

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting **held at 7.00pm** **in The Langley Burrell Village Hall, Langley Burrell**

15th July 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 recent National Elections and that at this time he was unaware of the new Government's changes to policies on housing targets and Solar Farm sites. From a Wiltshire point of view a consultation would soon be taking place on Gypsy & Traveller Sites Allocation within the whole of Wiltshire. It was likely that there would be set targets to meet and more details would soon be available.

There were no further Reports received.

022/24 APOLOGIES FOR ABSENCE

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

023/24 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.

024/24 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 Annual Council Meeting held 20th May 2024. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

- b) The Council received, approved and signed as a true record the Minutes of the Council Meeting held 20th May 2024. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

025/24 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/2024/04291 – Full Planning Permission
Replacement WC Building within the grounds of St Peters Church
St Peters Church, Swindon Road, Langley Burrell, Wiltshire SN15 5LX
For Mr Howard Morland

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/2024/04550 – Listed Building Consent (Alt/Ext)
Replacement WC Building within the grounds of St Peters Church
St Peters Church, Swindon Road, Langley Burrell, Wiltshire SN15 5LX
For Mr Howard Morland

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

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

- c) PL/2024/05355 – Approval of Reserved Matters
Approval of details of access, layout, scale, appearance and landscaping in connection with the residential development of 230 dwellings plus the approval of detailed reserved by/or confirmation of compliance with conditions 1, 2, 5, 6, 7, 10, 11, 12, 14 and 15 pursuant to outline planning permission PL/2022/04681 Land off the B4069 East of Barrow Farm, Langley Burrell, Chippenham
For BWD Trading LTD

Following consideration of the application **the Council resolved to inform Wiltshire Council that:**

“ The Parish Council considered that the proposals reflected much that had been built in the Chippenham expansion areas generally, including that in close proximity and that there was no point in commenting on design and layout as this seemed to be an accepted thing.

The greatest concern was how well the whole site integrated into the local rural landscape by way of soft and hard landscaping, rights of way, ecology and visual intrusion generally and that it was a pity that the commercial development parts of the outline planning permission were not included in this submission. Particularly bearing in mind that the commercial aspects sat at the entrance to the whole development in a prominent location.

The Council saw a potential problem in that the entrance and commercial development needed to be well screened from the B4069 where the greatest impact on The Common and village fell and the fact that the commercial developer may wish to attract custom by exposure, including lighting. The Council's preference was to see this and all external boundaries to the site well landscaped, including long-term maintenance, screening the whole development from surrounding views.

The Parish Council was aware that local community groups were promoting and seeking to achieve a nature reserve as part of these proposals and this submission did not include any suggestion of this, although there were significant areas being included as attenuation ponds that could possibly be expanded to secure this. Perhaps the developer might be encouraged to discuss this further with the community groups involved? ”

**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/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 **No decision yet by Wiltshire Council**
- d) 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 **No decision yet by Wiltshire Council**

There were no further planning matters reported.

026/24 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 15 th July 2024. Inv 3285 | £ | 35.00 |
| Black Nova Designs. Website Hosting 24/25 Inv 21994 | £ | 108.80 |
| Wayne Johnson. Village Hall improvements Inv 0254 | 27.06.24 | £ 1,848.00 |
| Wiltshire Bobby Van Trust. Section 137 Grant. | | £ 150.00 |

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:

| | | | |
|---|----------|---|----------|
| Wayne Johnson. Village Hall improvements Inv 0245 | 29.05.24 | £ | 480.00 |
| Wayne Johnson. Village Hall improvements Inv 0246 | 06.06.24 | £ | 4,760.00 |
| Wayne Johnson. Village Hall improvements Inv 0247 | 12.06.24 | £ | 4,950.00 |

- c) **Receipts:** The Council **noted** that their had been no receipts since the last Council Meeting.

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

28th June 2024 £ 50.51

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

30th April 2024 £ 162,786.25

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

2nd July 2024 £ 179,530.14

- g) **Lloyds Bank Banking Arrangements** There was no change in circumstances since the last Council Meeting. **(noted)** The **Council agreed that** it would be sensible to transfer funds from the 00222628 Account to the interest earning 73537468 Account until the money was required for spending.

027/24 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 the Council Link Member. Parish Steward visits for the remainder of the year were scheduled for 15th July, 16th September, 15th October, 18th November and 12th December 2024. Cllr Spencer advised that the Steward had actually visited a week earlier without advance warning. Although works had been carried out changes of this nature were unfortunate as it was expected that the scheduled dates would be adhered to. **(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 reminded all that there was a number of scheduled events remaining commemorating the 550th Anniversary involving 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. She also advised that a children's song was being written. **(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. The Clerk would chase the order. **(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)**

028/24 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There remained 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 for a July/August issue. **(noted)**
- b) **Notice Board/s:** Cllr Katerina Johnstone confirmed that the new Notice Board had been erected at the Village Hall and the Council's project was now complete. **(noted)**
- c) **Flooding & Drainage:** There had been no change in circumstances since the last Council Meeting. The Council was reminded that 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 those needing clearance were reported. A specific recurring concern related to the maintenance of ditches in Thornhill Lane, where despite best efforts they were continually silted up. Cllr D Spencer would address this problem. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported on the success of the Village Fete held on 22nd June 2024. Remedial works had been completed on the Maud Heath Room, which would allow use. She reported that there was likely to be changes to Trustee Officers and Members at the AGM scheduled for October 2024. **(noted)**

- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had last met on Monday 10th June 2024 in the Wiltshire & Swindon History Centre. The next Meeting was scheduled for 2nd September 2024. The Parish Forum had met on the 19th June 2024 in the Christian Malford Village Hall. Cllr K Eaves had attended. The next was scheduled for Wednesday 25th September 2024 at 7.00pm in Kington St Michael Village Hall. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** There was no update on this occasion. **(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 on this occasion. **(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. Cllr K Eaves volunteered to take over the role as Emergency Planning Coordinator. In the meantime the Clerk would ascertain what progress had been made to date. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. **(noted)**
- p) **Community Speedwatch.** Later Minute 029/24 (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)**

029/24 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 the potential for holding a training session in the Village Hall later in the year. **(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 would meet next on the 25th July 2024. The Note Tracker would be received nearer that date. Further Meetings were scheduled for 10th October 2024 and 9th January 2025. **(noted)**
- d) **Wiltshire Operational Flood Group North.** Flood Group Meetings had been held on Thursday 23rd May and 11th July 2024 at Melksham Community Campus. It had been possible to join by TEAMS. Cllr Julie Hoskins reported that the Council's idea of erecting solar powered advanced warning flood/news signage had been welcomed. The next Meeting was scheduled for Thursday 26th September 2024 in the same venue. **(noted)**
- e) **Langley Burrell Heritage Trail Projects.** Cllr K Eaves reported that although the locations of the Trail benches had been agreed there remained difficulty in gaining landowners consent to install. It was felt that if the benches were installed it was unlikely to be controversial and that the works should proceed. **(noted)**
- f) **Parish Council Database.** There had been no change since the Council last met. **(noted)**
- g) **Community Speedwatch Team, SIDs, etc.** There had been no change since the Council last met. With the delay in agreement on SID locations and for risk assessments to be completed and for new speed survey to be carried out **it was agreed that** to make progress the Council would re-invest in the latest Autospeedwatch devices and use the data/information gained to support the case for CSW and SIDs etc. **Cllr K Eaves proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY**
- h) **Village Gateways.** There had been no change since the Council last met. 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 previous Agendas 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. Following consideration **it was agreed** that a scheme/project should be prepared for the provision of a B4069 highway footpath completing the length from St Peter's Church toward Kington Langley to allow the connection of Public Rights of Way from the east and west, that had originally been part of the Heritage Trail, but had been removed because of significant highway safety concerns. **Cllr K Eaves proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**
- j) **Wiltshire Council - Briefing Note 24-09.** The Council noted receipt of a Briefing Note in regards the Defra Simpler Recycling update. **(noted)**

- k) **Wiltshire & Swindon Rural Housing Needs Project.** The Council had received details from the Community First, Rural Housing Enabler, concerning the lack of affordable housing in Parishes. Advice and support was offered to help rural communities and ways of working to meet local needs. The last Parish Housing Needs Survey had been carried out as recently as early 2023, the results of which had been received in time for the Barrow Farm appeal enquiry. The results had indicated no housing need as such but the Survey had very poor returns. Mindful of this, with the ongoing Neighbourhood Plan update in process **the Council agreed that** another Survey should be carried out that should be well publicised to ensure full participation. The Clerk would ascertain the Wiltshire Council's timescales for carrying out another Housing Needs Survey.
- l) **Wiltshire Council - Briefing Note 24-10.** The Council noted receipt of a Briefing Note in regards the Local Development Order Consultation-Revamp Your Tank Scheme. **(noted)**
- m) **Wiltshire Council - Briefing Note 24-11.** The Council noted receipt of a Briefing Note in regards the Management of Council Business and Publicity during the pre-election period. **(noted)**
- n) **Kellaways Flood Warning Signage.** Cllr Julie Hoskins had raised the Council proposal to install solar powered advance warning signs at the last Northern Flood Group who had been supportive of the idea. The Clerk would now seek costs and report to the next Council Meeting. **(noted)**
- o) **Sutton Benger and Draycot Cerne Neighbourhood Development Plan (2020-2035).** The Council had been advised that there was an opportunity to view and comment on the draft plan between Monday 20th May and Monday 8th July 2024 on the Wiltshire Council consultation portal. **(noted)**
- p) **Wiltshire Council - Briefing Note 24-12.** The Council had received a Briefing Note in regards the Local Nature Recovery Strategy (LNRS) a mechanism to deliver nature recovery at a local and regional scale. Wiltshire Council had been appointed by DEFRA as responsible for preparing the LNRS for Wiltshire and Swindon. **(noted)**
- q) **Wessex Water – Flood Warden Spring Newsletter 2024.** The Council had received the Spring edition of the Newsletter that amongst other things focused on the Flood Warden Role and upcoming Flood Warden training support. **(noted)**
- r) **Wiltshire Council - Briefing Note 24-13.** The Council noted receipt of a Briefing Note in regards to Housing Land Supply and Housing Delivery Test. **(noted)**
- 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 had been circulated with ticket booking information. **(noted)**

- t) **Wiltshire Council - Briefing Note 24-14.** The Council noted receipt of a Briefing Note in regards to the Launch of the third Solar Together scheme in Wiltshire and Swindon. **(noted)**
- u) **Wiltshire Bobby Van Trust.** The Council had received a letter from the Trust seeking financial support towards the Charity's work. Following consideration the Council agreed to provide a £150.00 Section 137 Grant to the Trust. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**
- v) **Wiltshire and Swindon Prepared – Emergency Contact Hubs.** The Council had received an invitation to sign up to the Emergency Contact Hubs scheme. The Council had received previous communications requesting that the Parish Emergency Coordinator register with the Local Resilience Forum (LRF). The Council was reminded that a LRF event had been held in August 2023 at Tidworth. The Council was uncertain as to the present position of the Council's involvement with the LRF to date and the Clerk would ascertain this. In the meantime **it was agreed that it** was obvious that the Village hall should be registered as the Emergency Contact Hub as it was a central Parish location. It could be that when completed the Emergency Plan might include hubs to serve outlying areas such as St Peter's Church and St Giles Church.
- w) **Wiltshire Council - Briefing Note 24-15.** The Council noted receipt of a Briefing Note in regards to the Local Nature Recovery Strategy (LNRS) update. This included details of a live online interactive survey between 22nd July and 9th August 2024 and two webinars, for farmers and landowners on the 23rd July and open to all on the 25th July 2024. (Minute 029/24(p) also refers) **(noted)**

030/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

031/24 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 16th September 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. Cllr Katerina Johnstone reported that some progress had been made on the 25 year leasing arrangements for the Village Hall lease and that both parties Solicitors were now involved in concluding arrangements. **(noted)**

- b) Council CIL Project Funding. There had had been no change in circumstances since the Council last considered matters, other than the Council's Notice Board project had now been completed and mentioned during the earlier Council Meeting. **(noted)**
- c) CIL Fund applications. The CIL Panel had two applications to consider on this occasion.
- i) St Peter's Church, Langley Burrell. An application had been received for a grant towards the upgrade of existing gravel pathways to provide 1.5m wide resin-bonded pathways to allow improved access for less-abled visitors to the Church and grounds. The estimated cost was £11,000.00 plus vat. The CIL Panel was aware that in 2022 they had awarded a significant £50,000.00 grant towards the provision of new accessible toilet accommodation at the Church on the basis that this would be available and maintained for adjacent Heritage Trail users. This toilet project had yet to come to fruition some two years later but it was noted that recently a planning application had been submitted for the project. It was likely that this facility would still not be available for Trail users for some time. The total cost of the accessible toilet project was unknown and the CIL Panel's views were that CIL grants were intended to support a project, not pay for an entire project. The latest application requested a grant to cover the entire costs of the pathway improvements for site visitors much of which would be unassociated with the Trail users who in any case were likely to be more able bodied as users of an over-land trail. The CIL Panel contended that the two Church projects were interlinked and that the £50,000.00 grant already provided was a reasonable public subsidy. The applicant would be advised that no further grant aid could be given.
 - ii) Langley Burrell-Kellaways History Book. An application had been received for a grant towards the research, writing, editing, illustrations and production of a history of the Parish of Langley Burrell and Kellaways. This would be undertaken by Dr Louise Ryland-Epton, who had previously worked for the Parish Council, and published in association with Dr John Chandler and Hobnob Press. The book will be published print-on-demand and supplied at cost price allowing local sales to recoup the outlay. Sales will also take place on websites, and in bookshops. Copyright of the book will reside with Langley Burrell Without Parish Council. The total cost for the production will be £5,000.00 to be paid in equal stage payments. The CIL Panel agreed to support the project.

Signed:

Date: **16th September 2024**