

LANGLEY BURRELL WITHOUT PARISH COUNCIL

www.langleyburrellparishcouncil.gov.uk

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15th January 2025

Dear Councillor,

You are summoned to a **Meeting of the Langley Burrell Without Parish Council**, to be held on **Monday 20th January 2025** commencing at **7.00pm** in **The Maud Heath Room, Langley Burrell Village Hall**. The Press and Public are welcome to attend the Meeting.

Yours faithfully,



Vivian A Vines MBE SLCC

AGENDA

(Agenda Items for decision are marked as such)

NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

PUBLIC QUESTION TIME: an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES: an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

1. **APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members.

2. **DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Langley Burrell Without Parish Council's Code of Conduct and Standing Orders, including Dispensations required under the Code of Conduct. **(to note)**

3. **MINUTES:** To receive and sign as a true record the Minutes of the meeting/s held

Council Meeting held 18th November 2024. **(see attached Draft Minutes) (For Decision)**

4. **PLANNING:**

Planning Applications: To make observations on Planning Applications received

Prior to the consideration of any Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

There are no planning applications to consider at the time of Agenda publication. **(to note)**

Planning General and Decisions: To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications. To receive notification and consider any other Planning related matters, including appeals, consultations and enforcement issues.

- a) PL/2023/02043 - Full Planning Permission
Conversion of existing offices to residential use
Agriculture House, The Common, Langley Burrell, Chippenham, SN15 4LQ
For Mrs Tamsin Richards **No decision yet by Wiltshire Council**
- b) The Brambles, The Common – Enforcement Matters. There are no change in circumstances since the last Council Meeting. **(to note)**
- c) PL/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 from 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 are no further planning matters to report at the time of Agenda publication. **(to note)**

5. FINANCE: To consider financial matters and to receive notification of any receipts and invoices for payment

- a) To consider and approve any payments required. **(see attached) (For Decision)**

Idverde Ltd. Bin emptying contract period 12	Inv 10928811	13.12.24	£ 327.60
LB Village Hall. Hire of Meeting Room 20 th January 2025.	Inv 1052	07.01.25	£ 35.00

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

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

- c) To note the following receipt/s received since the last Council Meeting.

There have been no receipts since the last Council Meeting. **(to note)**

- d) Bank Account balance Lloyds Bank CIL Account. A/c No 73537468 **(to note)**

31st December 2024 £ 50.78

- e) Bank Account balance Lloyds Bank Treasurers Account. A/c No 00222628 **(to note)**

30th September 2024 £ 170,975.75

- f) Bank Account balance Lloyds Bank Treasurers Account. A/c No 78211968 **(to note)**

2nd January 2025 £ 160,115.39

- g) To receive any updates on Lloyds Bank banking arrangements. **(to note)**

- h) Council Budget: To consider the Council Budget for the Council Year 2025-2026 and required Precept.

The Council is required to submit Precept requirements to Wiltshire Council by the 20th January 2025.

The Council should be mindful of Government's views on the future of Local Government spending and the possibility that Parish Councils may be considered under capping and Referendum proposals. There are no proposals being suggested at the present time but the situation could change.

The Council will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit and in addition Wiltshire Council may well ask for Parish Council financial support for any works proposed within the Parish, such as LHFIG Area Board requests. At the present time there is little room in the Council's budget that can support extra Revenue spending, without increasing the Precept.

Wiltshire Council Financial Planning has provided 2025/26 Tax Base details to assist the Council with their Budget setting and Precept requirements. **(see attached)**

Should the Council retain the existing £16,379.00 Precept, using the new (181.13) Tax Base this would result in a £90.43 Band D charge. To compare, a Langley Burrell property last year paid a £90.36 Band D charge, the Tax Base being (181.26).

Council Members will need to bring forward suggestions for the forward Revenue Budget, which could include increased grass cutting by possibly taking over the cutting of grass verges throughout the Parish as Wiltshire Council reduce this service and any other priorities such as Rights of Way clearance and to also possibly suggest any potential savings.

Similarly, Council Members will need to bring forward suggestions for the forward Capital Budget (non CIL funded proposals) and set priorities and realistic timescales.

The Council has received a significant income from Community Infrastructure Levy (CIL) to be used on identified infrastructure projects. However, those funds are retained in a CIL Fund and not included in the general Capital Fund that the Council may wish to hold for projects not considered to be within CIL parameters.

As mentioned above the Council and Parishioners will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the Capital tasks for the local community's benefit.

A Budget Proposals 2025/2026 spreadsheet showing this years Budget and recent years budgets to give Members some guidance on future budgets is attached. **(see attached)**

Although a reduction or small increase in Precept may be welcomed by the Tax Payer, Council Members need to be mindful of the fact mentioned earlier that the Government could introduce measures limiting increases to low percentages, although there has been a suggestion in the past that if increases were required in order to take on devolved services from a Higher Authority then they would not be included in a percentage figure. Circumstances and Government Policy may of course change and Members will need to consider if there are any local priorities that should be addressed.

The problem that the Council faces is that with such a small electorate financing the budget any relatively small increase in spending significantly affects the potential percentage increase. Some increases cannot be controlled, such as the inclusion of a figure to cover Parish Council election costs whether held or not. Option 2 (purple column N) reflects the inclusion of £1,500.00 to cover election costs and with some small increases and savings on existing spending arrives at a proposed total budget of £18,824.00 leading to a £103.93 Band D Tax. This would be an increase of £13.57 per year. Options 3,4 and 5 show how an additional £500 / £1,000 / £1,500 increase in addition to the potential election costs would increase the Band D Tax figures.

To avoid an increase the Council could remove/reduce the Neighbourhood Planning and planning assistance set aside figures from next year's budget but the Council should be mindful that the Parish is in danger from further development as the northern areas of Chippenham may be exposed and proposed to be taken to fulfill increased national housing targets. The Council will wish to fight any further intrusion into the Parish and would need to take funds from reserves in order to support this. Option 6 (red column R) indicates how this would reduce the overall budget from £16,379.00 to £16,324.00 producing the £90.12 Band D Tax, 24pence less than last year. **(For Decision)**

6. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. A Calendar of Parish Steward visits for 2025 has yet to be received. Parish Steward Scheme Scope of Works has been received. **(see attached) (For Decision)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
 - i) Maud Heath's Causeway. To receive any updates. **(to note)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues in regards Highway Conditions and maintenance within the Parish and to receive any updates. **(For Decision)**
 - i) "No parking on pavement" notices. To receive any updates. **(to note)**
 - ii) Salt Bins. To receive any updates. **(to note)**
 - iii) Dog and Litter Bins. To receive any updates. **(to note)**

7. STANDING ITEMS:

- a) Parish/Community Website/Newsletters/Social Media – To raise general issues and to receive any updates, including further consideration of a Winter Community Newsletter **(to note) (For Decision)**
- b) Notice Board/s – To raise general issues and to receive any updates. **(to note)**
- c) Flooding & Drainage – To raise general issues and to receive any updates. To consider any actions required. **(to note) (For Decision)**
- d) Langley Burrell Village Hall – To raise general issues and to receive any updates. **(to note)**
- e) Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum. The last Area Board Meeting was held on Monday 4th November 2024 in the Bowls Pavilion, Chippenham Sports Club. Future Area Board Meetings are scheduled for the 10th February, 20th May and 2nd June 2025. The Parish Forum met on Wednesday 27th November 2024 in The Goss Croft Hall, Upper Seagry. The Guest Speakers were from Wiltshire & Swindon Prepared LRF who covered emergency planning and emergency hubs. There was also an update from Wiltshire Police. The Notes from the Meeting have been received and previously circulated but are attached again for information. The next Parish Forum Meeting is scheduled for Wednesday 26th February 2025 at 7.00pm in Christian Malford Village Hall. The Guest Speakers will be the Wiltshire Chief Constable and the Bobby Van Trust. **(see attached) (to note) (For Decision)**
- f) Langley Burrell Without Neighbourhood Plan – To raise issues and to receive any updates. **(to note) (For Decision)**
- g) Council Insurance – To raise issues and receive updates as required. **(to note)**
- h) Council Standing Orders & Code of Conduct: To consider and agree necessary amendments and updates. **(to note)**
- i) Asset Register: To raise issues and receive updates as required. **(to note)**
- j) Risk Assessment: To consider and agree necessary amendments and updates. **(to note)**
- k) Health & Safety and Management Register: To consider and agree necessary amendments and updates. **(to note)**
- l) Freedom of Information Act-Publication Scheme: To consider and agree necessary amendments and updates. **(to note)**
- m) Parochial Church Council/s – To raise general issues and to receive any updates. **(to note)**
- n) Emergency/Flood Planning: To raise general issues and to receive any updates. See also Agenda item 8 (j). **(to note)**
- o) Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. **(to note)**
- p) Community Speedwatch. To raise general issues and to receive any updates. Later Agenda items refer. **(to note)**
- q) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**
- r) Langley Burrell Residents Association (LBRA) – To receive any updates. **(to note)**

8. CLERKS REPORT: To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) **Defibrillator Project.** To receive any updates since the last Council Meeting. **(to note)**
- b) **CIL Funding.** To raise general issues and to receive any updates. **(to note) (For Decision)** See also Part 2 Confidential Agenda item
- c) **Chippenham Local Highway and Footpath Group (LHFIG).** A LHFIG Meeting was scheduled for 9th January 2025 at 10.00am in Committee Room D, Monkton Park. The Note Tracker for this Meeting was received. To receive any updates and consider any actions. Pursuant to Minute 049/24 (c). As a result of the notification on non-eligibility for Community Speedwatch there has been advice to possibly pursue engineering solutions. There is a need to seek views of Highway Officers. The Council should determine what local measures might be introduced to be able to seek advice. **(see attached) (to note) (For Decision)**
- d) **Wiltshire Operational Flood Group North.** The Flood Group met on the 21st November 2024. Minutes are attached. The date of the next Meeting is scheduled for 16th January

2025. To receive any updates and consider any further actions. **(see attached) (to note) (For Decision)**

- e) **Langley Burrell - Heritage Trail Projects.** To raise general issues and to receive any updates on progress and to consider any actions required. **(to note) (For Decision)**
- f) **Parish Council Database.** To raise general issues and to receive any updates. There has been no change since the Council last met. **(to note)**
- g) **Community Speedwatch Team, Autospeedwatch, SIDs, etc.** Pursuant to Minute 049/24 (g). Wiltshire Highways has suggested that advice be sought from LHFIG if they wished to pursue engineering solutions and the like that could help mitigate against speeding concerns. The Council should determine what local measures might be introduced to be able to seek LHFIG advice. **(to note) (For Decision)**
- h) **Village Gateways.** There has been no change in circumstances since the last Council Meeting. It may be appropriate to raise the matter with LHFIG as engineering solutions reflecting Agenda item 8 (g) above. **(For Decision)**
- i) **Light Pollution in the Night Sky.** At the last Council Meeting a Parishioner, Mr Edward Barham, 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 is mindful that some years ago they had had a beneficial ongoing personal relationship with Wavin Plastics that had been lost with Council Members departures. There would be a need for the Council to re-establish this if any potential changes could be sought. The Council is required to consider options. **(For Decision)**
- j) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** Minute 049/24 (n) refers). The Council should review their own emergency planning situation to ensure it is fit for purpose. **(to note) (For Decision)**
- k) **CPRE Wiltshire Best Kept Village Competition 2025.** The Council has been advised of the proposals for this year's Best Kept Village Competition with outline details. Further details will be provided later in the year. **(see attached) (to note)**
- l) **Parish Council Elections – 1st May 2025.** A Parish Council Update Newsletter was received that provided the first news on the election timetable, close of nominations etc. Of particular concern is the issue of Election costs for both contested and uncontested Elections. This is the first occasion that Wiltshire Council seek to recover costs. The Council will need to ensure that a suitable figure is included within the 25/26 budget to cover this additional cost. **(see attached) (to note)**
- m) **Local Government Reform.** The new Government has 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 have 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 is not thought 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 is 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 is now understood that as Wiltshire is already a Unitary Authority this will not apply. **(to note)**
- n) **DEFRA's Property Flood Resilience (PFR) Repair Grant Scheme.** The Council has been reminded of the grant scheme arising from Storm Babet and Storm Henk and the closing dates for requests. **(see attached) (to note) (For Decision)**

- 9. ANNUAL PARISH MEETING 2025:** The Annual Parish Meeting is scheduled for Monday 14th April 2025 at 7.30pm. There is a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June each year. The Council will wish to gain maximum publicity, possibly through a Newsletter. **(to note) (For Decision)**

There needs 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 should 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 can be flexible and is in the hands of Parishioners in attendance. In previous years as a starting point the Council has suggested some Agenda items that might be appropriate.

In this instance this will be the last Annual Parish Meeting before the Parish Council Elections to be held on the 1st May 2025. In fact the closing date for nominations is Wednesday 2nd April 2025 and those standing for election will be known and whether the Election will be contested or non-contested. If the former then as the date is within the purdah period then the Annual Meeting cannot be used for electioneering purposes.

The Council meet next on the 17th March 2025 and can agree Agenda items and arrangements for the Annual Parish Meeting. At this time they could include:

- a. The Heritage & Kilvert's Trails
- b. Neighbourhood Plan Review – Progress Report
- c. Keep Britain Tidy – Great British Spring Clean (Litter Pick)
- d. Defibrillator Project – S W Ambulance Trust Training Session
- e. Community Safety/Neighbourhood Watch/Emergency Plan (including Flood Plan)
- f. Traffic Speeds – the provision of Autospeedwatch Tools/SIDs etc - update
- g. Public Information Displays – the provision of autonomous display panels
- h. Recreation Ground Facilities
- i. Rights of Way – Footpath maintenance – Community Warden
- j. CPRE Best Kept Village Competition 2025

10. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues, which the Clerk cannot deal with, and which do not require a policy decision other than referral to a future Full Council Meeting.

11. DATE OF NEXT MEETING:

The next Council Meeting is scheduled for **Monday 17th March 2025 at 7.00pm** to be held in The Maud Heath Room, Langley Burrell Village Hall, unless otherwise notified. **(to note)**

PART 2 AGENDA

As the following Items relate to Confidential Matters, in accordance with Langley Burrell Without Parish Council Standing Orders (Admission of Public and Press to Meetings) it is considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and that they are instructed to withdraw.

- a) Land ownership issues. To consider updates on land and building purchases and leases
- b) Council CIL Project Funding. To consider progress on Council **(to note)**
- c) CIL Panel Decision/s. To consider and determine any applications received for CIL Grants