

# **LANGLEY BURRELL WITHOUT PARISH COUNCIL**

## **DRAFT MINUTES**

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

**20<sup>th</sup> January 2025**

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

Also Present: 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**

There were no Reports received.

#### **052/24 APOLOGIES FOR ABSENCE**

All Council Members were in attendance. Apologies were received from Wiltshire Cllr H Greenman.

#### **053/24 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.

#### **054/24 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 18<sup>th</sup> November 2024. **Cllr R Colthorpe proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY**

#### **055/24 PLANNING**

##### **Planning Applications:**

There were no 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/2024/05355 – 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**
- f) 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  
**No decision yet from Wiltshire Council**
- g) PL/2024/09507 – Approval of Reserved Matters  
Approval of appearance, landscaping, scale and layout following 15/12351/OUT, sought for the development of Phase 2 comprising 454 dwellings, care home and 5 No commercial buildings together with associated highways garages, car parking, public open space including Country Park play space and infrastructure works  
Land at Rawlings Farm, Cocklebury Lane, Chippenham SN15 3LR  
For Crest Nicholson Operations Ltd and Summix Ltd  
**No decision yet from Wiltshire Council**

- h) PL/2024/09916 – Full Planning Permission  
 The construction of a hard surfaced share cycle/footpath route to link up with proposals under application PL/2024/05355 together with a section of realigned ProW with the same application. Provision of associated landscaping to achieve Biodiversity Net Gain  
 Land off the B4069 East of Barrow Farm, Langley Burrell, Chippenham  
 (Land off Kilverts Way, East of Access to Barrow Farm)  
 For BDW Trading LTD **No decision yet from Wiltshire Council**

There were no further planning matters reported.

## 056/24 FINANCE

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

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

Idverde Ltd. Bin emptying contract period 12 Inv 10928811 13.12.24 £ 327.60  
 LB Village Hall. Hire of Meeting Room 20<sup>th</sup> January 2025. Inv 1052 £ 35.00  
 A J Products (UK). Conference chairs. Village Hall. Inv 8023720 £ 3,013.20

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

- b) **Payments made since the last Council Meeting:** The Council **noted** that no payments had been 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.

31<sup>st</sup> December 2024 £ 50.78

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

30<sup>th</sup> September 2024 £ 170,975.75

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

2<sup>nd</sup> January 2025 £ 160,115.39

- g) **Lloyds Bank Banking Arrangements** There was no change in circumstances since the last Council Meeting. (**noted**)

- h) **Council Budget 2025/26**

The Council had been required to consider and agree a Precept requirement to meet the 20<sup>th</sup> January 2025 timescale of Wiltshire Council. There was a need to agree a Council Budget for the year. It had been previously reported that, in the

Local Government Finance Settlement, it appeared unlikely that the Government would be imposing a Council Tax cap on Parish Councils this year.

The Parish Council gave detailed consideration to the figures contained in the Clerk's report and financial spreadsheets provided and was mindful of budget pressures that could result from Wiltshire Council reducing local services and seeking financial support for priority Capital schemes within the Parish through the LFIG process and further requests for financial support from the volunteer sector and others. In addition the Council was mindful that there could be a continuing need to seek and commission expert professional advice and support in regards to matters affecting the Parish associated with planning issues and the Neighbourhood Plan update.

The Parish Council was also aware of CIL funds held that could, potentially, be used for infrastructure projects that were supported by the community, within the 5-year from receipt timescale.

In addition the Parish Council was mindful of how any potential increase in the Council Budget would affect the Band D property Council Tax Payer and the Council had been advised of the Tax Base figures by Wiltshire Council. The Council noted that the Band D Tax Base had changed from 181.26 to 181.13 per property.

Following consideration **the Parish Council resolved** to levy a precept on Wiltshire Council for the financial year commencing 1<sup>st</sup> April 2025 in the sum of £19,324.00. This would accommodate a budget of £1,500.00 to cover potential Election costs and would result in an increase from £90.36 to £106.69 on a Band D property.

**Cllr Katerina Johnstone proposed, Cllr D Spencer seconded and RESOLVED UNANIMOUSLY**

#### **057/24 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 2025 had yet to be advised. The Parish Steward Scheme Scope of Works information had been received from Milestone Infrastructure, the Wiltshire Highways contractor. **(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 Wiltshire Council had now become involved in the remedial works required to the stone arches at Kellaways and there was positive news on financial support. **(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) B4069 Footpath. The Council considered that a letter of thanks should be sent to Wiltshire Highways complimenting them on the works completed on the B4069 highway footpath to St Peter's Church. The works were far in excess of that expected. It had been noted that since completion there had been some erosion of the raised bank levels that has resulted in earth falling on the path that would need hand clearance until the banks had fully matured. **(noted)**
- e) B4069-The Common Highway Direction Sign. Cllr R Colthorpe reported that this main highway signage had been demolished and would need reporting to Wiltshire Highway and to be re-erected as soon as possible. **(noted)**
- f) B4069 Joint Cycleway/Footpath. Cllr Katerina Johnstone suggested that consideration should be given to a joint footpath arrangement. The Council had already determined that a Substantive Highway Bid should be made to provide a highway footpath from St Peter's Church towards Kington Langley to allow a safe footpath connection to Public Rights of Way originally part of the Heritage Trails. Minute 029/24 ((i) referred. Land ownership issues would need to be investigated before the idea could be considered further. **(noted)**

#### **058/24 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. Cllr K Eaves would draft the Winter edition of the Parish Newsletter and would require editorial. **(noted)**
- b) **Notice Board/s:** There was no update required. **(noted)**
- c) **Flooding & Drainage:** There was a need to ensure that all gullies needing clearance were reported to ensure the tanker service visited. **(noted)**
- d) **Langley Burrell Village Hall:** Cllr Katerina Johnstone advised that a litter pick, Easter egg hunt and Fete were being organised. Dates would be provided for the next Newsletter. The Trustees would be considering Village Hall improvements and extensions at their next Meeting. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 4<sup>th</sup> November 2024 in the Bowls Pavilion, Chippenham Sports Club. Minutes had been circulated. Future Area Board Meetings were scheduled for 10<sup>th</sup> February, 20<sup>th</sup> May and 2<sup>nd</sup> June 2025. The Parish Forum had met on Wednesday 27<sup>th</sup> November 2024 in The Goss Croft Hall, Upper Seagry. The Notes from the Meeting had been received and circulated. The next Parish Forum Meeting was scheduled for Wednesday

26<sup>th</sup> February 2025 at 7.00pm in Christian Malford Village Hall. The Guest Speakers would be the Wiltshire Chief Constable and the Bobby Van Trust. **(noted)**

- f) **Langley Burrell Neighbourhood Plan:** Cllr R Colthorpe reported that a draft Plan was almost ready to submit to Wiltshire Council. **(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, being tasked with the role of emergency planning, circulated an initial flood risk assessment prepared using Environment Agency (EA) information that identified High, Medium and Low Risk surface water flooding areas/properties. From the EA information available it identified the Fairways Retirement Village as Low Risk and as this was situated west of the A350 an assumption was made that the Village would have its own emergency planning procedures. There were a number of next steps required. These were identified and Cllr Eaves would use the next Newsletter as a call for volunteers. There was a need for the EA and Flood Wessex to validate findings of properties at risk and to confirm if there were any missing properties, possibly using local knowledge. In doing so the accountability for the Retirement Village should be confirmed. There would be a need to confirm risks and what mitigation measures were required and what emergency resources were required. Of particular importance would be the identification of vulnerable people within the Parish. The production of a draft Emergency/Flood Plan would follow with the identification of volunteers and roles. There could be assistance from the Wiltshire and Swindon Local Resilience Forum (LRF) and Wiltshire Council, leading up to the 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 049/24 (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)**

## 059/24 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.** There was no update. **(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 9<sup>th</sup> January 2025 at 10.00am in Committee Room D, Monkton Park. The Note Tracker for this Meeting had been received. Pursuant to Minute 049/24 (c). As a result of the notification on non-eligibility for Community Speedwatch there had been advice to possibly pursue engineering solutions. There was a need to seek views of Highway Officers. The Council needed to consider what local measures might be introduced to be able to seek advice. Suggestions were made including, village gates, painted rumble strips and SIDs and discussions on the potential for a reduction in speed limit to 20mph. The issue of chevron replacement on the Kellaways double bends would need to be reported to the LHFIG if not already replaced by Wiltshire Highways. **(noted)**
- d) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 26<sup>th</sup> November 2024 and 16<sup>th</sup> January 2025 in Melksham Community Campus. Hybrid joining facilities had been available. **(noted)**
- e) **Langley Burrell Heritage Trail Projects.** There had been no change in circumstances since the last Council Meeting. The Trail benches were now stored at the Village Hall and installation remained outstanding. The Clerk would ascertain the present position regarding bench siting positions and what approvals remained outstanding. **(noted)**
- f) **Parish Council Database.** There had been no change since the Council last met. **(noted)**
- g) **Community Speedwatch Team, SIDs, etc.** Wiltshire Highways had suggested that advice was sought from LHFIG if they wished to pursue engineering solutions and the like that could help mitigate against concerns. Minute 059/24 (c) above refers. **(noted)**
- h) **Village Gateways.** There had been no change since the Council last met. Minute 059/24 (c) above refers. **(noted)**
- i) **Light Pollution in the Night Sky.** At the last Council Meeting a Parishioner, Mr Edward Barham, had raised the issue of the light pollution in the night sky arising from Wavin Plastics external lighting and wondered if there could be any mitigation methods agreed with the Company. He had advised that it was now possible to use more environmentally friendly softer lighting that could significantly reduce night glare. The Council was mindful that some years ago they had had a beneficial ongoing personal relationship with Wavin Plastics that had been lost with Council Members departures. Following consideration the

Council acknowledged that the external building lighting was particularly harmful and the Clerk was asked to write to Wavin to ask if any improvements might be possible.

- j) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** Minute 49/24 (n) referred). There was a need for the Council to review their emergency planning situation to ensure it is fit for purpose. It was acknowledged that the Village Hall was best placed to fulfill the role as a Emergency Hub. **(noted)**
- k) **CPRE Wiltshire Best Kept Village Competition 2025.** The Council had been advised of the proposals for this year's Best Kept Village Competition with outline details. Further details and entry forms would be provided later in the year. **(noted)**
- l) **Parish Council Elections – 1<sup>st</sup> May 2025.** A Parish Council Update Newsletter had been received that provided the first news on the election timetable, close of nominations etc. Of particular concern was the issue of Election costs for both contested and uncontested Elections. This was the first occasion that Wiltshire Council sought to recover costs. The Council, earlier in the Meeting had included a figure of £1,500.00 within the 2025/2026 budget to cover this additional cost. **(noted)**
- m) **Local Government Reform.** The new Government had proposals for Local Government reform and potential devolution to Combined Authorities or Mayoral Combined Authorities, which would potentially be separate legal bodies with their own funding from Government. All major Councils had been invited to express interest and Wiltshire, Dorset and Somerset had indicated a preference for working together through a Heart of Wessex Combined Authority, keeping the door open for Swindon and Bournemouth, Christchurch and Poole to join. At this time it was understood that individual Councils would not have to merge budgets. Setting up any such body would involve public consultation on its governance and decision-making. A Devolution White Paper was expected shortly with further discussions taking place. Parish Councils would not be directly involved in the work of a Combined Authority but could be a consultee on project delivery. There had been suggestions that Council Elections in May 2025 may be postponed but it was now understood that as Wiltshire was already a Unitary Authority this would not apply. **(noted)**
- n) **DEFRA's Property Flood Resilience (PFR) Repair Grant Scheme.** The Council had been reminded of the grant scheme arising from Storm Babet and Storm Henk and the closing dates for requests. **(noted)**

#### **060/24 ANNUAL PARISH MEETING 2025:**

The Annual Parish Meeting was scheduled for Monday 14<sup>th</sup> April 2025 at 7.30pm. There was a legal requirement to hold an Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> June each year. The Council wished to gain maximum publicity, possibly through a Newsletter.

In this instance this would be the last Annual Parish Meeting before the Parish Council Elections to be held on the 1<sup>st</sup> May 2025. The closing date for nominations was Wednesday 2<sup>nd</sup> April 2025 and those standing for election would be known and



whether the Election would be contested or non-contested. If the former then as the date was within the purdah period then the Annual Meeting could not be used for electioneering purposes.

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 2025-2026 information. The opportunity would also be given for Reports from Parish Council Sub-Groups or Committees, Local Organisations, such as Langley Burrell Resident's Association, Langley Burrell Cricket Club, Langley Burrell Village Hall Trustees, St Peter's and St Giles Churches and also an Annual Report from the Wiltshire Council Member. The remainder of the Agenda could be flexible and was in the hands of Parishioners in attendance. In previous years as a starting point the Council had suggested some Agenda items that might be appropriate.

The Council would meet next on the 17<sup>th</sup> March 2025 and would agree Agenda items and arrangements for the Annual Parish Meeting.

#### **061/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

i) The Clerk reported that Langley Burrell Cricket Club had requested advice on how to erect a Cricket Club directional sign on the lamp post opposite Manor Farm Lane that hosted the Village Hall direction sign. The Parish Council had no statutory role but considered that the best solution would be to seek a new sign from Wiltshire Council that would incorporate both the Village Hall and Recreation Ground to avoid a clutter of signs on the post.

There were no further issues raised.

#### **062/24 DATE OF NEXT MEETING**

The next Council Meeting was scheduled for **Monday 17<sup>th</sup> March 2025 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. The legal process regarding the 25 year Village hall and land leases continued. **(noted)**
- b) Council CIL Project Funding. There was no update required on this occasion. **(noted)**
- c) CIL Fund applications. There were no applications to consider on this occasion.

Signed:

Date: **17<sup>th</sup> March 2025**