

MINUTES OF THE ANNUAL MEETING OF KINGTON LANGLEY PARISH COUNCIL HELD ON MONDAY 12th MAY 2025 IN THE COMMITTEE ROOM, KINGTON LANGLEY VILLAGE HALL COMMENCING AT 7:30 PM

Present: Cllr Armor, 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.

Unitary Councillor Update: Councillors welcomed Wiltshire Councillor Greenman following his re-election to office. Cllr Greenman said that Wiltshire Council is currently forming an administration following the election. A lot of councillors had lost their seats. Out of the 98 seats there was no clear majority and no agreement yet reached on individual councillors' responsibilities and who would be chairing the various committees.

Following the Parish Council Elections 2025, and prior to the first business of the meeting, all newly elected councillors present signed and submitted their Declarations of Acceptance of Office.

001.25	Election of Chair and Declaration of Acceptance of Office for 2025 / 2026 (For Resolution) On a proposal from Cllr Reynolds, seconded by Cllr. Armor and carried, Cllr Lawer was elected as Chair for the year 2025/26. Cllr Lawer signed his Declaration of Acceptance of Office.
002.25	Election of Vice-Chair and Declaration of Acceptance of Office for 2025 / 2026 (For Resolution) On a proposal from Cllr Reynolds, seconded by Cllr. Sealy and carried, Cllr Watson was elected as Vice-Chair for the year 2025/26. Cllr Watson signed his Declaration of Acceptance of Office.
003.05	Apologies for absence The Clerk noted that Kristina Harrison-Jones has been elected to the Parish Council but unfortunately had a prior family commitment so was unable to attend the meeting. Apologies for absence were received from Cllr Harrison-Jones (prior family commitment) and Cllr Pattemore (holiday) On a proposal from Cllr Watson, seconded by Cllr. Reynolds, IT WAS RESOLVED to accept the councillors' apologies.
004.25	Review of Code of Conduct & Updates to Register of Members Interests a) The Parish Council's Code of Conduct for the year 2025/26 had been circulated to all councillors. On a proposal from Cllr. Reynolds, seconded by Cllr Lawer, IT WAS RESOLVED to Approve the Parish Council's Code of Conduct for the year 2025/26. b) Councillors to confirm currency of their online 'Register of Members Interests' The Clerk reminded everyone of their duty to check the online Register as it was their responsibility to keep their entry up to date.
005.25	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 Sealy declared a pecuniary interest in the planning application PL/2025/03307 Land West of Oakleigh Acres, did not participate in the agenda item and did not vote.
006.25	Minutes – To approve minutes of the Parish Council meeting held on 12th April 2025 The draft minutes had been circulated to councillors. On a proposal from Cllr Armor, seconded by Cllr Sealy, IT WAS RESOLVED to accept the minutes as a true record and they were signed by the Chair.
007.25	Planning Applications – Clerk New Applications for Consideration:

	PL/2025/03307 Land West of Oakleigh Acres, Draycot Cerne - Erection of B8 Unit and associated works (Deadline for comments 15May25 – KLPC not listed as consultees) Cllr Lawer noted that there had been a pre-application last July that Kington Langley Parish Council had not been notified about and the footpath would need to be re-routed. The application doesn't appear to demonstrate that this development is essential to the wider need of Wiltshire, it would have a significant landscape impact on the open rural character of the area, and details regarding footpath diversion quality and boundary fencing needed further consideration. On a proposal from Cllr Reynolds, seconded by Cllr Tayler, IT WAS RESOLVED to Object to the application. PL/2025/03796 - Kin House, Swindon Road - Variations of Condition 2 on PL/2024/05967 plant room and small changing huts (Deadline for comments 22May25) On a proposal from Cllr Sealy, seconded by Cllr Lawer, IT WAS RESOLVED to Support the application. PL/2025/03813 - Land at the Apple Store, Plough Lane - Erection of four dwellings (14-day consultation - Permission in Principle Type application) Deadline for comments 6May25 - agreement in principle to receiving Parish Council's comment). On a proposal from Cllr Armor, seconded by Cllr Lawer, IT WAS RESOLVED that the Parish Council had No Objection to the application but would like consideration given to affordable homes. PL/2025/03879 Spring Cottage, 5 Silver Street – Notification of proposed works to trees in a conservation area (Deadline for comments: 14May25) Councillors had no objection to the application. PL/2025/03880 4 Silver Street – Notification of proposed works to trees in a conservation area (Deadline for comments: 14May25) Councillors had no objection to the application. (Past deadline for comments) PL/2025/03763 Kennet House, Parkers Lane – Notification of proposed works to trees in a conservation area (Deadline for comments: 8May25) (Missed agenda) PL/2025/04200 Hit or Miss Inn, Days Lane – Notification of proposed works to trees in a conservation area (Deadline for comments: 28May25) Planning Updates: None Wiltshire Council Decisions, Appeals and Enforcement Updates PL/2025/00450 Sunnymead, Days Lane - Detached garage/store and formation of widened vehicle access and drive (Wiltshire Council Decision: Approve with Conditions) PL/2024/11641 - Whitelands Farm, Kington Langley - Agricultural building to be used for calf housing (Wiltshire Council Decision: Approve with Conditions) (Not on agenda) PL/2025/02150 8 Plough Lane - Alterations and extension to existing building (Wiltshire Council Decision: Approve with Conditions)
008.25	Chair's Report - Cllr Lawer. Cllr Lawer said he had nothing to report.
009.25	Clerk's Report and Matters Arising from 14th April 2025 Meeting The Clerk reported that she had given permission under Delegated Powers for the use of Middle Common on the weekend of 14-15 June for the Annual Scarecrow Festival. Councillors Ratified the Clerk's permission. Matters Arising: 186.24 Clerk's Report and Matters Arising from 10th March 25 Meeting Signs used to deter parents from parking in front of Union Chapel. ACTION: The Clerk has informed the villager who has the signs that they will be used as soon as dates are agreed. Cllr Armor to inform school before they get put out. ITEM CLOSED. Communication from a villager offering to help in any byway clearing, support for the community orchard and help with the concrete ramp for the new bus stop. ACTION: The Clerk has sent a thank you e-mail to the villager. ITEM CLOSED. Matters Arising from 14th April 25 Meeting: 167.14 Clerk's Report and Matters Arising / 134.24 Clerk's Report and Matters Arising from 9th December 24 Meeting / 107.24 Finance Report 4. Millennium footpath repairs. The Clerk has met one of the

	previous contractors who has now reviewed the path cracks, which are quite extensive in places, and they will be providing an estimate of what work might be required to repair the deterioration. ACTION: Ongoing. 151.24 Highways / Parish Steward Update – Cllr Pattemore / Clerk School cars are now parking on the edge of Middle Common at the entrance to Ashes Lane. ACTION: Cllr Armor to raise with the school. Carried forward. Reservoir footpath fence - Cllr Armor has now fitted the original 4 stakes. ACTION: Clerk to order enough stakes to finish supporting the rest of the fence. 187.24 Highways / Parish Steward Update Works under the road by Moors Close are now completed by Highways. The Clerk has sent an e-mail to the agent responsible for the site to ask them to carry out their own remedial drainage work and is still waiting to hear if the work has been done. ACTION: Ongoing. A contractor providing grass cutting services wants to visit to see whether they could bid for next contract. RFO / Cllr Pattemore / Cllr Watson to coordinate dates for a visit. ITEM CLOSED. 190.24 Footpaths & Rights of Way (including Byway 34) Working party to do some annual clearing and Action Day including feedback from villagers on other areas that needed clearing (e.g., the footpath at Doveys Terrace). A note in the next edition of the Village Mag. Cllr Sealy's name but not his e-mail address had been put in the mag. ACTION: Clerk to follow up. ACTION: The Clerk has put an invitation to villagers onto the Community Facebook page. ITEM CLOSED. Cllr Sealy noted that the bridleway by Kin House still needed attention. ACTION: Carried forward to June meeting. 193.24 Parish Council Elections 2025 Update All councillors still need to submit a claim to Wiltshire Council for expenses even though none were incurred. This was a requirement to finalise being elected. ACTION: The Clerk said she would find a way to send the form to councillors to help getting it completed. 196.24 Risk Assessment Update A new IT Policy will need to be put in place in line with guidance from the NALC Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide. The Risk Assessment would be updated once the new policy was in place. The RFO/Clerk to prepare a draft of a new IT Policy which is now a requirement for Parish Councils. The May agenda was too full for this to be covered. ACTION: Carried forward.
010.25	Highways / Parish Steward Update / Grass Cutting Contract update –Cllr Pattemore / Clerk Nothing to report.
011.25	Community Speedwatch Updates – Cllr Reynolds / Cllr Armor Community Speedwatch: Cllr Reynolds reported that the team had been roadside for five hours with 686 vehicles recorded. There were 38 speeders of which 8 were travelling at 40 mph plus, the fastest speed being 46mph. 5.54% of vehicles were speeding, of which 24.05% were travelling at 40 mph plus. SID: Cllr Armor distributed the monthly stats and noted they were pretty much the average. The highest speed recorded was 75 mph. Councillors agreed that it would be a good plan to move it to the site prepared at the corner of Church Road and Days Lane. ACTION: Cllr Armor to follow up.
012.25	Parish Council Website – Current Status – Cllr Armor Cllr Armor was currently reviewing statistics on the number of visits to the site.
013.25	Footpaths & Rights of Way (including Byway 34) – Cllr Sealy No one has responded to the Village Mag request either to help with maintenance or to suggest any areas that could benefit from improving. A villager has already made a kind offer of help which Cllr Sealy would be taking up with a view to clearing down Byways 34A and 34. ACTION: Cllr Sealy to follow up with the villager.

	A villager had requested an update on the Highways Improvement Request for a footpath along the B4069 and noted that the KLAN19 footpath needed clearing. The farmer has already responded. With regard to the project, the LHFIF said they would do a feasibility study and Cllr Greenman would follow this up once Wiltshire Council committees have been finalised. Cllr Lawer said that it might be worth pursuing the Community Infrastructure Levy (CIL) on new developments and was currently doing some background research on how CIL and S106 could apply to the village. ACTION: Cllr Lawer would update councillors when he had more to report.
014.25	KLimate Change and Community Orchard Update – Cllr Watson KLimate Change: Nothing to report. Community Orchard: Cllr Watson noted that six of the trees were showing signs of deer damage so he was looking into a way of providing them with protection. He was preparing a poster for the Annual Parish Meeting and would also be asking for villagers' feedback on planting trees on Lower and/or Middle Common. No Mow: Cllr Watson was doing a poster for the APM and noted that Kin House has now planted a whole area of turves containing wildflowers. He had done a sign, which he showed councillors, on the reduced mowing and would laminate a fix to nearby village seats.
015.25	Annual Parish Meeting 2025 Update – Chair / Cllr Armor Kin House have now confirmed they have no other bookings which means that villagers will have access to a wider venue. People will be directed and the APM meeting will take place in the Kilvert Room promptly at 7:30 pm but only for 15-20 minutes. An agenda also needs to be drawn up with start and end times. ACTION: Clerk to follow up and put on Facebook. Councillors agreed it would be helpful if an A3 Map could be provided of the Parish footpaths. ACTION: Cllr Sealy to follow up. Cllr Watson said he would prepare a poster on the Village illumination Guidelines. ACTION: Cllr Watson to follow up.
016.25	Annual Review of all Parish Council Governance Documents for 2025/26 (For Resolution) To confirm currency of all outstanding policies for 2025/26. Copies of policies for review had been circulated to councillors. a) Equal Opportunities Policy (no changes proposed) On a proposal from Cllr Reynolds, seconded by Cllr Armor, IT WAS RESOLVED to note that no changes had been made to the adopted policy. b) Grants and Donations Policy (modifications submitted) On a proposal from Cllr Armor, seconded by Cllr Reynolds, IT WAS RESOLVED to Adopt the revised policy. c) Data Protection Policy (no changes proposed) On a proposal from Cllr Lawer, seconded by Cllr Reynolds, IT WAS RESOLVED to note that no changes had been made to the adopted policy. d) Tree Management Policy (modifications submitted) On a proposal from Cllr Armor, seconded by Cllr Sealy, IT WAS RESOLVED to Adopt the revised policy.
017.25	Internal Audit – RFO (For Resolution) To consider and approve the 2024-25 Internal Audit Report. On a proposal from Cllr Armor, seconded by Cllr Sealy, IT WAS RESOLVED to Approve the 2024-25 Internal Audit Report.
018.25	Annual Governance and Accountability Return (AGAR) 2024-25 - RFO a) Annual Governance Statement i. To consider the Annual Governance Statement Copies of the Annual Governance Statement had been distributed to councillors in advance of the meeting. They reviewed its contents.

	ii. To approve the Annual Governance Statement (For Resolution) On a proposal by Cllr Lawer, seconded by Cllr Armor, IT WAS RESOLVED that the Annual Governance Statement be approved. The Chair and the Clerk, as Proper Officer, then signed the Annual Governance Statement. b) Accounting Statements i. To consider the Accounting Statements Copies of the Accounting Statements, signed by the Responsible Financial Officer, had been circulated to councillors in advance of the meeting. Councillors proceeded to review the contents. ii. To approve the Accounting Statements (For Resolution) On a proposal by Cllr Armor, seconded by Cllr Sealy, IT WAS RESOLVED that the Accounting Statements be approved. iii. To sign and date the Accounting Statements The Accounting Statements were signed and dated by the Chair. c) To agree the period for the exercise of public rights. It was noted that the period for the Exercise of Public Rights would commence on 3rd June 2025 and end on 14th July 2025.																																										
019.25	Parish Council Insurance Renewal (For Resolution) - RFO To select an insurer for the period commencing 1st June 2025 and to approve payment of the premium. Four potential insurers had been reviewed by the RFO and prices submitted to councillors. Given the quoted prices, the RFO's recommendation was acceptance of the offer from Zurich (Community First Wiltshire) and selecting their reduced 3-year fixed price offer. On a proposal from Cllr Reynolds, seconded by Cllr Lawer, IT WAS RESOLVED that Zurich be selected as the Parish Council insurer and to approve the payment of £719.63. Councillors expressed their thanks to the RFO for taking the time to shop around for the best offer.																																										
020.25	Finance – Report distributed to Members - RFO a) To note transactions since last report dated 12 April 2025 Receipts to Current Account: <table><tr><td>23 Apr</td><td>Precept Part 1</td><td>£13,070.00</td></tr><tr><td>24 Apr</td><td>SBPC – Consultancy services</td><td>£460.06</td></tr></table> Receipts to Deposit Account: <table><tr><td>25 Apr</td><td>HMRC VAT Refund</td><td>£2,082.47</td></tr><tr><td>9 May</td><td>Interest</td><td>£16.64</td></tr></table> Payments from Current Account: <table><tr><td>15 Apr</td><td>Clerk – stationery reimbursement</td><td>£26.96</td></tr><tr><td>22 Apr</td><td>D/D Lloyds Bank service fee</td><td>£4.25</td></tr><tr><td>25 Apr</td><td>WALC – chairing course</td><td>£72.00</td></tr><tr><td>25 Apr</td><td>NALC/WALC Annual Subscription</td><td>£358.55</td></tr><tr><td>30 Apr</td><td>D/D PWLB School Parking Loan Repayment</td><td>£1,521.76</td></tr></table> Transfers Between Accounts: <table><tr><td>24 Apr</td><td>Current (0218248) to Deposit (07020575)</td><td>£9,000.00</td></tr></table> b) To approve future payments to be made online: <table><tr><td>Online</td><td>SLCC Annual Subscription - Clerk</td><td>£110.00</td></tr><tr><td>Online</td><td>SLCC Annual Subscription - RFO</td><td>£80.00</td></tr><tr><td>Online</td><td>Insurance Premium – Community First</td><td>£719.63</td></tr><tr><td>Online</td><td>Dave Rea – Inv 363 Ramp</td><td>£1,104.00</td></tr></table>	23 Apr	Precept Part 1	£13,070.00	24 Apr	SBPC – Consultancy services	£460.06	25 Apr	HMRC VAT Refund	£2,082.47	9 May	Interest	£16.64	15 Apr	Clerk – stationery reimbursement	£26.96	22 Apr	D/D Lloyds Bank service fee	£4.25	25 Apr	WALC – chairing course	£72.00	25 Apr	NALC/WALC Annual Subscription	£358.55	30 Apr	D/D PWLB School Parking Loan Repayment	£1,521.76	24 Apr	Current (0218248) to Deposit (07020575)	£9,000.00	Online	SLCC Annual Subscription - Clerk	£110.00	Online	SLCC Annual Subscription - RFO	£80.00	Online	Insurance Premium – Community First	£719.63	Online	Dave Rea – Inv 363 Ramp	£1,104.00
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	Online	MS 365 for Clerk's Laptop	£84.99
	Online	Bawdens Grass Cutting Contract	£1,149.60
	c) To approve the May 25/26 Financial Report		
	11 May 25	KLPC Treasurers Account (Current)	£1,920.45
	11 May 25	KLPC Commercial Instant Access Account (Deposit)	£29,490.85
		Net balances as of 11 May 25	£31,411.30
	On a proposal by Cllr Sealy seconded by Cllr Lawer IT WAS RESOLVED to approve the May 25/26 Finance Report including the staff salary and PAYE and other payments detailed therein. d) To note the invoice to SBPC for consultancy services The RFO had distributed copies of the invoice (KLPC Invoice 002-25) to councillors with the May Finance Report. This invoice covered the period 6-31 May. The contract is to finish at end of May. Councillors expressed their thanks to the RFO for the meticulous work he had done in preparing the accounts for the External Auditors.		
021.25	To Further Consider a Request for a Donation to the Village Mag following Receipt of additional Information - Cllr Lawer (For Resolution) It was noted that a number of the Village Mag pages are filled by religious or church-related articles and councillors hoped that the Church was also being asked to contribute a donation. A donation of £250 was proposed as a one-off contribution to help the mag to get on a sound footing again although this was not a commitment to ongoing funding. Councillors requested that a representative of the village mag should come to a Parish Council meeting to update councillors on their financial plans for the future. On a proposal from Cllr Reynolds, seconded by Cllr Lawer, IT WAS RESOLVED to approve a donation of £250.00 to the Village Mag. ACTION: The RFO to update the Village Mag representative that the donation was a one-off and that councillors would like a follow up at a Parish Council meeting.		
022.25	Correspondence sent / received. Received: e-mail from Villager sent to Ward Councillor Greenman asking for an update on progress regarding the Highways Improvement Request for a footpath along the B4069. See Minute 013.25 above. Contact Forms received via KLPC Website: None received.		
023.25	Exchange of information and Any Items for Consideration at Next Meeting Points raised by councillors: Cllr Watson asked if the Clerk could check when the Tree Surgeon wants to do the Tree Survey. ACTION: Clerk Cllr Watson would check with the school bursar where they are with their tree consent and follow-on tree surgery. It was not clear whether the leaning willow on Middle Common would be reduced or felled. Cllr Sealy noted that he would not be able to attend the June and July meetings as a result of an extended holiday. ACTION: Clerk to record. Cllr Tayler noted he would not be able to attend the June meeting as he would be on holiday. ACTION: Clerk to record.		

The next meeting of the Parish will be the **Annual Parish Meeting on Tuesday 20th May 2025 at Kin House, Kington Langley starting at 7:30 pm.**

The next monthly meeting of the Parish Council will be held on **Monday 9th June 2025 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

MEETING CLOSED AT 21:12