

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall

20th November 2023

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 reminded the Parish Council that the Wiltshire Local Plan Update consultation was taking place between the 27th September 2023 and 22nd November 2023 and that having reached a Regulation 19 Stage this should assist the planning process, particularly appeals on land supply issues. He felt that it was essential that the Council submitted comments to ensure that local views were known in regards to Chippenham expansion proposals and rural area protection policies. Langley Burrell remained in the Small Village Category but the Parishes close proximity to Chippenham meant that further proposals for encroachment into the Parish was likely.

There were no further Reports received.

042/23 APOLOGIES FOR ABSENCE

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

043/23 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.

044/23 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 18th September 2023. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

045/23 PLANNING

Planning Applications: Prior to the consideration of the Planning Applications, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations. **(noted)**

- a) 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

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

Cllr Katerina Johnstone proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

- b) PL/2023/09351 – Notification Trees in Conservation Area
Oak tree – 30% Crown Reduction
Treetops, The Common, Langley Burrell SN15 4LL
For Mr Martin Hunter

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

- c) PL/2023/09417 – Notification Trees in Conservation Area
T1 – Holly tree - fell
37 The Common, Langley Burrell SN15 4LQ
For Squire Ashe Properties

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

Cllr K Eaves proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

There were no further 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. The Council was advised on the 20th September 2023 the enforcement investigation had been closed by Wiltshire Council on the 20th September 2022. The Council had been unaware of this. However, continuing questions remained over the use of highway land and whether a permit or licence had been issued. The Parish Council had been advised that no permit/licence had been issued and that Wiltshire Highways were now seeking to resolve the matter and was well aware of the Parish Council’s views. **(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**

*The Parish Council suggested that it would be helpful if Wiltshire Council could provide an update on the proposals including potential timescales as the haul route would severely impact the village.

There are no further planning matters reported.

046/23 FINANCE

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

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

Idverde Ltd. Bin emptying contract.Period 10. Inv 10895030	20.10.23	£ 327.60
LB Village Hall. Annual SSEN Bus shelter Electricity Grant.		£ 350.00
LB Village Hall. Hire of Meeting Room. Inv 3221	01.11.23	£ 35.00
LB Village Hall. Maintenance Grant (tranche 2)		£ 500.00

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:

LB Cricket Club. CIL Grant (tranche 4)	18.09.23	£ 2,738.00
Pentagon South/PCabell various	28.09.23	£ 2,892.94
LB Village Hall. Lawnflite mini rider 76RDE and stand	22.10.23	£ 1,575.00
Corido. Teak Benches + inscriptions etc. Heritage Trails etc	11.11.23	£ 2,834.72

- c) **Receipts:** The Council **noted** the following receipts since the last Council Meeting
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| Wiltshire Council. Parish Precept 23/24 (tranche 2) | 22.09.23 | £ 7,984.50 |
| Groundwork UK. Neighbourhood Plan Grant | 30.10.23 | £ 9,150.00 |
- d) **Lloyds Bank CIL Account No 73537468** The Council **noted** the account balance.
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| 31 st October 2023 | £ 50.06 |
|-------------------------------|---------|
- e) **Lloyds Bank Treasurers Account No 00222628** The Council **noted** the account balance.
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| 26 th September 2023 | £ 126,876.52 |
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- f) **Lloyds Bank Treasurers Account No 78211968** The Council **noted** the account balance.
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| 2 nd November 2023 | £ 246,715.45 |
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- 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)**

047/23 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. Parish Steward visits had been scheduled for 13th November and 11th December 2023. The Council had been advised by Milestone Infrastructure that Mark Hawkins-Wyatt had retired on the 31st October 2023 and the position was now taken by Lee Escott. **(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 since the last Council Meeting. The Clerk confirmed that the Council had written a letter supporting Emily Malcom and the "yesterdaystory" project. **(noted)**
- c) Highway & Footpaths Conditions and Maintenance: general issues in regards to Highway Conditions and Maintenance within the Parish.
- a) Cllr Katerina Johnstone reported that one of the "no parking on pavement" notices had been erected. It was felt that the signs would appear to be more authoritative with the inclusion of the Parish Council's and Maud Heath Trust's names and **it was agreed that** a further 10 No signs and fixing posts would be purchased. **(noted)**
- b) Winter Preparation 23/24. The Wiltshire weather team had invited the Council to report empty salt bins and to submit any PEAS application.

Cllr M Meredith had confirmed that he had made the necessary arrangements and now held equipment and signs that would be stored at the Village Hall ready for emergencies. **(noted)**.

- c) 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 would continue to investigate costs, including installation from local contractor/s as Idverde Limited had shown no interest. **(noted)**
- d) Dog Bin. The additional dog poo bin had still to be installed adjacent to the Right of Way near St Giles Church, Kellaways. The Clerk would continue to investigate costs, including installation from local contractor/s as Idverde Limited had shown no interest This would also include the purchase and installation of the large size litter bins either end of the railway bridge **(noted)**
- e) Hedges – Maud Heath’s Causeway. The Council had received a request from Bremhill Parish Council. A resident in East Tytherton had complained about overgrown hedges making it difficult for pedestrians using the footpath. Bremhill would be making reference to this in their Parish Newsletter asking landowners to maintain their hedges along the route and had wondered if Langley Burrell might consider doing something similar? This raised the subject of whether the Parish should have a Newsletter (Minute 048/23 (a) below refers). It also raised the issue as to whether the Council should use its own emergency equipment (tractor/bucket/flail) (Minute 048/23 (n) refers). In the interim period it was suggested that a polite letter should be sent to landowners reminding them of their responsibilities. The Clerk would circulate a draft for approval.

There were no further issues raised.

048/23 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** The issue of a Parish Newsletter had been raised earlier and the Council was reminded that there had been an ambition to create a regular Newsletter and circulate to all households. Cllr Katerina Johnstone recalled that there had been a publication some years ago and would circulate examples. In addition the Clerk advised that Kington St Michael produced a bi-monthly Newsletter and that Chippenham Without had started a quarterly version. There was a need for volunteer involvement in the process both in publication and circulation. Cllr K Eaves advised that the production task could be made easier with the use of “AI” but there would still be a need for supply of suitable articles. He would draft early suggestions. **(noted)**
- b) **Notice Board/s:** There had been no change in circumstances since the last Council Meeting. It was likely that the Village Hall notice board would be erected shortly after the wall had been redecorated. **(noted)**
- c) **Flooding & Drainage:** Wiltshire Council and the Environment Agency had asked for flooding evidence resulting from recent Storms Babet and Ciaran. The major river flooding areas at Thornhill Lane and Kellaways were historically well known to all Agencies. It appeared that there were some minor localised

flooding spots but these were not of a significant nature and normal gulley and grips clearance would suffice. **(noted)**

- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported that the Hall was being well used. After 4 years there had been a slight increase in hiring fees. There was an intention to hold a Community Christmas Party of Saturday 9th December 2023. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had last met Board met on the 25th September 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. The Area Board would meet again on the 11th December 2023 at 7.00pm in the same venue and would include an “All things Roads” session when Highway Officers and the Highway Cabinet Member would attend. The Parish Forum had met on the 18th October 2023 in Kington St Michael Village Hall SN14 6HX. Cllr Julie Hoskins had attended. The next Parish Forum Meeting was scheduled for the 17th January 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** The Clerk reported that as the hosting body the Parish Council had applied to Groundwork UK for a Neighbourhood Plan grant to cover the costs of professional advice to the Steering Group. The grant had been secured and the Council would hold the funds and make payments when required. Any unspent grant at the end of March 2024 would need to be returned and a further grant request made. Cllr R Colthorpe reported that the Steering Group had continued meetings and discussions with Place Studio, their consultants. Cllr K Eaves advised that a formal Project Calendar had been agreed and that there would need to be a public consultation meeting in the new- year. It was suggested that as the Annual Parish meeting was scheduled for Monday 15th April 2024 that perhaps the two could run alongside one another to achieve a good attendance. **(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:** Cllr M Meredith had briefly updated the Council on progress to date prior to the Council Meeting and would report further at the next Council Meeting. There was a need for a 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 a 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):** Cllr K Eaves advised that LBRA were heavily involved in Neighbourhood Planning matters but in addition had arranged talks with Wiltshire Wildlife in regards to a potential Barrow Farm/Hitchens wildlife project, also that work on the Heritage Trails continued. **(noted)**

049/23 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.** Since the last Council Meeting a training session had taken place on Tuesday 10th October 2023 in the Goss Croft Hall. Dauntsey, Seagry and Chippenham Without Parishes had also attended. **(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 3rd October 2023. The Note Tracker had been received and circulated. The LHFIG would meet again on the 25th January 2024. Cllr K Eaves asked for a briefing note on what projects needed to be taken forward through LHFIG. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 28th September 2023. The next Meeting was scheduled for Thursday 23rd November 2023 at 9.30am in Melksham Without PC Offices, Community Campus, Market Place, Melksham SN12 6ES or via MS Teams. **(noted)**
- e) **Langley Burrell Heritage Trail Projects.** The Clerk advised that there was a proposal to install three timber benches at various sites around the trails, one of which would be dedicated to the Late Robert Whitrow. These would be financed as part of the CIL Project and they would be engraved accordingly. Cllr K Eaves reported that there was a need to pinpoint the exact positions of the benches to ensure that the landowners approval had been obtained because they would be sited adjacent to/in close proximity to the Right of Ways and not actually on them. The exact positions had yet to be agreed. **(noted)**
- f) **Parish Council Database.** There had been no change since the Council last met. Further consideration still needed to be given to the production and circulation of a Parish Newsletter. **(noted)**

- g) **Community Speedwatch Team, SIDs, etc.** The traffic survey had been completed and the data collected had indicated that a volunteer CSW Team could be registered, Police vetted and trained. Wiltshire Police had continued to hold online meetings to discuss collation and submitting data for enforcement action as part of their Making Wiltshire Safer plans, with the idea of holding quarterly meetings from January 2024. SID data roll out – progress review / Q&A hybrid Teams Meetings with John Derryman were also being held. Cllr K Eaves had agreed to carry out the Coordinator role and there was now a need to find sufficient volunteers to be able to run the scheme. This would allow the provision of the Autopeedwatch and SID Devices to be legally installed and data collected and reported. The Clerk would provide Cllr Eaves with details. **(noted)**
- h) **Wiltshire Council Local Plan Update 2023-2038 - Consultation.** The Council had received notification of this consultation, beginning on Wednesday 27th September 2023 and ending on the 22nd November 2023. There had been various online and drop-in events at libraries and leisure centres around the County. Members could view associated documents by this link wiltshire.gov.uk/planning-policy-local-plan-review. The Council needed to consider any responses as this was the last occasion for a decision to be made as the next Council Meeting was beyond the timescale. The Parish remained in the Small Village Category and there was no requirement to meet any housing targets within the Plan period to 2038. However, there would be continuing pressures from developers to expand Chippenham into the Parish and this needed to be resisted. A draft response had been prepared and was circulated for consideration. **The Council agreed the response** and the Clerk would submit within the required timescale.
- i) **Village Gateways.** The Council had agreed to purchase and install Gateways at two village entrance locations. A licensed contractor to install was being sought. After further consideration **the Council agreed that** Parish Entrance signs should also be provided and their positions would need to be agreed with Wiltshire Highways and costs identified.
- j) **Wiltshire Council - Briefing Note 23-24.** The Council noted receipt of a Briefing Note in regards to Workplace Health Support in Wiltshire. **(noted)**
- k) **Wiltshire Council - Briefing Note 23-26.** The Council noted receipt of a Briefing Note in regards to the Polling District and Polling Place Review in Wiltshire. **(noted)**
- l) **Wiltshire Council - Briefing Note 23-27.** The Council noted receipt of a Briefing Note in regards to Community Governance Review 23/24. On this occasion the Parish was not one of those involved. **(noted)**
- m) **Wiltshire Council - Briefing Note 23-28.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Police and Crime Panel. **(noted)**
- n) **Wiltshire Council - Briefing Note 23-29.** The Council noted receipt of a Briefing Note in regards to the North Meadows Mitigation Strategy. **(noted)**

- o) **Wiltshire Bobby Van Trust.** The Council had received a request to advertise for Volunteer/s for their Stay Safe On-line campaign. **(noted)**
- p) **Wiltshire Council - Briefing Note 23-30.** The Council noted receipt of a Briefing Note in regards to the Consultation of Potential Changes to the Wiltshire Council Tax Deduction Scheme for working age people. **(noted)**
- q) **Wiltshire Council – Street Tag.** The Council had received information of a programme coming to Wiltshire called Street Tag. It was an interactive App to promote and enhance community-wide participation in physical activities. **(noted)**
- r) **Wiltshire Council - Briefing Note 23-32.** The Council noted receipt of a Briefing Note in regards to the Response to recent Council Climate Action Scorecards. **(noted)**
- s) **Wiltshire Council - Briefing Note 23-34.** 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 to be submitted by Friday 15th December 2023. As this was a yearly request **it was agreed that** the Council would consider and prepare a Thornhill Lane project in readiness for submission next year. In the interim period the question should be asked of Wiltshire Highways as to their agreement with the developer and their expectations on Haul Road reinstatement
- t) **Wiltshire Council - Briefing Note 23-35.** The Council noted receipt of a Briefing Note in regards to the Christmas FUEL Programme update. **(noted)**
- u) **Wiltshire Council - Briefing Note 23-36.** The Council noted receipt of a Briefing Note in regards to the Coronation Living Heritage Fund: Coronation Orchards. **(noted)**

050/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) The Clerk advised Council Members that they would consider the Council Budget for year 2024-2025 and set the Council Precept Requirement to forward to Wiltshire Council at the 15th January 2024 Meeting. Members should advise the Clerk of any suggested budget inclusions and exclusions before the 18th December 2023 so that they could be accommodated in a budget template. **(noted)**

There were no further issues raised.

051/23 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 15th January 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. 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 were well advanced and CIL grants provided and advice and discussions with others continued. **(noted)**
- c) CIL Fund applications. The Langley Burrell Village Hall Trust had requested financial assistance towards the costs of the Community Christmas Party to be held on Saturday 9th December 2023. The Panel agreed with this and delegated the Clerk to agree the final details.
- d) Commemorations. The Council briefly discussed the potential for honouring community stalwarts. Further consideration would be given when the need arises.

Signed:

Date: **15th January 2024**