

**DRAFT MINUTES OF THE MEETING OF KINGTON LANGLEY PARISH COUNCIL
HELD ON MONDAY 10th FEBRUARY 2025 IN THE COMMITTEE ROOM,
KINGTON LANGLEY VILLAGE HALL COMMENCING AT 7:30 PM**

Present: Cllr Armor, Cllr. Lawer, Cllr Pattemore, Cllr Sealy, Cllr Tayler, Cllr Watson, Mrs. Sue Hart (Clerk) and Peter Giles (RFO)

Public Participation: There was one member of the public.

Unitary Councillor Update: Unitary Councillor Greenman was unable to attend.

144.24	Apologies for absence Apologies for absence were received from Cllr Harrison-Jones (holiday), Cllr Reynolds (sickness) and Councillor Greenman. On a proposal from Cllr Armor seconded by Cllr Sealy, IT WAS RESOLVED to accept the councillors' apologies.
145.24	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. Cllr Sealy declared a pecuniary interest in planning application PL/2024/11641 Whitelands Farm - Gave useful information when requested but did not vote. Cllr Pattemore declared a personal interest in planning application PL/2024/00450 Sunnymead, Newlands Green - Gave useful information when requested but did not vote.
146.24	Minutes – To approve minutes of the Parish Council meeting held on 13th January 2025 The draft minutes had been circulated to councillors. On a proposal from Cllr Armor seconded by Cllr Tayler, IT WAS RESOLVED to accept the minutes as a true record.
147.24	Planning Applications – Clerk New Applications for Consideration: PL/2024/11641 Whitelands Farm – Agricultural building for calf housing (Deadline for comments 10Feb25) On a proposal from Cllr Lawer seconded by Cllr Watson, IT WAS RESOLVED to Support the application. PL/2025/00036 (LBC) – 1-2 Newlands Green – Form new doorway between 1-2 Newlands Green (Deadline for comments 12Feb25) On a proposal from Cllr Lawer seconded by Cllr Watson, IT WAS RESOLVED to Support the application. PL/2024/00450 Sunnymead, Newlands Green – Detached Garage / Store (Deadline for comments 19Feb25) On a proposal from Cllr Armor seconded by Cllr Watson, IT WAS RESOLVED to Object to the application. PL/2025/00508 Ivy House, Middle Common – Installation of solar panels, car charging port (Deadline for comments: 6Mar25) On a proposal from Cllr Lawer seconded by Cllr Pattemore, IT WAS RESOLVED to Support the application. PL/2025/00513 (LBC) Ivy House, Middle Common – Installation of solar panels, car charging port, installation of batteries and associated equipment in basement of grade II listed building (Deadline for comments: 6Mar25) On a proposal from Cllr Lawer seconded by Cllr Pattemore, IT WAS RESOLVED to Support the application. PL/2025/01024 Barncroft, The Barton – Notification of proposed works to trees in a conservation area (Deadline for comments: 24Feb25) Councillors had no objection to this application. Planning Updates: None

	Wiltshire Council Decisions, Appeals and Enforcement Updates Decisions: PL/2024/08894 2 Manor Cottages, Swindon Road (Listed Building Consent) – Replacement front door, like for like to the extent possible to improve insulation. Installation of new hardwood door frame fitted with draughtproofing and a mobility threshold, reusing any historic ironmongery where possible Decision: Approve with Conditions PL/2024/10892 – Prior Approval Part 3, Class MA: Commercial, business and service uses to dwelling houses – Apple Store, Kington Langley – Change of use from former offices to residential use. Decision: Prior Approval Granted PL/2024/07896 Aspen House, Middle Common – Convert existing outbuilding to ancillary accommodation, etc. Decision: Approve with Conditions PL/2024/11713 Langley Fitzurse School - Notification of proposed works to trees in a conservation area Decision: No Objection PL/2024/09337 Kin House, Swindon Road Change of use ancillary storage to accommodation Decision: Approve with Conditions PL/2024/08180 Aspen House. Middle Common LBC Convert existing outbuilding to accommodation etc Decision: Approve with Conditions PL/2023/08481 Land at Red Barn, East of Kington St Michael (Amended): Development of Solar Farm to 40MW capacity Decision: Approve with Conditions
148.24	Chair's Report – Cllr Lawer Cllr Lawer had been on holiday since the last meeting but noted that the Lime Down Solar Park e-mails which have been distributed to councillors give a list of the dates and venues for consultations with a deadline of the 19th of March to submit feedback. He would try to attend one of the events.
149.24	Clerk's Report and Matters Arising from 13th January 25 Meeting – Clerk Clerks Report: The Clerk said that she had been asked by a villager whose daughter has to do a Duke of Edinburgh project whether there would be anything she could do to support the Parish Council. Councillors suggested helping to spruce up the village by cleaning road and lane names plus cleaning signs and reflectors. ACTION: Clerk to inform villager. The Clerk said she has two flood signs which are available if needed and if Highways haven't been into the village to address any flash flooding. One is a triangle saying FLOOD and the other is a large square saying DRIVE SLOWLY THROUGH FLOOD. PL/2024/11713 Langley Fitzurse School – Tree Consent: The Tree Surgeon who reviewed the two trees on Middle Common that are part of this application has sent an e-mail to the Bursar saying he thought it would be possible to retain the tree with crown weight reduction. Cllr Armor said that felling the tree would in fact provide a far better view of the school building. The Clerk said the school may be having difficulty with finding a contractor who has time to do their tree work at the moment. Matters Arising: 134.24 Clerk's Report and Matters Arising from 9th December 24 Meeting 107.24 Finance Report 3. Reservoir Footpath fence: Cllr Armor and the RFO volunteered to fit a single pack of metal fence repair stakes to see whether they will safely stabilise the fence. Covered by Item on the agenda. 4. Millenium footpath repairs: Clerk to ask original contractors to review the condition of the surface to establish what maintenance they would recommend plus potential cost. If substantial, to also find out whether any interim repairs could be done that would be in keeping with the original quality of the surface. ACTION: The Clerk was waiting for feedback from MJ Church who have restructured since the original work was carried out. Carried forward to next meeting.

	128.24 Exchange of information and Any Items for Consideration at Next Meeting: Cllr Lawer has been in touch with new MP Dr Roz Savage asking her to provide posters containing her contact details for the village noticeboards (as previously done for the former MP). ITEM CLOSED 136.24 Highways / Parish Steward Update The Clerk was liaising with Cllr Pattemore to put in a request for the gully tanker. ITEM CLOSED. 137.24 Community Speedwatch / Speed Indicator Device Updates: ACTION: Cllr Armor has established which police department SID reports should be sent. ITEM CLOSED 138.24 Parish Council Website – Current Status Cllr Armor to contact the web designer with a couple of queries that need to be followed up before making additions to website. Covered by item on the agenda. 141.24 Finance Report – Responsible Financial Officer (Peter Giles) The Clerk has sent a thank you letter to the Scarecrow Committee for their second donation towards the defibrillator fund. ITEM CLOSED 143.24 Exchange of information and Any Items for Consideration at Next Meeting - Cllr Pattemore to chase the landowner whose pond had been causing flooding at the bottom of Plough Hill as soon as Highways had completed the works currently scheduled for 22nd January. Update: The signs saying the road would be closed were in error and the work will not be carried out until May. ITEM CLOSED - Councillors agreed that the RFO should submit donation requests to the March meeting. Actioned. ITEM CLOSED
150.24	Middle Common Double Decker Bus Damage - Clerk To resolve on payment of remedial work to Middle Common and submission of insurance claim. On a proposal from Cllr Armor seconded by Cllr Lawer, IT WAS RESOLVED to submit an invoice for £90.00 to the Bus Company's insurer for the works carried out by Joe White. In the meantime, to avoid a payment delay for the work the RFO would raise a payment out of the Parish Council's account. ACTION: RFO to manage the payment stream.
151.24	Highways / Parish Steward Update –Cllr Pattemore / Clerk - Church Bends – overhanging shrubs clearance. The Church Committee had arranged for the weeds along the wall to be flailed and the Clerk had been in contact with Highways regarding erosion on the other side of the lane. Several councillors expressed concern that any clearing of the soil at the bottom of the wall could result in the wall crumbling. It was also a way of preventing vehicles from driving too close to the wall and now the branches have been cut back are no longer are risk for the sides of vehicles to get scratched. ACTION: Clerk to feedback to Highways. - Lower Common – stones have fallen out of the Grange's wall onto the common. Noted - councillors were not minded to formally follow up. - Middle Common – school cars are now parking on the edge of Middle Common at the entrance to Ashes Lane so consistently that is had resulted in significant erosion of grass. The Clerk suggested putting cones along it to stop further parking however councillors thought it would recover in the spring. ACTION: Cllr Armor to raise with the school. - Moors Close / Plough Lane flooding update – the road works will be carried out during the half term week of 22 May. - Reservoir footpath fence - work is still to be done to experiment with a method of stabilising the fence. The rails that were leaning towards the road were stable but still needed attention. Installing the stakes had been delayed due to the weather. ACTION: Cllr Armor / RFO to update councillors at the next meeting.

152.24	Community Speedwatch / SID Updates – Clerk for Cllr Reynolds / Cllr Armor Community Speedwatch: Cllr Reynolds had submitted a report saying the team did 6 sessions only lasting five hours because of the weather. There had been 23 speeders / 3% of cars - no major issues were noted. Speed Indicator Device (SID): Cllr Armor reported the following statistics for Middle Common for January 2025: Average incoming direction speed - 24.94 mph Average outgoing direction speed - 25.63 mph Maximum incoming direction speed - 57 mph Maximum outgoing direction speed - 57 mph
153.24	Parish Council Website – Current Status – Cllr Armor Cllr Armor said web access is consistent month on month, and the website is stable. He had some queries still to be resolved with the web designer.
154.24	Footpaths & Rights of Way (including Byway 34)– Cllr Sealy The Dennis Gill legacy finger post on Byway 34 is now up straight. Footpath priorities are to renovate the byway by Kin House and getting road planings to Byway 34 to top up any wet spots. Cllr Sealy already has planings available.
155.24	KLimate Change and Community Orchard Update – Cllr Watson The Community Orchard Project has been approved by the Village Hall Committee and Cllr Watson has become a trustee running the sub-committee responsible for the community orchard. This spring they were hoping to obtain bare rooted trees from donations. The Village Hall are prepared pre-fund trees if the team need to get on with planting to catch the season. The intention was to ask for a £100 donation per tree to cover planting, staking and mulching. The Thermal Camera is being used by residents and is currently out on loan. Mowing - The map for Bawdens which gives the reduced mowing areas needs to be redone as they didn't quite keep to the plan last year. Cllr Watson was waiting to hear from Kin House regarding whether they will do soil testing on an area at Lower Common. There had been some mention of ploughing before planting and councillors expressed concern about the purpose of any ploughing which was counter to the point of establishing a meadow. Cllr Watson said he needed to review their proposal before being able to provide feedback to councillors. ACTION: Cllr Watson to report back to the next meeting.
156.24	Annual Parish Meeting 2025 (For Resolution) - Clerk Kin House have provisionally offered to host the next Annual Parish Meeting. The meeting to finalise this has still to take place. The Annual Parish Meeting this year is currently scheduled for 20 May 2025. On a proposal from Cllr Alan Lawer seconded by Cllr Armor, IT WAS RESOLVED to agree to Kin House hosting the event. A brief discussion was held regarding possible approaches to the event this time. It was agreed that the format last year had been very successful and Kin House being the proposed venue would maintain the momentum. Cllr Sealy still had the list of village organisations approached last year and agreed to pass it to Cllr Armor so that they can be approached again this year. It was also suggested that an item should be put into the Village Mag asking for volunteers. ACTION: Cllr Armor to obtain the list from Cllr Sealy. ACTION: Cllr Lawer and the Clerk to draft putting an article in the March Village Mag in Cllr Reynolds' absence.
157.24	Clerk's Contract (or Resolution) – RFO The RFO said that on reviewing the clerk's payment dates last year it was noted that the contract, which had been largely unchanged for decades was, and still is, ambiguous. At the time it was agreed with the late Chair, that the contract should be amended to clarify this and review some other points.

	He had started looking into this in more detail recently and both he and the Clerk had concluded that it would be advisable to produce a revised contract based on the NALC Model Contract and job description. The RFO intends to bring forward proposals for a revised contract based on the NALC model for consideration, and hopefully adoption, by the council at the March meeting for the revised clerk’s contract to be effective from 1 Apr 25. On a proposal from Cllr Tayler seconded by Cllr Armor, IT WAS RESOLVED that work should be followed up by the RFO on the Clerk’s contract to be brought in line with the National Association of Local Council’s Model Contract. On a separate, but related, matter the clerk had been approached by Sutton Benger PC via Unitary Cllr Greenman. Their Clerk will be indisposed for some 3 months and has asked if the KLPC Clerk can provide some assistance during that time. For this relatively short time the proposal is that KLPC should provide the Clerk’s services to SBPC under a Service Level Agreement and KLPC be reimbursed for the gross cost of the extra time involved. On a proposal from Cllr Tayler seconded by Cllr Armor, IT WAS RESOLVED that the clerk would provide assistance to Sutton Benger Parish Council for three hours per week for a period of some three months and this would be done on the basis of consultancy support to be reimbursed at cost.																														
158.24	Commemoration of ex-Councillor Betty Bird’s death (For Resolution) Councillors expressed their sadness at the recent death of villager Betty Bird who had been one of the longest serving Parish Councillors in the known history of the village until her retirement from the role in 2021. On a proposal from Cllr Watson seconded by Cllr Tayler, IT WAS RESOLVED to allocate the sum of £50 as a donation to commemorate ex-councillor Betty Bird’s contribution to the Parish Council over many years. ACTION: RFO to make the donation.																														
159.24	Finance Report – Responsible Financial Officer (Peter Giles) a) To note transactions since last report dated 11 January 2025 Payments from Current Account: <table><tr><td>14 Jan</td><td>KLVH Committee Room Hire Oct - Dec</td><td>£21.60</td></tr><tr><td>14 Jan</td><td>Reimburse Sue Hart – Fence Stakes</td><td>£32.99</td></tr></table> Receipts to Current Account: <table><tr><td>30 Jan</td><td>Wayleave BT (1)</td><td>£1.00</td></tr><tr><td>30 Jan</td><td>Wayleave BT (2)</td><td>£1.00</td></tr></table> Transfers Between Accounts: <table><tr><td>14 Jan</td><td>Deposit (07020575) to Current (0218248)</td><td>£350.00</td></tr></table> b) To approve future payments to be made: <table><tr><td>Online</td><td>Reimburse Sue Hart (Clerk) – Stationery for 2024</td><td>£87.54</td></tr><tr><td>Online</td><td>Joe White Gardening Services</td><td>£90.00</td></tr></table> c) To approve the February 24/25 Financial Report <table><tr><td>9 Feb 25</td><td>KLPC Treasurers Account (Current)</td><td>£145.94</td></tr><tr><td>9 Feb 25</td><td>KLPC Commercial Instant Access Account (Deposit)</td><td>£36,016.97</td></tr><tr><td></td><td>Net balances as at 9 Feb 25</td><td>£36,162.91</td></tr></table>	14 Jan	KLVH Committee Room Hire Oct - Dec	£21.60	14 Jan	Reimburse Sue Hart – Fence Stakes	£32.99	30 Jan	Wayleave BT (1)	£1.00	30 Jan	Wayleave BT (2)	£1.00	14 Jan	Deposit (07020575) to Current (0218248)	£350.00	Online	Reimburse Sue Hart (Clerk) – Stationery for 2024	£87.54	Online	Joe White Gardening Services	£90.00	9 Feb 25	KLPC Treasurers Account (Current)	£145.94	9 Feb 25	KLPC Commercial Instant Access Account (Deposit)	£36,016.97		Net balances as at 9 Feb 25	£36,162.91
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	On a proposal by Cllr Armor seconded by Cllr Lawer, IT WAS RESOLVED to approve forthcoming payments and the February 24/25 Finance Report including the staff salary and PAYE and other payments detailed therein.
160.24	Correspondence sent / received. Received: None / Contact Forms received via KLPC Website: None
161.24	Exchange of information and Any Items for Consideration at Next Meeting Points raised by councillors: • Cllr Lawer – Cllr Lawer would be away for the next Chippenham Community Area Parish Forum and said there was a presentation from the Bobby Van Trust and the Chief Constable so asked if there were any volunteers. The Clerk said she would be able to attend, and Cllr Watson also volunteered. • Cllr Armor said there would be a road closure through the village due to Glgaclear work on 26-28 March and thought villagers should be informed. ACTION: Clerk to advise school plus post on Facebook. <i>[Update after meeting: The Clerk has checked one.network and this work is showing as cancelled.]</i> • Cllr Watson noted that illumination of houses plus decorative lights was subtly but significantly increasing and was concerned that a trend was forming. ACTION: Clerk to add this to the agenda for the March Parish Council meeting. • Cllr Sealy said that a hedge along Fairleigh Rise house at the corner of Days Lane was growing out into the road. He would be cutting hedges around village (for example along Church Road outside the playing field) and asked whether there were any other areas where work needed to be done. ACTION: All councillors to let Cllr Sealy know of any relevant areas. • Cllr Pattemore said that there was considerable erosion along Days Lane by Whitelands Farm and Whitelands Cottage which had created quite a big dip where the tarmac edges end. • The RFO said that work is now imminent on replacing the A350 bus shelter. The contractor would be demolishing the old shelter in late February and the new supplier has it in his plan to complete the installation of the new shelter by the end of March.

The next meeting of the Parish Council will be held on **Monday 10th March 2025 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

MEETING CLOSED AT 21:02.