

**MINUTES OF THE MEETING OF KINGTON LANGLEY PARISH COUNCIL HELD ON  
MONDAY 9<sup>th</sup> JUNE 2025 IN THE COMMITTEE ROOM,  
KINGTON LANGLEY VILLAGE HALL COMMENCING AT 7:30 PM**

**Present:** Cllr Armor, Cllr Harrison-Jones, Cllr Pattemore, Cllr Reynolds, Mrs. Sue Hart (Clerk) and Peter Giles (RFO)

**Public Participation:** There were no members of the public.

**Wiltshire Councillor Update:** There was no Wiltshire Councillor update

**Following the Parish Council Elections 2025, the two newly elected councillors not present at the Annual Meeting of the Parish Council on 12 May 25 signed their Declarations of Acceptance of Office.**

<b>Appointment of Chair</b>	
In the Chair and Vice-Chair's absence, <b>IT WAS RESOLVED</b> to appoint Cllr. Reynolds as Chair.	
<b>024.05</b>	<b>Apologies for absence</b> Apologies for absence were received from Cllr Sealy and Cllr Tayler, Cllr Watson (all on holiday) and Cllr Lawer (family bereavement). On a proposal from Cllr Reynolds and carried unanimously, <b>IT WAS RESOLVED</b> to accept the councillors' apologies.
<b>025.25</b>	<b>Declarations of Interest:</b> 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. It was noted that Cllr Reynolds is a trustee of the Lyte Almshouses.
<b>026.25</b>	<b>Minutes – To approve minutes of the Annual Meeting of the Parish Council held on 12<sup>th</sup> May 2025</b> The draft minutes had been circulated to councillors. A revision was proposed to Minute 015.25 "Cllr Watson said he would prepare a poster on the Village illumination Policy." Replace the word 'Policy' with 'Guidelines'. On a proposal from Cllr Reynolds, seconded by Cllr Pattemore, <b>IT WAS RESOLVED</b> to accept the revised minutes as a true record.
<b>027.25</b>	<b>Planning Applications – Clerk</b> <b>New Applications for Consideration:</b> <b>PL/2025/04174 Fratelli, Plough Lane</b> - Erection of log cabin in garden (Deadline for comments 18Jun25) Councillors <b>RESOLVED</b> to Support this application but noted that the proposed cabin appeared to be 2 metres higher than the house. <b>PL/2025/04513 Lime Tree Farm, Middle Common</b> – Notification of proposed works to trees in a conservation area (Deadline for comments: 12Jun25) Councillors had no objection to this application.  <b>Planning Updates: None</b> <b>Wiltshire Council Decisions, Appeals and Enforcement Updates</b> <b>PL/2025/00508 Ivy House, Middle Common</b> – Installation of solar panels, car charging port <b>Wiltshire Council Decision:</b> Approve with Conditions. <b>PL/2025/00513 (LBC) Ivy House, Middle Common</b> – Installation of solar panels, car charging port, installation of batteries and associated equipment in basement of grade II listed building <b>Wiltshire Council Decision:</b> Approve with Conditions. <b>PL/2025/02461 6 Wayside Close</b> – Single Storey extension to form porch in front of bungalow <b>Wiltshire Council Decision:</b> Approve with Conditions. <b>PL/2025/03763 Kennet House, Parkers Lane</b> – Notification of proposed works to trees in a conservation area <b>Wiltshire Council Decision:</b> No Objection.

	<p><b>PL/2025/03813 - Land at the Apple Store, Plough Lane</b> - Erection of four dwellings (14-day consultation - Permission in Principle Type application) <b>Wiltshire Council Decision:</b> Approve.</p> <p><b>PL/2025/03879 Spring Cottage, 5 Silver Street</b> – Notification of proposed works to trees in a conservation area <b>Wiltshire Council Decision:</b> No Objection.</p> <p><b>PL/2025/03880 4 Silver Street</b> – Notification of proposed works to trees in a conservation area. <b>Wiltshire Council Decision:</b> No Objection.</p>
028.25	<p><b>Chair's Report</b> – Cllr Lawer In Cllr. Lawer's absence there was nothing to report.</p>
029.25	<p><b>Clerk's Report and Matters Arising from 12<sup>th</sup> May 2025 Annual Meeting of the Parish Council</b> The Clerk noted that she had received and circulated the Village Hall Report for 2024/25 <b>Matters Arising:</b> In view of the number of councillors unable to attend the meeting, the Clerk will put together the May and June Matters Arising and bring forward to the July Parish Council meeting. <b>ACTION:</b> Clerk</p>
030.25	<p><b>The Lyte Almshouses, Kington St Michael Update - Cllr Reynolds</b> Carried forward to next meeting.</p>
031.25	<p><b>Highways / Parish Steward Update / Grass Cutting Contract update</b> –Cllr Pattermore / Clerk Cllr Pattermore said there had been no parish stewards in the villages during May as they had been reassigned to other jobs. The Clerk was asked to investigate whether Wiltshire Council has a map of areas they own in the Parish. <b>ACTION:</b> Clerk to follow up with Wiltshire Council.</p>
032.25	<p><b>Community Speedwatch Updates</b> – Cllr Reynolds / Cllr Armor <b>Community Speedwatch:</b> Cllr Reynolds reported that they had held four sessions, with 397 cars speeding, 25% over 36 mph and 5 over 40. <b>SID:</b> No report this month</p>
033.25	<p><b>Parish Council Website – Current Status</b> – Cllr Armor Cllr Armor had nothing to report regarding website updates or maintenance. The RFO was investigating how to package any ongoing budgetary / financial updates held on the web.</p>
034.25	<p><b>Footpaths &amp; Rights of Way (including Byway 34)</b> – Cllr Sealy In Cllr. Sealy's absence there was nothing to report.</p>
035.25	<p><b>KLimate Change and Community Orchard Update</b> – Cllr Watson Cllr Watson had submitted a report and noted that Cllr Sealy had very kindly donated 24 stakes which they were using to net off the 6 trees to ensure they get established. He said it may take some time, whilst they organise netting material and volunteers, but at least one tree has been done. He said "the jury is out" on how long the trees will need to be fenced off, and how planting and protection of the next 19 trees would be handled. The Village Lighting Guidelines are now finalised. On a proposal from Cllr Reynolds and carried unanimously, <b>IT WAS RESOLVED</b> to put the final version on the website. <b>ACTION:</b> Clerk to arrange for it to be added to the website.</p>
036.25	<p><b>To Review the Outcome of the Annual Parish Meeting 2025 - Cllr Armor</b> Cllr Armor noted that stands had mainly been put together by village organisations and not local businesses. He thought this could be extended a lot more next year to include individual villagers who were handymen, plumbers, etc. He thought the main lessons learned related to publicising the event more widely, including more poster, a Village Mag full page article, etc. Kin House had done an excellent job hosting the meeting and the venue itself plus the buffet were commended by councillors. Kin House have said they could be willing to host the event for a second year.</p>

037.25	<p><b>Review of Councillors' Responsibilities and Contact Information - Clerk</b></p> <p>The current councillors' responsibilities chart had been circulated to councillors. It was agreed to add a new councillor responsibility for Community Engagement.</p> <p>On a proposal from Cllr Armor and carried unanimously, <b>IT WAS RESOLVED</b> to appoint Cllr Kristina Harrison-Jones as councillor with responsibility for Community Engagement.</p> <p>Cllr Harrison-Jones had a lot of ideas that she would like to follow up including finding out more regarding what villagers think of the Parish Council and how the Village Facebook page could be used. She would talk to Cllr Reynolds regarding taking over the Village Mag Report if appropriate.</p> <p><b>ACTION:</b> Cllr Harrison-Jones to create a short survey / questionnaire for villagers plus other thoughts and suggestions to bring to the July PC meeting.</p>																																																
038.25	<p><b>New Parish Council Governance Documents for 2025/26 - Clerk</b></p> <p>A new Freedom of Information Policy for 2025/26 had been circulated to councillors.</p> <p>On a proposal from Cllr Armor, seconded by Cllr Reynolds, <b>IT WAS RESOLVED</b> to Adopt the new Freedom of Information Policy for 2025/26.</p> <p><b>ACTION:</b> Clerk to arrange for it to be added to the website.</p>																																																
039.25	<p><b>Finance – Report distributed to Members - RFO</b></p> <p><b>a) To note transactions since last report dated 11 May 2025</b></p> <p><b>Receipts to Current Account:</b></p> <table border="1" data-bbox="304 909 1385 943"> <tr> <td>22 May</td> <td>SBPC – Consultancy services</td> <td>£460.46</td> </tr> </table> <p><b>Payments from Current Account:</b></p> <table border="1" data-bbox="304 1010 1385 1249"> <tr> <td>13 May</td> <td>SLCC Annual Subscription - Clerk</td> <td>£110.00</td> </tr> <tr> <td>13 May</td> <td>SLCC Annual Subscription - RFO</td> <td>£80.00</td> </tr> <tr> <td>13 May</td> <td>MS 365 for Clerk Laptop</td> <td>£84.99</td> </tr> <tr> <td>13 May</td> <td>Bawdens – Inv 30663, 1<sup>st</sup> cut</td> <td>£1,149.60</td> </tr> <tr> <td>13 May</td> <td>Dave Rea – Inv 363 Ramp</td> <td>£1,104.00</td> </tr> <tr> <td>13 May</td> <td>Community First – Insurance premium</td> <td>£719.63</td> </tr> <tr> <td>21 May</td> <td>Kington Langley Magazine</td> <td>£250.00</td> </tr> </table> <p><b>Debits from Current Account:</b></p> <table border="1" data-bbox="304 1323 1385 1357"> <tr> <td>19 May</td> <td>Lloyds Bank – service charge</td> <td>£4.25</td> </tr> </table> <p><b>Transfers Between Accounts:</b></p> <table border="1" data-bbox="304 1424 1385 1491"> <tr> <td>13 May</td> <td>Deposit (07020575) to Current (0218248)</td> <td>£2,000.00</td> </tr> <tr> <td>21 May</td> <td>Deposit (07020575) to Current (0218248)</td> <td>600.00</td> </tr> </table> <p><b>b) To approve future payments to be made online:</b></p> <table border="1" data-bbox="304 1603 1385 1671"> <tr> <td>Online</td> <td>Bawdens – Inv 30747, 2<sup>nd</sup> cut</td> <td>£1,149.60</td> </tr> <tr> <td>Online</td> <td>Bawdens – Inv 30779, 3<sup>rd</sup> cut</td> <td>£1,149.60</td> </tr> </table> <p><b>c) To approve the June 25/26 Financial Report</b></p> <table border="1" data-bbox="304 1783 1385 1883"> <tr> <td>8 June 25</td> <td>KLPC Treasurers Account (Current)</td> <td>£527.48</td> </tr> <tr> <td>8 June 25</td> <td>KLPC Commercial Instant Access Account (Deposit)</td> <td>£26,890.85</td> </tr> <tr> <td></td> <td>Net balances as at 11 May 25</td> <td>£27,418.33</td> </tr> </table> <p>On a proposal by Cllr Armor, seconded by Cllr Pattermore <b>IT WAS RESOLVED</b> to approve the June 25/26 Finance Report including the staff salary and PAYE and other payments detailed therein.</p>	22 May	SBPC – Consultancy services	£460.46	13 May	SLCC Annual Subscription - Clerk	£110.00	13 May	SLCC Annual Subscription - RFO	£80.00	13 May	MS 365 for Clerk Laptop	£84.99	13 May	Bawdens – Inv 30663, 1 <sup>st</sup> cut	£1,149.60	13 May	Dave Rea – Inv 363 Ramp	£1,104.00	13 May	Community First – Insurance premium	£719.63	21 May	Kington Langley Magazine	£250.00	19 May	Lloyds Bank – service charge	£4.25	13 May	Deposit (07020575) to Current (0218248)	£2,000.00	21 May	Deposit (07020575) to Current (0218248)	600.00	Online	Bawdens – Inv 30747, 2 <sup>nd</sup> cut	£1,149.60	Online	Bawdens – Inv 30779, 3 <sup>rd</sup> cut	£1,149.60	8 June 25	KLPC Treasurers Account (Current)	£527.48	8 June 25	KLPC Commercial Instant Access Account (Deposit)	£26,890.85		Net balances as at 11 May 25	£27,418.33
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	<p><b>d) To note the invoice to SBPC for consultancy services</b> The RFO had distributed copies of the invoice (KLPC Invoice 003-25) to councillors. This invoice covered the period 1 June to 5 July.</p>
<b>040.25</b>	<p><b>Correspondence sent / received.</b> <b>Received:</b></p> <ul style="list-style-type: none"> <li>• E-mail from Secretary to Mayor of Wootton Bassett Town Council regarding a Charity Golf Event</li> <li>• E-mail from villager regarding long line of cars parked outside new builds at the top of Plough Hill</li> <li>• E-mail from Church farm informing the Parish Council of their application for an alcohol license</li> </ul> <p><b>Contact Forms received via KLPC Website:</b> None</p>
<b>041.25</b>	<p><b>Exchange of information and Any Items for Consideration at Next Meeting</b> Cllr Pattermore said that the repair works to the road between the old Plough Inn to the Tor crossroads has been passed to the large works team to fix. She also noted that the wildflowers in front of Kin House are looking very nice.</p> <p>The RFO gave an update on the status of the Wiltshire Independent Remuneration Panel. Last year councillors had debated the topic and decided that they would not wish to take a councillors' allowance. Subsequently the RFO had participated in an on-line session with the panel. All the other parish council representatives concurred with the KLPC view, but some larger town councils were in favour of an allowance. The Panel's report has now been issued which recommends the availability of allowances on a sliding scale, but with it being left to councils to decide whether to avail themselves of the option. The RFO stated that he would distribute a briefing note to councillors.</p> <p>The RFO said a planning meeting with a prospective bidder for the 3-year grass cutting contract had not taken place due to difficulties organising suitable dates and they will try again. He will be putting together a bidding package for August.</p> <p>Other points raised by councillors:</p> <ul style="list-style-type: none"> <li>• Pieces were dropping off the roof from 7 Silver Street. The site was not very secure following the fire at the beginning of 2024. No works have been started to rebuild the cottage.</li> <li>• One of swings was broken in the infant's play area.</li> </ul>

The next meeting of the Parish Council will be held on **Monday 14<sup>th</sup> July 2025 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

**MEETING CLOSED AT 21:42**