

**MINUTES OF THE MEETING OF KINGTON LANGLEY PARISH COUNCIL
HELD ON MONDAY 8th JULY 2024 IN THE COMMITTEE ROOM, KINGTON LANGLEY VILLAGE HALL
COMMENCING AT 7:30 PM**

Present: Cllr Watson (Vice-Chair), Cllr Armor, Cllr. Harrison-Jones, Cllr Reynolds, Cllr. Sealy, Cllr Tayler, Mrs. Sue Hart (Clerk), Peter Giles (RFO) and County Councillor Greenman

Before the meeting started, Cllr Watson welcomed new councillor, Dr Glynn Harrison-Jones to the Parish Council.

Public Participation: Eight members of the public attended the meeting.

A villager raised a safety issue which has been ongoing for many years when walking from the Nursery Cottages along the B4069 to the corner of Sutton Road towards Kington Langley. Highways only mow verges annually and the side of the road is so overgrown it is totally unsafe to walk along the road given the speed of vehicles in spite of the 50-mph limit. Villagers from the cottages are unable to use village facilities (e.g., tennis court, going to the village hall, etc.) without having to drive. The residents were therefore formally requesting that the Parish Council put a Highways Improvement Request to the Wiltshire Council Local Highway and Footpath Improvement Group (LHFIG) meeting. (This item is therefore on the agenda for resolution – minuted below).

The situation has been reviewed by County Councillor Greenman who said he would add his support to the initiative including a reduction in speed along the Langley Straight. He thought a past speed monitoring exercise had not been carried out very robustly and more could be done to monitor speeding along the road. There had been a very recent request to invest some of the money going into Highways into footpaths (maintenance). He thought the project might be beyond the funds of the LHFIG but that it was still a good place to start.

Unitary Councillor Update

Following the election results, Cllr Greenman said that the 4-year housing land supply guidance could be overturned. He also thought the new government's commitment to wind farms, of which there are none currently in Wiltshire, and to solar farms may mean any existing constraints on these energy sources are eased. Finally, Wiltshire Council were being asked to deliver more gypsy and traveller sites across Wiltshire (79 yet to find). He thought this could impact North Wiltshire due to its proximity to the M4.

035.24	Apologies for absence In Cllr Lawer's absence, the meeting was Chaired by Cllr Watson (Vice-Chair) Apologies for absence were received from Cllr Lawer (holiday abroad) and Cllr. Sue Pattemore (sickness) On a proposal from Cllr Armor, seconded by Cllr Reynolds, IT WAS RESOLVED to accept the councillors' apologies.
036.24	Declarations of Interest: In accordance with S31 of the Localism Act 2011 and the Parish Council's adopted Standing Orders – To receive declarations of any pecuniary or non-pecuniary interests in respect of any item contained in this Agenda. There were no declarations of interest.
037.24	Minutes – To approve revised minutes of the Annual Meeting of the Parish Council meeting held on 10 June 2024 Following circulation of the draft minutes, a change had been proposed by the Responsible Financial Officer to Minute 031.24a. The resolution to add the RFO to SLCC membership said it had been resolved retrospectively to approve the memberships. He proposed that it should say: On a proposal from Cllr Watson, seconded by Cllr Reynolds, IT WAS RESOLVED to retrospectively approve two memberships and subscription payments. On a proposal from Cllr Armor, seconded by Cllr Reynolds, IT WAS RESOLVED to accept the revised minutes as a true record.
038.24	Planning Applications - Clerk

	New Applications for Consideration: None PL/2024/05869 25 Doves Terrace Proposed single storey side and rear extension (Deadline 26Jul24) On a proposal from Cllr Harrison-Jones, seconded by Cllr Reynolds, IT WAS RESOLVED to Support this application. Planning Updates: None Wiltshire Council Decisions, Appeals and Enforcement Updates Decisions: PL/2024/03273 Lime Tree Stables, Middle Common (Retrospective) Erection of 7 x stables, tack room, storage barn and welfare buildings. Decision: Approve with Conditions PL/2024/03154 Langley Gate Farm, Swindon Road (Listed Building Consent) – Replacement of sash windows, renewal of front door, stone porch et Decision: Approve with Conditions PL/2024/02884 Langley Gate Farm, Swindon Road – Replacement of sash windows, renewal of front door, stone porch etc Decision: Approve with Conditions PL/2024/01983 Kington Langley Village Hall - Proposed external cloakroom adjacent to village hall Decision: Approve with Conditions
039.24	Highways Improvement Request SN15 5NF – Cllr Watson (Vice-Chair) This agenda item follows on from the request raised by a villager in Public Participation in order to review with councillors whether they will support the request to submit a Highways Improvement Form to the LHFIG. The request is to improve the safety of walking between Nursery Cottages and Sutton Road along the Langley Straight. The reasons for the request were given in the Public Participation topic above. Councillors considered how such a request might be implemented as it may necessitate some land being requested from a local farmer in order to gain enough width for a path. An example where this had been done was on the approach to Kington St Michael from the A350. County Councillor Greenman participated in the discussion and said the increasing development of houses on the Kington Langley side of Chippenham had increased the traffic along the B4069. He felt the implementation should be done in conjunction with a speed limit reduction. Langley Burrell have managed to obtain CIL money and Sutton Benger is asking for money from St Modwen and both requests relate to the impact of the increasing developments around their villages. A Section 106 agreement may be of relevance. He thought it would need a traffic survey to take the project forward and whilst the LHFIG were unlikely to be able to find the money he thought they should be aware of the requirement. He would also write to Nick Holder, Cabinet Member for Highways, Street Scene, and Flooding. On a proposal from Cllr Harrison-Jones, seconded by Cllr Sealy, IT WAS RESOLVED to Support the proposal to put forward a Local Highways Improvement Request to the LHFIG and to further explore the requirement for a footpath between Nursery Cottages and Sutton Road.
040.24	Chair's Report - Cllr Watson (Vice-Chair) Prior to the meeting, Cllr Lawer had circulated to councillors the notes from three meetings he had attended in the past month as follows: ☒ Northern Area Planning Committee meeting ☒ Chippenham Community Area Parish Forum ☒ Town and Parish Council Forum
041.24	Clerk's Report and Matters Arising from 7 May 2024 Parish Council meeting A new Hit or Miss For Sale sign had been erected by estate agents on the village green in front of the Parish notice board. The Clerk had sent an e-mail to the agent and it has now been moved onto the Hit or Miss boundary wall. The Hit or Miss renovation project Vintage Car event on Middle Common had been a wash-out and as the weather had been so terrible the Clerk had been asked whether they could do another one on Friday 2nd August. Councillors agreed that they had no objection so the Clerk would send out a letter under Delegated Powers.

The Clerk said that following the fundamental revisions to the Financial Regulations (see Agenda Item 049.24 below) the Standing Orders are now separate and would also need to have a fundamental rewrite based on current national model standing orders. Rather than having both under review at the July meeting she had intended to present them to the August meeting but as that is likely to be shorter due to the holiday period, she would be preparing them for the September meeting instead.

Matters Arising:

Minute 024.24 Clerk's Report and Matters Arising from 7 May 2024 Parish Council meeting

Request for use of Middle Common for vintage car fund-raising event for the Hit or Miss Renovation Project [on 5th July] - confusion over whether a booking had also been at the playing fields.

ACTION: Clerk to find out whether there were duplicate bookings and how the vintage car event and Pop-up Pub would interact. Resolved. ITEM CLOSED

Cllr Pattermore to send Gully Service update to the Clerk for emailing to councillors. Outstanding points can then be discussed at the next meeting.

ACTION: Clerk to e-mail councillors and add to the next agenda. Actioned and added to the current agenda. ITEM CLOSED

Minute 180.23 Parish Steward, Gullies and Potholes update The drain outside Lime Tree Farm is still not running properly.

ACTION: Cllr Lawer to obtain Martin Rose's original report. Ongoing as owners do not have a copy of the report. Covered by item on the agenda.

Minute 025.24 Middle Common Speed Indication Device Update

Meeting with Cllr Trickey's family likely to take place during Scarecrow weekend.

ACTION: Cllr Lawer to arrange a meeting with a member of the late Cllr Trickey's family to consider any outstanding SID items. Covered by item on the agenda.

Minute 026.24 Parish Council Website – Current Status and Future Plans

ACTION: A meeting to be held with Cllr Lawer, Cllr Armor, the RFO and the Clerk regarding implementation. **ACTION:** Clerk to put item on next month's agenda for a resolution to spend money on the work required. Covered by item on the agenda.

Minute 027.24 Bus Shelter Fire Update

ACTION: RFO to check insurance policy in conjunction with Colin Coles to establish whether professional fees should be covered. Covered by item on the agenda.

Minute 028.24 Footpaths & Rights of Way Update (including Byway 34)

Issues regarding maintenance of footpaths on public land.

ACTION: Clerk to distribute Dennis Gill's booklet to councillors and the Parish Rights of Way map if electronic. Actioned. ITEM CLOSED.

ACTION: Cllr Sealy for further review at next month's meeting Covered by item on the agenda.

Minute 030.24 Annual Parish Meeting – Councillors' feedback and review of the evening

ACTION: Clerk to draft thank you letters to the hosts and contributors to be sent by the Chair. Actioned. ITEM CLOSED.

ACTION: Cllr Sealy to confirm contributors' names with the Clerk. Actioned. ITEM CLOSED.

Draft minutes to be reviewed to be sure that all contributors are mentioned.

ACTION: Clerk to review with Cllr Sealy. Actioned. ITEM CLOSED.

Minute 033.24 Exchange of information and Any Items for Consideration at Next Meeting

Delivery lorries are apparently reversing into the delivery entrance at Kin House and safety of doing this so close to the bends on the B4069.

ACTION: Cllr Lawer to contact a Kin House representative to relay concern and understand what could be done to implement a safer option. In Cllr Lawer's absence, carried forward to next meeting.

Thank you letter suggestion to the villager who had carried out the work on improving the footpath at Doveys Terrace.

	ACTION: Cllr Sealy to find out more about what had been done. Covered by item on the agenda.
042.24	Highways / Parish Steward Update – Clerk for Cllr Pattemore The Discretionary Gully Service report was circulated to councillors. There were two items outstanding: 1. Lime Tree Farm problem with drain / soakaway / pipework on Middle Common – Cllr Lawer had reported that he had emailed Martin Rose (Wiltshire Council) who said he had no knowledge of a report which had been understood to have been written several years ago and which gave more information on the history of this issue. Martin Rose had suggested e-mailing Drainage at Wiltshire Council which Cllr Lawer had done but as yet had received no reply. ACTION: Cllr Lawer to follow up. 2. Ashes Lane ditch – Cllr Tayler is investigating further. ACTION: Cllr Tayler to update the Parish Council at the next meeting.
043.24	Community Speedwatch Updates – Cllr Reynolds / Cllr Armor ☒ Community Speedwatch Team update In the last 3-week watch the team had been roadside for 9 sessions. 1510 cars were recorded, with 86 speeders – 10 travelling at > 40 mph and 2 travelling at > 45 mph. The two in excess of >45 mph were recorded on Tuesday 25th when 20 speeders were recorded out of 200 cars. During the 3 weeks 5.70% were speeding with 11.63% at >40 mph. Cllr Reynolds noted that in May a similar number of cars were recorded (1516) but only 3.36% were speeding. During the last watch they were able to hold later sessions than in previous watches and the variance may possibly be a reflection of that. ☒ Middle Common Speed Indication Device update Cllr Armor and Cllr Lawer met with a member of Graham Trickey's family on the Saturday of the Scarecrow weekend. The only SID equipment they were aware of was a long pole, which has now been collected and is being stored at Cllr Armor's. There were also a couple of padlocks so the family would look for the keys. The next step is for Cllr Lawer and Cllr Armor and possibly another villager to have a meeting with the councillors responsible for the Christian Malford SID to familiarise themselves with the recording process. ACTION: Clerk to contact the councillors involved to see if they would be amenable to a face-to-face meeting (a Zoom meeting had originally been proposed).
044.24	Parish Council Website – Current Status and Future Plans –Cllr Armor Cllr Armor said he had been following up a web-hosting company called Black Nova Designs based in Calne who have also been recommended by several neighbouring Parish Councils. He had been quoted a price from them of approximately £124 ex VAT/per annum. There may be a £100 first year grant for .gov.uk. There is no extra charge for e-mails. This is tied to 15GB of space and he questioned whether the Clerk might have a requirement for more. He has already made contact with a young villager who will design the new website free of charge. Councillors expressed their thanks to the villager concerned. On a proposal from Cllr Watson, seconded by Cllr Reynolds IT WAS RESOLVED to agree to an additional budget spend of £200 for the current year to implement and maintain the new website and e-mail facility and how this would be spent to be delegated to Cllr Armor.
045.24	Bus Shelter Fire Update – RFO Discussions are ongoing with the insurance company regarding demolishing the existing shelter and replacing it with a prefabricated version. This is acceptable to them, however, cover for payment of professional fees is still to be agreed. Peter Giles and Colin Coles have confirmed from the policy that these fees should be covered and that the

	policy also covers replacing like for like. There will be a need to lift the existing slabs immediately outside the shelter and re-lay them to provide level access for a new prefabricated building to meet current access requirements. Most manufacturers quote one price to both provide and do the installation. Councillors were therefore asked for their views on what style and size of shelter they would prefer and the consensus was for a 2-module shelter. The end facing the A350 should be closed, as well as being enclosed to the north. Safety glass was preferred with an elliptical rather than flat roof. The decision on steel versus aluminium would be made depending on what proposals were forthcoming. Next steps will be to seek agreement from the underwriters that Colin Coles's costs will be covered and also to seek 3 quotes to cover demolition of the remains of the old shelter, and also alternatively for its rebuilding to the previous design. The latter was required by the insurers in order to establish a base price. It was noted that a villager had made a proposal regarding roofing the existing shelter with Perspex. However, this would not address the issue of the building still being a draw for rough sleepers. ACTION: Cllr Lawer to contact the villager to explain.
046.24	Footpaths & Rights of Way (including Byway 34) – Cllr Sealy Prior to the meeting all councillors had been contacted for their agreement to voluntary work carried out on Byway 34A as the work needed to be started before the meeting. All councillors had agreed to this. On a proposal from Cllr Sealy, seconded by Cllr Harrison-Jones, IT WAS RESOLVED to Ratify councillors' support for the voluntary work to be carried out. Cllr Sealy noted that the work a villager has carried out on a footpath by Doveys Terrace was much appreciated, however he thought that there wasn't much more that could be done as, not being a pavement, the base is only mud so adding scalplings would just sink into the ground once it got muddy. Cllr Sealy said that in general when there is an issue with footpaths the landowners contacted usually rectify any problems. However, many footpaths are on public land so there is no-one to go to in order to get them maintained. He suggested a Footpaths Working Party comprising volunteers who would get together perhaps one Saturday a quarter (spring, summer and autumn) to do some strimming or to dig out culverts. He also thought an ongoing reserve of money should be added to the budget to cover remedial work, e.g. replacing stiles. Renovating the footpath by Kin House is not progressing at the moment and as the drainage issue results from water from Kin House discharging onto the footpath this does need to be actioned before it gets too wet again later in the season.
047.24	Dennis Gill Memorial Finger Post Update and Sutton Benger Parish Council request for erecting Noticeboard on KLAN34 – Cllr Sealy The neighbouring parish of Sutton Benger has commissioned some noticeboards to be erected at various points in their village and had contacted the Parish Council regarding the possibility of putting one on a footpath which, whilst in Kington Langley parish, had been numbered on the Wiltshire Council's online map as SBEN27. In all historic paper Rights of Way maps the footpath in question had been known as KLAN27. Cllr Sealy had met with one of the Sutton Benger councillors making this request. This was due to the fact that they had tried to erect the board at Draycot Cerne but were unable to get a hole in the ground and in any case residents didn't like it there. However, Cllr Sealy felt that as the noticeboard would be about Sutton Benger it would be better placed on the Sutton Benger parish boundary. Councillors agreed that a large noticeboard would be out of keeping with the rural area and would detract from the fingerpost about to be erected on the same footpath crossing to commemorate the late Dennis Gill. They also felt it wouldn't be relevant to have a signpost on a Kington Langley parish byway providing information about Sutton Benger parish. Cllr Sealy had suggested that the Sutton Benger councillor followed up with the land owner owning the neighbouring field to the parish boundary regarding whether

	it could be put on the edge of a field that was nearer the parish boundary. On a proposal from Cllr Sealy, seconded by Cllr Reynolds, IT WAS RESOLVED not to agree to the erection of a Sutton Benger noticeboard within Kington Langley parish. The Clerk noted that the status of the commemorative finger post was unclear. It had been planned to have the footpath towards Draycot Cerne annotated as KLAN27 not SBEN27 therefore she was waiting for a response from Wiltshire Council Rights of Way officers regarding which was correct. If it had been changed to SBEN27 the fingerpost would need to be modified. ACTION: Clerk to follow through the correct footpath numbering with Wiltshire Council. ACTION: Clerk to establish the finger post's status with its maker.																					
048.24	KLimate Change – Cllr Watson Cllr Watson reported that he had drafted a presentation to the Village Hall regarding using a playing field boundary for a community orchard. Cllr Watson said he would draft a notice to put on benches regarding the No Mow areas and would e-mail councillors the draft. ACTION: Cllr Watson to e-mail councillors.																					
049.24	To review Revised Financial Regulations - Responsible Financial Officer, Peter Giles Revised KLPC Financial Regulations had been prepared and circulated to councillors. They had required a complete rewrite following the release of new model Financial Regulations 2024 by National Association of Local Councils and the fact that the existing 3-page KLPC Financial Regulations were significantly out of date. The RFO drew attention to three points: a) Were councillors in agreement with single signatory transactions given the additional checks and balances proposed. A point to note was that the monthly Finance Report has been restructured from July onwards in order to provide these checks and balances with reference to the single signatory proposal. b) Were they in agreement with the graduated procurement model. Councillors discussed the values at which the break points should be set. c) Did they agree to the limited delegation of spend authorisation to the RFO and the Clerk for minor purchases and if so whether they agreed with the ceiling proposed (£100). Following discussion councillors agreed to the points raised and several minor changes were suggested. On a proposal from Cllr Harrison-Jones, seconded by Cllr Sealy, IT WAS RESOLVED to accept the new Financial Regulations with revisions. ACTION: RFO to circulate revisions to councillors. Councillors thanked the Responsible Financial Officer for the amount of work he had put into the new Financial Regulations.																					
050.24	Finance Report – Responsible Financial Officer (Peter Giles) a) To note transactions since last report dated 8 Jun 2024 Payments from Current Account: <table><tr><td>11Jun24</td><td>Bawdens – Inv 29515 2nd cut</td><td>£1,149.60</td></tr><tr><td>11Jun24</td><td>Cllr Lawer – reimbursement of APM expenses</td><td>£31.12</td></tr><tr><td>11Jun24</td><td>SLCC Sub 24/25 – Clerk</td><td>£112.00</td></tr><tr><td>11Jun24</td><td>SLCC Sub 24/25– RFO</td><td>£80.00</td></tr></table> Receipts to Current Account: <table><tr><td>23Jun24</td><td>SSE Wayleave</td><td>£47.91</td></tr><tr><td>6Jul24</td><td>Donations towards APM costs</td><td>£140.00</td></tr></table> Receipts to Deposit Account: <table><tr><td>10Jun24</td><td>Interest</td><td>£17.60</td></tr></table> Transfers Between Accounts:	11Jun24	Bawdens – Inv 29515 2 nd cut	£1,149.60	11Jun24	Cllr Lawer – reimbursement of APM expenses	£31.12	11Jun24	SLCC Sub 24/25 – Clerk	£112.00	11Jun24	SLCC Sub 24/25– RFO	£80.00	23Jun24	SSE Wayleave	£47.91	6Jul24	Donations towards APM costs	£140.00	10Jun24	Interest	£17.60
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	20Jun24	Defib (61503568) to Current (0218248) to close	£862.60
b) To approve forthcoming Payments:			
To approve the following payments to be made online:			
Online	KLVH Hall hire Apr - Jun		£21.60
Online	Bawdens – Inv 29467 1 st cut		£1,149.60
Online	Bawdens – Inv 29644 3 rd cut		£1,149.60
Online	St Peter’s Church – Annual Grant		£150.00
Online	Union Chapel - Annual Grant		£150.00
Online	KLVH CIO - Annual Grant Part 1		£500.00
c) To approve the July 2024 Financial Report			
On a proposal by Cllr Sealy, seconded by Cllr Armor, IT WAS RESOLVED to approve forthcoming payments and the July 2024 Financial Report			
d) To review the 2024/25 budget at the end of the first quarter			
The only change made to the version distributed to councillors in advance of the meeting was a reduction to the website / IT annual provision from £500 to £200 which had no impact on the end of year reserve.			
On a proposal by Cllr Harrison-Jones, seconded by Cllr Reynolds, IT WAS RESOLVED to approve the end of first quarter 2024/25 budget including the proposal by the RFO that the surplus money from the Annual Parish Gathering should be added to the Defibrillator funds.			
051.24	Correspondence sent / received – No correspondence had been sent or received.		
052.24	Exchange of information and Any Items for Consideration at Next Meeting ☒ Cllr Sealy suggested that as the August meeting would be shorter, it would be a good opportunity for councillors to adjourn to the local pub. ☒ Cllr Armor said an incident on a village footpath had upset a villager. ☒ Cllr Tayler said that the positioning of the CCTV in the A350 layby meant that lorry drivers knew they couldn’t be seen if they threw their rubbish out on the passenger side of their lorries. He suggested to Cllr Greenman that the CCTV should be repositioned.		

The next meeting of the Parish Council will be held on **Monday 12th August 2024 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

This meeting will not cover the full monthly agenda but just the Planning Agenda, the monthly finance report and any other items that councillors wished to put forward before the Monday 9th September meeting.

MEETING CLOSED AT 21.32