

**MINUTES OF THE MEETING OF KINGTON LANGLEY PARISH COUNCIL  
HELD ON MONDAY 9<sup>th</sup> DECEMBER 2024 IN THE COMMITTEE ROOM,  
KINGTON LANGLEY VILLAGE HALL COMMENCING AT 7:30 PM**

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

**Public Participation:** There were two members of the public. A villager suggested that consideration was needed regarding the Lime Tree Stables Variation of Conditions application concerning the parking implications and possible light pollution.

**Unitary Councillor Update**

Apologies were received from County Councillor Howard Greenman.

<b>110.24</b>	<p><b>Apologies for absence</b> Apologies for absence were received from Cllr Reynolds (family funeral), Cllr Harrison-Jones (birth of baby) On a proposal from Cllr Sealy seconded by Cllr Watson, <b>IT WAS RESOLVED</b> to accept the councillors' apologies.</p>
<b>111.24</b>	<p><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. There were no declarations of interest.</p>
<b>112.24</b>	<p><b>Minutes – To approve minutes of the Parish Council meeting held on 11<sup>th</sup> November 2024</b> The draft minutes had been circulated to councillors. On a proposal from Cllr Armor seconded by Cllr Sealy, <b>IT WAS RESOLVED</b> to accept the minutes as a true record.</p>
<b>113.24</b>	<p><b>Planning Applications</b> <b>New Applications for Consideration:</b> <b>PL/2024/10158 Unit 3 Indurent Park</b> - Variation of Conditions 1 (Approved Plans) (Deadline for comments: 19 Dec 24) On a proposal from Cllr Tayler, seconded by Armor, <b>IT WAS RESOLVED</b> to Support the application. <b>PL/2024/10334 Lime Tree Stables (listed as Church Farm) Middle Common</b> – Variation of Conditions 2,3,4,5 and 7, Erection of Stables (Deadline for comments: 19 Dec 24) On a proposal from Cllr Watson, seconded by Cllr Pattermore, <b>IT WAS RESOLVED</b> that councillors had No Objection to the application Subject to the Condition that drainage was properly reviewed before the variation of conditions was granted as the foul water drainage capacity is currently based on a one person equivalent when eight parking bays are being sought. Condition 6, Lighting, had not been mentioned and councillors wished to ensure that external lighting is installed in accordance with the extant Condition 6. <b>PL/2024/10703 Stocks Cottage, Middle Common</b> – Proposed works to trees in a conservation area (Deadline for comments: 18 Dec 24) Councillors had no objection to this application. <b>PL/2024/10892 Apple Store, Kington Langley</b> – Change of use of former offices (Use Class E) to residential use (Class C3) under Class MA (Mercantile to Abode) of the GPDO (General Permitted Development Orders) to create one new dwelling house (Deadline for comments: 30 Dec 24) On a proposal from Cllr Lawer, seconded by 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> <b>Decisions: PL/2024/09361 Prior Notification – Building: Whitelands Farm, Days Lane</b> – Steel portal framed building to cover the existing silage stores. <b>Decision:</b> Prior Approval Granted (Kington Langley Parish Council were not asked to comment on this application)</p>

114.24	<p><b>Chair's Report</b> The Chair had nothing to report.</p>
	<p><b>Clerk's Report and Matters Arising from 11th November 24 Meeting</b> Clerks Report: The Clerk had nothing to report.</p> <p><b>Matters Arising from 11th November 24 PC Meeting:</b>  <b>082.24 Matters Arising from 8 July 2024 PC Meeting</b>  <b>041. 24 Matters Arising Ashes Lane ditch</b> – Cllr Tayler was following up. <b>ACTION:</b> Cllr Tayler would be reviewing in due course. <b>ITEM CLOSED.</b>  <b>101.24 Highways / Parish Steward Update –Cllr Pattemore</b>  <b>Flooding outside Rugosa on Middle Common.</b> Getting the parish steward to strim outside school.  <b>ACTION:</b> Covered by item on the agenda. <b>ITEM CLOSED.</b></p> <p><b>103.24 Parish Council Website – Current Status – Cllr Armor</b>  Cllr Watson agreed to draft a page about the thermal imaging camera and its use by villagers over the winter. <b>ACTIONED – ITEM CLOSED.</b>  An update to Councillors' Responsibilities &amp; Contact Information needs to be posted on the website.  <b>ACTION: Covered by item on the agenda. ITEM CLOSED.</b></p> <p><b>104.24 Bus Shelter Fire Update – Responsible Financial Officer (Peter Giles)</b>  A question had been raised via Cllr Greenman regarding whether the old stonework could be reused. The RFO said it had been considered unlikely that the stone would be in a good enough condition but he would recheck. <b>ACTION:</b> No further action taken. <b>ITEM CLOSED</b></p> <p><b>105.24 Footpaths &amp; Rights of Way (including Byway 34) and Dennis Gill Memorial Finger Post Update –</b>  Water draining from Kin House onto the neighbouring footpath which couldn't be renovated whilst it remained so wet. Cllr Lawer said he already had a plan to talk to Matt Harvey from Kin House.  <b>ACTION:</b> Cllr Lawer / Cllr Sealy to follow up with Kin House representatives. <b>Ongoing.</b></p> <p><b>107.24 Finance Report – Responsible Financial Officer (Peter Giles)</b>  <b>d)</b> To consider the detailed draft 3-year Financial Plan/Budget Proposals  Earmarked reserves for future projects require specific items to be identified.  <b>ACTION:</b> All councillors to provide the RFO with any suggestions before Friday 29th November. No further action taken. <b>ITEM CLOSED</b>  Future funding allocation:  1. The Clerk's laptop software.  <b>ACTION:</b> Clerk to check whether / what the annual renewal would be. The Clerk had provided details to the RFO. <b>ITEM CLOSED</b>  2. Councillors' training.  <b>ACTION:</b> Clerk to identify what courses were available and what costs might be incurred.  The Clerk had sent updated Good Councillors Guides to all councillors. The Wiltshire Association of Local Councils are willing to do tailored training but it was agreed that councillors would review whether this was necessary in due course. <b>ITEM CLOSED</b>  What regular tree inspections should be carried out and how extensively this should be done.  <b>ACTION:</b> Approval of a tree inspection to be put on the December agenda for resolution. Covered by item on the agenda. <b>ITEM CLOSED</b>  3. The Reservoir Footpath fence was still in a state of disrepair. Consideration should be given to the cost of fence maintenance in the interests of villagers' and motorists' safety. The RFO had taken a look at the issues and come up with a suggested way of stabilising the existing fencing.  <b>ACTION:</b> Clerk to obtain a single pack of metal fence repair stakes and these would be fitted to see whether this will resolve the problem. To be carried forward to next meeting.  4. Areas of the Millenium footpath were crumbling and the cost of replacing the areas before they become a trip hazard needs to be considered.  <b>ACTION:</b> Clerk to review the extensive Millenium Footpath history and follow up how best to repair any degradation to ensure the repairs give the optimum cost-effective match to the original materials.</p>

116.24	<p><b>Highways / Parish Steward Update</b></p> <p>Lower Common pond outside The Grange – Wiltshire Water think it's storm water and say it's not their problem. Highways say there's nothing they can do as they don't believe it's a drainage issue. If the water was caused by a spring it would be a major cost to divert. It has not yet been established where the water is draining from.</p> <p><b>ACTION:</b> Cllr Pattemore had obtained a map of the drains and would email to Chair/Clerk.</p> <p><b>ACTION:</b> Clerk to see if she could find a map of the old village ponds.</p> <ul style="list-style-type: none"> <li>• Rugosa, Middle Common flooding issue</li> </ul> <p><b>ACTION:</b> Cllr Pattemore to e-mail Chair/Clerk a map of the drains on Middle Common.</p> <ul style="list-style-type: none"> <li>• Moors Close flooding issue. As the ongoing long-term water issue does not involve flooding a property the major flooding issues across Wiltshire are currently taking priority.</li> </ul> <p><b>ACTION:</b> For monitoring when Highways are able to do more work prior to the landowner clearing his pond.</p> <ul style="list-style-type: none"> <li>• Days Lane water running down from the Hit or Miss pub past Cradleigh. This has been a problem for some time and could be a significant issue should it start freezing.</li> </ul> <p><b>ACTION:</b> The Gully tanker may resolve this as well as issues on the B4069 passing Steinbrook Farm and the dip in Church Lane.</p> <p><b>101.24 Highways / Parish Steward Update –Cllr Pattemore</b></p> <p>Flooding outside Rugosa on Middle Common. Getting the parish steward to strim outside school.</p> <p><b>ACTION:</b> Covered by item on the agenda. <b>ITEM CLOSED.</b></p>
117.24	<p><b>Community Speedwatch Updates</b></p> <p><b>Community Speedwatch:</b> Nothing to report.</p> <p><b>SID:</b> The Clerk commented that the Sutton Benger SID displays Happy XMAS to drivers who drive past at under 30 mph.</p>
118.24	<p><b>Parish Council Website – Current Status</b></p> <p>The 2025 PC Meeting dates and first meetings of the year need to be set up on the KLPC Website as well as the revised Councillors' Responsibilities &amp; Contact Information giving councillors' new e-mail addresses.</p> <p><b>ACTION:</b> Clerk to set up both on the KLPC Website.</p>
119.24	<p><b>Bus Shelter Fire Update</b></p> <p>The RFO had finally negotiated a settlement with the Council's insurers. The sum agreed was £10,527.13 to comprise the cost to repair to the original design and to temporarily relocate the bus stop with £250 deducted to cover the excess on the policy.</p> <p>The amount agreed would cover the contracted cost to demolish the remains of the old shelter and to install the prefabricated replacement, including temporary bus stop, leaving a balance of some £323 for any contingencies.</p>
120.24	<p><b>Footpaths &amp; Rights of Way (including Byway 34) and Dennis Gill Memorial Finger Post Update</b></p> <p>The footpath sign has been erected but needs to be very slightly straightened. Councillors Sealy and Armor would follow up. Councillors expressed their thanks to both for doing the work.</p>
121.24	<p><b>Village Trees Inspection</b></p> <p>The Clerk had received a quote for carrying out a tree inspection on the three Registered Commons by the contractor who had done the original survey and report.</p> <p>On a proposal by Cllr Armor, seconded by Cllr Tayler, <b>IT WAS RESOLVED</b> that the Clerk should ask the contractor to carry out the survey.</p> <p>It was noted that the Parish Council would need a quote on how much any work would cost.</p> <p>Cllr Armor said that in view of the storms the previous weekend the erection of the village XMAS tree was unable to go ahead but was likely to be put up the following day.</p>

122.24	<p><b>KLimate Change and Community Orchard Update – Cllr Watson</b></p> <p><b>Thermal Imaging Camera</b> - two people have already come forward. One has done the survey and the other would like a volunteer to do it for them.</p> <p><b>Community Orchard</b> - More work is still to be done on who would provide insurance. This will need to be established before taking the project to the trustees for review in January. It was noted that the Tennis and Croquet Clubs have their own insurance policies but it was unclear whether the orchard would need a similar insurance policy. The requirement for a licence agreement was simply to ensure that the Village Hall would not be liable in the event of any issues.</p>
123.24	<p><b>Wiltshire Independent Remuneration Panel – Allowances Surgery (Parish Councils) – Responsible Financial Officer</b></p> <p>The RFO has participated in an on-line session with several panel members and representatives of 2 other small councils.</p> <p>The general view is that people become councillors because they want to contribute to the community. Other points made were that the allowances would have to come out of the council budget and that by law they could not be paid to co-opted councillors, which was seen as divisive and also, perhaps, a trigger for more expensive by-elections.</p> <p>The Independent Remuneration Panel will draw up a report to be presented to the Wiltshire Association of Local Councils. It is anticipated that the outcome will be a recommendation by the panel of a sliding scale for a basic allowance based on electorate size. However, it would be entirely up to individual councils to decide whether to pay the allowance.</p>
124.24	<p><b>Parish Council Meeting Dates for 2025</b></p> <p>All the dates previously circulated to councillors and RFO of the proposed 2025 Parish Council meeting dates have now been confirmed with the Village Hall Bookings Clerk as follows:</p> <p>Monday 13 January  Monday 10 February  Monday 10 March  Monday 14 April  Monday 12 May - Annual Meeting of the Parish Council  Tuesday 20 May - Annual Parish Meeting  Monday 9 June  Monday 14 July  Monday 11 August (Provisional summer meeting)  Monday 8 September  Monday 13 October  Monday 10 November  Monday 8 December</p> <p>The Clerk pointed out that the dates were in line with the convention of meetings being held on the second Monday of every month (unless a Bank Holiday). The Kington Langley Village Hall Bookings Clerk has informed the Clerk that she has already provisionally booked the 2026 KLPC meeting dates as other users are already interested in the same dates even though it is a year away.</p> <p>On a proposal by Cllr Armor, seconded by Cllr Pattemore, <b>IT WAS RESOLVED</b> that the 2025 meeting dates be approved.</p> <p><b>ACTION:</b> Clerk to circulate final version to councillors and arrange to be put on the PC Website.</p>
125.24	<p><b>Revised Standing Orders – Clerk</b></p> <p>The Clerk had circulated draft copies of revised KLPC Standing Orders to bring them in line with the National Association of Local Councils’ Model Standing Orders. Apart from one typing error, councillors had no other points to raise.</p>

On a proposal by Cllr Watson, seconded by Cllr Armor, **IT WAS RESOLVED** that the Revised Standing Orders be Adopted.  
**ACTION:** Clerk to circulate final version to councillors and arrange to be put on the PC Website.

**126.24 Finance Report – Responsible Financial Officer (Peter Giles)**

**a) To note transactions since last report dated 10 November 2024**

**Payments from Current Account:**

11Nov24	RBL Poppy Wreath	£25.00
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**Receipts to Current Account:**

20Nov24	KL Scarecrows	£500.00
28Nov24	Hiscock Insurance	£10,527.13

**Receipts to Deposit Account:**

11Nov24	Interest	£24.04
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**Transfers Between Accounts:**

12Nov24	Deposit (07020575) to Current (0218248)	£500.00
1Dec24	Current (0218248) to Deposit (07020575)	£8,500.00

**b) To approve future payments to be made:**

Online	AEDdonate (defib pads)	£577.19
Online	Bawdens 7 <sup>th</sup> Cut – Invoice 30152	£1,149.60
Online	Mrs L Reynolds – reimburse for daffodil bulbs	£39.92
Online	Sue Hart – reimbursement for laptop insurance	£64.99

**c) To approve the December 24/25 Financial Report**

8Dec24	KLPC Treasurers Account (Current)	£2,623.91
8Dec24	KLPC Business Bank Account (Deposit)	£34,541.21
	Net balances as at 8 Dec 24	£37,165.12

On a proposal by Cllr Sealy, seconded by Cllr Armor, **IT WAS RESOLVED** to approve forthcoming payments and the December 2024 Financial Report.

**d) To agree the 3 Year Financial Plan**

The RFO had distributed an updated 3-year plan draft together with budget proposals for FY 25/26 to councillors in advance of the meeting. Following discussion and amendments, it was agreed to adopt the plan. The RFO was to distribute the finalised plan to councillors following the meeting.

On a proposal by Cllr Armor, seconded by Cllr Lawer, **IT WAS RESOLVED** to approve the 3 Year Financial Plan as presented.

**e) To agree the Financial Year 25/26 Precept.**

The RFO had distributed with the 3 Year Plan a table showing the anticipated effect on end of year reserves of a number of potential precept figures. Following discussion councillors agreed to set the precept for FY 25/26 at £26,140, equivalent to a Band D council Tax charge of £70.50. This represented an increase of 5% on the FY 24/25 precept.

On a proposal by Cllr Sealy, seconded by Cllr Watson, **IT WAS RESOLVED** to set the FY 25/26 precept at £26,140.

	<b>ACTION:</b> RFO to complete the Wiltshire Council 2025/26 precept formal request and send to Clerk in order to submit the KLPC precept requirement to Wiltshire Council.
<b>127.24</b>	<p><b>Correspondence sent / received.</b></p> <p><b>Received:</b> An e-mail from Kin House requesting further clarification regarding ownership of Lower Common. The Clerk has sent a detailed reply giving the history of the Registered Commons and Kin House have provided more detail on works they would like to carry out at their main entrance. Councillors agreed that it would be useful if a meeting was arranged for the Chair and Cllr Watson to meet with Kin House to discuss in more detail.</p> <p><b>ACTION:</b> Clerk to reply to Kin House suggesting a meeting with Cllr Lawer and Cllr Watson.</p> <p><b>Contact Forms received via KLPC Website:</b> None</p>
<b>128.24</b>	<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 Sealy said that the new MP, Dr Roz Savage, has visited Whitelands Farm and was shown round. She stated that her special interests are climate change and nature. It was suggested that when Cllr Lawer next does any updates to the noticeboards it would be worth getting her contact details on them. <b>ACTION:</b> Cllr Sealy / Cllr Lawer</li> <li>• Cllr Pattermore asked about Millenium Footpath maintenance and whether the Parish Steward should fill the holes especially near the A350 traffic lights with tarmac. It was felt that the colour of tarmac would not be in keeping with the rest of the surface however maintenance does need to be done therefore further research is needed on materials and cost. The RFO had been following up costs for the 3-year plan and had done some preliminary checks on the state of the footpath. <b>ACTION:</b> Clerk to check who were original contractors, what fabric they used, how much to repair and whether temporary repairs are possible.</li> <li>• Cllr Armor said the XMAS tree is due to be erected the following day (Tuesday 10 December)</li> <li>• Cllr Watson queried where the daffodils have been planted this year. <b>ACTION:</b> Clerk to follow up with Cllr Reynolds.</li> </ul>

The next meeting of the Parish Council will be held on **Monday 13<sup>th</sup> January 2025 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

**MEETING CLOSED AT 21:41.**