

**STEEPLE LANGFORD PARISH COUNCIL**

<https://steeplelangfordpc.org.uk>

**RECORD OF POINTS AND DECISIONS ARISING FROM THE PARISH COUNCIL MEETING HELD IN THE PARISH HALL on Tuesday 1st March 2022 at 7pm**

**PRESENT**

Name	Appointment
Mr A Smart (AS)	Chair
Mr N Page (NP)	Vice Chair
Mrs B Wayman (BW)	Division Cllr
Mr Jeremy Broad (JB)	Cllr
Mrs Jane Haak (JH)	Cllr
Mrs M Middleton (MM)	Cllr
Ms L Napper (LN)	Clerk

**POINTS AND DECISIONS ARISING**

Item	Points / Decisions	Action
	The public forum no members of the public present.	
5/22	<p><b>1. Apologies</b></p> <p>None.</p>	
6/22	<p><b>2. Declaration of Interest</b></p> <p>None.</p>	
7/22	<p><b>3. Wiltshire Councillor Report</b></p> <p>Cllr Wayman confirmed that on the 15th February, Wiltshire Council had agreed their annual budget at £417 million.</p> <p>Headlines were:</p> <ul style="list-style-type: none"> <li>• Council tax has been capped at 1.99%</li> <li>• Adult Social Care levy of 1%</li> <li>• £200 million budgeted for Adult Social Care</li> <li>• £90 million budgeted for Waste and Highways.</li> </ul> <p>There will be an increase in parking charges of 10p per hr across all car parks in Wiltshire from 1<sup>st</sup> April 22.</p> <p>Community Area Transport Groups (CATG) have now changed their names to 'Local highways and footpaths group'. They have an increased budget of £800K, Cllr Wayman suggested if there were any footpath improvements needed to attend the CATG meeting to request a grant towards these.</p> <p>Grass cutting policy - Wiltshire Council has announced a policy to cut verges at the end of the season as it was last year. In May and June the areas that visibility issues or safety concerns were reported last year will be cut.</p>	
8/22	<p><b>4. Minutes</b></p> <p>a. SLPC Meeting 6 July 21 – issued, not agreed by all councillors.</p> <p>b. SLPC Meeting 7 Sept 21 – Agreed by all councillors, Proposed NP, seconded JH.</p>	

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	<p>c. SLPC Meeting 2 Nov 22 – Agreed by all councillors, Proposed NP, seconded JH.</p> <p>d. SLPC Meeting 11 Jan 22 – Agreed by all councillors, Proposed AS, seconded JB, Clerk to circulate a copy of the budget appendix to all Cllrs.</p>	<b>Clerk</b>
	Matters Arising:	
9/22	<p><b>5. Finance/Clerk Update</b></p> <p>a. Clerks report</p> <p>Payments made since last meeting in Jan 22</p> <ol style="list-style-type: none"> <li>1. J Broad (street signs) £135.60</li> <li>2. Hanging Langford Allotments Water bill £65.99</li> <li>3. J Broad (materials and repairs) £101.33</li> </ol> <p>Receipts made since last meeting in Jan 22</p> <ol style="list-style-type: none"> <li>1. £600 fete committee funds towards AED</li> </ol> <p>Bank Balance as of 01/03/2022 £ 24,377.10</p> <p>Payments to be made</p> <ol style="list-style-type: none"> <li>1. L Napper Salary Oct/Nov 21 Dec/Jan 22 – £709.96 to issue</li> <li>2. DCK Accountancy Payroll processing £36.00 - to issue</li> <li>3. J Broad road signs £14.69</li> </ol> <p>Agreed the above payments to be paid.</p> <p>b. Handover of accounts and RFO to Parish Clerk. Update. All Bank documents handed over to Clerk.</p> <p>c. VAT re-claim to be processed at year end</p>	<b>Clerk</b>
10/22	<p><b>6. Planning Applications/Issues: (Previous detail in Gray; Update/new detail in Black).</b></p> <p>a. PL/2021/09429, Langford Lakes Nature Reserve, Steeple Langford, SP3 4NH, Proposal: Extend an existing reedbed currently measuring 900m2, located on the eastern edge of Brockbank Lake, at Langford Lakes Nature Reserve. The proposed works will involve construction of an additional 900m2 of reedbed, doubling the size of the reedbed to 1800m2, to support a number species including species of conservation concern. Respond to Wilts Ccl by 15/11/2021. PC submission 24/11/2021 Support. Decision date 16/12/2021.</p> <p>b. PL/2021/10993, ASHCOTT, WYLYE ROAD, HANGING LANGFORD, SALISBURY, SP3 4NW, Proposal: Ash tree - overall reduction. Respond to Wilt Ccl by 15/12/2021, No submission made by PC. Decision date 27/01/2022. Approved with conditions.</p> <p>c. PL/2021/11103, Widdershins and Surrounding Land and Outbuildings, Salisbury Road, Steeple Langford, SP3 4NF, Proposal: Variation of conditions 2 (drawing amendments, minor alterations to fenestration and porch) and 4 (material amendments to change to brick corbeling, and timber framing to porch) for application 19/11061/FUL - Demolition of all outbuildings; erection of a single dwelling and associated works and refurbishment of "Widdershins". Respond to Wiltshire Ccl by 30/12/2021. PC submission 20/01/2022 after agreeing extension to submission date. Decision date 25/01/2022, Approved with conditions.</p>	

**STEEPLE LANGFORD PARISH COUNCIL**

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	<p>d. PL/2021/11240, BOX TREE COTTAGE, WYLYE ROAD, HANGING LANGFORD, SALISBURY, SP3 4NN, T1- Conifer- Fell T2- Conifer- Fell T3- Conifer- Fell T4- Conifer- Fell. Respond to Wiltshire Ccl by 31/12/2021.PC submission no objection. Decision date 10/01/2022. No objection</p> <p>e. PL/2021/11462, THE KNOLL, BERWICK LANE, STEEPLE LANGFORD, SALISBURY, SP3 4NB. Proposal: Proposed summer house. Respond to Wiltshire Ccl by 11/02/2022. PC submission No objection. Decision date 07/02/2022, Approved with conditions.</p> <p>f. PL/2021/11730, Garages Duck, Street Steeple Langford SP3 4NQ. Proposal: T1 - leaning Alder - fell to ground level. Respond to Wiltshire Ccl by 12/01/2022, No submission made by PC. Decision date 28/01/2022, No objection.</p>	
11/22	<p><b>7. SLPC Records and Documents</b></p> <p>a. Initial review of historical records – Clerk to gain clarification of retention of documents</p> <p>b. Lloyds safe deposit – Cllr Broad found documentation with regards to the safety deposit. Clerk to speak to Lloyds to gain confirmation that the safety deposit is still in existence and how do we access this. JH proposed, NP seconded this.</p> <p>c. Emergency Plan – The PC do have an Emergency Plan, this needs a review as it is out of date. The Chair explained that Wiltshire Council have one that we could potentially adopt if this was preference. Cllr NP will look at the current PC’s plan and compare it with another plan Cllr MM circulated and try and transfer SLPC’s into a new format.</p> <p style="padding-left: 40px;">The Chair asked if the PC were sharing the emergency plan with the Parish at this stage. The majority agreed not until a final version is drafted.</p> <p>d. Cllr JB is going to approach the volunteers at the great British spring clean to enquire whether anyone would be interested in becoming an emergency volunteer. The Chair will send the words to Cllr JB that were submitted to the Messenger for guidance.</p>	<p>Clerk</p> <p>AS/JB</p>
12/22	<p><b>8. Co Option of additional Parish Councillors</b></p> <p>a. SLPC co-option policy &amp; process – Clerk sent the Chair a policy/process template. The Chair suggested that we adapt this slightly and then adopt it. All Cllrs were in agreement</p> <p>b. Specific skills gaps / imbalances that need to be considered – The Chair asked all Cllrs what they felt the skills gaps were and what was required and what 3 questions that could be asked to potential candidates. Cllrs to feed this back at the next meeting in May.</p>	<p>AS/Clerk</p> <p>All Cllrs</p>
13/22	<p><b>9. Recreation Ground &amp; Children’s Play Area boundary</b></p> <p>a. Original correspondence from WC – The original email/letter cannot be located as this was a few years ago, the action in November 2020 to another Cllr (now not a Cllr on the PC) was to look at the boundary ownership, this unfortunately was never actioned.</p> <p>b. Outcome of SLPC clerk investigation of options for land registry held information Clerk investigated the different options of what it would cost and what the different options were and circulated this information to all Cllrs.</p> <p>c. Statement of ownership from LRGMT / LCSA</p>	

**STEEPLE LANGFORD PARISH COUNCIL**

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	<p>LRGMT/LCSA have confirmed verbally that the land is within their curtilage, Cllr NP will request in writing to see the documents to support this.</p> <p>d. Way forward Cllr NP will formally send an email to ask the LRGMT/LCSA for written confirmation of ownership and ask them to respond within 2 weeks, NP will cc all other Cllrs into this correspondence for transparency.</p>	<p align="right">NP</p>
<p>14/22</p>	<p><b>10. Wiltshire Council Traffic Survey</b></p> <p>a. Communication of results with the community Results confirm we don't meet the criteria for Community Speedwatch or other action. Wiltshire Council will take no further enforcement action at this stage.</p> <p>b. Any further considerations The Chair asked how should we relay this to the PC. The Cllrs agreed to keep it as simple as possible. The Chair proposed that we consider sighting a SID and circulating this between 4 permanent entry sites into the Langfords. The SID can record speeds of vehicles and times of day so these statistics could be used towards police enforcement. Cllrs JH, MM, JB, AS agreed that the SID approach should be investigated ie further, costs and options. Cllr NP urged that wider and full consideration of options to manage traffic were considered. The Chair will contact Cllr Wayman to request guidance on moving forward with this and also ask for some road safety guidance.</p>	<p align="right">AS</p>
<p>15/22</p>	<p><b>11. Community Projects for 2022</b></p> <p>a. Provision of a defibrillator in Steeple Langford Cllr NP is in contact with Mr Richard Scott with regards to sourcing an AED within the budget of £1900.00. ongoing.</p> <p>b. Community benches Cllr MM identified there was a previous bench where the new one is proposed to go at the top of the Wirr. Cllr MM/JB to initially contact Highways to establish if we can put a bench there and also ask immediate residents' opinions, they will also seek advice if planning would be needed for this. Confirmed by all Cllrs that this bench will be in memorial of the Queens Platinum Jubilee</p> <p>c. Storage facility for SLPC PEAS Cllr JB confirmed that he had discussed another storage facility place at the Steeple Langford Recreation Ground, but is unsure how long until this would take to be available. There is potentially an ISO container available at the lakes, this may be another option, Cllr NP is currently following up.</p>	<p align="right">NP</p>
<p>16/22</p>	<p><b>12. Village Maintenance:</b></p> <p>a. Damaged footpath (The Upper) Cllr JB confirmed that Wiltshire Council have agreed to pay for removal of the fallen tree and for the damaged footpath.</p> <p>b. Written report provided by Cllr JB:</p>	

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	<p><u>Blue Street Signs</u> Wiltshire Council will no longer maintain parish street signs, many of which are in poor order. Parish volunteers therefore have now re-painted all the blue street signs in Steeple Langford and Hanging Langford over the last month. The black posts carrying the signs will be painted in the summer when the weather is better.</p> <p><u>Parish Council Notice Boards</u> Minor repairs have been made to the Church and Manor House parish notice boards to stop the doors blowing open in strong winds.</p> <p><u>Dog Signs</u> New signs encouraging dog walkers to use bags for dog waste have been put up by each poop bag box situated around the Parish.</p> <p><u>Parish Emergency Winter Supplies</u> The Steeple Langford Recreation Ground have agreed in principle to allow the Parish Council to position a shed for Parish Emergency Winter Supplies near the approach road to the Sports Club.</p> <p><u>Hedge Cutting</u> The Parish Steward has cut back the hedge jutting out into Salisbury Road by the nursery school, to improve visibility for children and parents crossing the road. During the cut back an old blue street sign on rotten posts was found inside the hedge. This will be re-painted and re-erected with new posts in due course.</p> <p><u>Hedge Encroachment on the Upper</u> Following concerns, the hedge on the Upper by the bridge over the River Wylve near the church, has been cut back to make the tarmac path running along the side of the hedge more usable.</p>	
17/22	<b>13. Correspondence:</b>	
	<p>a. Wiltshire Council / Police community engagement The Chair has received no formal feedback from the meeting as he was in attendance, he knows it was well attended by residents of Edgars Close and some of the wider community.</p> <p>b. Wiltshire Council Climate Strategy adopted Correspondence received that the Climate Strategy has been adopted by WC.</p> <p>c. Fete Committee contribution to defibrillator £600 donation received from the Fete Committee.</p>	
18/22	<b>14. Short notice items</b>	
	<p>Deadline for Messenger articles is 18th March at midday. All Cllrs to provide any content to the Chair.</p> <p>Cllr JH stated that that there are cars parked on pavement on Church Street blocking for wheelchair, pushchair access. Cllr JH will approach the owners of the vehicles in the first instance.</p> <p>Cllr MM asked if there is a Steeple Langford Neighbourhood watch in place? Cllr JB will investigate this further.</p> <p>Cllr NP gave an overview of the current position with regards to Hanging Langford Allotments:</p> <ul style="list-style-type: none"> <li>• total plots 14 and the current rental rate is £18 pr yr. 13 x £18, 1 x £80 = £314.</li> <li>• Water Bill is currently £200 per year, approximately, repairs are also needed.</li> <li>• Records indicated that current Allotment Holders paid a deposit of £5 for a padlock key; currently there is no record of this being held ringfenced.</li> </ul> <p>Based on the above, Cllr NP proposed that consideration was given to increasing the rental rate for the Hanging Langford Allotments.</p>	<p><b>All Cllrs</b></p> <p><b>JH</b></p> <p><b>JB</b></p> <p><b>Clerk</b></p>

**STEEPLE LANGFORD PARISH COUNCIL**

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	<p>Cllrs MM,JB,MM,NP, AS agreed to increase the charge from £18 to £20 pr year pr allotment as from 1<sup>st</sup> April 2022.</p> <p>Clerk to contact tenant holders and ask them if they would like to continue with their allotments and if so invoices and contracts to be issued.</p> <p>Currently the Parish Council website is set up with only a single administrator that can upload, amend, and remove content. The Chair confirmed they will contact Netwise and establish the feasibility of setting up access for other councillors with priority being given to access for the Clerk.</p> <p>Cllr JB asked about white lines being introduced on junctions, Cllr JB will speak to Mr David Button with regards to this.</p>	<p><b>AS</b></p> <p><b>JB</b></p>
19/22	<b>15. Date of next ordinary meeting/AGM 2022</b>	
	Tuesday 10 <sup>th</sup> May AGM/Ordinary	
	<p><b>16. Date of meeting of the Parish 2022</b></p> <p>Date TBC. Agreed venue the Sports Field, The Chair will approach the Recreation Ground to check Suitable dates.</p>	
Meeting Closed at: 21.20 pm		
Chair signed:		