

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Annual Council Meeting

held at 7.00pm

Maud Heath Room, Langley Burrell Village Hall

7th May 2025

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

Also Present: Wiltshire Cllr H Greenman, 2 members of the public (Mr R Colthorpe and Mr D Spencer) 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

Prior to the commencement of the Annual Council Meeting all Council Members present sign their Declaration of Office.

001/25 ELECTION OF CHAIRMAN

Cllr Katerina Johnstone proposed, Cllr K Eaves seconded, that **Cllr Julie Hoskins** be elected to serve as Chairman of the Parish Council for the 2025/2026 Council Year. Cllr Julie Hoskins indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor Julie Hoskins signed her Declaration of Acceptance of Office.

002/25 ELECTION OF VICE CHAIRMAN

Cllr Julie Hoskins proposed, Cllr K Eaves seconded, that **Cllr Katerina Johnstone** be elected to serve as Vice Chairman of the Parish Council for the 2025/2026 Council Year. Cllr Katerina Johnstone indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor Katerina Johnstone signed her Declaration of Acceptance of Office.

003/25 APOLOGIES FOR ABSENCE

All Council Members were in attendance. (**noted**)

004/25 COUNCIL MEMBER VACANCIES

Following the Parish Council Elections on the 1st May 2025 this Parish had an uncontested Election as only three eligible persons were nominated leaving two Vacancies that could now be filled by co-option. The Council needed to agree how they wished to fill the Vacancies, perhaps by advertisement, or they could fill the Vacancies from those who had already indicated that they wished to be considered.

Following consideration the Council agreed to co-opt Mr R Colthorpe. **Cllr K Eaves proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY.** Cllr R Colthorpe signed his Declarations of Acceptance of Office.

Following further consideration the Council agreed to co-opt Mr D Spencer. **Cllr Julie Hoskins proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY.** Cllr D Spencer signed his Declarations of Acceptance of Office.

005/25 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr Julie Hoskins proposed, Cllr Katerina Johnstone seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories of the Lloyds Bank Accounts with any two being authorised to sign.

006/25 CALENDAR OF MEETINGS FOR 2025/2026

The Parish Council considered a prepared Schedule of Meeting Dates and agreed the dates for the Council Year 2025/2026. Proposed Cllr R Colthorpe, seconded Cllr Katerina Johnstone and **RESOLVED UNANIMOUSLY.**

007/25 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

The Parish Council considered any requirements **and agreed that there was a continuing need to form a Community Infrastructure Levy (CIL) Panel** to consider all grant funding applications received from external sources. 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, if necessary interviewing the applicant/s, and consider each application on the basis of CIL Regulations and Council adopted guidance and recommend an appropriate decision to Full Council. **Proposed Cllr Julie Hoskins, seconded Cllr Katerina Johnstone and RESOLVED UNANIMOUSLY.**

008/25 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered and appointed the following Representatives for the Council Year, thanked all for volunteering and looked forward to receiving Reports and updates throughout the year at Full Council Meetings.

- Community Neighbourhood Watch Coordinator– Cllr K Eaves
- Community Emergency Planning Coordinator – Cllr K Eaves
- Community Rights of Way Warden – Mrs Jess Burrell. Community Volunteer.
- Community Speedwatch Coordinator – Cllr K Eaves.
- Designated Highways, Flood Warden and Parish Steward Link/s – Cllr D Spencer
- Neighbourhood Area Plan Steering Group – Cllr R Colthorpe
- Village Hall Committee Representatives – Cllr Katerina Johnstone
- Recreation Field Representative – Cllr Katerina Johnstone
- Charities/Trustees Representative – Cllr Julie Hoskins
- Website Representative – Mr V A Vines
- Chippenham and Villages Area Board – Cllr Julie Hoskins
- Chippenham Community Area Parish Forum – Cllr Julie Hoskins
- Wiltshire Council Northern Flood Working Group – Cllr Julie Hoskins

- Chippenham Local Highway and Footpath Group (LHFIG) – Cllr K Eaves
- Kilvert's and Heritage Trails Projects – Cllr K Eaves
- Chippenham Climate & Ecological Emergency Forum – Cllr Katerina Johnstone

It was agreed that should the nominated Representative not be available to attend any Meeting efforts would be made to send a deputy so that the Council was always represented. **Cllr K Eaves proposed, seconded Cllr Julie Hoskins and RESOLVED UNANIMOUSLY** that the appointments and arrangements are approved.

009/25 COUNCIL POLICIES

The Council agreed 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. The Clerk would bring forward any changes required for consideration at future Meetings.

Cllr Julie Hoskins proposed, Cllr R Colthorpe seconded and RESOLVED UNANIMOUSLY

010/25 INTERNAL AUDITOR

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2024/2025 and the Council asked the Clerk to employ a suitable person.

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

011/25 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference Z7854058 covering the year 2022/2022. The Council is registered as a Data Controller. Council Members are Data Processors as they hold personal information that should not be released into the public domain. **(noted)**

Signed:

Chairman, Langley Burrell Without Parish Council

Date: **21st July 2025**