

**DRAFT MINUTES OF THE MEETING OF KINGTON LANGLEY PARISH COUNCIL HELD
ON MONDAY 11th AUGUST 2025 IN THE COMMITTEE ROOM,
KINGTON LANGLEY VILLAGE HALL COMMENCING AT 7:30 PM**

Present: Cllr Evans, Cllr. Lawer, Cllr Reynolds, Cllr Sealy, Cllr Tayler, Cllr Watson, Wiltshire Councillor Greenman, Mrs. Sue Hart (Clerk) and Peter Giles (RFO)

Public Participation: There were no members of the public.

057.05	Apologies for absence Apologies for absence were received from Cllr Harrison-Jones (holiday), Sue Pattemore (away), Cllr Armor (personal) On a proposal from Cllr Reynolds and carried unanimously, IT WAS RESOLVED to accept the councillors' apologies.																												
058.25	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 Lawer declared a pecuniary interest in the planning application regarding tree works at Mole End.																												
059.25	Minutes – To approve minutes of the Parish Council meeting held on 14th July 2025 The draft minutes had been circulated to councillors. On a proposal from Cllr Lawer, IT WAS RESOLVED to accept the minutes as a true record, and they were signed by the Chair.																												
060.25	Planning Applications – Clerk New Applications for Consideration: PL/2025/05904 Upper Leaze House, Parkers Lane – Notification of proposed works to trees in a conservation area. (Deadline for comments: 6Aug25) For information – past deadline. PL/2025/05909 Mole End, Parkers Lane – Notification of proposed works to trees in a conservation area. (Deadline for comments: 6Aug25) For information – past deadline. PL/2025/06334 Tremain House, Church Lane – Notification of proposed works to trees in a conservation area. (Deadline for comments: 20Aug25) Councillors had no objection to this application. Wiltshire Council Decisions: PL/2025/05157 Little Gables, Church Road - Demolition of internal walls, construction of single-storey extension, changes to windows and rooflights, minor landscaping including driveway and access adjustments, installation of bin store + photovoltaic panels (Wiltshire Council Decision): Approve with Conditions PL/2025/05536 Pound House, Middle Common – Notification of proposed works to trees in a conservation area. (Wiltshire Council Decision): No Objection																												
061.25	Finance – Report distributed to Councillors - RFO a) To note transactions since last report dated 11 July 2025 Payments from Current Account: <table border="1" data-bbox="300 1599 1385 1839"> <tr><td>15 Jul</td><td>Sue Hart – reimburse for fence stakes</td><td>£69.98</td></tr> <tr><td>15 Jul</td><td>KLVH – Hall hire Apr - Jun</td><td>£47.05</td></tr> <tr><td>15 Jul</td><td>St Peter's Church – Annual grant</td><td>£215.00</td></tr> <tr><td>15 Jul</td><td>Union Chapel – Annual grant</td><td>£215.00</td></tr> <tr><td>15 Jul</td><td>KLVH CIO – Annual grant Pt 1</td><td>£725.00</td></tr> <tr><td>15 Jul</td><td>Black Nova Design Ltd – Web hosting</td><td>£112.80</td></tr> <tr><td>29 Jul</td><td>Bawdens – Inv 30779 3rd cut</td><td>£1,149.60</td></tr> </table> Debits from Current Account: <table border="1" data-bbox="300 1910 1385 1946"> <tr><td>18 Jul</td><td>Lloyds Bank – service charge</td><td>£4.25</td></tr> </table> Transfers Between Accounts: <table border="1" data-bbox="300 2011 1385 2047"> <tr><td>15 Jul</td><td>Deposit (07020575) to Current (0218248)</td><td>£3,000.00</td></tr> </table>		15 Jul	Sue Hart – reimburse for fence stakes	£69.98	15 Jul	KLVH – Hall hire Apr - Jun	£47.05	15 Jul	St Peter's Church – Annual grant	£215.00	15 Jul	Union Chapel – Annual grant	£215.00	15 Jul	KLVH CIO – Annual grant Pt 1	£725.00	15 Jul	Black Nova Design Ltd – Web hosting	£112.80	29 Jul	Bawdens – Inv 30779 3 rd cut	£1,149.60	18 Jul	Lloyds Bank – service charge	£4.25	15 Jul	Deposit (07020575) to Current (0218248)	£3,000.00
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	b) To approve future payments to be made online:		
	Online	Dryad Land & Tree Care Ltd – Tree survey	£432.00
	Online	PKF Littlejohn LLP - External Audit fee	£252.00
	Online	Bawdens - Inv 30992 4 th cut	£1,149.60
	c) To approve the August 25/26 Financial Report		
	8 Aug	KLPC Treasurers Account (Current)	£103.66
	8 Aug	KLPC Commercial Instant Access Account (Deposit)	£22,724.12
		Net balances as at 8 Aug 25	£22,827.78
	On a proposal by Cllr Tayler, seconded by Cllr Watson, IT WAS RESOLVED to approve the August 25/26 Finance Report including the staff salary and PAYE and other payments detailed therein. d) To decide how to progress recommended tree works On a proposal by Cllr Tayler, seconded by Cllr Reynolds, IT WAS RESOLVED to approve the expenditure for surgery to some of the trees itemised in the tree survey (circulated to councillors) as tree T1 at a cost of £840 + VAT and tree T2 at a cost of £540 + VAT (both on Middle Common near the school). e) To note the completion of the FY24-25 audit. The closure letter had been received on 23rd July from the External Auditors declaring the audit satisfactorily completed. No matters had arisen requiring action by the council. The RFO was to arrange to post on the web site the certificate of completion of audit together with the AGAR Parts 1, 2 and 3. ACTION: RFO to arrange to post on website.		
062.25	Confirmation of Kington Langley Parish Council's representative as Trustee to the Kington St Michael United Charities (Lyte Almshouses) On a proposal by Cllr Lawer, IT WAS RESOLVED to confirm the appointment of Cllr Reynolds as the Kington Langley Parish Council representative as a Trustee of Kington St Michael United Charities (the Almshouses) for a further four year term. ACTION: Clerk to write to the Trustees to confirm the Parish Council's decision.		
063.25	New Parish Council Governance Documents for 2025/26 - Clerk The revised Complaints Policy for 2025/26 had been circulated to councillors. On a proposal by Cllr Tayler, seconded by Cllr Evans, IT WAS RESOLVED to adopt the revised Complaints Policy.		
064.25	Complaint received regarding Parking Issues at Lower Common and concerns about No Mow areas A complaint had been received regarding parking by large lorries at the main entrance to Kin House, off the B4069 by Lower Common. This was thought to involve the off-loading of cars for promotional purposes. The complaint also reported that coaches had been parked on Church Road near the junction. The lorry and coach activities were considered to be hazardous as well as causing a nuisance for nearby residents. Cars had also been parked on Lower Common itself in association with a Kin House event. Points noted by councillors were concerns about the capacity of Kin House and its grounds to cope with large events if Lower Common needs to be used for parking cars and the B4069 and Church Road need to be used to unload and reload lorries and park coaches. It was considered that a risk assessment prepared by Kin House would be appropriate to identify hazards and assess any risks on the highways used by their vehicles. The Parish Council holds delegated responsibility by Act of Parliament for the three village Registered Commons. Lower Common may not be used for villagers or village organisations for their own purpose without express permission. As there were no specific dates and times or photos of the issues in question, the Parish Council would not be able to retrospectively follow up specific issues. ACTION: The Chair to write a letter to Kin House regarding the issues raised. The complaint also considered the possible fire hazard associated with the large areas of dry grass in the No Mow Areas. (It was noted that the area in front of Kin House had been purposely planted as wild flower meadow hence the same concerns did not apply.) Cllr Watson had put considerable thought into a proposal for mitigating risk to include overhanging trees and showed councillors a draft of his suggestions. ACTION: Clerk to put an item onto the September agenda for Cllr Watson to present his proposals. ACTION: Clerk to reply to the complainant with councillors' feedback.		

065.25	Exchange of information and Any Items for Consideration at Next Meeting Cllr Lawer had received thanks from the Union Chapel for the Parish Council's donation. Cllr Lawer had received confirmation that Highways would follow up the works needed to the footpath from the A350 bus stop to Morrisons but no more detail had been given. During the discussions on tree surgery (Minute 061.25 above) Cllr Watson and Cllr Sealy agreed to carry out the works to trees itemised in the tree survey as T5 and T6. ACTION: Cllrs Watson and Sealy to follow up. An item had not been included in the Tree Surgery quotation regarding the tree overhanging Myrtle Cottage on Upper Common. It may be possible that the branches are growing through BT cables. ACTION: Clerk to check whether overhead cables are affected and if so, call BT. Cllr Watson agreed to send an editable version of the Village Lighting Guidelines to the Clerk so that it could be finalised and put onto the website. ACTION: Cllr Watson. Issues were noted regarding a tree growing on the very edge of Ashes Lane close to the boundary of Pound House. It was unclear whose responsibility it would be to carry out any tree work involved. It was suggested that Chris Clarke, Head of Local Highways, Wiltshire Council could be contacted to check. ACTION: Clerk to follow up. Cllr Reynolds said that she had applied to the Scarecrows Committee for more funding for the defibrillators but had not yet received a reply. She would be running another Defibrillator Training Session for new villagers and those who wanted a refresher. Peter Giles noted that he was investigating the best way to produce clear maps of the many mowing areas to go into the tender as the contract was up for renewal at the end of the season. The Clerk said that she had been able to revise her working hours so that she would now be available for the full days of Tuesdays and Thursdays (but was usually available by e-mail at other times) Cllr Greenman was asked about the recent report sent to Parish Councils regarding the significant increase in burglaries in the North Wiltshire area, specifically around North Wraxall. Cllr Evans asked why the Kington Langley burglaries at Church Farm hadn't been included but it was explained that the exercise had been carried out by a North Wraxall councillor specifically for their area. Cllr Evans expressed her concern at the lack of police responsiveness to the recent Church Farm burglaries. Cllr Greenman said there was an agenda item on this subject at the Wednesday 24th September Chippenham Community Area Parish Forum and encouraged Cllr Evans to attend to express her concerns. ACTION: Clerk to send Cllr Evans an agenda when published. Unitary Councillor Update: Cllr Greenman raised a significant point regarding calling in Planning Objections to Committee. He said that he had been advised that if there is disagreement with the planning officer on more than 10% of the applications put to committee and then the Planning Committee's decision is subsequently overturned by the Planning Inspectorate then the Local Authority will be put into special measures. This means that planning decisions are taken away from the Local Authority in question. The calculation is made on the municipal year which is from April until March - however Wiltshire Council has already reached 9.5%. 24 have been overturned by the Planning Inspectorate already. Because of shortfall against the 5 year housing supply the Planning Inspectorate is still passing applications to meet this target in spite of the target having been recalculated.
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The next meeting of the Parish Council will be held on **Monday 8th September 2025 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

MEETING CLOSED AT 20:49