

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

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

17th March 2025

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 was welcomed to the Meeting, his first since his health problems had occurred. While absent it had been noted that he had still been able to play a significant role in local matters from his Hospital bed.

He had been unable to attend the Chippenham Community Area Parish Forum held in the Christian Malford Village Hall on Wednesday 26th February 2025 but he understood that there had been some successful outcomes.

He looked forward to attending the Annual Parish Meeting scheduled for the 14th April 2025 and giving his Annual Report.

There were no further Reports received.

063/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr K Eaves.

064/24 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.

065/24 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 20th January 2025. **Cllr Katerina Johnstone proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY**

066/24 PLANNING

Planning Applications: Prior to the consideration of any Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

- a) 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

The Council had considered this application on the 15th July 2024. (Minute 025/24 (c) referred) They had also received a presentation from the developer on the 18th November 2024 and submitted further comments. Wiltshire Council had advised that amended plans and additional information had now been submitted and the Council was asked if they wished to submit any further comments. The Council was disappointed that the applicant had not taken on board their suggestions and in these circumstances **the Council agreed** that there were no further comments to make.

- b) 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

The Council had considered this application on the 18th November 2024. (Minute 045/24 (b) referred) Wiltshire Council had advised that amended plans and additional information had been submitted and the Council was asked if they wished to submit any further comments. The Council was disappointed that the applicant had not taken on board their suggestions and in these circumstances **the Council agreed** that there were no further comments to make.

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/2024/05355 – 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.

067/24 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 02	Inv 10934658	25.02.25	£ 327.60
LB Village Hall. Hire of Meeting Room 20 th January 2025.	Inv 1052		£ 35.00
Mr V A Vines. Salary inc PAYE Year End 31.03.25			£6,630.00
Mr V A Vines. Expenses & Costs, etc. Year End 31.03.25			£ 1,096.80
Place Studio Ltd. Neighbourhood Plan assistance. Inv 024	28.02.25		£ 1,539.00
Citizens Advice Wiltshire. Section 137 Grant			£ 250.00

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.

28th February 2025 £ 50.86

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

30th September 2024 £ 170,975.75

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

28th February 2025 £ 156,714.59

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

- h) **Parish Council Clerk & Responsible Officer's Salary:**

The Council noted that the present Clerk's salary had not been raised in accordance with Local Authority Pay Awards over a number of years and was actually below national minimum pay levels. The present incumbent had been in post for over 7 years and carried out duties in excess of the agreed working hours. The Council was mindful that should the incumbent consider retirement then to source a replacement a competitive salary would need to be offered to secure an experienced Clerk & Responsible Officer. In recognition of the work and knowledge of the present incumbent **the Council agreed that** the hourly rate should increase to £17.00 per hour (7.5 hours per week) and to be backdated for the 24/25 year. The figure would be re-accessed should the position become vacant. **Proposed Cllr R Colthorpe, seconded Cllr Katerina Johnstone and RESOLVED UNANIMOUSLY**

068/24 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 Clerk would enquire as to when one could be expected. **(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 agreed to pay 50% of the remedial works costs required to the stone arches at Kellaways. **(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 produce notices to be placed under vehicle wiper blades. **(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 Joint Cycleway/Footpath. There had been no change in circumstances since the last Council Meeting. Land ownership issues would need to be investigated before the idea could be considered further. **(noted)**

069/24 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 had produced the Winter edition of the Parish Newsletter that had been distributed. A Spring edition would be considered after the PC Election results were known. **(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 around 20 people had attended the last Trustee Meeting held on the 3rd March 2025. There remained a need for several Officer positions to be filled. **(noted)**
- e) **Chippenham and Villages Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 3rd March 2025 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The next was scheduled for the 2nd June 2025 at a venue to be notified. The Parish Forum

had met on Wednesday 26th February 2025 in Christian Malford Village Hall. The Guest Speaker had been the Wiltshire Chief Constable. The next Parish Forum Meeting was scheduled for Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. **(noted)**

- f) **Langley Burrell Neighbourhood Plan:** Cllr R Colthorpe reported that a draft Plan would soon be available for Parish Council consideration in readiness 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:** There were no updates on this occasion. **(noted)**
- o) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. **(noted)**
- p) **Community Speedwatch.** There were no updates on this occasion. **(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)**

070/24 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 9th January 2025 at 10.00am in Committee Room D, Monkton Park. The Note Tracker for this Meeting had been received. The next LHFIG Meeting was scheduled for 22nd April 2025 at 10.00am in the same venue. **(noted)**

- d) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 16th January 2025. The date of the next Meeting was scheduled for Thursday 20th March 2025, 10.00am to 12.00pm. It was possible to join by TEAMS. **(noted)**
- e) **Langley Burrell Heritage Trail Projects.** There had been no change in circumstances since the last Council Meeting. **(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. **(noted)**
- h) **Village Gateways.** There had been no change since the Council last met. **(noted)**
- i) **Light Pollution in the Night Sky.** Pursuant to Minute 059/24 (i) the Clerk had written to Wavin to ask if any improvements might be possible. There had been no response to date. **(noted)**
- j) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** There had been no change since the Council last met. **(noted)**
- k) **CPRE Wiltshire Best Kept Village Competition 2025.** The Council had received an invitation to enter this year's Best Kept Village Competition. Closing date for entries was 17th April 2025. The Council had been disinclined to enter previously and to seek community views the invitation would be considered at the Annual Parish Meeting. **(noted)**
- l) **Parish Council Elections – 1st May 2025.** The Wiltshire Society of Local Council Clerks had recently received a presentation from the Wiltshire Council Elections Team regarding the forthcoming Elections in May 2025 that would include 2,118 Town and Parish Council seats. The Elections Act 2022 brought in some changes for the Elections this time and Clerks had been asked to ensure candidates attended the online webinar (11th February 2025, 6.00pm – 7.00pm) and read Election packs in full, even if they had been through the process several times before. Nomination forms would be accepted at three hubs – Chippenham, Trowbridge and Salisbury. A copy of the presentation had been circulated. **(noted)**
- m) **Wiltshire Council Planning Town and Parish Forum.** The Council had been advised that the next session was to be held on Wednesday 5th March 2025 –6.00pm to 8.00pm. This was an online event and they were encouraging a high attendance. The session would include a general update about the planning service at Wiltshire Council, discussions on the Local Plan, national planning policy updates, conservation and design, and the planning process including appeals and how we can all work together. To book for the session an email link had been provided. Janine.mead@wiltshire.gov.uk **(noted)**

- n) **Parish Council Elections – WALC Online Session – 5th March 2025.** The Wiltshire Association of Local Councils had put together an online session for prospective candidates. Details had been circulated. **(noted)**
- o) **Lime Down Solar Park – Statutory Consultation.** The Council had received notification from Lime Down Solar Park Limited that a Statutory Consultation, under Section 42 of the Town & Country Planning Act 2008 was commencing on the 29th January 2025 and ending on the 19th March 2025. **The Council agreed** that they would use the submissions made by Wiltshire Council as a basis of their own submission and asked the Clerk to respond accordingly within the timeframe.
- p) **Wiltshire Council – Briefing Note 25-01.** The Council noted receipt of a Briefing Note in regards to the Electronic Refuse Collection Vehicle (eRCV) trial. **(noted)**
- q) **Flood Warden Newsletter – Winter 2024-25 (Jan 25).** The Council noted receipt of the latest Environment Agenda Flood Wardens Newsletter. **(noted)**
- r) **Wiltshire Council – Briefing Note 25-02.** The Council noted receipt of a Briefing Note in regards to the Management of Council Business and Publicity during the pre-election period. **(noted)**
- s) **Citizens Advice Wiltshire.** The Council had received a request to consider a financial donation towards the service costs. The Council had previously provided assistance to the Charity and following consideration agreed that a Section 137 Grant of £250.00 should be given. **Proposed Cllr Katerina Johnstone, seconded Cllr D Spencer and RESOLVED UNANIMOUSLY**
- t) **Wiltshire Council – Briefing Note 25-03.** The Council noted receipt of a Briefing Note in regards to the Local Nature Recovery Strategy (LNRS) update. **(noted)**

071/24 ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting was scheduled for Monday 14th April 2025 at 7.30pm. There was a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June each year.

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 this instance this would be the last Annual Parish Meeting before the Parish Council Elections to be held on the 1st May 2025. The closing date for nominations was Wednesday 2nd 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.

In previous years as a starting point the Council had suggested some Agenda items that might be appropriate and these would 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. Recreation Ground Facilities
- h. Rights of Way – Footpath maintenance – Community Warden
- i. CPRE Best Kept Village Competition 2025
- j. Parish Council Database

072/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

073/24 DATE OF NEXT MEETING

The Annual Council Meeting to be followed by the next Council Meeting was scheduled for **Wednesday 7th May 2025 at 7.00pm** to be held in The Maud Heath Room, Langley Burrell Village Hall, unless otherwise notified. **(noted)**

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: **7th May 2025**