

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

www.langleyburrellparishcouncil.gov.uk

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10<sup>th</sup> January 2024

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 15<sup>th</sup> January 2024** commencing at **7.00pm** in **The Maud Heath Room, Langley Burrell Village Hall**. The Press and Public are welcome to attend the Meeting.

Yours faithfully,

*Vivian Vines*

Vivian A Vines MBE SLCC

## AGENDA

**(Agenda Items for decision are marked as such)**

**NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

**PUBLIC QUESTION TIME:** an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

**REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES:** an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

1. **APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members.

2. **DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Langley Burrell Without Parish Council's Code of Conduct and Standing Orders, including Dispensations required under the Code of Conduct. **(to note)**

3. **MINUTES:** To receive and sign as a true record the Minutes of the meeting/s held

Full Council Meeting held 20<sup>th</sup> November 2023. **(see attached Draft Minutes) (For Decision)**

4. **PLANNING:**

**Planning Applications:** To make observations on Planning Applications received

Prior to the consideration of any Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

There are no planning applications to consider at the time of Agenda publication. **(to note)**

**Planning General and Decisions:** To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications.

- 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. There is no change in circumstances since the last Council Meeting. **(to note)**
- d) PL/2023/07116 – Lawful Development: Existing Use  
Completion of works related to the Temporary Haul Route relating to the discharge of Condition 4 of Planning Permission 18/02037/FUL – Construction of Bridge over Great Western Railway and accommodation works, including temporary haul road from Upper Peckingell Farm, construction compound, bridge beam storage compound, Cocklebury Link Road (phase 1) and associated drainage arrangements; highways and associated landscaping  
Land at Rawlings Farm, Cocklebury Lane, Chippenham, Wiltshire SN15 3LR  
For Mr Tare Naqib – KBC Developments LLP **No decision yet by Wiltshire Council**
- e) PL/2023/09417 – Notification Trees in Conservation Area  
T1 – Holly tree - fell  
37 The Common, Langley Burrell SN15 4LQ  
For Squire Ashe Properties **No objections by Wiltshire Council 4<sup>th</sup> December 2023**
- f) PL/2023/09351 – Notification Trees in Conservation Area  
Oak tree – 30% Crown Reduction  
Treetops, The Common, Langley Burrell SN15 4LL  
For Mr Martin Hunter **No objections by Wiltshire Council 5<sup>th</sup> December 2023**
- g) PL/2023/08348 – Householder Planning Permission  
The Renovation, Extension and Refurbishment of the House  
47-48, Dolphin Cottage, Peckingell, Langley Burrell SN15 4LJ  
For Mr Pring **Approved with Conditions 1<sup>st</sup> December 2023**

There are no further planning matters to report at the time of Agenda publication. **(to note)**

**5. FINANCE:** To consider financial matters and to receive notification of any receipts and invoices for payment

- a) To consider and approve any payments required. **(see attached) (For Decision)**

Place Studio Ltd. Neighbourhood Plan consultants. Inv 6080	08.12.23	£ 856.20
LB Village Hall. Hire of Meeting Room 15 <sup>th</sup> January 2024. Inv 3237	02.01.24	£ 35.00
Langley Burrell.Org. 123 Reg. website SSL and Domain renewal. Inv 123	19.11.23	£ 133.15

- b) To note any payments made **(see attached) (to note)**

Black Nova Design. Gov uk domain renewal Inv 18696	08.12.23	£ 66.00
Black Nova Design. 500GB harddrive install and set up. Inv 18888	22.12.23	£ 226.80

- c) To note any receipts received since the last Council Meeting. **(to note)**

Wiltshire Council. CIL Payment 20/11468/REM Tranche 3 of 3	04.01.24	£ 27,720.23
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- d) Bank Account balance Lloyds Bank CIL Account. A/c No 73537468 **(to note)**  
 30<sup>th</sup> November 2023 £ 50.12
- e) Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628 **(to note)**  
 26<sup>th</sup> November 2023 (any later balance will be reported) £ 126,876.52
- f) Bank Account balance Lloyds Bank Treasurers Account. A/c No 78211968 **(to note)**  
 2<sup>nd</sup> January 2024 £ 233,697.46
- g) To receive any updates on Lloyds Bank banking arrangements. **(to note)**
- h) Council Budget: To consider the Council Budget for the Council Year 2024-2025 and required Precept.

The Council is required to submit Precept requirements to Wiltshire Council by the 18<sup>th</sup> January 2024.

The Council should be mindful of Government's views on the future of Local Government spending and the possibility that Parish Councils may be considered under capping and Referendum proposals. There are no proposals being suggested at the present time but the situation could change.

The Council will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit and in addition Wiltshire Council may well ask for Parish Council financial support for any works proposed within the Parish, such as LHFIFG Area Board requests. At the present time there is little room in the Council's budget that can support extra Revenue spending, without increasing the Precept.

Wiltshire Council Financial Planning has provided 2024/25 Tax Base details to assist the Council with their Budget setting and Precept requirements. **(see attached)**

Should the Council retain the existing £15,969.00 Precept, using the new (181.26) Tax Base this would result in a £88.10 Band D charge. To compare, a Langley Burrell property last year paid a £89.18 Band D charge, the Tax Base being (179.06). In theory the Council could raise their Precept to around £16,164.00 for there to be no change in the Band D property charge. (Option 2 on the attached spreadsheet)

Council Members will need to bring forward suggestions for the forward Revenue Budget, which could include increased grass cutting by possibly taking over the cutting of grass verges throughout the Parish as Wiltshire Council reduce this service and any other priorities such as Rights of Way clearance and to also possibly suggest any potential savings.

Similarly, Council Members will need to bring forward suggestions for the forward Capital Budget and set priorities and realistic timescales. The Council has received a significant income from Community Infrastructure Levy (CIL) to be used on identified infrastructure projects.

However, those funds are retained in a CIL Fund and not included in a general Capital Fund that the Council may wish to hold for projects not considered to be within CIL parameters.

As mentioned above the Council and Parishioners will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the Capital tasks for the local community's benefit.

A Budget Proposals 2024/2025 spreadsheet showing this years Budget and recent years budgets to give Members some guidance on future budgets is attached. Although a reduction or small increase in Precept may be welcomed by the Tax Payer, Council Members need to be mindful of the fact mentioned earlier that the Government could introduce measures limiting increases to low percentages, although there has been a suggestion in the past that if increases

were required in order to take on devolved services from a Higher Authority then they would not be included in a percentage figure. Circumstances and Government Policy may of course change and Members will need to consider if there are any local priorities that should be addressed. **(see attached) (For Decision)**

## 6. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. A whole year Calendar of Parish Steward visits has been received. Visits in the near future are scheduled for 15<sup>th</sup> January, 15<sup>th</sup> February, 18<sup>th</sup> March and 16<sup>th</sup> April 2024. **(to note) (For Decision)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
  - i) Maud Heath's Causeway. To receive any updates. **(to note)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues in regards Highway Conditions and maintenance within the Parish and to receive any updates. **(For Decision)**
  - i) “No parking on pavement” notices. To receive any updates. **(to note) (For Decision)**
  - ii) Salt Bins. The Council considered that two new salt bins are required at each end of the Crossing Lane footbridge. To receive any updates. **(to note)**
  - iii) Dog and Litter Bins. The Council agreed that an additional dog poo bin should be installed adjacent to the Right of Way near St Giles Church, Kellaways, also that a large size litter bin should be installed either end of the railway bridge. To receive any updates. **(to note)**
  - iv) Hedges – Landowners responsibilities/Emergency equipment etc. Minute 047/23 (e) refers. To receive any updates. **(to note) (For Decision)**

## 7. STANDING ITEMS:

- a) Parish/Community Website/Newsletters/Social Media – To raise general issues and to receive any updates. Minute 048/23 (a) refers. **(to note) (For Decision)**
- b) Notice Board/s – To raise general issues and to receive any updates. The new Village Hall notice board has yet to be erected. **(to note)**
- c) Flooding & Drainage – To raise general issues and to receive any updates. **(to note) (For Decision)**
- d) Langley Burrell Village Hall – To raise general issues and to receive any updates. **(to note)**
- e) Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum. The Area Board met on the 11<sup>th</sup> December 2023 at the Olympiad Leisure Centre and included an “All things Roads” session with Highway Officers and the Highway Cabinet Member in attendance. To receive any updates. Future Meeting dates are scheduled for 11<sup>th</sup> March, 10<sup>th</sup> June and 2<sup>nd</sup> September 2024. The next Parish Forum Meeting is scheduled for the 17<sup>th</sup> January 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX. **(to note)**
- f) Langley Burrell Without Neighbourhood Plan – To raise issues and to receive any updates. **(to note) (For Decision)**
- g) Council Insurance – To raise issues and receive updates as required. **(to note)**
- h) Council Standing Orders & Code of Conduct: To consider and agree necessary amendments and updates. **(to note)**
- i) Asset Register: To raise issues and receive updates as required. **(to note)**
- j) Risk Assessment: To consider and agree necessary amendments and updates. **(to note)**
- k) Health & Safety and Management Register: To consider and agree necessary amendments and updates. **(to note)**
- l) Freedom of Information Act-Publication Scheme: To consider and agree necessary amendments and updates. **(to note)**
- m) Parochial Church Council/s – To raise general issues and to receive any updates. **(to note)**

- n) Emergency/Flood Planning: To raise general issues and to receive any updates. Minute 048/23 (n) refers. **(to note) (For Decision)**
- o) Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. **(to note)**
- p) Community Speedwatch. To raise general issues and to receive any updates. Later Agenda items refer. **(For Decision)**
- q) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**
- r) Langley Burrell Residents Association (LBRA) – To receive any updates. **(to note)**

**8. CLERKS REPORT:** To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) **Defibrillator Project.** To receive any updates since the last Council Meeting. **(to note)**
- b) **CIL Funding.** To raise general issues and to receive any updates. **(to note) (For Decision) See also Part 2 Confidential Agenda item**
- c) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG met on the 3<sup>rd</sup> October 2023. The Note Tracker has been received and circulated. To consider any actions required. The LHFIG meet again on the 25<sup>th</sup> January 2024. **(For Decision)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 23<sup>rd</sup> November 2023 at 9.30am in Melksham Without PC Offices, Community Campus, Market Place, Melksham SN12 6ES or via MS Teams. To receive any reports and updates and to consider any actions required following the recent inclement weather. **(to note) (For Decision)**
- e) **Langley Burrell - Heritage Trail Projects.** To raise general issues and to receive any updates on progress and to consider any actions required. **(to note) (For Decision)**
- f) **Parish Council Database.** To raise general issues and to receive any updates. There has been no change since the Council last met. **(to note)**
- g) **Community Speedwatch Team, Autospeedwatch, SIDs, etc.** To receive any updates on progress to form a Speedwatch Team, training etc and installation of SIDs. **(to note) (For Decision)**
- h) **Village Gateways.** The Council has agreed to purchase and install Gateways at two village entrance locations. To receive any updates. **(to note)**
- i) **Wiltshire Council - Briefing Note 23-34.** This item appeared on the last Agenda and is included as a reminder. The Council received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids were to be submitted by Friday 15<sup>th</sup> December 2023. **(see attached) \* It was agreed that as this was a yearly invitation the Council use the next 11 months to consider proposals in readiness to submit.**
- j) **Wiltshire Council - Briefing Note 23-37.** The Council has received a Briefing Note in regards to the Wiltshire Simpler Recycling for Household and Business Recycling in England. **(see attached) (to note)**
- k) **Wiltshire Council - Briefing Note 23-38.** The Council has received a Briefing Note in regards to the Wiltshire Vibrant Vacant Units Grants. **(see attached) (to note)**
- l) **Carer Support Wiltshire.** The Council has received a request for financial support towards their services in Chippenham. The applicant was asked how many unpaid carers were registered in this Parish. The request and response is attached. The Council is able to provide Section 137 grants that benefit the local community. To consider the application. **(see attached) (For Decision)**

## **9. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:**

An opportunity to raise items and issues, which the Clerk cannot deal with, and which do not require a policy decision other than referral to a future Full Council Meeting.

## **10. DATE OF NEXT MEETING:**

The next Council Meeting is scheduled for **7.00pm, Monday 18<sup>th</sup> March 2024 at 7.00pm** to be held in The Maud Heath Room, Langley Burrell Village Hall, unless otherwise notified. **(to note)**

## **PART 2 AGENDA**

**As the following Items relate to Confidential Matters, in accordance with Langley Burrell Without Parish Council Standing Orders (Admission of Public and Press to Meetings) it is 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 should be excluded for the remainder of the Meeting and that they are instructed to withdraw.**

- a) Land ownership issues. To consider updates on land and building purchases and leases
- b) Council CIL Project Funding. To consider progress on Council projects
- c) CIL Panel Decision/s. To consider and determine any applications received for CIL Grants