

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting **held at 7.30pm** **in The Maud Heath Room, Langley Burrell Village Hall**

20th May 2024

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

Also Present: Wiltshire Cllr 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 made reference to the Lime Down Solar Farm proposals and the Government's very recent statement on the cumulative impact and loss of good farming land that will assist Wiltshire Council in the decision-making process with other solar park applications.

There were no further Reports received.

011/24 APOLOGIES FOR ABSENCE

All Council Members were in attendance. **(noted)**

012/24 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.

013/24 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 March 2024. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

014/24 COUNCIL MEMBER VACANCY

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

The Council had received an application from Mr David Henry Spencer, an eligible person.

Following consideration the Council agreed to co-opt Mr D H Spencer. **Cllr Katerina Johnstone proposed, Cllr K Eaves seconded and RESOLVED UNANIMOUSLY**

Cllr D H Spencer signed his Declaration of Acceptance of Office and was welcomed to the Council.

015/24 PLANNING

Planning Applications: 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. There were no representations received.

- 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

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/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

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

Cllr R Colthorpe proposed, Cllr Katerina Johnstone 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) 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 had been no change in circumstances since the last Council Meeting. **(noted)**
- 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 were no further planning matters reported.

016/24 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 20 th May 2024. Inv 3285	£ 35.00
Idverde Ltd. Waste Collection contract (April 24) Inv 10903027	£ 327.60
Clear Councils. Insurance Renewal 24/25. Inv LCO00655	£ 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

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

- b) **Payments made since the last Council Meeting:** The Council **noted** the following payments made since the last Council Meeting:

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

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

Wiltshire Council. BACS Precept 24/25 (tranche 1)	17.04.24	£ 8,189.50
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- d) **Lloyds Bank CIL Account No 73537468** The Council **noted** the account balance.

30 th April 2024	£ 50.40
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- e) **Lloyds Bank Treasurers Account No 00222628** The Council **noted** the account balance.

30 th April 2024	£ 162,786.25
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- f) **Lloyds Bank Treasurers Account No 78211968** The Council **noted** the account balance.

2 nd May 2024	£ 204,283.18
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- g) **Lloyds Bank Banking Arrangements** There was no change in circumstances since the last Council Meeting. (**noted**)

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

The Council last year (22/23) 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 had been because both the Council's income and expenditure had been above the £25,000.00 threshold and they could not 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 ending 31st March 2024. The Parish Council spending for year ending 31st March 2024 was again over the thresholds reflecting the CIL receipts and expenditure.

In these circumstances, the Parish Council needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales, including the Period of Public Rights of Inspection.

A Receipts and Payments spreadsheet had been presented for Member's consideration and approval. The Clerk advised that the Internal Audit had been carried out with no issues found. The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had previously provided the Council Receipt and Payments Accounts for Year Ending 31st March 2024 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2024. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2024 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

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

017/24 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. Cllr D Spencer was now the Council Link Member. Parish Steward visits for the remainder of the year were scheduled for 17th May, 15th July, 16th September, 15th October, 18th November and 12th December 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 was a number of scheduled events involving the Emily Malcom "yesterdaystory" project, including a route walk on the 17th May, talks in Chippenham Library on the 7th June and 8th July, a medieval day on the 20th July at Chippenham Museum, drop-in events every Tuesday and Thursday from 30th July to 29th August at the same venue and Heritage Open Days on the 7th September at The Maud Heath Centre and 14th September at The Yelde Hall. Finally a Maud Heath and Beyond Study Day on 21st September 2024 at the Wiltshire and Swindon History Centre. **(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. There had been no change in circumstances since the last Council Meeting. **(noted)**

- b) Salt Bins. There had been no change in circumstances since the last Council Meeting. **(noted)**
- c) Dog and Litter Bins. There had been no change in circumstances since the last Council Meeting. **(noted)**
- d) Hedges – Landowners responsibilities/Emergency equipment etc. There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) 30mph Repeater Sign. It had been noted that the 30mph sign entering The Common had faded and needed replacing. Wiltshire Highways would be advised. **(noted)**

018/24 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There would be a need for contact details for Cllr D Spencer to be provided on the Website. The production of the next edition of the Parish Newsletter had been delayed and the production task relied on editorial content. Cllr K Eaves agreed to produce a draft Summer issue. **(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 the new 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 were reported. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported on the full calendar of events over the coming months. The Village Fete would take place on 22nd June 2024. Investigations were still taking place in regards to the flooding of the Maud Heath Room with recent thoughts being that there was an underground water pipe leak. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had last 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 20th March 2024 in the Stanton St Quintin Village Hall. The next was scheduled for the 19th June 2024 at 7.00pm in Christian Malford Village Hall. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** The Steering Group had held a consultation during the Annual Parish Meeting. There had been a need to return unspent grant funds to Groundwork UK and a new grant application would need to be submitted for further funding. **(noted)**
- g) **Council Insurance:** The Council had renewed insurance cover with Clear Councils Insurance earlier in the Council Meeting. **(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:** In considering general matters the Council reflected on the problems that might occur should the Clerk of the Council be incapacitated or die and that some form of contingency planning needed to be in place to ensure that Council business continued. The Clerk would investigate what advice was available to Parish Councils. **(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. 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. **(noted)**
- p) **Community Speedwatch.** Later Minute 019/24 (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)**

019/24 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 30th April 2024. The Note Tracker from the Meeting had been received and circulated. Dates for the next 12 months were given as 25th July, 10th October 2024 and 9th January 2025. **(noted)**
- d) **Wiltshire Operational Flood Group North.** The last Flood Group Hybrid Meeting had been held on Thursday 28th March 2024 in the Melksham Community Campus, although hybrid joining had been available. The next was scheduled for 23rd May 2024 10.00am-12.00noon in the same venue. **(noted)**

- e) **Langley Burrell Heritage Trail Projects.** Cllr K Eaves reported that the locations of the Trail benches had been agreed and installations were still required. **(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 although volunteers had been trained there had been a set back as it had been identified that the original traffic survey had been taken in the wrong place and that another survey was to be undertaken. This had delayed the agreement on locations and for risk assessments to be completed. **(noted)**
- h) **Village Gateways.** The positions needed to be confirmed with Wiltshire Highways through the LHGIF process. **(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 interim period (from November 2023) to consider proposals in readiness to submit. **(noted)**
- j) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council had received the annual information on this Competition and a formal invitation to enter. The matter had been discussed at the Annual Parish Meeting and there had been no interest shown. Consequently, no entry would be made. **(to note)**
- k) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** The Council was 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 had been to hold two NCPFs a year, one in April and another in November. The first of these was held 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 were split into two sections. The first being a presentation followed by questions and answers. The opportunity existed for questions on the night but pre-submitted questions were welcomed. The Meetings were 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 and there were reports that the first session had been well attended. The Council considered that there was a need for future attendance to be fully briefed on local Policing matters. Following receipt of the next Meeting details a Council representative would be required. **(noted)**

- l) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council had been previously notified of a new interactive platform that helped people find out what life was like in their Community Area. There had been a survey for feedback ending 7th May 2024. Council Members had been reminded to take part. **(noted)**
- m) **Wessex Community Energy Network – Engaging with the Local Community.** The Council had 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 had been circulated. **(noted)**
- n) **Wiltshire Council - Briefing Note 25-06.** The Council noted receipt of a Briefing Note in regards to the Management of Council Business and Publicity during the Pre-Election Period. **(noted)**
- o) **Kellaways Flood Warning Signage.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- p) **Wiltshire Council - Briefing Note 24-07.** The Council noted receipt of a Briefing Note in regards to the New HRC van and trailer Permitting Scheme. **(noted)**
- q) **Wiltshire Council - Briefing Note 24-08.** The Council noted receipt of a Briefing Note in regards to the Draft Licensing Policy 2024-2029 Consultation. **(noted)**
- r) **Community First.** The Council had been a Member for a number of years and to remind Members on what services they provided and why Membership of the Organisation was worthwhile details were circulated for information. **(noted)**
- s) **CPRE Wiltshire AGM.** The Council had received an invitation to attend the AGM to be held on Tuesday 16th July 2024 at 7.00pm in Malmesbury Town Hall. Details had been circulated with ticket booking information. **(noted)**
- t) **D-Day 80 Anniversary – 6th June 2024.** The Council had deferred consideration at the last Council Meeting until after the Annual Parish Meeting. There had been no interest shown at the APM. As a reminder 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 have involved lighting Beacons or developing a Lamp Light of Peace and ringing of Church Bells. As there was no local interest **the Council agreed to take no further action.**

020/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

021/24 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 15th July 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. **(noted)**
- c) CIL Fund applications. There were no applications considered. **(noted)**

Signed:

Date: **15th July 2024**