

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

in The Langley Burrell Village Hall, Langley Burrell

16th September 2024

Present: Cllr Julie Hoskins (Chairman), Cllr R Colthorpe, 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 Wiltshire Gypsy & Traveller Sites Allocation consultation and felt that the target figures within had now been reduced from 81 to 68 pitches following recent planning application decisions. He felt that the expansion of existing sites and to possibly review unauthorised sites in the County was preferable before allocating further sites.

There were no further Reports received.

032/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr K Eaves.

033/24 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.

034/24 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 15th July 2024. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

035/24 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/2024/06987 – Approval of Reserved Matters
Reserved Matters Application pursuant of 15/12351/OUT – Approval of appearance, landscaping, scale and layout sought for the development of Phase 1 comprising 196 dwellings and associated highway works, garages, car parking, public open space, play space and infrastructure works
Land at Rawlings Farm, Cocklebury Lane, Chippenham SN15 3LR
For Crest Nicholson Operations Ltd and Summix Ltd

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

- f) 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 **No decision yet by Wiltshire Council**
- g) 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 **No decision yet by Wiltshire Council**
- h) Lime Down Solar Park – EIA Scoping Consultation

The Council had been invited by PINS (Planning Inspectorate), to comment on the developers Scoping Report and initial stage of the EIA process. The purpose being, to identify and evaluate the likely effects of the development on the environment to be able to determine measures to reduce or manage any potential significant adverse effects. The consultation had ended on the 14th August 2024 and to meet the timescale the Clerk had prepared and submitted a Council response. **(noted)**

- i) National Planning Policy Framework (NPPF) - Consultation

The Government was proposing to update the NPPF and was carrying out a Consultation on the proposed changes. The Consultation ended on the 24th September 2024. In person events and webinars had been planned. **The Council agreed that the Clerk should submit a response** highlighting concerns over the increase in the housing number requirement for Wiltshire and the reversal of the 4-year land supply requirement to 5 years. In addition potential changes to the timescale for the review of Neighbourhood Plans was not supported.

- j) Gypsies and Travellers pre-submission draft Development Plan - Consultation

The Wiltshire Council was consulting on the proposals that once adopted would become a material planning consideration in meeting the accommodation needs for Gypsy and Traveller communities in Wiltshire. The Consultation ran from Tuesday 20th August until Friday 4th October 2024. In person events and webinars were planned. **The Council agreed that the Clerk should submit a response** highlighting concerns over the lack of consultation with Parishes prior to the publication of the draft Plan, that the number of sites within the proposals were not required as planning permissions had been given since the draft Plan had been prepared and that consideration to the extension of existing sites should be considered, along with the possible regulation of unauthorised sites in preference to allocating new unsustainable countryside locations.

There were no further planning matters reported.

036/24 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 16th September 2024. Inv 3328 £ 35.00
Parish Online Mapping Agreement 24/25 Inv 00HY134-0004 09.08.24 £ 33.60
Idverde Ltd. Bin emptying contract period 07 Inv 10917393 19.07.24 £ 27.60
PKF Littlejohn LLP. AGAR charges year 31.03.24 Inv SB20241853 £ 378.00

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:

Louise Ryland-Epton. Langley Burrell & Kellaways Book Inv LB 06 £ 1,000.00
Nettl Digiprint. Printing costs. Inv DIGI-21647 15.07.24 £ 19.20
FSM Solicitors. Recreation Field Lease costs 19.07.24 £ 3,600.00

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

Locality UK. Neighbourhood Plan Grant NPG-14117 04.09.24 £ 4,219.00

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

30th August 2024 £ 50.61

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

30th July 2024 £ 162,786.25

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

2nd September 2024 £ 175,851.54

- 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 had been 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 spending and income for Year Ending 31st March 2024 had been above the threshold where a Parish Council could 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. PKF had now completed their review and had found no matters of concern. The Clerk confirmed that the Notice of Conclusion of Audit had been published on the Council website. **(noted)**

037/24 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 had been scheduled for 16th September, 15th October, 18th November and 12th December 2024. Cllr Spencer advised that the Steward had visited that day. A task that could be added to required works was the clearing of the B4069 footpath from St Peter's Church to The Common road junction. **(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 the commemoration of the 550th Anniversary was now complete. An idea to create a "Friends of Maud Heath" was being considered. She advised that The Maud Heath Trust was looking for additional Trustees. **(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. **It was agreed that** the order for the fixing posts could be cancelled as there were sufficient number held locally. **It was also agreed that** paper signs would be produced to place under vehicle windscreens.
 - b) Salt Bins. There had been no change in circumstances since the last Council Meeting **and it was agreed that** the Council would purchase bins themselves and arrange for installation.
 - c) Dog and Litter Bins. There had been no change in circumstances since the last Council Meeting **and it was agreed that** the Council would purchase bins themselves and arrange for installation on public land and request Wiltshire Council to add to their collection service.
 - d) Hedges – Landowners responsibilities/Emergency equipment etc. There had been no change in circumstances since the last Council Meeting and the matter would need to be addressed through the production of the Emergency Plan. **(noted)**

038/24 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 latest edition of the Parish Newsletter had been produced and delivered and Cllr K Eaves was thanked for his efforts. A Winter issue would need to be considered. **(noted)**
- b) **Notice Board/s:** There was no update required. **(noted)**
- c) **Flooding & Drainage:** The Council was reminded that the Parish was 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. **(noted)**

- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone reported the AGM would be held on the 14th October 2024. Various Trustee Officer positions would need to be filled. A Harvest Supper was planned for the 5th October and it was likely that a December/Christmas event would be held. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had last met on Monday 2nd September 2024 in the Wiltshire & Swindon History Centre. Future Meetings were scheduled for 4th November 2024 and 10th February 2025. The next Parish Forum was scheduled for Wednesday 25th September 2024 at 7.00pm in Kingston St Michael Village Hall. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** Cllr R Colthorpe reported that further progress had been made and that it was likely that a draft Plan would be ready to submit to Wiltshire Council during October. **(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:** Cllr K Eaves had taken on the role of emergency planning and would need to consider the production of an Emergency Plan with assistance from the Wiltshire and Swindon Local Resilience Forum (LRF) and Wiltshire Council, including the recruitment of volunteers and signing up to the LRF Hub Scheme. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. **(noted)**
- p) **Community Speedwatch.** Later Minute 039/24 (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)**

039/24 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 could be given to holding a training session in the Village Hall in the meantime a shared event with Seagry PC could be the best option. **(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 July 2024. The Note Tracker had been received. Further Meetings were scheduled for 10th October 2024 and 9th January 2025. There was a need to seek views and agreement with Highway Officers for the siting of SID Poles, Warning Signs and Village Gates. **(noted)**
- d) **Wiltshire Operational Flood Group North.** The last Flood Group Meetings had been held on Thursday 11th July 2024 at Melksham Community Campus. It had been possible to join by TEAMS. Further Meetings were scheduled for Thursday 26th September 2024 and 21st November 2024 in the same venue. **(noted)**
- e) **Langley Burrell Heritage Trail Projects.** There had been no change in circumstances since the last Council Meeting as one particular land owner had required a legal undertaking before allowing installation to 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. The purchase of two Autospeedwatch devices still needed to be completed to use the data/information gained to support the case for CSW and SIDs etc. **(noted)**
- h) **Village Gateways.** There had been no change since the Council last met. The positions needed to be confirmed with the Wiltshire Highways Engineer. **(noted)**
- i) **Wiltshire Council - Briefing Note 23-34.** The Council had previously agreed that a Substantive Highways Scheme Fund Bid application should be submitted when the December 2024 invitation was received. The scheme would be 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, part of the original Heritage Trail proposals, removed because of significant highway safety concerns. **(noted)**
- j) **Wiltshire Council - Briefing Note 24-16.** The Council noted receipt of a Briefing Note in regards to the Launch of the Home Upgrade Grant with EDF Energy. **(noted)**

- k) **Flood Wessex-Flood Warden Newsletter – Summer 2024.** The Council was reminded that a previous Flood Wessex Newsletter had advised that there were a number of events scheduled to assist and inform local community groups. The “Introduction to the Flood Warden Role” had already taken place. Sessions were planned until November 2024. The latest Summer edition had now been received and circulated. In addition the Environment Agency had produced updated information on Watercourse Rights and Roles. **(noted)**
- l) **WALC Annual General Meeting.** The Council had been informed that this will take place on Wednesday 25th September 2024 at 6.30pm in Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY. **(noted)**
- m) **Wiltshire Council - Briefing Note 24-17.** The Council noted receipt of a Briefing Note in regards to the Septic Tank Upgrade Scheme (Revamp Your Tank). **(noted)**
- n) **Wiltshire Council – Traffic Survey.** The Council had been advised of changes being made to traffic surveys in Wiltshire. **(noted)**
- o) **Wiltshire Neighbourhood Watch Association.** The Council had been invited to attend the WNHWA Annual General Meeting taking place on Saturday 5th October 2024 10.00am until 12noon at Wiltshire Police HQ, Devizes SN10 2DN. **(noted)**
- p) **Community First AGM 2024.** The Council had been invited to attend the AGM to be held on Wednesday 9th October 2024 at 6.00pm in Devizes Town Hall. Registrations of interest had been requested by the 6th September 2024. **(noted)**
- q) **Neighbourhood County Parish Forum.** The Council recalled that the first Forum had been held via TEAMS in April of this year that delivered an update from each Neighbourhood Policing Inspector on issues in their area and a Q&A session. The next one was to be held in person at Police HQ, Devizes at 6.00pm until 8.00pm on Wednesday 20th November 2024. **(noted)**
- r) **Winter Preparations 2024-2025.** The Council had been advised that Wiltshire Council were beginning their planning for the 2024/25 winter season and had provided the PEAS application details and form for the forthcoming season to be returned to the Weather Team by the 19th September 2024. Cllr D Spencer would need to consider requirements. **(noted)**
- s) **Discretionary Gully Service.** The Council had been reminded that the discretionary gully crew would visit the Parish and details and Gully Worksheet had been provided. The Council considered that all gullies would need attention on each visit. **(noted)**

040/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

041/24 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 18th November 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 last Council Meeting, although the landowner's Solicitor's fees had been paid to move things forward. **(noted)**
- b) Council CIL Project Funding. There had had been no change in circumstances since the Council Meeting. **(noted)**
- c) CIL Fund applications. There were no CIL Grant applications to consider on this occasion.

Signed:

Date: **18th November 2024**