350-B4069 road opening would be occurring soon. Wiltshire Highways should be reminded that the new road should have street naming in place before it opens.

There were no issues raised.

021/22 DATE OF NEXT MEETING

The date of the next Council Meeting was scheduled for **7.00pm, Monday 18th July 2022.** However, it was noted that a Planning Meeting was scheduled for the 20th June 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: 18th July 2022