

LANGLEY BURRELL WITHOUT PARISH COUNCIL

www.langleyburrellparishcouncil.gov.uk

Vivian A Vines MBE SLCC
Clerk of the Council

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1st May 2025

Dear Councillor,

You are summoned to the **Annual Meeting of the Langley Burrell Without Parish Council** to be held on **Wednesday 7th May 2025** commencing at **7.00pm** in The Maud Heath Room, Langley Burrell Village Hall (A Full Council Meeting will commence at the closure of the Annual Council Meeting) The Press and Public are welcome to attend the Meetings.

Yours faithfully,

Vivian Vines

Vivian A Vines MBE

ANNUAL COUNCIL MEETING 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.

- 1. ELECTION OF CHAIRMAN:** To elect a Parish Council Chairman for the next Council Year and for the elected Chairman to sign His/Her Declaration of Acceptance of Office. **(For Decision)**
- 2. ELECTION OF VICE CHAIRMAN:** To elect a Parish Council Vice Chairman for the next Council Year and for the elected Vice Chairman to sign His/Her Declaration of Acceptance of Office. **(For Decision)**
- 3. APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members **(For Decision)**
- 4. COUNCIL MEMBER VACANCIES:** Following the Parish Council Elections on the 1st May 2025 this Parish had an un-contested Election as only 3 eligible persons were nominated leaving 2 Vacancies that can now be filled by co-option. The Council need to agree how they wish to fill the Vacancies, perhaps by advertisement, or they can fill the Vacancies from those who have already indicated that they wish to be considered. **(For Decision)**
- 5. CONFIRMATION OF CHEQUE SIGNATORIES:** To confirm cheque signatories as being all Members of the Council, with any two to sign plus the Council Clerk. **(For Decision)**
- 6. CALENDAR OF MEETINGS FOR 2025/2026:** To consider and confirm the Calendar of Meeting Dates for the next Council Year. **(see attached) (For Decision)**
- 7. ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS:** To consider and agree Membership of Council Sub-Committees and Working Groups for the next Council Year. The Council has previously agreed that any 3 Council Members, having no association or interests in the application under consideration, would form the CIL Panel. The CIL Panel would meet in private when necessary **(For Decision)**

- 8. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES:** To consider and agree the appointment of Council Representatives and Lead Members for the next Council Year. **(For Decision)**
- a) Community Neighbourhood Watch Coordinator (Lead Member or community volunteer)
 - b) Community Emergency Planning Coordinator (Lead Member or community volunteer)
 - c) Community Rights of Way Warden (Lead Member or community volunteer)
 - d) Community Speedwatch Coordinator (Lead Member or community volunteer)
 - e) Designated Highways and Flood Warden – Parish Steward Link
 - f) Neighbourhood Plan Steering Group (maximum 2 Members)
 - g) Village Hall Committee representative
 - h) Recreation Field Group representative
 - i) Charities/Trustees representative
 - j) Website representative
 - k) Chippenham and Villages Area Board representative
 - l) Chippenham Community Area Parish Forum representative
 - m) Wiltshire Council Northern Flood Working Group representative
 - n) Chippenham Local Highways and Footpath Group (LHFIG) representative
 - o) Kilvert's and Heritage Trails Project (Lead Member)
 - p) Chippenham Climate & Ecological Emergency Forum representative
- 9. POLICIES:** To agree to consider any changes required to Adopted Policies. To include Standing Orders and Financial Regulations, Code of Conduct, Asset Register, Freedom of Information Act Publication Scheme, Complaints Policy, Vexatious Persons Policy and the Risk Assessment and Management Register. **(For Decision)**
- 10. INTERNAL AUDITOR:** To consider and agree the appointment of an Internal Auditor. The Council has previously agreed that the Clerk would employ a suitable person. **(For Decision)**
- 11. DATA PROTECTION REGISTRATION:** The Council is registered with the Information Commissioner, Registration Reference Z7854058. The Council is registered as a Data Controller under GDPR. Council Members are Data Processors as they hold personal information that should not be released into the public domain. **(to note)**