

**MINUTES OF THE MEETING OF KINGTON LANGLEY PARISH COUNCIL  
HELD ON MONDAY 14<sup>th</sup> APRIL 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 were no members of the public. A councillor spoke as a parishioner regarding the planning application for Land Northeast of Junction 17 of the M4 Chippenham and noted that all the developments around Junction 17 would result in significant road work costs. He pointed out that the proposed works do not fully take account of the traffic impact coming off the existing A429 junction and that the planned buildings would be significantly bigger than the Indurent (St Modwen) site.

**Unitary Councillor Update:** There was no Unitary Councillor update.

<b>1</b> <b>181.24</b>	<b>Apologies for absence</b> Apologies for absence were received from Cllr Lindi Reynolds (holiday) / Cllr Glynn Harrison-Jones (work). On a proposal from Cllr Tayler, seconded by Cllr Sealy, <b>IT WAS RESOLVED</b> to accept the councillors' apologies. Councillors noted that this would have been Cllr Harrison-Jones last meeting.
<b>2</b> <b>182.24</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. Cllr Sealy declared a pecuniary interest in the planning application regarding Land Northeast of Junction 17 of the M4 Chippenham, commented in Public Participation but did participate in the agenda item and did not vote.
<b>3</b> <b>183.24</b>	<b>Minutes – To approve minutes of the Parish Council meeting held on 10<sup>th</sup> March 2025</b> The draft minutes had been circulated to councillors. There was one minor amendment to Minute 165.24: PL/2025/00998 Kington Langley Garage, Malmesbury Road - Permission in Principle: Erection of up to 8 dwellings of batteries - The words 'of batteries' should be deleted. On a proposal from Cllr Sealy seconded by Cllr Lawer, <b>IT WAS RESOLVED</b> to accept the revised minutes as a true record.
<b>4</b> <b>184.24</b>	<b>Planning Applications – Clerk</b> <b>New Applications for Consideration:</b> <b>PL/2025/02150 8 Plough Lane</b> – Alterations and extensions to existing dwelling (Deadline for comments 7Apr25 – Extension requested) On a proposal from Cllr Sealy seconded by Cllr Armor, <b>IT WAS RESOLVED</b> to Object the application. Councillors believed that the extension was overbearing in scale and height for the neighbouring property to the west (7 Plough Lane). <b>PL/2025/02398 Plough Lane Caravan Site:</b> To make minor amendments to the layout of the approved static caravans (condition 2) and variation of conditions 3,4,6,7 and 11 from application PL/2021/06167 (Deadline for comments 11Apr25 – Extension granted) On a proposal from Cllr Watson seconded by Cllr Lawer, <b>IT WAS RESOLVED</b> to Object to the application. It was unclear why variations to conditions were being sought when the applicant's submission claimed they were already demonstrating the conditions were satisfied plus it was unclear what the variations were. Councillors' objection was on the basis of this lack of clarity. <b>PL/2025/02425 Land Northeast of Junction 17 of the M4 Chippenham - Outline Planning Application:</b> (main access from Scotland Hill and highways works on A429 not reserved) for phased commercial industrial / logistics development (Use Classes B2 and B8) with ancillary offices, green infrastructure and associated works (including site clearance and demolition works) (Deadline for comments: 17Apr25) On a proposal from Cllr Pattemore, seconded by Cllr Tayler, <b>IT WAS RESOLVED</b> to Object to the application. Reasons included that the land proposed had not been identified for employment development, was in open countryside not identified within the existing Wiltshire Core Strategy, it was not adjacent to a

	<p>settlement which justified employment development proposals which would include support for farming, diversity or existing rural businesses. The impact on local roads was also a major concern, especially to the A429 and the volume of traffic on M4 Junction 17.</p> <p><b>PL/2025/02451 3 Silver Street</b> – Notification of proposed works to trees in a conservation area (Deadline for comments were 1Apr25) and Wiltshire Council had already made a Decision of No Objection.</p> <p><b>PL/2025/02461 6 Wayside Close</b> – Single Storey extension to form porch in front of bungalow (Deadline for comments: 16Apr25)</p> <p>On a proposal from Cllr Sealy seconded by Cllr Pattermore, <b>IT WAS RESOLVED</b> to Support the application.</p> <p><b>PL/2025/02551 Metrel, Parkers Lane</b> – Erection of enclosed front porch (Deadline for comments: 15Apr25)</p> <p>On a proposal from Cllr Watson seconded by Cllr Armor, <b>IT WAS RESOLVED</b> to Support the application.</p> <p><b>PL/2025/03145 Hither Green, Middle Common</b> - Var. of Cond.2 (approved plans) and removal of Cond.4 on PL/2021/06653 (Deadline for comments: 30Apr25)</p> <p>On a proposal from Cllr Tayler seconded by Cllr Armor, <b>IT WAS RESOLVED</b> to Support the application.</p> <p><b>Planning Updates: None</b></p> <p><b>Wiltshire Council Decisions, Appeals and Enforcement Updates</b></p> <p><b>Decisions:</b></p> <p><b>PL/2025/00998 Permission in Principle - Kington Langley Garage, Malmesbury Road</b> - Erection of up to 8no dwellings (<b>Wiltshire Council Decision:</b> Refuse)</p> <p><b>PL/2025/01219 Kington Farm, Kington St Michael – Prior approval Part 3 Class RI:</b> Agricultural buildings to a flexible commercial use - change of use of existing agricultural barn for Class E and associated storage in lieu of PL/2024/07670 (<b>Wiltshire Council Decision:</b> Prior Approval Granted)</p> <p><b>PL/2025/01735 Prior Notification - Building - Church Farm, Middle Common</b> – General purpose agricultural building - resubmission of PL/2024/10341 (<b>Wiltshire Council Decision:</b> Prior Approval Granted)</p>
<p><b>5</b> <b>185.24</b></p>	<p><b>Chair’s Report</b> – Cllr Lawer</p> <p>Cllr Lawer said that he and Cllr Watson had participated in a webinar for parish and town councillors on the subject of chairing a parish council. He said the 2 ½ hours could have been shorter but some useful points had come out of the webinar. He thought the Parish Council’s existing Standing Orders do cover all the main points.</p>
<p><b>6</b> <b>186.24</b></p>	<p><b>Clerk’s Report and Matters Arising from 10<sup>th</sup> March 25 Meeting</b> – Clerk</p> <p>The Clerk said that she had received a communication from a previous councillor saying he still had the signs that had been used intermittently in the past by the Parish Council to deter parents from parking in front of Union Chapel. Councillors agreed that they could still be useful.</p> <p><b>ACTION:</b> Clerk to obtain the signs.</p> <p><b>ACTION:</b> Cllr Armor to inform school before they get put out.</p> <p>The Clerk had received a communication from a villager offering to help in any activities of byway clearing, support for the community orchard by paying for a tree and also providing help with the concrete ramp for the new bus stop.</p> <p><b>ACTION:</b> Clerk to send thank you letter to villager.</p> <p><b>Matters Arising:</b></p> <p><b>Unitary Councillor Update</b> – The Clerk had distributed Ward Councillor Greenman’s Annual Report to councillors. <b>Item Closed.</b></p> <p><b>167.14 Clerk’s Report and Matters Arising / 134.24 Clerk’s Report and Matters Arising from 9<sup>th</sup> December 24 Meeting / 107.24 Finance Report 4. Millennium footpath repairs</b> - to review with previous contractors what maintenance recommended plus potential cost. The Clerk had contacted one of the contractors as the other had restructured since 2000. <b>ACTION:</b> Clerk to provide update to next meeting.</p> <p><b>151.24 Highways / Parish Steward Update</b> – Cllr Pattermore / Clerk</p> <p>School cars are now parking on the edge of Middle Common at the entrance to Ashes Lane.</p> <p><b>ACTION:</b> Cllr Armor to raise with the school. <b>Carried forward.</b></p>

	<p>Reservoir footpath fence - Installing experimental stakes had been delayed due to the weather.  <b>ACTION:</b> Cllr Armor / RFO to update councillors at the next meeting. <b>Carried forward.</b></p> <p><b>155.24 KClimate Change and Community Orchard Update – Cllr Watson</b>  Kin House support for no mow areas and Lower Common. Covered by item on the agenda. <b>Item Closed.</b></p> <p><b>169.24 Highways / Parish Steward Update</b>  An area below the green lane by Hillside Farm to be added to the gully tanker list. Actioned. <b>Item Closed.</b>  Grass cutting contractors will be back in April.  <b>ACTION:</b> Cllr Pattemore to liaise with them regarding a set of dates. Actioned. <b>Item Closed.</b></p> <p><b>180.24 Exchange of information and Any Items for Consideration at Next Meeting</b>  Query re amount of water running down Days Lane from near the Hit or Miss. On Highways list for the Week 31 Gully Tanker.  <b>ACTION:</b> Clerk to write to Highways to reinforce the requirement. Actioned. <b>Item Closed.</b></p>
<p><b>7</b> <b>187.24</b></p>	<p><b>Highways / Parish Steward Update –Cllr Pattemore / Clerk</b>  Cllr Pattemore had discussed the change in Lower Common mowing arrangements with Bawdens regarding Kin House.  The drainage problem under the road by Moors Close at the bottom of Plough Hill has finally been resolved by Highways.  <b>ACTION:</b> Clerk to contact the landowners to ask them to carry out their own remedial drainage work.  The RFO said he had received an unsolicited contact from a contractor providing grass cutting services who may be interested in bidding when the Parish Council grass cutting contract comes up for renewal later in the year. They would like to visit to see whether the job would be something they could bid for.  <b>ACTION:</b> RFO / Cllr Pattemore / Cllr Watson to coordinate dates for a visit.</p>
<p><b>8</b> <b>188.24</b></p>	<p><b>Community Speedwatch / SID Updates – Cllr Reynolds / Cllr Armor</b>  <b>Community Speedwatch:</b> No update this month.  <b>SID:</b> Data is still to be downloaded. Another request had been received regarding putting in place a maintenance contract but as before it was agreed there was no need for a contract.</p>
<p><b>9</b> <b>189.24</b></p>	<p><b>Parish Council Website – Current Status – Cllr Armor</b>  The small problems on the website had been resolved by the designer and documents can now be uploaded again.</p>
<p><b>10</b> <b>190.24</b></p>	<p><b>Footpaths &amp; Rights of Way (including Byway 34) – Cllr Sealy</b>  Cllr Sealy said that discussions were underway regarding putting together a working party to do some annual clearing and it would be worthwhile publicising having an Action Day. He suggested the weekend of 17/18 May as it was between the bank holidays. He also welcomed feedback from villagers on other areas that needed clearing (e.g., the footpath at Doveys Terrace).  <b>ACTION:</b> Cllr Lawer to put a note in the next edition of the Village Mag. Cllr Sealy asked if his e-mail could also be added.  <b>ACTION:</b> Clerk to put onto the Community Facebook page.</p> <p>Cllr Sealy noted that the bridleway by Kin House still needed attention.  <b>ACTION:</b> Carried forward.</p>
<p><b>11</b> <b>191.24</b></p>	<p><b>KClimate Change and Community Orchard Update – Cllr Watson</b>  <b>KClimate Change:</b> Some seminars have been running but little action is being planned at the moment.  <b>Community Orchard:</b> Six trees have been planted, the grant money has been paid and pledges are now being converted to donations.  <b>No Mow:</b> To approve a request by Kin House to create a wildlife area and take responsibility for mowing the Registered Common area of Lower Common directly in front of the property including the area by the bus shelter. It was agreed that defined areas should be set aside for the replacement of turf for wildflowers. Review of the project should be carried out in Spring 2026.  On a proposal from Cllr Sealy seconded by Cllr Tayler, <b>IT WAS RESOLVED</b> to Support this request.</p>

<p><b>12</b> <b>192.24</b></p>	<p><b>Village House Lights and Increasing Illumination - Cllr Watson</b> Cllr Watson had received four responses. Points made included the fall off in the dawn chorus though it was noted that villagers do need some lighting for security and identifying a property for delivery purposes. Cllr Watson said that the security lighting can be less intrusive if warm lighting was used and consideration given to sensitive positioning.</p>
<p><b>13</b> <b>193.24</b></p>	<p><b>Parish Council Elections 2025 Update - Clerk</b> The Clerk said that the Kington Langley Parish councillor elections had been unopposed therefore all councillors were now elected. Cllr Glynn Harrison-Jones had stood down but a new councillor had been elected, so councillors looked forward to welcoming Kristina Harrison-Jones.</p> <p>Councillors thanked Glynn Harrison-Jones for his contribution whilst he had been councillor. <b>ACTION:</b> All councillors still need to submit a claim to Wiltshire Council for expenses even though none were incurred any and this was a requirement to finalise being elected.</p> <p>The RFO noted that the Parish Council would still be receiving a bill from Wiltshire Council for about £370 covering their costs for an unopposed election.</p> <p>There was still one vacancy for co-opting a councillor.</p>
<p><b>14</b> <b>194.24</b></p>	<p><b>Annual Parish Meeting 2025 Update – Chair</b> Kin House have confirmed that the 2025 APM would be held at Kin House and have submitted a contract for the Parish Council to sign as a formality. There were no costs to the Parish Council for using the site. On a proposal from Cllr Armor seconded by Cllr Sealy, <b>IT WAS RESOLVED</b> that the Chair should sign the contract.</p> <p>Cllr Amor said that village organisations are already been contacted and that local businesses would also be invited to participate.</p>
<p><b>15</b> <b>195.24</b></p>	<p><b>Asset Register Update - RFO</b> The RFO had circulated the 2025/26 Financial Year Asset Register. On a proposal by Cllr Sealy, seconded by Cllr Watson, <b>IT WAS RESOLVED</b> to approve the 2025/26 Asset Register.</p>
<p><b>16</b> <b>196.24</b></p>	<p><b>Risk Assessment Update - RFO / Clerk</b> The RFO had circulated the 2025/26 Risk Assessment Policy.</p> <p>Points noted were that hardcopy and electronic data kept by the Clerk and the RFO should be maintained and reviewed annually, and electronic data backed up regularly to external, secured hard drives. Councillors should ensure that all the communications and data filed within their .gov.uk e-mail addresses were within regulations.</p> <p>The Area of Environment line item should be removed as it had been added some years ago and was not considered of current relevance.</p> <p>The RFO noted that the Parish Council should have an IT Policy put in place in line with guidance from the NALC Smaller Authorities Proper Practices Panel (SAPPP) Practitioners’ Guide 2025 (previously the Joint Panel on Accountability and Governance). The reference to Data Protection in the Risk Assessment would be kept as is until the new IT Policy is created. <b>ACTION:</b> RFO/Clerk to prepare a draft IT Policy.</p> <p>On a proposal by Cllr Sealy, seconded by Cllr Armor, <b>IT WAS RESOLVED</b> to approve the Risk Assessment Policy for 2025/26.</p>

17  
197.24

**Finance – Report distributed to Members - RFO**

a) To note transactions since last report dated 9 March 2025

Payments from Current Account:

11 Mar	Cllr Bird memorial donation	£50.00
11 Mar	KLVH Hire of Committee Room Jan - Mar	£31.60
12 Mar	GW Shelter Solutions Ltd	£6,172.80
12 Mar	Dave Rea Construction – Invoice 356	£5,676.00
13 Mar	Bobby Van Trust	£200.00
18 Mar	Lloyds Bank service charge	£4.25
19 Mar	Dave Rea Construction – Invoice 358	£646.00
28 Mar	RUHX Charity Donation in lieu of RFO salary	£3,774.72
28 Mar	ICO Annual Data Protection Fee	£47.00

Receipts to Current Account

20 Mar	PSV Claims Bureau (Middle Common damage)	£90.00
24 Mar	Sutton Benger PC – consultancy services	£761.44
3 Apr	SSE Wayleaves	£241.52

Receipts to Deposit Account:

10 Mar	Interest	£27.19
9 Apr	Interest	£15.97

Transfers Between Accounts:

11 Mar	Deposit (07020575) to Current (0218248)	£15,000.00
26 Mar	Deposit (07020575) to Current (0218248)	£2,100.00

b) To approve the 24/25 End of Year Financial Report

9 Mar 25	KLPC Treasurers Account (Current)	£82.85
9 Mar 25	KLPC Commercial Instant Access Account (Deposit)	£18,375.77
	<b>Net balances as at 9 Mar 25</b>	<b>£18,458.62</b>

On a proposal by Cllr Sealy, seconded by Cllr Lawer, **IT WAS RESOLVED** to approve the 24/25 End of Year Finance Report.

c) To approve the April 25/26 Financial Report

9 Feb 25	KLPC Treasurers Account (Current)	£324.37
9 Feb 25	KLPC Commercial Instant Access Account (Deposit)	£18,391.74
	<b>Net balances as at 12 April 25</b>	<b>£18,716.11</b>

On a proposal by Cllr Armor, seconded by Cllr Lawer, **IT WAS RESOLVED** to approve the April 25/26 Finance Report including the staff salary and PAYE and other payments detailed therein.

d) To approve future payments to be made:

Online	Clerk – stationery reimbursement	£26.96
Online	WALC – chairing course	£72.00
Online	NALC/WALC Annual Subscription	£358.55

On a proposal by Cllr Armor, seconded by Cllr Sealy, **IT WAS RESOLVED** to approve the April 25/26 Finance Report including the payments detailed therein.

e) To note the invoice to SBPC for consultancy services & change to consultancy cover.

The RFO had distributed copies of the invoice (KLPC Invoice 001-25) to councillors with the April Finance Report.

f) To review and approve the updated opening budget for FY 2025/26

	<p>The RFO had distributed a draft opening budget to councillors in advance of the meeting. This was consistent with the budget approved in Dec 24 and the updated forecast End of Year budget for FY 2024/25 that councillors had approved in Mar 24.</p> <p>On a proposal by Cllr Sealy, seconded by Cllr Pattemore, <b>IT WAS RESOLVED</b> to approve the opening budget as tabled.</p> <p>The RFO noted an extension of the contract for the Clerk providing temporary clerk support to Sutton Benger Parish Council until the end of May 2025.</p> <p>The RFO also said that he was in the process of reviewing competitive quotes for the Parish Council insurance which was due for renewal by 1<sup>st</sup> June.</p>
<p><b>18 198.24</b></p>	<p><b>Correspondence sent / received.</b></p> <p><b>Received:</b></p> <p>An e-mail had been received from a villager regarding the significant increase in length of the queues into the Stanton St Quintin recycling site. It had been forwarded to Sutton Benger Parish Council as the site is within Sutton Benger Parish.</p> <p>However, it was pointed out that lorries turning right from the roundabout to get into Chippenham Pit Stop had to drive a considerable distance on the wrong side of the road in order to overtake queuing vehicles, and traffic coming up from the Draycot Cerne direction were further increasing the blockage by queuing to turn right. It was suggested that turning right into the site should be prohibited, and traffic forced to drive up to the mini roundabout near the Indurent site so that at least only one queue was being formed. The Cabinet Member for Highways needs to be involved in order that the issue is resolved.</p> <p><b>Contact Forms received via KLPC Website:</b></p> <p>A Contact Form had been received from a villager enquiring about the status of the Plough Lane / Moors Close flooding issue. A response sent to villager by Clerk. However, Highways have now done the work under the road to improve the situation.</p>
<p><b>19 199.24</b></p>	<p><b>Exchange of information and Any Items for Consideration at Next Meeting</b></p> <p>Points raised by councillors:</p> <ul style="list-style-type: none"> <li>• Cllr Armor said that the Croquet Club were having an open weekend on 26/27 April.</li> <li>• The RFO said that a villager had sent him pictures of a holiday location in Spain where QR signs were put up in front of historic or other interesting landmarks and that a lot of information can be conveyed about these locations. The villager had suggested that this might have possibilities for the village, for example, in front of St Peters Church, the Pound, etc. It was suggested that the villager might like to come to the Annual Parish Meeting to follow this up.</li> </ul>

The next meeting of the Parish Council will be the **Annual Meeting of the Parish Council** and the first following the 2025 Elections. The meeting will be held on **Monday 12<sup>th</sup> May 2025 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

**MEETING CLOSED AT 21:50.**