LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm in The Maud Heath Room, Langley Burrell Village Hall, Langley Burrell.

21st July 2025

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

Also Present: Wiltshire Cllr H Greenman, Guests Louise Ryland-Epton and John Chandler 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 a further update on the changes in Wiltshire Council administration. He commented that the Parish Forum had held a successful Meeting on the 25th June 2025 and this had exposed many similarities in Parish Councils' concerns on the performance of Wiltshire Council and others that would be taken forward.

PRESENTATION

The Council was funding the forthcoming publication of the "Langley Burrell and Kellaways A History" book, researched and written by Louise Ryland-Epton. The process had reached a late stage when consideration had to be given to organising a local book launch event, where the book would be stocked and sold locally, where the Council could recoup its costs, etc. Louise Ryland-Epton and John Chandler were in attendance and provided an update. It was intended that the book would have a dedication to the memory of the former Council Chairman, Robert Whitrow. The book cover had been created from a painting by local Bremhill artist John Harris. The Council agreed that they would investigate potential launch venues and funding/selling arrangements.

023/25 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr K Eaves.

024/25 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.

025/25 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 Annual Council Meeting held 7th May 2025. Cllr Katerina Johnstone proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY
- b) The Council received, approved and signed as a true record the Minutes of the Council Meeting held 7th May 2025. Cllr Katerina Johnstone proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

026/25 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/2025/04853 – Notification of proposed works to trees in a conservation area Proposal T1 – Beech Tree works, T2 – Oak Tree works, T3 – Salix removal, T4 – Sorbus removal, T5 – Birch reduction, T6 – Salix reduction Orchard House, The Common, Langley Burrell, Chippenham SN15 4LQ For Davidson

The timescale for a consultation response had expired before this Council Meeting. Following email circulation informal comments made by Council Members 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. The application had been approved by Wiltshire Council on the 7th July 2025. (**noted**)

b) PL/2025/05155 – Full planning permission
 Construct a single storey building for the purpose of use as a fitting bay for golf clubs, includes a concrete floor
 Chippenham Golf Club, Malmesbury Road, Chippenham SN15 5LY
 For Mr Mike Goodwin

Following consideration of the application the Council resolved to raise no objections.

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 Appeal dismissed 30th May 2025

* The Appeal had been submitted by the applicant against the failure of Wiltshire Council to make a decision on the application within the prescribed period. (noted)

- b) The Brambles, The Common Enforcement Matters. There was 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 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 vet 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

- PL/2025/02754 Householder Planning Permission Rear Infill Extension Thornhill Farm, Sutton Lane, Langley Burrell, Chippenham SN15 4LW For Mr Marcus Smith Approved with Conditions 2nd May 2025
- j) PL/2025/02406 Prior Notification Excavation of Waste Slurry Storage Lagoon
 Manor Farm, Langley Burrell, Chippenham SN15 4LL
 For J D Spencer & Sons Refused 2nd May 2025
- k) 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 Approved with Conditions 18th June 2025
- PL/2025/04853 Notification of proposed works to trees in a conservation area Proposal T1 – Beech Tree works, T2 – Oak Tree works, T3 – Salix removal, T4 – Sorbus removal, T5 – Birch reduction, T6 – Salix reduction Orchard House, The Common, Langley Burrell, Chippenham SN15 4LQ For Davidson Approved 7th July 2025
- m) Lime Down Solar Park Statutory Consultation.

The Council had previously commented on the proposals at each consultation stage. The Council had now received notification from Island Green Power/Lime Down Solar Park Limited that a Targeted Consultation commenced on the 3rd June 2025 and ended on the 11th July 2025. The Consultation covered the refinement of previous plans and the cable route search corridor. The applicant had suggested that feedback would help to finalise the application for development consent likely to be submitted to the Planning Inspectorate later this year and, subject to obtaining consent, the earliest construction start would be in 2027. Following consideration of the amended proposals the Council considered that the amendments related to matters of detail and as they were against the principle of the proposals in this vast rural location **resolved to re-state their previous objections.**

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

There were no further planning matters reported.

027/25 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 05 Inv 10942094 29.05.25 £ 327.60 Black Nova Designs. Website hosting 25/26 Inv 27306 06.07.25 £ 112.80 Mr J Harris. Book Cover illustrations. 20.07.25 £ 195.00

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.

Groundwork UK. Neighbourhood Plan Grant refunded
Clear Insurance. Insurance Renewal 25/26

14.05.25 £ 398.00
19.05.25 £ 792.57

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

Groundwork UK. Neighbourhood Plan grant refund. BACs. 20.06.25 £ 26.50

d) **Lloyds Bank CIL Account No 73537468** The Council **noted** the account balance.

30th June 2025 £ 51.00

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

 30^{th} June 2025 £ 180.620.75

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

2nd July2025 £ 138,710.62

- g) Lloyds Bank Banking Arrangements There was no change in circumstances since the last Council Meeting. (noted)
- h) Annual Governance and Accountability Return Year Ending 31st March 2025

The Council last year (23/24) was required to submit an Annual Return to the External Auditor, PKF Littlejohn LLP, to carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This had been because both the Council's income and expenditure had been above the £25,000.00 threshold and they could not apply for a Certificate of Exemption from the external requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31st March 2024.

The Council's income was below the threshold totaling £20,632.51 reflecting the Precept receipt of £16,379.00, £4,253.00 Groundworks UK Neighbourhood Plan Grant and £0.51 bank interest. This year there were no CIL receipts. The Parish Council spending exceeded the threshold at £75,410.05, of which Council revenue spending from the Precept was £16,470.75 and the remainder was £58,939.50 CIL spending.

In these circumstances, the Parish Council needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales, including the Period of Public Rights of Inspection.

A Receipts and Payments spreadsheet had been presented for Member's consideration and approval. The Clerk advised that the Internal Audit had been carried out with no issues found. The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had previously provided the Council Receipt and Payments Accounts for Year Ending 31st March 2025 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2025. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2025 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

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

028/25 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 been received. Dates were 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 as there had been no further contact from Wiltshire Council. The Parish Council had previously indicated that subject to application they may consider a CIL donation towards the Trust's endeavours. (noted)
- c) Highway & Footpaths Conditions and Maintenance: general issues in regards to Highway Conditions and Maintenance within the Parish.
 - a) Salt Bins. There had been no change in circumstances since the last Council Meeting. (**noted**)

- b) Dog and Litter Bins. There had been no change in circumstances since the last Council Meeting. (noted)
- c) 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 and the Land Registry details would be checked. (**noted**)
- d) Highway Accidents. It had been previously reported that the Thornhill Lane highway fingerpost sign had been demolished and needed reinstating. Wiltshire highways had not yet completed the works. It had also been reported that the waste bin at the Sutton Lane/Thornhill Lane junction had been demolished. Cllr D Spencer agreed to view the condition of the bin and if possible carry out remedial works.

029/25 STANDING ITEMS

- a) Parish/Community Website/Newsletters/Social Media: There was still a need to provide updated Council Members contact information on the Council's website now the new Council was in place. All Members agreed that they wished their gov.uk email address diverted to their private email address. Consideration now needed to be given to a 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. The Council had previously considered the provision of 3 No ElanCity advance warning signs and had agreed to await the introduction of the solar panel powered versions. The Clerk would check the present position and report to Council. **(noted)**
- d) Langley Burrell Village Hall: Cllr Katerina Johnstone advised that there were new Officers and Committee in place and village functions being planned that would need to be advertised in the Summer Newsletter. (noted)
- e) Chippenham and Villages Area Board and Chippenham Community Area Parish Forum: The Area Board had met on Monday 2nd June 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The Draft Minutes had been published online. The next was scheduled for the 15th September 2025 at the same venue. Further dates were scheduled for the 10th November 2025 and 9th February 2026. The Parish Forum had met on Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. The Guest Speakers had been from the Wiltshire Police Neighbourhood Team and Emily Malcolm of Yesterday's Story CIC who had explored how local Parishes could be involved in a new Chippenham Heritage Project. It was noticeable that other Councils faced similar circumstances as this Council, relating to amongst other things, planning, speeding, highway and policing issues. The next Forum Meeting was scheduled for Wednesday 24th September 2025 at 7.00pm in Kington St Michael Village Hall. (noted)
- f) **Langley Burrell Neighbourhood Plan:** 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)
- 1) **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: Pursuant to Minute 018/25 (n) 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 had agreed to 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)

030/25 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 required. (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 last LHFIG Meeting had been held on the 9th June 2025. The Note Tracker/Agenda had been received and circulated. The next LHFIG Meeting was scheduled for the 16th October 2025 at 10.00am to be held in Committee Room A, Monkton Park Council Offices. The Note Tracker would be provided when available. (noted)

- d) **Wiltshire Operational Flood Group North.** The Flood Group had last met on the 29th May 2025 10.00-12.30 as a Hybrid Meeting. (Council Chamber, Monkton Park/Teams). Notes from the Meeting were now available. The next Meeting was scheduled for the 24th July 2025 and the Agenda and joining details had been circulated. (**noted**)
- e) Langley Burrell Heritage Trail Projects. There had been no change in circumstances since the last Council Meeting. The contractor had a busy workload and would complete the bench installations as soon as possible. (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. The Council was unable to form a CST Team until a highway survey is carried out. The Council had been recently advised of a special offer from ElanCity and this would be investigated further. (noted)
- h) **Village Gateways.** There had been no change since the Council last met, although there were concerns in regards to the potential placement on narrow highway verges that may require some hedge thinning to allow preferred siting. (**noted**)
- Traffic Speeds Pet deaths. A Parishioner had written to the Council in regards to the death of a second domestic cat killed on The Common. Evidently, there had been eight deaths in the last four years. The question was raised as to when the village was going to be able to start doing something about the incessant speeding though the village as it had been noticed that when driving through Somerset, Dorset and parts of Wiltshire the speed limit in villages was nearly always 20 mph. The Parishioner had also asked if it was allowed to put up a sign asking people to slow down because of our pets? The Council had long held ambitions to reduce the speed limit to 20 mph but were reliant on Wiltshire Highways agreement following surveys, Police views etc. So far the ambition had been stymied by an initial survey that had prevented the formation of a Community Speedwatch Team and associated Autospeedwatch and SID provision. The Council would continue efforts to secure a reduction in speed limit. In regard to unauthorised highway signage. It was understood that signage could not be erected on the highway verge. However, there was nothing to stop a Parishioner erecting a sign on their own land/buildings drawing driver's attention to the concerns. (noted)
- j) **Light Pollution in the Night Sky.** There had been no change in circumstances since the last Council Meeting. (**noted**)
- k) Wiltshire Flood Wardens Newsletter. The Council had received the first edition that provided links to updated flood risk maps, a reminder that Emergency/Flood Plans should be up to date, dates for Flood Warden Training Days and a Rural Runoff Project. The Council noted the issues raised. (noted)

- **Road/Street Naming.** The Council had previously suggested names for streets within new developments in the Parish. Barratt Homes, the developer of Barrow Farm (known as Barrow Grange) had commenced the street naming procedure and had asked the Council to suggest names for a minimum of 13 streets, ideally 16 names. There were issues naming streets after both living and deceased persons. The latest information suggested that there would be 6 No Closes, 1 No Crescent, 3 No Roads and 3 No Streets. The Council considered that the opportunity could be taken of suggesting names of local people who had served the Parish over time, immediate suggestions being Hall, Johnstone, Whitrow, Hoskins, Colthorpe, Jefferies, Miflin, Grimshaw, Hillier, Cole, Kilminster and Fremantle. The problem in each case would be that any living person would need to give their consent, similarly, a deceased person's next of kin would need to consent. This would take time to achieve and there was some speed required to respond to the developer. An alternative suggestion was made that the streets should be named after historic field names and Louise Ryland-Epton offered to check these. (noted)
- m) **OPPC Road Safety Conference Friday 4**th **July 2025.** The Council had been notified by the Police and Commissioner that an "improving road safety" conference was to be held on Friday 4th July 2025 at Tidworth Garrison Theatre 10am to 4pm. One representative, from each Parish Council had been invited and from Community Speedwatch teams across the Force area. The event had been cancelled. A survey was now being carried out on future arrangements and Council Members were encouraged to respond. (**noted**)
- n) Wiltshire Council Briefing Note 25-04. The Council noted receipt of a Briefing Note in regards to the Wiltshire's Housing Land Supply Statement and noted the potential implications if there was a change in planning policy to address the shortfall in housing provision. (noted)
- o) Wiltshire Council Briefing Note 25-05. The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Air Network. (noted)
- p) **Flood Wardens Newsletter.** The Council noted receipt of the July 25 edition of the Environment Agency Flood Wardens Newsletter. (**noted**)
- q) Wiltshire Council Briefing Note 25-06. The Council noted receipt of a Briefing Note in regards to the Launch of the fourth Solar Together Scheme for Wiltshire and Swindon. (noted)

031/25 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) Cllr R Colthorpe raised the issue of the Morrisons' Supermarket Re-cycling facility and the un-authorised fly tipping that was occurring. It was suggested that perhaps they should consider CCTV provision.
- b) Cllr R Colthorpe raised the issue of the provision of an extended 40 mph speed limit on the B4069 towards Kington Langley especially as the new Barrow Farm development will increase traffic levels.

There were no further issues raised.

032/25 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Monday 15th September 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. The legal process regarding the 25 year Village Hall and land leases continued. There had been some agreement on using the field for dog shows and events. (noted)
- b) Council CIL Project Funding. There were no issues raised. (noted)
- c) CIL Fund applications. There were no applications to consider on this occasion.
- d) Langley Burrell Without Neighbourhood Plan. The Council had been requested to consider and approve the Draft Plan, including the summary of changes to allow the Plan to move to the Regulation 14 Stage. Following consideration the Council agreed that they had no objections to the Plan proceeding to the next Stages. Cllr Katerina Johnstone proposed, Cllr Julie Hoskins seconded and RESOLVED UNANIMOUSLY

Signed: Date: 15th September 2025