

# **LANGLEY BURRELL WITHOUT PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 7.00pm**

**in The Maud Heath Room, Langley Burrell Village Hall**

**15<sup>th</sup> January 2024**

Present: Cllr Julie Hoskins (Chairman), Cllr R Colthorpe, Cllr K Eaves and Cllr Katerina Johnstone.

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 was pleased to report that following representations the Government's 5-year housing land supply requirement, often creating the tilted balance on planning applications, was to be reduced to 4 years. This was of significance in Wiltshire as they could comply with the 4-year figure. In addition the update requirements for Neighbourhood Plans was to alter. There was now some confusion as to whether planning decisions given by the Strategic Planning Committee, that had yet to be signed off, could now be re-considered. The Parish Council was likely to receive official news shortly. He reminded the Council that the Parish Forum would meet on the 17<sup>th</sup> January and the Agenda would include flood related matters and also an update on the Post Office Horizon scandal.

There were no further Reports received.

#### **052/23 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr M Meredith (Vice Chairman).

#### **053/23 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.

**054/23 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 20<sup>th</sup> November 2023. **Cllr Katerina Johnstone proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**

## 055/23 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, 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 had been no change in circumstances since the last Council Meeting. **(noted)**
- 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 reported.

## 056/23 FINANCE

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

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

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

**Cllr Katerina Johnstone 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:

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

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

Wiltshire Council. CIL Payment  
 20/11468/REM Tranche 3 of 3 04.01.24 £ 27,720.23

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

30<sup>th</sup> November 2023 £ 50.12

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

26<sup>th</sup> November 2023 £ 126,876.52

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

2<sup>nd</sup> January 2024 £ 233,697.46

- g) **Lloyds Bank Banking Arrangements** There was no change in circumstances since the last Council Meeting and there was still a need to revise the bank mandates and secure the online banking arrangements. **(noted)**

- h) **Council Budget 2024/25**

The Council had been required to consider and agree a Precept requirement to meet the 18<sup>th</sup> January 2024 timescale of Wiltshire Council. There was a need to agree a Council Budget for the year. It had been previously reported that, in the Local Government Finance Settlement, it appeared unlikely that the Government would be imposing a Council Tax cap on Parish Councils this year.

The Parish Council gave detailed consideration to the figures contained in the Clerk's report and financial spreadsheets provided and was mindful of budget pressures that could result from Wiltshire Council reducing local services and seeking financial support for priority Capital schemes within the Parish through the LHFIG process and further requests for financial support from the volunteer sector and others. In addition the Council was mindful that there could be a continuing need to seek and commission expert professional advice and support in regards to matters affecting the Parish associated with planning issues and the Neighbourhood Plan update.

The Parish Council was also aware of CIL funds held that could, potentially, be used for infrastructure projects that were supported by the community, within the 5-year from receipt timescale.

In addition the Parish Council was mindful of how any potential increase in the Council Budget would affect the Band D property Council Tax Payer and the Council had been advised of the Tax Base figures by Wiltshire Council. The Council noted that the Band D Tax Base had changed from 179.06 to 181.26 per property.

Following consideration **the Parish Council resolved** to levy a precept on Wiltshire Council for the financial year commencing 1<sup>st</sup> April 2024 in the sum of £16,379.00. This would result in an increase from £89.18 to £90.36 on a Band D property.

**Cllr Katerina Johnstone proposed, Cllr K Eaves seconded and RESOLVED UNANIMOUSLY**

#### **057/23 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 whole year Calendar of Parish Steward visits had been received. Visits in the near future were scheduled for 15<sup>th</sup> January, 15<sup>th</sup> February, 18<sup>th</sup> March and 16<sup>th</sup> April 2024. Notification had since been received that the 15<sup>th</sup> January date had been changed to the 19<sup>th</sup> January 2024. **(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 there had been no change in circumstances regarding the dilapidated stone arches since the last Council Meeting. **(noted)** There was no update on the Emily Malcom "yesterdaystory" project. **(noted)** Cllr Julie Hoskins, in her Maud Heath Trustee role, reported that the Trust had been contacted by Bremhill Parish Council advising that they had submitted a LHFIG

request form for the Maud Heath footpath length between East Tytherton and Wick Hill and asking if the Trust would consider fundraising for the whole length of Maud Heath Causeway using match funding from Wiltshire Council, Parish Councils and other funding. The Trust would need to consider such a major project that involved three Parishes. In due course the Parish Council may be approached for financial support. **(noted)**

- c) Highway & Footpaths Conditions and Maintenance: general issues in regards to Highway Conditions and Maintenance within the Parish.
  - a) The Clerk confirmed that Members had now agreed the new wording for the “no parking on pavement” notices to be more authoritative with the inclusion of the Parish Council and Maud Heath Trust names and could now confirm the order for a further 10 No signs and fixing posts. **(noted)**
  - b) 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 had investigated costs, including installation. **The Council agreed that** a salt bin be provided in Manor Farm Lane to assist the Village Hall in freezing conditions.
  - c) Dog and Litter Bins. The Council had previously agreed that a dog poo bin be installed adjacent to the Right of Way near St Giles Church, Kellaways. They had also agreed to install two large size dual-purpose litter bins either end of the railway bridge. The Clerk had investigated costs, including installation and reminded the Council that CIL Funds would pay for this but the emptying costs would fall on the Council as a revenue budget commitment. **The Council agreed to** proceed with the project.
  - d) Hedges – Maud Heath’s Causeway. There was no update at this Meeting on the use of the locally held emergency equipment (tractor/bucket/flail). It was noticed that local landowners were cutting hedges through this winter period. **(noted)**

There were no further issues raised.

#### **058/23 STANDING ITEMS**

- a) **Parish/Community Website/Newsletters/Social Media:** The principle of a regular bi-monthly Parish Newsletter had been agreed. Further discussion centred on the practicalities of printing and distribution. The production task relied on editorial content and it appeared that there was sufficient content for a February edition. Cllr K Eaves agreed to produce a draft issue for approval. **(noted)**
- b) **Notice Board/s:** There had been no change in circumstances since the last Council Meeting. **(noted)**
- c) **Flooding & Drainage:** There had been no change in circumstances since the last Council Meeting. **(noted)**

- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that the Hall continued to be well used. A season of events had been planned with the Village Fete scheduled for the 22<sup>nd</sup> June 2024. It was suggested that all scheduled events should be published in the Newsletter. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had 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. Future Meeting dates were scheduled for 11<sup>th</sup> March, 10<sup>th</sup> June and 2<sup>nd</sup> September 2024. The next Parish Forum Meeting was scheduled for the 17<sup>th</sup> January 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** Cllr R Colthorpe reported that the Steering Group would be meeting later in the week and would be considering the Landscape and Visual Review information prepared by Place Studio their consultants. **(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:** There remained a need for discussion and agreement on how the emergency equipment (tractor/bucket etc) should be employed in emergency situations and how the volunteers would be found and managed, particularly for insurance purposes. **(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 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 at this Council Meeting on Association matters, as there was heavy commitment involved in the Neighbourhood Planning process. **(noted)**

## 059/23 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.** Consideration would be given to holding a training session during 2024. **(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 3<sup>rd</sup> October 2023. The Note Tracker had been received and circulated. The LHFIG would meet again on the 25<sup>th</sup> January 2024. LHFIG would be informed of Council projects that would not involve LHFIG funding. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 23<sup>rd</sup> November 2023 at the Melksham Without PC Offices, Community Campus, Market Place, Melksham SN12 6ES. The next Meeting was scheduled for Thursday 25<sup>th</sup> January 2024 at 9.30am in the same venue. A Microsoft Teams link was available. **(noted)**
- e) **Langley Burrell Heritage Trail Projects.** The locations of the Trail benches had now been agreed. **(noted)**
- f) **Parish Council Database.** There had been no change since the Council last met. **(noted)**
- g) **Community Speedwatch Team, SIDs, etc.** Cllr K Eaves would carry out the Coordinator role and there were now sufficient volunteers to receive Police clearance and training. This would allow the provision of the Autopeedwatch and SID Devices to be legally installed and data collected and reported. **(noted)**
- h) **Village Gateways.** The Council had agreed to proceed and their positions would be agreed with Wiltshire Highways through the LHGIF. **(noted)**
- i) **Wiltshire Council - Briefing Note 23-34.** This item had appeared on the last Agenda and was included as a reminder. The Council had received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids had needed to be submitted by Friday 15<sup>th</sup> December 2023. The Council had agreed that as this was likely to be a yearly invitation the Council would use the next 11 months (from November 2023) to consider proposals in readiness to submit. It may be that the Maud Heath Trust could use this Scheme to improve the entire length of the Causeway. **(noted)**
- j) **Wiltshire Council - Briefing Note 23-37.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Simpler Recycling for Household and Business Recycling in England. **(noted)**

- k) **Wiltshire Council - Briefing Note 23-38.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Vibrant Vacant Units Grants. **(noted)**
  
- l) **Carer Support Wiltshire.** The Council had received a request for financial support towards their services in Chippenham. The applicant had been asked how many unpaid carers were registered in the Parish and had been advised that there were 4 at the present time. The Council was able to provide Section 137 grants that benefited the local community **and agreed that** a Grant of £100.00 should be given. **Cllr R Colthorpe proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**
  
- m) **D-Day 80 Anniversary – 6<sup>th</sup> June 2024.** The Council had been advised of the proposals for Councils and communities to use the occasion to pay tribute to the many thousands that made sacrifices to ensure freedom being enjoyed today. This could involve lighting Beacons or developing a Lamp Light of Peace and ringing of Church Bells. **The Council deferred consideration** until the next Council Meeting.

**060/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- i) Cllr R Colthorpe raised the issued of the damage caused to the Kilverts Way highway signage and the need to seek remedial action.

There were no further issues raised.

**061/23 DATE OF NEXT MEETING**

The next Council Meeting was scheduled for **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.

**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. There had been no change in circumstances since the Council last considered the matter. **(noted)**
  
- c) CIL Fund applications. There were no applications on this occasion.

Signed:

Date: **18<sup>th</sup> March 2024**