

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

in The Maud Heath Room, Langley Burrell Village Hall.

26th September 2022

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

Also Present: 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

QUEEN ELIZABETH II and KING CHARLES III

Since the Parish Council had last met Her Majesty Queen Elizabeth II had died on the 8th September 2022 having served as Monarch for over 70 years. The Parish Council and the UK had only recently celebrated her Platinum Jubilee and wished to place on record their sincere thanks to her for her commitment and service over her whole reign. In doing so the Parish Council offered their full support and good wishes to her son and successor King Charles III.

PUBLIC QUESTION TIME

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports received.

033/22 APOLOGIES FOR ABSENCE

Apologies were received from Wiltshire Councillor H Greenman.

034/22 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.

035/22 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 11th July 2022. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

036/22 CO-OPTION OF COUNCIL MEMBER

At the last Council Meeting notification had been given that Cllr Rhian Lavery had resigned from the Parish Council with immediate effect. Minute 025/22 referred.

The resignation had created a Council Vacancy. There had been a need to advise Wiltshire Council of the resignation and following proper process Wiltshire Council had advertised that a Vacancy existed. Being no request from Registered Electors within the required timescale for an Election to be called, Wiltshire Council had now given authority for the Parish Council to co-opt an eligible person to serve until the next Council Elections scheduled for May 2025.

The Clerk had published a Notice of the Casual Vacancy on all notice boards giving the opportunity for eligible persons to apply for consideration.

The Council had received an application from Mr Mark Meredith. Following consideration **the Council agreed to co-opt Mr Meredith. Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**

Cllr M Meredith signed the required Declaration of Office and he would need to register personal interests with Wiltshire Council to comply with Code of Conduct and Standing Orders.

037/22 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/2022/01747
Demolition and Replacement of Poultry Buildings and Associated Infrastructure
Langley Burrell Poultry Farm, Sutton Lane, Langley Burrell, Nr Chippenham,
Wiltshire SN15 4LW
For Mr R Lanning, Devonshire Poultry Limited

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

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

- b) PL/2022/07162 - TCA
Trim Two Trees (Thorny Honeylocust Variety) consistent with past application
(18/06835/TCA)
39A, The Common, Langley Burrell, Nr Chippenham, Wiltshire SN15 4LQ
For Adam Priest

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

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) 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) 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 **No decision yet by Wiltshire Council**
- f) PL/2022/05875 – Trees in Conservation Area Application
Three Hazel Trees at the entrance to Langley Green House, in a raised border, are to be coppiced and maintained as Hedge
Langley Green House, The Common, Langley Burrell, Wiltshire SN14 5LL
For Mr James Burrell
No objections by Wiltshire Council 5th September 2022

- g) PL/2022/05879 – Trees in Conservation Area Application
Yew Tree - Reduce by 30 percent to thin and shape the tree. Ash tree - To be removed.
Langley Green House, The Common, Langley Burrell, Wiltshire SN14 5LL
For Mr James Burrell
No objections by Wiltshire Council 5th September 2022
- h) The Brambles, The Common. The Council was informed that there had been no change in circumstances since the last Council Meeting. **(noted)**

038/22 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. Bus Shelter Defibrillator grant 22/23	£ 350.00
Idverde Ltd. Waste Collection (July-Sept 22) Inv 10849812 20.07.22	£ 327.60
SOS Ltd. 2 storage containers. CIL funding Inv 628144 07.09.22	£ 8,532.00*
Sundry purchases. CIL funding period July-Sept 2022	£ 255.60*
Hunt Forest Group Ltd. Leaf blower etc CIL funding 07.09.22	£ 6,663.60*
Langley Burrell Village Hall. Meeting Room hire.Inv 3079 14.09.22	£ 35.00
Autoguide Equip Ltd.3ft heavy duty roller.CIL funding 14.09.22	£ 15,000.00
Lister Wilder Ltd. 2 tractor tyres Inv 663140 CIL funding 22.09.22	£ 840.00
PKF Littlejohn LLP. Audit fees 21/22 Inv SB20222730 23.09.22	£ 480.00

* Reimbursements to Mr R Whitrow

Cllr Julie Hoskins proposed, Cllr R Colthorpe 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:

Cradock Tractors. Tractor & Assoc Equip. CIL funding. Inv 12576	£34,020.00*
Louise Ryland-Epton. Heritage Research Project. Inv LB01 11.07.22	£ 180.00
Thrings LLP. Legal advice assoc with CIL projects. Inv BR0053282	£ 2,160.00
Langley Burrell Cricket Club. CIL Grant 15.07.22	£ 5,000.00
SOS Ltd. 3 storage containers. CIL funding Inv 623749 24.08.22	£ 17,436.00
3D Sports. Covers/Screens/Cage etc. CIL funding Pro Inv 24.08.22	£ 7,909.90
Louise Ryland-Epton. Heritage Research Project. Inv LB02 01.08.22	£ 800.00
Langley Burrell Cricket Club. CIL Grant 2 nd Tranche 20.09.22	£ 10,000.00

* Reimbursement to Mr R Whitrow

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

Wiltshire Council. CIL payment.20/11468/REM Tranche 1 18.08.22	£ 23,760.20
Wiltshire Council. Parish Precept 22/23. Tranche 2 21.09.22	£ 7,924.50

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

9th August 2022

£ 40,039.14

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

23rd August 2022

£ 498,434.71

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. **(noted)**

- f) **Annual Governance and Accountability Return Year End 31st March 2022**

Notice of Conclusion of Audit

The Council was reminded that there was a requirement 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.

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

On the 23rd September 2022 PKF Littlejohn LLP had notified the Council that they had completed their review and had issued their report and certificate with no issues being raised. There had been a need to prepare a Notice of Conclusion of Audit and publish online for a minimum period of 14 days together with the Certified AGAR pages. The Clerk confirmed that this would be completed by the 30th September 2022 as required. **(noted)**.

039/22 HIGHWAY MATTERS

- a) Parish Stewards Programme/Requirements: general issues for the Local Highway & Streetscene Community Team. Since the Council had last met Parish Steward visits had been scheduled for 4th August and 1st September 2022 and were now scheduled for 29th September, 27th October, 24th November and 22nd December 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. **(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 yet to erect the "no parking on pavement" notices. Cllr Katerina Johnstone would remind the volunteers to carry out the work.

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

040/22 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. **(noted)**
- c) **Flooding & Drainage:** There were no new issues raised. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that the Hall was busy and had some new Trustees on board to assist in the running of the Hall. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The next Area Board Meeting was scheduled for Monday 26th September 2022 at 7.00pm in Yatton Keynell Village Hall, Biddestone Lane, Yatton Keynell. This had conflicted with the Council Meeting. The Council had been made aware that Mr Ollie Phipps, the Community Engagement Manager, had now left Wiltshire Council. The Council would be notified of the next Parish Forum Meeting date when scheduled **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** There was a requirement for a Rural Housing Needs Survey to be carried out. The Council had agreed that Wiltshire Council should carry this out. Provisional dates for this were given for 17th October to 11th November 2022. There remained a need for The Resident's Association to review 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 were no reports 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.** Wiltshire Council had advised that traffic surveys had been delayed. Until completed no progress could be made. **(noted)**

- q) **Data Protection - GDPR:** There were no updates required. **(noted)**
- r) **Langley Burrell Residents Association (LBRA):** The Council was advised that progress had been made in the appointment of LBRA Officers and Committee. LBRA had been tasked to consider the Neighbourhood Plan update under the Council's Terms of Reference. It was reported that LBRA had held a meeting on the 20th September 2022 with around 20 attendees. **(noted)**

041/22 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 discussions with Wiltshire Council in regards to the 99-year lease that indicated that the long-term commitments associated with taking on the responsibility was not viable for the small rural Parish. He recommended that the Council should not proceed further with discussions and the project. **The Council agreed that no further action should be taken. Cllr Julie Hoskins proposed, Cllr R Whitrow seconded and RESOLVED UNANIMOUSLY**
- b) **Defibrillator Project.** The Clerk reported that the defibrillator installations had still to be completed and registered with the S W Ambulance Trust. On completion a training session could be scheduled. The Council had agreed a 24-month contract (1st Oct 22 to 1st Oct 24) for the Bus Shelter power supply via The Village Hall Trustees, who would be reimbursed by a yearly grant as previously agreed. **(noted)**
- c) **CIL Funding.** Council Members deferred consideration of CIL Funding matters until the Part 2 Agenda. **(noted)**
- d) **Chippenham Local Highway and Footpath Group (LHFIG) (Formerly CATG).** The LHFIG had met on the 26th July 2022. The Note Tracker (Minutes) from the Meeting had been received and circulated. The next LHFIG Meeting was scheduled for 4th October 2022 at 10.00am to be held by MS Teams. **(noted)**
- e) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on 21st July 2022. The Notes of the Meeting had been received and circulated. A Hybrid Meeting had been scheduled for Thursday 22nd September 2022 at 10.00am in Committee Room D, Monkton Park Offices, Chippenham or MS Teams. **(noted)**
- f) **Langley Burrell Heritage Trail Projects.** Cllr R Whitrow reported on the research project progress since the last Council Meeting. **(noted)**
- g) **Wiltshire Council Chippenham Climate & Ecological Emergency Forum.** The "Community Conference" was arranged for the 6th and 7th October 2022 in the Neeld Community and Arts Centre. Booking forms had been received and circulated. **(noted)**
- h) **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)**

- i) **Community First AGM.** The Council had received an invitation to attend the Community First AGM to be held on Wednesday 12th October 2022, 5.30-7.30pm in Devizes Town Hall. **(noted)**
- j) **Wiltshire Council - Briefing Note 22-16.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Council's new Streetscene contract with Idverde Limited. **(noted)**
- k) **CPRE Wiltshire AGM.** The Council had received an invitation to attend the CPRE Wiltshire AGM held on Thursday 22nd September 2022 at 6.30pm in the Corn Exchange, Devizes. Details had been circulated to Council Members. **(noted)**
- l) **Wiltshire Council - Briefing Note 22-18.** The Council had received a Briefing Note in regards to the Wiltshire Community Governance Review, commencing 19th August 2022. Additional information had been received that advised of proposals from adjacent Parishes. The Council **agreed that there was no action take.**
- m) **Wiltshire Council - Briefing Note 22-19.** The Council had received a Briefing Note in regards to the Wiltshire Community Governance Review – Stage 3. On this occasion there were no further implications for the Parish as they related to the Calne and Malmesbury areas. Despite the Council's representations the Bremhill Parish Council proposals that impacted on the Parish had already been accepted by the Review Committee. **(noted)**
- n) **St John Ambulance.** The Council had received a request for financial support towards the funding of a new Community Support Vehicle. The Council considered that there was no benefit to the Parish **and agreed not to support** a donation. **Cllr Julie Hoskins proposed, Cllr R Whitrow seconded and RESOLVED UNANIMOUSLY**
- o) **Wiltshire Citizens Advice.** The Council had received a request for financial support towards the funding of the service. The Council considered that this service was beneficial to Parishioners **and agreed that** a Section 137 grant of £100.00 should be given. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**
- p) **Wiltshire Flood Warden Training Day-Wednesday 21st September 2022.** The Council had received notification, together with an invitation to join an interactive day of presentations and tabletop exercises. The event had been postponed following the death of Queen Elizabeth II and would be re-arranged. **(noted)**
- q) **Neighbourhood Watch Association AGM.** The Council had received an invitation to attend the Wiltshire NHW Association AGM to be held on Saturday 8th October 2022, 10.00am until midday at Wiltshire Police HQ, Devizes SN10 2DN. It was a Hybrid Meeting and the Agenda and link details had already been circulated to Members. **(noted)**

- r) **CIL Grant Policy.** Pursuant to Minute 030/22 (d). The Council had adopted an updated CIL Policy at the last Council Meeting. The Policy had been circulated and the website updated accordingly. **(noted)**
- s) **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)**

042/22 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Election of Representatives to Outside Bodies. The Council had agreed representatives at their Annual Council Meeting in May 2022. Following the co-option of a new Member to fill the Vacancy there was a need to re-consider appointments.
- ii) There were no further issues raised.

043/22 DATE OF NEXT MEETING

The date of the next Council Meeting was scheduled for **7.00pm, Monday 21st November 2022**. However, it was noted that a Planning Meeting was scheduled for Monday 17th October 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. 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 had already commenced and CIL grants provided and advice and discussions with others continued. An updated Project paper was circulated for Members consideration and further approval. **Council Members agreed to proceed as outlined.**

Signed:

Date: **21st November 2022**