

LANGLEY BURRELL WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

(on the closure of the Annual Council Meeting)

in The Maud Heath Room, Langley Burrell Village Hall, Langley Burrell.

18th May 2026

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

Also Present: Wiltshire Councillor 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 Councillor H Greenman reported his concerns in regards to the possible withdrawal of the Wiltshire Local Plan 2020-2038 Examination. The result would lead to developer-led planning in the County with many speculative planning applications. He had recently provided an Annual Parish Meeting Report and had no further updates.

There were no further Reports.

011/26 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

012/26 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.

013/26 MINUTES Members had been previously circulated with the Draft Minutes.

The Council received, approved and signed as a true record the Minutes of the Council Meeting held 16th March 2026. **Cllr K Eaves proposed, Cllr Katerina Johnstone seconded and RESOLVED UNANIMOUSLY**

014/26 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. No Representations were received.

- a) PL/2026/01990 – Householder Planning Permission
Replacement like for like of all wooden windows with flush casement UPVC windows including front door. Rear living room window and garage window to be replaced with French doors
31, The Common, Langley Burrell, Chippenham SN15 4LQ
For Mr Jon Whitby

Following consideration of the application **the Council resolved to raise no objections:**

Cllr Katerina Johnstone proposed, Cllr K Eaves 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.

- b) 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**
- c) 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
- d) 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

- e) 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 **Approved by Wiltshire Council 8th May 2026**
- f) PL/2026/01108 – Listed building consent (Alt/Ext)
Works to Listed Building – Two window replacements and alteration to consented bathroom layout change
Langley Green House, The Common, Langley Burrell SN15 4LL
For Mr and Mrs J Burrell **No decision yet from Wiltshire Council**
- g) The Brambles, The Common – Enforcement Matters. There is no change in Circumstances since the last Council Meeting. This matter had remained unresolved for a considerable period of time and the **Council agreed that** they should seek an update on what action had been taken to resolve the issue.
- h) Lime Down Solar Park – Update 10th April 2026.

Wiltshire Council had provided an update to Councils who have registered as an Interested Party with the Planning Inspectorate (PINS). (**noted**)

Lime Down Solar Park – Planning Inspectorate Rule 8 letter 24th April 2026. An Examination Procedure letter had been received setting out the updated timetable and procedures including notification of further hearings and accompanied site inspections. This provided the opportunity for the Council to provide input on areas of local concern that may have arisen in written form or at an Open Floor Hearing to be held on the 30th June 2026. (**noted**)

There were no further planning matters reported.

015/26 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 Feb -26	Inv 10963886	£ 327.60
Idverde Ltd. Bin emptying contract period March-26	Inv 10965108	£ 327.60
Idverde Ltd. Bin emptying contract period April-26	Inv 10967423	£ 327.60
WALC. Subscription 26/27.	Inv WALC-1149	01.04.26 £ 173.92
Clear Council. Insurance premium 26/27		28.04.26 £ 812.02
Place Studio Ltd. Neighbourhood Plan support.	Inv 081	27.03.26 £ 1,368.00
LB Village Hall. Hire of Meeting Room.	Inv 1279	01.04.26 £ 35.00
Glasdon UK Ltd. 3 x slimline grit bins.	Inv SI935516	13.04.26 £ 788.08
Community First. Subscription 26/27		01.04.26 £ 40.00

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

- b) **Payments made since the last Council Meeting:** The Council **noted** that the following payment had been made since the last Council Meeting.

Broxap Ltd. 3 x litter bins. Inv 104798	13.04.26	£ 1,147.20
Information Commissioner. Data fees 26/27	05.04.26	£ 52.00
Black Nova Designs. E mail address exchange 26/27 Inv 30958		£ 538.49
Black Nova Designs. E mail data transfer Inv 30959	16.03.26	£ 120.00
Blacktrac Ltd. Beaconsfield 6ft Land roller. Inv 10368	21.04.26	£ 1,524.00
FSM Solicitors. Landlords Solicitors costs.	17.03.26	£ 2,100.00
FSM Solicitors. Landlords Solicitors costs.	16.04.26	£ 1,074.00

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

Wiltshire Council. Precept 26/27 Tranche 1	17.04.26	£ 9,662.00
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- d) **Lloyds Bank CIL Account No 73537468** The Council **noted** the account balance.

30 th April 2026	£ 51.26
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- e) **Lloyds Bank Treasurers Account No 00222628** The Council **noted** the account balance.

30 th April 2026	£ 268,574.07
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- f) **Lloyds Bank Treasurers Account No 78211968** The Council **noted** the account balance.

1 st May 2026	£ 89,725.93
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- g) **Lloyds Bank Banking Arrangements** The new Banking mandate forms were circulated for signing. (**noted**)

- h) **Annual Governance and Accountability Return Year Ending 31st March 2026**

The Council last year (24/25) 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 2025.

The Council's income and expenditure as a result of CIL income and payments were above the threshold for year ending 31st March 2026.

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.

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 2026 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2026. 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 2026 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 D Spencer seconded and RESOLVED UNANIMOUSLY

016/26 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 were scheduled for 11th June, 14th July, 14th September, 14th October, 12th November and 8th December 2026. The Council had been notified that the service would recommence on the 1st June 2026 having been suspended for a concentration on highway pothole repairs throughout the County for a number of months. **(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 remedial work on the arches had commenced but because of pending highway works was being restricted to the field side, which would delay the contract period. **(noted)**
- c) Highway & Footpaths Conditions and Maintenance: general issues in regards to Highway Conditions and Maintenance within the Parish.
 - a) Salt Bins. The Council had now purchased the 3 No yellow bins for either end of the Crossing Lane bridge and the Village Hall car park entrance. The contractor would meet a Council representative to agree the final positions. **(noted)**
 - b) Dog and Litter Bins. The Council had now purchased the 3 No bins for St Giles Church and Crossing Lane bridge with one undetermined. The contractor would meet a Council representative to agree the final

positions. There would be a need to agree an extended emptying contract with Idverde Limited. **(noted)**

- c) B4069 Joint Cycleway/Footpath. There had been no change in circumstances since the last Council Meeting. The matter would be raised through LHFIG and a site visit was being arranged for the 10th June 2026 at 11:00am. **(noted)**
- d) B4069 Extended Speed limit. The matter had been raised through LHFIG and a site visit was being arranged for the 10th June 2026 at 11:00am. **(noted)**
- e) Highway Accidents & Various Works. There had been no change in circumstances since the last Council Meeting. **(noted)**
- f) B4069 Signage. The matter had been raised through LHFIG and a site visit was being arranged for the 10th June 2026 at 11:00am. **(noted)**
- g) Jacksoms Lane – Speed Limit. The matter had been raised through LHFIG and a site visit was being arranged for the 10th June 2026 at 11:00am. **(noted)**

017/26 STANDING ITEMS

- a) **Parish/Community Website/Newsletters/Social Media:** There was still a need to provide updated Council Member contact information on the Council's website. The Spring edition of the Parish Newsletter had been produced and circulated. A further edition would be considered at the next Council Meeting. **(noted)**
- b) **Notice Board/s:** There was no update required. **(noted)**
 - h) **Flooding & Drainage:** The Council has previously agreed to the provision of 3 No ElanCity solar powered advanced warning signs. The matter will be raised through LHFIG and a site visit was being arranged for the 10th June 2026 at 11:00am. **(noted)**
- c) **Langley Burrell Village Hall:** The Council had continued to support the Village Hall Trustees and projects were under consideration. Progress had been made in regard to the new Lease with the Council paying the Solicitors fees as required. **(noted)**
- d) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 9th February 2026 at 7.00pm in the Wiltshire History Centre, Chippenham. The next was scheduled for the 1st June 2026 in the same venue. The Parish Forum had met on Wednesday 25th March 2026 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker had been Simon Smith, Wiltshire Council Senior Planning Officer. The next Parish Forum was scheduled for Wednesday 17th June 2026 at 7.00pm in Sutton Benger Village Hall. **(noted)**
- f) **Langley Burrell Neighbourhood Plan:** There was no change in circumstances since the last Council Meeting. The Regulation 14 Consultation and Housing Needs Survey were now being considered by the Steering Group. **(noted)**

- e) **Council Insurance:** There was no update required. **(noted)**
- f) **Council Standing Orders & Code of Conduct:** There was no update required. **(noted)**
- g) **Asset Register:** There was no update required at this Council Meeting. **(noted)**
- h) **Risk Assessment:** There was no update on this occasion. **(noted)**
- i) **Health & Safety and Management Register:** There was no update required at this Council Meeting. **(noted)**
- j) **Freedom of Information Act-Publication Scheme:** There was no update required at this Council Meeting. **(noted)**
- k) **Parochial Church Council/s:** There were no updates on this occasion. **(noted)**
- l) **Emergency/Flood Planning:** Cllr K Eaves had circulated draft proposals for the Emergency Plan. There was a need for Member input to populate various sections and these would be considered at the next Council Meeting. Comments and information should be submitted to Cllr Eaves before the Meeting. **(noted)**
- m) **Community Safety/Neighbourhood Watch Scheme:** There was no update at this Council Meeting. **(noted)**
- n) **Community Speedwatch:** Later Minute 018/26 (g) refers. **(noted)**
- o) **Data Protection - GDPR:** There were no updates required. **(noted)**
- p) **Langley Burrell Residents Association (LBRA):** There was no update at this Council Meeting on Association matters. **(noted)**

018/26 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.** The S W Ambulance Trust had held a joint training session at the Goss Croft Hall, Upper Seagry on the 14th April 2026 as part of the leasing arrangement. The Council had leased three defibrillators for some years now and the Trust was no longer renewing leases and was gifting the defibrillators to Parishes. It would be necessary for the Council/volunteers to oversee the maintenance and cover costs involved to retain the existing defibrillators. The Council **agreed to accept** the defibrillators. When originally installing the Council had been aware that there would be gaps in the provision as minimum distances could not be met and it had been decided that some provision was better than none, hence the siting at The Bus Shelter, The Village Hall and St Giles Church where the required power supplies and overseeing could be achieved. In addition to the Leasing costs there was a considerably expense to supply the Bus Shelter with a power source each year. There would be a need to register each on “The Circuit”. Registration meant that emergency callers may be directed to the nearest defibrillator. Local people should already be well aware of where

- existing defibrillators were positioned but it would be timely to remind all through a future Newsletter. **(noted)**
- b) **CIL Funding.** Council Members deferred consideration of CIL Funding matters until the Part 2 Agenda. **(noted)**
 - c) **Wiltshire Operational Flood Group North.** The Flood Group had last met on Wednesday 18th March 2026. The date scheduled for the next Flood Group Meeting was the 20th May 2026. Further Meetings were scheduled for 22nd July, 23rd September and 11th November 2026. **(noted)**
 - d) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting had been held on the 31st March 2026 at 10.00am in Monkton Park Council Offices. The Note Tracker had been provided. The date of the next LHFIG Meeting was the 24th September 2026. A further date was scheduled for the 28th January 2026. **(noted)**
 - e) **Langley Burrell Heritage Trail Projects.** The project was complete but could be continually updated and improved. **(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.** The Council had agreed to purchase and install two ElanCity SIDs as a speed reduction initiative and to record data for further use. The matter had now been raised through LHFIG and a site visit was arranged for the 10th June 2026 at 11:00am.. **(noted)**
 - h) **Village Gateways.** The matter had now been raised through LHFIG and a site visit was arranged for the 10th June 2026 at 11:00am. **(noted)**
 - i) **Wessex Water – Community Drop-in.** The Council had been advised that Wessex Water were holding sessions to allow customers to come and talk to them about water related issues, including bills. Local sessions were planned for Tuesdays 30th June, 25th August, 13th October and 8th December 2026 at 10am-12pm and 1-2pm in Chippenham Library, Market Place, Chippenham. **(noted)**
 - j) **Wiltshire Council Briefing Note 26-03.** The Council noted receipt of a Briefing Note in regards to the revision of the Service Devolution & Asset Transfer Policy. There had been an informal consultation period ending 1st May 2026. **(noted)**
 - k) **Wiltshire Council Guidance for Parish and Town Councils on receiving and use of CIL Funds 2026.** The Council had received this year's update. **(noted)**
 - l) **Wiltshire Council Briefing Note 26-04.** The Council had received a Briefing Note in regards to the Crisis and Resilience Fund 2026 (CRF). The briefing outlined the transition from the Household Support Fund (HSF) to the new (CRF) and the support available to residents etc. **(noted)**

- m) **WALC- Environment Network.** The Council was reminded that the Clerk attended the first meeting of this Network and a brief summary and the presentations received were circulated. **(noted)**
- n) **Section 137 Grant Application.** The LB Village Hall had requested that the Council consider a grant towards the provision of the power supply to the defibrillator situated in the Bus Shelter for year 26/27. **The Council agreed that** a Section 137 Grant of £450.00 should be made.
- o) **Register of Interests.** Council Members were reminded that by Law this should be completed on the Wiltshire Council website within 28 days of being elected/co-opted or when they had any change in circumstances. The Clerk would provide log-in and password details, should this be required. **(noted)**

019/26 ANNUAL PARISH MEETING 2026

The Annual Parish Meeting had been held on Monday 20th April 2026 at 7.30pm Despite advertising there had been a poor attendance. Notes from the Meeting would be published in due course. **(noted)**

020/26 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

021/26 DATE OF NEXT MEETING

The date of the next Full Council Meeting was scheduled for **Monday 20th July 2026 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. **(noted)**
- b) Council CIL Project Funding. There were no issues raised. **(noted)**
- c) CIL Fund applications. The CIL Panel considered a request from the Langley Burrell Village Hall Trustees for a CIL Grant towards improvements to the Village Hall. A Specification of Works, estimates and bank statements had been provided as part of the request. Following consideration the CIL Panel agreed to provide a grant of £40,000.00 towards the planned works. **(noted)**

Signed:

Date: **20th July 2026**