

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

in The Maud Heath Room, Langley Burrell Village Hall

18th March 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 advised that there was no report on this occasion and that he was in the process of preparing his Annual Report for the Annual Parish Meeting scheduled for 15th April 2024. He commented that since the NPPF changes reducing the Government's 5-year housing land supply requirement to 4 years, five planning applications had been brought back to the Strategic Planning Committee to be re-considered, four of which had now been refused.

There were no further Reports received.

062/23 APOLOGIES FOR ABSENCE & RESIGNATION OF COUNCIL MEMBER

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

Resignation of Council Member

Sadly, in giving his apologies, Cllr Meredith had tendered his resignation from the Council. As this created a Casual Vacancy the Clerk would inform Wiltshire Council and they would proceed with the Notification of Vacancy procedure. If no Election was requested then it would be normal for the Parish Council to be given authority to fill the Vacancy by co-option.

063/23 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.

064/23 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 15th January 2024. **Cllr Katerina Johnstone proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**

065/23 PLANNING

Planning Applications:

- a) PL/2024/01196 – Proposed Works to Trees in Conservation Area
Horse Chestnut Tree – Fell
Langley Green House, The Common, Langley Burrell SN15 4LL
For Mr James Burrell

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

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

- b) PL/2023/10004 – Full Planning Permission
Erection of 2.4 metre high fence around perimeter of site
Wiltshire Council Depot, Parsonage Way, Chippenham SN15 5PT
For Wiltshire Council

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

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

- c) PL/2024/01197 – Proposed Works to Trees in Conservation Area
Birch Tree – Reduce to 0.5 metres in height
Langley Green House, The Common, Langley Burrell SN15 4LL
For Mr James Burrell

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

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

- d) PL/2024/01892 – Proposed Works to Trees in Conservation Area
T1 – Laurel – Reduce by roughly 2.5-3m. To maintain the size of the garden
Stable Cottage, The Common, Langley Burrell SN15 4LQ
For Mr Gary Philips

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

Cllr Katerina Johnstone proposed, Cllr R Colthorpe 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
Approved with Conditions 7th February 2024
- 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/2024/00352 – Proposed Works to Trees in Conservation Area
Laurel Hedge - Remove
Langley Green House, The Common, Langley Burrell SN15 4LL
For Mr James Burrell
No objection from Wiltshire Council 23rd February 2024
- f) PL/2024/00829 – Proposed Works to Trees in Conservation Area
Pussy Willow – Reduce by up to 6 metres
Langley Green House, The Common, Langley Burrell SN15 4LL
For Mr James Burrell
No objection from Wiltshire Council 4th March 2024

There are no further planning matters reported.

066/23 FINANCE

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

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

LB Village Hall. Hire of Meeting Room 18.03.24	Inv 3255	28.02.24	£ 35.00
Fiona Sharman. Landscape Planning NPlan	Inv 230124LBNDP01		£ 4,125.00
Idverde Ltd. Waste Collection contract (Jan 24)	Inv 10903027		£ 327.60
Mr V A Vines. Salary inc PAYE Year End 31.03.24			£ 4,395.04
Mr V A Vines. Expenses & Costs, etc. Year End 31.03.24			£ 905.00
P & S Cabell. Cricket store replacement roof.		08.03.24	£ 840.00
Steve Tuck Ltd. Storage Container roof repairs.	Inv SJT/1056		£ 140.00
T H White Ltd. CCTV System contract	Inv 186020	06.03.24	£ 107.96

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

- b) **Payments made since the last Council Meeting:** The Council **noted** that there had been no payments made since the last Council Meeting:
- c) **Receipts:** The Council **noted** that there had been no receipts since the last Council Meeting
- d) **Lloyds Bank CIL Account No 73537468** The Council **noted** the account balance.
- 29th February 2024 £ 50.29
- e) **Lloyds Bank Treasurers Account No 00222628** The Council **noted** the account balance.
- 8th January 2024 £ 154,596.75
- f) **Lloyds Bank Treasurers Account No 78211968** The Council **noted** the account balance.
- 1st March 2024 £ 224,720.46
- g) **Lloyds Bank Banking Arrangements** There was no change in circumstances since the last Council Meeting. **(noted)**

067/23 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 18th March and 16th April 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)**
- c) Highway & Footpaths Conditions and Maintenance: general issues in regards to Highway Conditions and Maintenance within the Parish.

- a) No Parking on Pavement Notices. The Clerk reported that the order for the ten signs and fixing posts had been placed. **(noted)**
- b) Salt Bins. The Clerk reported that the order for the two new salt bins for the Crossing Lane footbridge and one for Manor Farm Lane to assist the Village Hall had been placed. **(noted)**
- c) Dog and Litter Bins. The Clerk reported that the order for the dual purpose bin adjacent to the Right of Way near St Giles Church, Kellaways had been placed. Also the two large size dual-purpose litter bins either end of the railway bridge. **(noted)**
- d) Hedges – Landowners responsibilities/Emergency equipment etc. There was no update at this Meeting on the use of the locally held emergency equipment (tractor/bucket/flail) as the Lead Member had resigned from the Council. The Clerk would check if any progress had been made and report at the next Council Meeting. **(noted)**

068/23 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** All Members could now receive emails from their gov.uk email addresses. The first edition of the Parish Newsletter had been published and circulated and had been well received. It was felt that future editions might be better accepted if the Residents Association, rather than the Parish Council published it. The Parish Council could provide funding to cover the printing costs. As before the production task relied on editorial content and it appeared that there was sufficient content for the next 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:** Discretionary Gully Service. The Parish had been included in a new initiative of a gully service program where upon request a gully crew equipped to clear gullies and jet systems could visit and carry out works identified. The details and worksheet requests had been previously circulated and there was a need to ensure that all needing clearance was reported. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported on a full calendar of events over the coming months. The litter pick would take place on Saturday 23rd March 10.30am – 12.00, The Village Fete would take place on 22nd June and a Harvest Supper was also planned. All scheduled events should be published in the next Newsletter. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on the 11th March 2024 at the Wiltshire & Swindon History Centre, Chippenham. Future Meeting dates were scheduled for 10th June and 2nd September 2024. The Parish Forum had met on the 21st February 2024 in the Kington St Michael Village Hall. The next Parish Forum Meeting was scheduled for the 20th March 2024 at 7.00pm in the Stanton St Quintin Village Hall SN14 6DE. It was hoped that the Council could be represented. **(noted)**

- f) **Langley Burrell Neighbourhood Plan:** It was understood that the Steering Group would provide an update and hold a consultation during the Annual Parish Meeting scheduled for the 15th April 2024. **(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 was no progress report on the preparation of the Emergency Plan and 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. As the Lead Member had resigned from the Council, the Clerk would check if any progress had been made and report at the next Council Meeting. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. Minute 068/23 ((n) above refers. **(noted)**
- p) **Community Speedwatch.** Later Minute 069/23 (g) refers. **(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. **(noted)**

069/23 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 and the matter raised at the Annual Parish Meeting. **(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 25th January 2024. The Note Tracker from the Meeting had been received and circulated, together with the LHFIG

Guidance Notes and Terms of Reference. For reference, dates for the next 12 months were given as 30th April, 25th July, 10th October 2024 and 9th January 2025. **(noted)**

- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 25th January 2024 in the Melksham Community Campus, although hybrid joining had been available. The Council had been reminded, by the Wiltshire Council Flood Portfolio Holder, of the importance of Flood Plans and the work of the Flood Group. Amongst other things the identifying and reporting gullies for regular maintenance was highlighted. **(noted)**
- e) **Langley Burrell Heritage Trail Projects.** Cllr K Eaves reported that the locations of the Trail benches had been agreed but because of the adverse weather conditions no installations had yet taken place. QR Codes were planned for the Trails. **(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 reported that 6 volunteers had now been trained and the Team was now awaiting agreement on locations and for risk assessments to be completed. **(noted)**
- h) **Village Gateways.** The Council had agreed to proceed and their positions would need to be confirmed 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 15th 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. **(noted)**
- j) **Wiltshire Council - Briefing Note 24-01.** The Council had received a Briefing Note in regards to the Revised National Planning Policy Framework. This was particularly important in regards to the 5-year housing requirement (now reduced to 4-years) and Neighbourhood Planning. **(noted)**
- k) **Wiltshire Council - Local Nature Strategy Recovery (January 2024).** The Council had been advised of the context, approach and next steps. There was an intention to hold workshops with stakeholders. Cllr Julie Hoskins advised that she was booked to attend a workshop. **(noted)**
- l) **Wiltshire Council - Briefing Note 24-02.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Septic Tank Upgrade Communications Campaign. **(noted)**
- m) **Wiltshire & Swindon Prepared (LRF) – Emergency Contact Hub Scheme (ECHS).** The Council recalled that they had joined the LRF.

The LRF were now ready to formally launch the ECHS and details had been received. **(noted)**

- n) **Rural EV Charging.** The Council had received information regarding public electric vehicle chargers in rural areas. Details had been provided. It was considered that there were no suitable sites available in the Parish. **(noted)**
- o) **CPRE Wiltshire Best Kept Village Competition 2024.** An invitation to enter had been received. The Council had not previously entered the Parish. The matter would be raised in the next Newsletter and at the Annual Parish Meeting. **(noted)**.
- p) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** Parish Councils had been advised that with changes in the targeted operating model, just commenced, all Neighbourhood Policing Teams in Wiltshire sit under Chief Inspector of Neighbourhood Policing, James Brain. His intention was to hold two NCPFs a year, one in April and another in November. The first of these was 1900-2030hrs on Wednesday 17th April 2024. These would not replace contact with local teams but would provide an opportunity to come together for him to provide updates. The Meetings would be split into two sections. The first being a presentation followed by questions and answers. The opportunity would exist for questions on the night but pre-submitted questions would be welcomed. The Meetings would be virtual using Microsoft Teams and with likely numbers he was looking for just one representative from each Parish Council. Queries and questions could be submitted to Inspector Peter Foster at peter.foster@wiltshire.police.uk The link to the first NCPF had been provided. **(noted)**
- q) **Flood Warden Winter Newsletter-Winter 2024.** The Council had received the latest FloodWessex Newsletter from the Environment Agency. The contents were particularly important to this Parish. **(noted)**
- r) **Wiltshire Council - Briefing Note 24-03.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Governance Review-Consultation. Fortunately, the Parish was not involved on this occasion. **(noted)**
- s) **Wiltshire Council - Briefing Note 24-04.** The Council noted receipt of a Briefing Note in regards to the Development of Cultural Strategy for Wiltshire. A public survey took place between 19th February and 24th March 2024. **(noted)**
- t) **Wiltshire Council - Briefing Note 24-05.** The Council noted receipt of a Briefing Note in regards to the Local Nature Strategy Recovery (LNRS). **(noted)**
- u) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council had received notification of a new interactive platform that helped people find out what life was like in their Community Area. There was an online survey for feedback that Members could use. **(noted)**

- v) **D-Day 80 Anniversary – 6th June 2024.** The Council had deferred consideration at the last Council Meeting. 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. Information had been provided. . The matter would be raised in the next Newsletter and at the Annual Parish Meeting. **(noted)**
- w) **Kellaways Flood Warning Signage.** The Council had previously received details of the ElanCity “Evocity” public information display (PID). In theory these could easily solve the advance flood warning signage the Council had considered. A fundamental problem existed in that the ElanCity (SIDS) that the Council would be purchasing were solar powered and the (PIDS) were not and needed to be powered by electricity (streetlights usually) or rechargeable batteries (lasting on average 1 or 2 days). With this in mind there would have been a need for local volunteer/s to be in charge of the charging alongside the requirement to update messaging. It had been clear that the product could provide the necessary service and ElanCity had advised that they were considering introducing a solar powered model during 2024. The Council had agreed to defer purchase until that time. The Council had been notified that the solar powered versions were now available. Following consideration **the Council agreed that** they wished to pursue the project and the Clerk would seek a quotation for the equipment required for potentially 4 locations.
- x) **Kellaways Highway Repairs.** Bremhill Parish Council had requested that the Council consider the following matter. *At a recent Bremhill PC Meeting the Wiltshire Council Division Member, Cllr A O’Neill, advised that Wiltshire Council were allocating £10million to road repairs to be distributed through the Area Boards with priority given to the worst roads. Bremhill PC intended to identify 2 stretches of roads in their Parish and request funding. During discussions the very poor state of the road from Kellaways to the railway bridge was raised as an area requiring repairs as it was a route used regularly by Bremhill Parishioners. With this in mind Bremhill PC had asked the Council to consider identifying this stretch of road as a priority and request funding. The Council agreed to defer consideration* until they had received details from Wiltshire Council on this repair programme.
- f) **Birds Marsh Woods Litter.** The Clerk reported that over a period of months a member of the public had complained about unsightly and potentially dangerous rubbish within the Woods that appeared to be the remnants of a rough sleeper who had moved on. The Woods were within the Parish and the Council recalled that they had withdrawn from negotiations to take over the responsibility and maintenance of the Woods. The responsibility still fell with the developers who had yet to hand this over to a public or voluntary body. It was understood that they have been contacted by Wiltshire Council to resolve the matter. **(noted)**

070/23 ANNUAL PARISH MEETING 2024

The Annual Parish Meeting was scheduled for **Monday 15th April 2024 at 7.30pm.** There was a legal requirement to hold an Annual Parish Meeting between 1st March

and 1st June each year. The Council confirmed the date and would need to gain maximum publicity through the next Newsletter and other means.

There needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2024-2025 information. The opportunity should be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda could be flexible and was in the hands of Parishioners in attendance. As a starting point the Council suggested some Agenda items:

- a. The Heritage & Kilvert's Trails
- b. Neighbourhood Plan Review – Progress Report and Consultation
- c. D-Day 80 Anniversary – 6th June 2024
- d. Defibrillator Project – S W Ambulance Trust Training Session
- e. Community Safety/Neighbourhood Watch/Emergency Plan
- f. Traffic Speeds – the provision of Autospeedwatch Tools
- g. Community Speedwatch – the Speedwatch Scheme volunteers
- h. Speed Identification Devices (SIDS)- the provision of SIDS
- i. Public Information Displays – the provision of autonomous display panels
- j. Recreation Ground Facilities
- k. Rights of Way – Footpath maintenance – Community Warden
- l. CPRE Best Kept Village Competition 2024

071/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

072/23 DATE OF NEXT MEETING

The Annual Council Meeting and next Council Meeting were scheduled for **Monday 20th May 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 were 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 had been no change in circumstances since the Council last considered matters although quotations were expected on several forward projects. **(noted)**
- c) CIL Fund applications.

- i) The Langley Burrell Cricket Club had requested their final tranche of their previously approved CIL Grant. **It was agreed to** release the funds.
- ii) The Langley Burrell Village Hall Trustees had requested further capital support to re-surface the car park on the Recreation Ground side and improve the access to the field. **It was agreed that** this should be funded and the Clerk would agree the final details.
- iii) Maud Heath Trustees Funding. The Maud Heath Trustees had received a request from Bremhill Parish Council to consider promoting the Trust with residents within the Bremhill Parish and to consider fundraising for the whole length of the Causeway. The Trust was a Charity and there was no formal role for this Council although there could be potential for some CIL funding to be given for specific projects within this Parish.
- iv) St Peter's Church. The Council had been approached by the St Peter's Church Diocesan Advisory Committee requesting consideration of a further CIL grant to allow the Heritage Trail Path at St Peter's to be upgraded for wheelchair use. The Council had provided a significant CIL grant towards the cost of a new external toilet on the basis that it would be open daily and maintained for Heritage Trail users, that was yet to come to fruition. It was considered that a progress report should be given in accordance with the CIL Grant requirements on the external toilet project and there was reluctance to agree further funding.

Signed:

Date: **20th May 2024**