

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting held at 7.00pm (on the closure of the Annual Council Meeting) in The Langley Burrell Village Hall, Langley Burrell

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 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 provided his interpretation of recent Unitary Council Elections results and the potential change of Wiltshire Council administration and in doing so he thanked all those who had voted for him and had allowed him to continue as the Member for the Kington Division. The Parish Council welcomed his return and hoped to continue working with him during the next 4 years.

There were no further Reports received.

012/25 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

013/25 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.

014/25 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 17th March 2025. **Cllr D Spencer proposed, Cllr K Eaves seconded and RESOLVED UNANIMOUSLY**

015/25 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/2025/02754 – Householder Planning Permission
Rear Infill Extension
Thornhill Farm, Sutton Lane, Langley Burrell, Chippenham SN15 4LW
For Mr Marcus Smith

The timescale for a consultation response had expired before this Council Meeting. From informal comments made by Council Members it had indicated that there were no objections to the proposal and a consultation response to Wiltshire Council had been made accordingly. The Council ratified the decision.

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

- b) PL/2025/03062 – Householder Planning Permission
Proposed Alterations & Extensions to Side and Rear of Property (Demolish attached Side Extension)
2 MMB Cottages, Malmesbury Road, Kington Langley, Chippenham SN15 5QA
For Mr & Mrs M Scarsbrook

The timescale for a consultation response had expired before this Council Meeting. From informal comments made by Council Members it had indicated that there were no objections to the proposal and a consultation response to Wiltshire Council had been made accordingly. The Council ratified the decision.

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

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.

016/25 FINANCE

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

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

LB Village Hall. Hire of Meeting Room 17.03.25. Inv 1080 07.03.25 £ 35.00
WALC/NALC. Subscription Fees 25/26 Inv WALC-0558 01.04.25 £ 187.70

WALC. Training Course costs	Inv WALC-0717	26.03.25	£ 36.00
Idverde Ltd. Bin emptying contract period 03	Inv 10938121	04.04.25	£ 327.60
Idverde Ltd. Bin emptying contract period 04	Inv 10938980	22.04.25	£ 327.60
LB Village Hall. Hire of Meeting Rm 14.04.25 and 07.05.25.	Inv 1098		£ 70.00
Louise Ryland-Epton. History of Langley Burrell & Kellaways.	Inv 09		£1,000.00
Place Studio Ltd. Neighbourhood Plan assistance.	Inv 035	19.03.25	£ 1,881.00
Community First. Subscription renewal 25/26			£ 40.00
Langley Burrell Village Hall. Maintenance Grant Tranche 1.			£ 500.00

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:

T H White Installations Ltd. CCTV Village Hall	Inv 506396	31.01.25	£ 114.44
Information Commissioner. GDPR Regulation Renewal 25/26		23.04.25	£ 52.00
DL Windows. Village Hall entrance doors	Inv 44641.	01.04.25	£ 2,134.00
Place Studio Ltd. Neighbourhood Plan assistance.	Inv 035	19.03.25	£ 1,881.00

- c) **Receipts:** The Council **noted** that there had been the following receipt since the last Council Meeting.

Wiltshire Council. BACs. Precept 25/26 Tranche 1.		17.04.25	£ 9,662.00
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- d) **Lloyds Bank CIL Account No 73537468** The Council **noted** the account balance.

10 th March 2025	£ 50.90
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- e) **Lloyds Bank Treasurers Account No 00222628** The Council **noted** the account balance.

28 th March 2025	£ 170,971.50
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- f) **Lloyds Bank Treasurers Account No 78211968** The Council **noted** the account balance.

2 nd April 2025	£ 146,807.29
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- g) **Lloyds Bank Banking Arrangements** There was no change in circumstances since the last Council Meeting. **(noted)**

017/25 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. A Calendar of Parish Steward visits for 2025 had now been received. Dates were 12th June, 14th July, 11th September, 14th October, 13th November and 9th December 2025. **(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 there had been no change in circumstances since the last Council Meeting. The Council had received an evaluation of the Maud Heaths Way Project for information. **(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 Joint Cycleway/Footpath. There had been no change in circumstances since the last Council Meeting. Land ownership issues still needed resolving before the idea could be considered further. **(noted)**

018/25 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There was a need for all Council Members to provided updated details for the Council website now the new Council membership had been confirmed. Consideration now needed to be given to a Spring/Summer edition of the Parish Newsletter. **(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 there still remained a need for several Officer positions to be filled and for further volunteers to be found. This would allow village functions to be planned. **(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 Notes of the Forum Meeting had been circulated. 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 there had been no change in circumstances since the last Council Meeting. A later Part 2 Agenda item referred to the draft Plan now available for Parish Council consideration. **(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:** The Council had been reminded by Wiltshire Council that they should have an up to date Community Emergency/Flood Plan. Having an adopted and registered Emergency Plan would not stop emergencies occurring, but actions within the Plan by the community, may help reduce the impact. The Council was aware of the potential assistance available from the Wiltshire and Swindon Prepared Local Resilience Forum (LRF) and also the requirement for Emergency Contact Hubs, such as the Village Hall, the Church/s and the Public House. Cllr K Eaves would consider matters further and report to Council in due course. **(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)**

019/25 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. A suggestion was made that a potential project could be the provision of a children's football pitch. Also a project to install "kissing gates" on Rights of Ways could be investigated further. The Council was reminded that they had the intention to set aside a sum to cover the maintenance contract costs of Council projects, such as the waste bin contract so that this did not fall upon the Council Tax Payer in future years. **(noted)**
- c) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting was held on the 9th January 2025. The Note Tracker had been received and previously circulated. The next had been scheduled

for 22nd April 2025 and the Note Tracker had been circulated. The Meeting had been postponed as this was within the Council Election period. The new date was the 9th June 2025, 2pm to 4pm in Committee Room D, Monkton Park. The Note Tracker would be provided in due course. **(noted)**

- d) **Wiltshire Operational Flood Group North.** The Flood Group had last met on the 20th March 2025. There had been no Minutes from the Meeting received to date. The date of the next Flood Group Meeting is the 9th June 2025, 2pm to 4pm. Further details would be provided. **(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. Promotion in the next Parish Newsletter could increase distribution numbers. **(noted)**
- g) **Community Speedwatch Team, SIDs, etc.** There had been no change since the Council last met. Cllr K Eaves reported that he was aware that there had been a change in personnel at Wiltshire Police that may prove beneficial. **(noted)**
- h) **Village Gateways.** There had been no change since the Council last met. **(noted)**
- i) **Light Pollution in the Night Sky.** There had been no change in circumstances since the last Council Meeting. **(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) **Parish Council Elections – 1st May 2025.** Following the close of nominations for the Parish Council Elections the Election was uncontested as there were 3 candidates recorded to fill the 5 Council Seats. This meant that the Council was quorate after the 6th May 2025, when the existing Council Members stood down and the new Council took over. As the new Council had been given authority to co-opt 2 eligible persons to fill the Member Vacancies an item had appeared on the Annual Council Meeting Agenda earlier and Cllr R Colthorpe and Cllr D Spencer had been co-opted. **(noted)**
- l) **Flood Warden Newsletter – Spring 2025.** The Council had received the latest Wessex Water/Environment Agency Flood Wardens Newsletter. **(noted)**
- m) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** The Council had received details of how Parish Councils could contribute to the maintenance and improvements to paths within their Parish boundaries. Several letter templates had been provided. The Council would consider further. The details would be forwarded to the Community Rights of Way Warden raising also the possibility of providing “kissing gates” on Right of Ways **(noted)**

- n) **Wiltshire Council and Wiltshire Climate Alliance.** The Council had received notification and information relating to a Climate and Environment Summit to be held at County Hall, Trowbridge on the 20th and 21st June 2025. **(noted)**

020/25 ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting had been held on Monday 14th April 2025. Minutes would be prepared and circulated in due course. **(noted)**

021/25 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

022/25 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 21st July 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 had been suggestions made during the Council Meeting regarding “kissing gates” and a children’s football pitch that would need investigating further. **(noted)**
- c) CIL Fund applications. There were no applications to consider on this occasion.

Signed:

Date: **21st July 2025**