

LANGLEY BURRELL WITHOUT PARISH COUNCIL

www.langleyburrellparishcouncil.gov.uk

Vivian A Vines MBE SLCC
Clerk of the Council

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15th May 2024

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 20th May 2024** commencing at **7.30pm (or on completion of the Annual Council Meeting)** in **The 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 18th March 2024. **(see attached Draft Minutes) (For Decision)**

4. **COUNCIL MEMBER VACANCY:**

Following the resignation of a Council Member and proper procedure there was no requirement to hold a Council Election. The Wiltshire Council gave authority for the Parish Council to fill the position by co-option. The Council has advertised the Vacancy and can co-opt an eligible person to serve until the next Council Elections scheduled for May 2025.

To consider and to agree to fill the Casual Vacancy. There will be a need for the completion of a Declaration of Acceptance of Office before anyone can take up the position. **(to note) (For Decision)**

5. 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)

- a) PL/2024/03958 – Householder Planning Permission
Addition of a painted timber casement window to the first-floor rear bedroom; replacement of metal glazed doors with painted timber glazed doors to the ground-floor sitting room
Lower Peckingell Farm, Peckingell, Langley Burrell, Chippenham SN15 4LJ
For Saritha Pilbrow **(see online) (For Decision)**
- b) PL/2024/03957 – Listed Building Consent (Alt/Ext)
Addition of a painted timber casement window to the first-floor rear bedroom; replacement of metal glazed doors with painted timber glazed doors to the ground-floor sitting room
Lower Peckingell Farm, Peckingell, Langley Burrell, Chippenham SN15 4LJ
For Saritha Pilbrow **(see online) (For Decision)**

There are no further 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) 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**
- b) The Brambles, The Common – Enforcement Matters. There are no change in circumstances since the last Council Meeting. **(to note)**
- c) 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 **Approved 8th April 2024**
- d) 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 **No objection from Wiltshire Council 19th March 2024**
- e) 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 **No objection from Wiltshire Council 22nd March 2024**
- f) 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 **No objection from Wiltshire Council 26th March 2024**

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

6. 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)**

LB Village Hall. Hire of Meeting Room 20 th May 2024. Inv 3285	08.05.24	£ 35.00
Idverde Ltd. Waste Collection contract (April 24) Inv 10903027	19.04.24	£ 327.60
Clear Councils. Insurance Renewal 24/25. Inv LCO00655	15.04.24	£ 665.58
WALC. Subscription 24/25 Inv SUB 24/24-138	01.04.24	£ 177.17
Community First. Subscription 24/25	01.04.24	£ 40.00

- b) To note any payments made since the last Council Meeting.

OMG Trading Ltd/Fitness Sports. Cricket cages etc. Inv SI-22575	03.04.24	£7,285.69
Wayne Johnson. Village Hall improvements Inv 0242	26.04.24	£ 1,235.00
Black Nova Designs. Email changes etc. Inv 20140	18.03.24	£ 54.00
Wayne Johnson. Village Hall improvements Inv 0243	01.05.24	£ 867.29
Information Commissioner. Data Protection renewal fee 24/25	03.04.24	£ 40.00
Travis Perkins Clean limestone bulk bag. Village Hall car park	05.03.24	£ 204.52
Pro-Tec Products Ltd. Weed control fabric. Inv GB 171188891	26.02.24	£ 179.96
DL Windows Village Hall. Replacement doors. Inv 44641	03.05.24	£ 418.00
Groundwork UK. RC-291558 Neighbourhood Plan end of year refund	03.05.24	£ 3,403.80
Place Studio Ltd. Neighbourhood Plan Support. Inv 6102	28.03.24	£ 825.00
Langley Burrell Cricket Club. CIL Grant (final tranche)	15.04.24	£ 6,000.00

There have been no further payments made since the last Council Meeting. **(to note)**

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

Wiltshire Council. BACS Precept 24/25 (tranche 1)	17.04.24	£ 8,189.50
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- d) Bank Account balance Lloyds Bank CIL Account. A/c No 73537468 **(to note)**

30 th April 2024	£ 50.40
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- e) Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628 **(to note)**

30 th April 2024	£ 162,786.25
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- f) Bank Account balance Lloyds Bank Treasurers Account. A/c No 78211968 **(to note)**

2 nd May 2024	£ 204,283.18
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- g) To receive any updates on Lloyds Bank banking arrangements. **(to note)**

- h) Annual Governance and Accountability Return Year Ending 31st March 2024

The Council last year (2022/2023) was required 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 was because both the Council's spending and income for Year Ending 31st March 2023 was above the threshold where a Parish Council can apply for a Certificate of Exemption from the external requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year. A similar situation occurs for Year ending 31st March 2024 and the Parish Council cannot apply for Exemption.

The Council's income exceeds the threshold totaling £80,559.46, reflecting the Precept receipt of £15,969.00, £9,150.00 Groundworks UK Neighbourhood Plan Grant (of which £3,403.80 has now been returned) and £55,440.46 CIL receipts. The Parish Council spending also exceeds the threshold at £94,026.21, of which Council revenue spending from the Precept is £9,815.52, below budget, and the remainder is CIL spending.

The Parish Council needs to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales to comply with the Period for Public Rights of Inspection. The Annual Return Part 3 documents need to be completed and signed where appropriate by the Clerk and the Chairman.

The Annual Internal Audit Report (Page 3) is completed by the Internal Auditor. The Council needs to approve the Section 1 Annual Governance Statement (Page 4) by answering Yes in the 8 tick boxes. Question 9 is N/A. The Section 2 Accounting Statement (Page 5) is completed and signed by the Clerk and Chairman. **(see attached) (For Decision)**

7. 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 was received and visits in the future are scheduled for 17th May, 15th July, 16th September, 15th October, 18th November and 12th December 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)**
 - ii) Salt Bins. To receive any updates. **(to note)**
 - iii) Dog and Litter Bins. To receive any updates. **(to note)**
 - iv) Hedges. To receive any updates. **(to note)**

8. STANDING ITEMS:

- a) Parish/Community Website/Newsletters/Social Media – To raise general issues and to receive any updates. When the Council last met a Newsletter was to be prepared and published by LBRA to include upcoming event dates. **(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 11th March 2024 at the Wiltshire & Swindon History Centre, Chippenham. The next Meeting is scheduled for 10th June and a further Meeting scheduled for the 2nd September 2024. The Parish Forum met on the 20th March 2024 in the Stanton St Quintin Village Hall. The next Parish Forum is scheduled for the 19th June 2024 at 7.00pm in the Christian Malford Village Hall. **(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. **(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. **(to note)**
- 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)**

9. 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 30th April 2024. Future Meeting dates are 25th July, 10th October 2024 and 9th January 2025. To receive updates and consider any actions required. **(to note). (For Decision)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 28th March 2024. To receive any reports and updates and any actions required. The next Meeting is scheduled for 23rd May 2024 10.00am-12.00noon in Melksham Community Campus. **(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.** There has been no change in circumstances since the last Council Meeting. **(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 15th December 2023. **(see attached) * It was agreed that as this was a yearly invitation the Council use the interim to consider proposals in readiness to submit.**
- j) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council received the annual information on this Competition and a formal invitation to enter. The matter was discussed at the Annual Parish Meeting and there was no interest shown. No application to enter has been made. **(to note)**
- k) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** The Council will be aware that at the last Council Meeting they were advised that with changes in the targeted operating model, 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 will not replace contact with local teams but will provide an opportunity to come together for him to provide updates. The Meetings are split into two sections. The first being a presentation followed by questions and answers. The opportunity exists for questions on the night but pre-submitted questions are welcomed. The Meetings are virtual using Microsoft Teams and with likely

numbers he was looking for just one representative from each Parish Council. Queries and questions can be submitted to Inspector Peter Foster at peter.foster@wiltshire.police.uk The link to the first NCPF was provided and there are reports that the first session was well attended. The Council should consider attendance to be fully briefed on local Policing matters. **(to note) (For Decision)**

- l) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council was previously notified of a new interactive platform that helped people find out what life is like in their Community Area. There was a survey for feedback ending 7th May 2024. Council Members were reminded to take part. **(to note)**
- m) **Wessex Community Energy Network – Engaging with the Local Community.** The Council has been advised of this in person network meeting to be held on Thursday 16th May 2024 10.00 – 13.00 at County Hall, Trowbridge. Details and the Agenda have been circulated **(see attached) (to note) (For Decision)**
- n) **Wiltshire Council - Briefing Note 25-06.** The Council has received a Briefing Note in regards to the Management of Council Business and Publicity during the Pre-Election Period. **(see attached) (to note)**
- o) **Kellaways Flood Warning Signage.** There is no change in circumstances since the last Council Meeting. **(to note)**
- p) **Wiltshire Council - Briefing Note 24-07.** The Council has received a Briefing Note in regards to the New HRC van and trailer Permitting Scheme. **(see attached) (to note)**
- q) **Wiltshire Council - Briefing Note 24-08.** The Council has received a Briefing Note in regards to the Draft Licensing Policy 2024-2029 Consultation. **(see attached) (to note)**
- r) **Community First.** The Council has been a Member for a number of years and to remind Members on what services they provide and why Membership of the Organisation is worthwhile, details are attached for information. **(see attached) (to note)**
- s) **CPRE Wiltshire AGM.** The Council has received an invitation to attend the AGM to be held on Tuesday 16th July 2024 at 7.00pm in Malmesbury Town Hall. The details have been circulated with ticket booking information. **(see attached) (to note)**
- t) **D-Day 80 Anniversary – 6th June 2024.** The Council deferred consideration at the last Council Meeting until after the Annual Parish Meeting. There was no interest shown. As a reminder the Council was 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. To consider any actions required. **(to note) (For Decision)**

10. 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.

11. DATE OF NEXT MEETING:

The next Council Meeting is scheduled for **Monday 15th July 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