

**DRAFT MINUTES OF THE MEETING OF KINGTON LANGLEY PARISH COUNCIL
HELD ON MONDAY 11th NOVEMBER 2024 IN THE COMMITTEE ROOM,
KINGTON LANGLEY VILLAGE HALL COMMENCING AT 7:30 PM**

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

Public Participation: There were no members of the public.

Unitary Councillor Update

County Councillor Howard Greenman had nothing to report this month.

095.24	Apologies for absence There were no apologies for absence.
096.24	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.
097.24	Minutes – To approve minutes of the Parish Council meeting held on 14th October 2024 The draft minutes had been circulated to councillors. There was one minor change to Minute 080.24 – the word 'south' was missing from "It was noted that the application specifies that the building would only be used as ancillary accommodation therefore parking on the south side of Plot 1 was considered adequate with no need for any additional parking on the north side." On a proposal from Cllr Harrison-Jones, seconded by Cllr Sealy, IT WAS RESOLVED to accept the minutes with the amendment as a true record.
098.24	Planning Applications – Clerk New Applications for Consideration: PL/2024/08894 Listed Building Consent for 2 Manor Cottages, Swindon Road – Replacement Front Door (Deadline extension requested) On a proposal from Cllr Armor, seconded by Cllr Harrison-Jones, IT WAS RESOLVED to Support the application. PL/2024/09337 Kin House, Swindon Road – Change of use of ancillary storage buildings to provide additional overnight sleeping accommodation (Deadline for comments: 28 Nov 24) Councillors expressed concerns that the need for additional parking for the guests using the additional bedrooms may not have been addressed and suggested that the additional parking needs should be assessed and/or conditions imposed as necessary. Restrictions to accessing the B4069 from the converted stable cottage should also be considered. On a proposal from Cllr Armor, seconded by Cllr Tayler, IT WAS RESOLVED that councillors had No Objection to the application Subject to Conditions. Planning Updates: None Wiltshire Council Decisions, Appeals and Enforcement Updates Decisions: PL/2024/008992 Bramleys, 1 Fairleigh Rise – Proposed works to trees in conservation area. Decision: No objection.
099.24	Chair's Report – Cllr Lawer Cllr Lawer provided an update on his attendance at the Chippenham Area Parish Forum in late September and said there had been an informative presentation from the Chippenham Neighbourhood Policing Team especially regarding the incidence of rural crime. The Wiltshire & Swindon Road Safety Partnership had given an update about speeding in villages including the seriously high speeds that had been reported.

	More villages are implementing Speed Indicator Devices. Some villages use autospeedwatch devices which use automatic number plate recognition (ANPR) but the police do not currently handle that data. A new initiative called Operation SNAP can use dashcam videos of driving offences that are supplied by the public. Cllr Lawer had received an update from the Local Highways & Footpath Improvement Group (LHFIG) regarding the A350 Plough crossroads pedestrian crossing funding. Funding is not currently available but the Group will probably apply for a substantive bid in 2025. The Principal Engineer Manager would also be carrying out a feasibility study for a footpath from the Langley Nurseries to Sutton Road along the B4069. Funding requirements would be addressed later depending on the study outcome.
100.24	Clerk's Report and Matters Arising from 14th October 24 Meeting – Clerk Clerks Report: Permission was granted under Clerk's delegated powers for parking on Upper Common outside Chedds Cottage for tree surgeons' vehicles for one day on 31 October. Matters Arising from 14th October 24 PC Meeting: 082.24 Matters Arising from 8 July 2024 PC Meeting 041. 24 Matters Arising Ashes Lane ditch – Cllr Tayler was following up. ACTION: Ongoing - Cllr Tayler to provide update at the next PC meeting. 083.24 Highways / Parish Steward / Grass Cutting Contract Update Covered by item on the agenda. Item Closed. 0.83.24 A garden hedge in Ashes Lane opposite Ours is overhanging the road. The Clerk had informed Highways but the hedge had now been cut. Item Closed. 085.24 Neighbourhood Watch Update Cllr. Harrison-Jones confirmed that he would be willing to be the Parish Council's point of contact. Cllr Reynolds to include a note about this in the next Village Mag PC Report. Actioned – Item Closed. Cllr Harrison-Jones to write a short article updating villagers. Actioned – Item Closed. Village Mag PC reports to be put onto the Parish Council website. Covered by item on the agenda. Item Closed. 086.24 Parish Council Website – Current Status Councillors' use of new .gov e-mail addresses and publication on the new website. Covered by item on the agenda. Item Closed. Cllr Armor to add Chris Timbrell's e-mail address as Internal Auditor. Actioned – Item Closed. Cllr Armor to establish whether the Parish Council should still be expecting any more invoices. Actioned – Item Closed. 088.24 Footpaths & Rights of Way (including Byway 34) and Dennis Gill Memorial Finger Post Update The finger post has now been delivered to Mr. Sealy Senior. Cllr Sealy to put together a working party to erect the post. Covered by item on the agenda. Item Closed. 089.24 KLiimate Change and Community Orchard Update A survey has been distributed regarding EV Charging points. Cllr Watson to review. Covered by item on the agenda. Item Closed. 090.24 Revised Standing Orders New draft of revised standing orders required further review before circulating to councillors. Cllr Lawer, Peter Giles and the Clerk to meet to follow up and Clerk to put on the agenda for the December meeting. Actioned – Item Closed. 093.24 Correspondence sent / received. Contact Forms received via KLPC Website: Request from villager for debris to be cleared after a car accident outside Kilverts Field. The Clerk had followed up with Highways who suggested the Parish Steward should clear up any remaining debris. Item Closed. 094.24 Exchange of information and Any Items for Consideration at Next Meeting Points raised by councillors: There was significant amount of rubble and building materials outside the walls of a house on Upper Common including a portable loo. Cllr Armor agreed to visit the occupiers of the house concerned. Cllr Armor reported that he had reviewed with the householders. The portable loo had been removed and the area had been cleared and reseeded. Item Closed.

101.24	Highways / Parish Steward Update –Cllr Pattemore Cllr Pattemore said there were three main issues currently under review in the village: 1. The pond at the bottom of Plough Hill. The Council have surveyed with cameras and found two large stones lodged in the pipe from the pond but were called away before they were able to do anything about it. As a result, they need to apply for another road closure in twelve weeks' time which needs to be approved before anything else can be done. There was a lack of clarity regarding ownership of ditches along Plough Lane inside Moors Close as Highways had suggested they might be the house owners' responsibility to clear but it was not obvious that there were any ditches on land on or by the neighbouring houses. The overgrown hedges need to be maintained. 2. Flooding outside Rugosa on Middle Common. A villager had suggested there might be a drain running from outside the cottage to the school ditch which could have capsized. Regarding the school ditch, Cllr Armor said the new school handyman had been doing a lot at the moment. It would be worth getting the parish steward to trim outside school. ACTION: Cllr Pattemore to follow up with the Parish Steward. 3. Lower Common flooding outside the Grange. There has been increasing flooding over an area of Lower Common outside the gate to the Grange. It was not clear where the water was coming from. It is understood that the Parish Steward would get an engineer to investigate it.
102.24	Community Speedwatch Updates – Cllr Reynolds / Cllr Armor Community Speedwatch: Cllr Reynolds said they had two sessions during which time they had recorded 301 cars, 13 of which were speeding and 3 doing over 40 mph. Speed Indicator Device: Cllr Armor had sent a very comprehensive SID Report in graphic format to councillors. During the month of October: • Average Speed incoming was 24.57 mph / outgoing was 26.33 mph • Maximum Speed incoming was 64 mph / outgoing was 57 mph • Incoming vehicles total was 27,470 / outgoing was 27,243 Cllr Armor noted that the trend has been steady. He was planning on experimenting with different wordings for the SID display.
103.24	Parish Council Website – Current Status – Cllr Armor Cllr Armor reported that there had been problems uploading minutes to the site but that has now been resolved by the web designer. Cllr Watson agreed to draft a page about the thermal imaging camera and its use by villagers over the winter. ACTION: Cllr Watson to send the draft to Cllr Armor. An update to Councillors' Responsibilities & Contact Information reflecting everyone's new e-mail addresses has been circulated to councillors. This needs to be posted on the website but the clerk was still waiting for three councillors to update their e-mail address. ACTION: Clerk to post the revised list to the PC website once the remaining councillors have updated their e-mail addresses.
104.24	Bus Shelter Fire Update – Responsible Financial Officer (Peter Giles) Peter Giles said progress had been made on finalising the information needed to submit the claim to insurers. The cost to temporarily move the bus stop whilst the new bus shelter was erected and then move it back again would be £580, which covered providing a new temporary access path to the bus plus a pole. Wiltshire Planners had missed their deadline to inform him whether planning permission would be required. It transpired planning permission would not be required but Planning had omitted to tell him. He was now ready to submit the final package to the insurers. A question had been raised via Cllr Greenman regarding whether the old stonework could be reused. The current plan was that the contractor demolishing the old shelter would take away the stone and dispose of it. The RFO said it had been considered unlikely that the stone would be in a good enough condition but he would recheck. ACTION: The RFO to update Cllr Greenman.

105.24	Footpaths & Rights of Way (including Byway 34) and Dennis Gill Memorial Finger Post Update – Cllr Sealy Cllr Sealy asked for volunteers to help erect the finger post on the coming Sunday. A villager was lending an auger to drill the hole. It was agreed to meet at the Byway 34 crossroads site. Cllr Sealy said he would need to chase Kin House regarding the water draining from Kin House onto the neighbouring footpath which couldn't be renovated whilst it remained so wet. This was more pressing now that Kin House intended to renovate the nearby house. Cllr Lawer said he already had a plan to talk to Matt Harvey from Kin House. ACTION: Cllr Lawer / Cllr Sealy to follow up with Kin House representatives.																											
106.24	KLimate Change and Community Orchard Update – Cllr Watson Cllr Watson said a survey had been received from Wiltshire Council regarding off-street parking and whether there was a requirement for the electric car charging points. He had put the survey on the Community Facebook page but no-one had responded. Use of the thermal imaging camera during the winter would be re-launched in the December Village Mag, on Facebook and also on the new Parish Council website. He was giving more consideration to areas to plant trees in the village. Meanwhile, the Community Orchard project was progressing and a mock-up shape had been marked out on the playing field. The project will go to the CIO Trustees for approval at their January 25 meeting. Discussions were still being undertaken on the constitution for a Steering Group and whether insurance would be required. People were willing to donate money to buy trees and decisions would need to be taken regarding funding and whether a bank account would need to be opened.																											
107.24	Finance Report – Responsible Financial Officer (Peter Giles) a) To note transactions since last report dated 12 October 2024 Payments from Current Account: <table><tr><td>15Oct24</td><td>KLVH Hall Hire July – September 24</td><td>£21.60</td></tr><tr><td>15Oct24</td><td>Bawdens – Invoice 30028 6th cut</td><td>£1,149.60</td></tr><tr><td>15Oct24</td><td>KLVH CIO annual grant – Part 2</td><td>£500.00</td></tr><tr><td>31Oct24</td><td>PWLB (Direct Debit)</td><td>£1,521.76</td></tr></table> Transfers Between Accounts: <table><tr><td>15Oct24</td><td>Deposit (07020575) to Current (0218248)</td><td>£500.00</td></tr></table> b) To approve future payments to be made: <table><tr><td>Chq 1990</td><td>Royal British Legion - wreath</td><td>£25.00</td></tr></table> c) To approve the November 24/25 Financial Report <table><tr><td>10 Nov 24</td><td>KLPC Treasurers Account (Current)</td><td>£196.10</td></tr><tr><td>10 Nov 24</td><td>KLPC Business Bank Account (Deposit)</td><td>£26,517.17</td></tr><tr><td></td><td>Net balances as at 10 Nov 24</td><td>£26,713.27</td></tr></table> On a proposal by Cllr Watson, seconded by Cllr Reynolds, IT WAS RESOLVED to approve forthcoming payments and the November 2024 Financial Report. d) To consider the detailed draft 3-year Financial Plan/Budget Proposals The RFO had distributed a background paper seeking guidance in specific areas to councillors in advance of the meeting. Feedback was provided to the RFO who, it was agreed, would distribute an updated 3-year plan draft together with budget proposals for FY 25/26 for adoption at the December meeting.	15Oct24	KLVH Hall Hire July – September 24	£21.60	15Oct24	Bawdens – Invoice 30028 6 th cut	£1,149.60	15Oct24	KLVH CIO annual grant – Part 2	£500.00	31Oct24	PWLB (Direct Debit)	£1,521.76	15Oct24	Deposit (07020575) to Current (0218248)	£500.00	Chq 1990	Royal British Legion - wreath	£25.00	10 Nov 24	KLPC Treasurers Account (Current)	£196.10	10 Nov 24	KLPC Business Bank Account (Deposit)	£26,517.17		Net balances as at 10 Nov 24	£26,713.27
15Oct24	KLVH Hall Hire July – September 24	£21.60																										
15Oct24	Bawdens – Invoice 30028 6 th cut	£1,149.60																										
15Oct24	KLVH CIO annual grant – Part 2	£500.00																										
31Oct24	PWLB (Direct Debit)	£1,521.76																										
15Oct24	Deposit (07020575) to Current (0218248)	£500.00																										
Chq 1990	Royal British Legion - wreath	£25.00																										
10 Nov 24	KLPC Treasurers Account (Current)	£196.10																										
10 Nov 24	KLPC Business Bank Account (Deposit)	£26,517.17																										
	Net balances as at 10 Nov 24	£26,713.27																										

	There was agreement from councillors in principle for the areas of funding. However, Peter Giles pointed out that he couldn't build up earmarked reserves for future projects if councillors hadn't identified specific items for the future – he had received none so far. ACTION: All councillors to provide the RFO with any suggestions before Friday 29th November. Other areas to be considered for future funding allocation were: 1. The Clerk's laptop software. ACTION: Clerk to check whether / what the annual renewal would be. 2. Councillors' training. There had been no courses or online training for councillors for some time as a result of which most councillors had not received any training for their roles as parish councillor. ACTION: Clerk to identify what courses were available and what costs might be incurred. 3. It was unclear what regular tree inspections should be carried out and how extensively this should be done as the Parish Council is not responsible for all trees in public places in the parish. ACTION: Approval of a tree inspection to be put on the December agenda for resolution. 4. The Reservoir Footpath fence was still in a state of disrepair and is leaning quite significantly in the direction of the road. Whilst the Parish Council doesn't own the land consideration should be given to the cost of fence maintenance in the interests of villagers' and motorists' safety. ACTION: RFO / Clerk to investigate costs. 5. Areas of the Millenium footpath were crumbling and the cost of replacing the areas before they become a trip hazard needs to be considered. This could be quite expensive if the materials used are like-for-like. ACTION: RFO / Clerk to investigate costs. a) Banking Arrangements The RFO had received a letter from Lloyds bank stating that the current Treasurers account would be replaced by a Community account from mid-January and as a consequence from then there would be a monthly charge of £4.25 for maintaining the account. He had looked into alternatives, and while NatWest did not currently charge it was probable that they also would institute a fee in the near future. Given the difficulties associated with changing banks he recommended staying with Lloyds for the present but continuing to monitor the situation. Councillors were in agreement with the RFO's conclusions.
108.24	Correspondence sent / received. Received: • e-mail from the Treasurer to Kington Langley Village Hall reporting that regrettably the Trustees have formally decided to abandon the major project for the new shower / toilet block due to the massive increase in building costs. The CIO was still looking at ways in which provision of disabled toilets might be possible for when the playing fields in use. • Request from young villager's parent to do a Litter Pick project as part of their Duke of Edinburgh award not dissimilar to a previous request the Parish Council agreed last year. It will probably take an elapsed time of about four months. Cllr Reynolds has kindly offered to sign off the project and councillors had no objections to the project being carried out. Contact Forms received via KLPC Website: None
109.24	Exchange of information and Any Items for Consideration at Next Meeting Councillors had no points to raise.

The next meeting of the Parish Council will be held on **Monday 9th December 2024 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

MEETING CLOSED AT 21:59.