

**DRAFT MINUTES OF THE MEETING OF KINGTON LANGLEY PARISH COUNCIL HELD
ON MONDAY 14th JULY 2025 IN THE COMMITTEE ROOM,
KINGTON LANGLEY VILLAGE HALL COMMENCING AT 7:30 PM**

Present: Cllr Armor, Cllr Evans, Cllr Harrison-Jones, Cllr. Lawer, Cllr Pattemore, Cllr Reynolds, Cllr Tayler, Wiltshire Councillor Greenman, Mrs. Sue Hart (Clerk) and Peter Giles (RFO)

Public Participation: There were 5 members of the public.

A member of the public raised the issue of an enforcement action that had been taken and the consequent distress it had caused as a result of an apparently anonymous request to Wiltshire Council Enforcement when the works that had been carried out had met all planning requirements. They said that if they had not happened to find the Enforcement Officer at the property they would not have known about the action until after the Enforcement Officer had ruled. The Parish Council noted that the complaint had gone directly to Wiltshire Council and was not as a result of the Parish Council forwarding an unidentifiable request. The issue was reviewed in agenda item 046.25(a) below.

042.05	<p>Apologies for absence Apologies for absence were received from Cllr Sealy and Cllr Watson (both on holiday) On a proposal from Cllr Armor, seconded by Cllr Tayler and carried unanimously, IT WAS RESOLVED to accept the councillors' apologies.</p>
043.25	<p>New Parish Councillor Application On a proposal from Cllr Pattemore, seconded by Cllr Reynolds and carried unanimously, IT WAS RESOLVED to approve the co-option of Elizabeth Evans as Parish Councillor. On receipt of the signed Declaration of Acceptance of Office, the new councillor joined the meeting.</p>
044.25	<p>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 Evans declared an interest in the planning application about Church Farm.</p>
NA	<p>As a result of the presence of members of the public with specific interest in two planning applications and with the agreement of all councillors the Chair brought forward the discussion of the two applications concerned.</p>
Agenda Item 046.25 (a)	<p>(Brought Forward) Wiltshire Council Enforcement Update: ENF/2025/00423 - Place House, Lower Common - Repairs to Wall. Enforcement Decision Reached The Enforcement Officer's Feedback was read out as follows: <i>"The allegation that the wall is listed is, in my opinion, not correct. I acknowledge that the site falls within a Conservation Area and it is my professional opinion that the works meet the definition of 'repair'. As such, this meets Permitted Development rights under Class A, Part 2, Schedule 2 of the GPDO 2015 and does not require planning permission."</i></p> <p>The Enforcement Officer's Feedback regarding Anonymous Complaints was also read out as follows: <i>"I would encourage local residents to come forward and discuss concerns of breaches of planning control directly with the Planning Enforcement Team at Wiltshire Council. Sending anonymous reports is not necessary as the Council will treat personal data in line with General Data Protection Regulations and personal information will not be shared with anyone outside of the Council. This also allows us to have direct communication with this particular concerned resident. Reports can be made directly to: Enforcement@wiltshire.gov.uk "</i></p> <p>Councillors also noted that it is now possible to do more background research online to establish whether enforcement action was justified. Wiltshire Cllr Greenman said he was surprised it had been taken forward without a complainant's name.</p>

	<p>ACTION: Clerk to check with the Enforcement Officer whether the complaint had remained anonymous. <i>[Post-meeting update from Clerk: The Enforcement Officer has confirmed that the complaint had remained anonymous.]</i></p> <p>(Brought Forward) New Application: PL/2025/05337 - Kington Langley Stud, Ashes Lane - Change of use of stables to 2 no. Dwellings (Deadline for comments: 23Jul25) On a proposal from Cllr Reynolds, seconded by Cllr Lawer, IT WAS RESOLVED to Support the application.</p>
<p>Update only - Not on Agenda</p>	<p>Unitary Councillor Update (Previously scheduled before start of meeting): Wiltshire Cllr Greenman said he had now been appointed Deputy Chair of the Wiltshire Council Strategic Planning Committee. He would also be picking up responsibility for Gypsy and Traveller sites across the county and his previous experience would be of significant advantage in reviewing the current status of the sites, which is currently very unclear. 81 new pitches were required between now and 2029 but it is not known what numbers are on the existing sites.</p>
<p>045.25</p>	<p>Minutes – To approve minutes of the Parish Council meeting held on 9th June 2025 The draft minutes had been circulated to councillors. On a proposal from Cllr Reynolds seconded by Cllr Armor, IT WAS RESOLVED to accept the minutes as a true record and they were signed by the Chair.</p>
<p>046.25 (b)</p>	<p>Planning Applications – Clerk New Applications for Consideration: PL/2025/01112 Land at Days Lane/Newlands Green - Erection of agricultural building to provide storage and protection from weather (Deadline for comments: 16Jul25) On a proposal from Cllr Reynolds, seconded by Cllr Armor, IT WAS RESOLVED that councillors had No Objection - Subject to Condition that the building would be used for storage only and not put to residential use. 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 (Deadline for comments [should be]: 17 July 25) On a proposal from Cllr Pattermore, seconded by Cllr Reynolds, IT WAS RESOLVED to Support the application. PL/2025/05338 - Church Farm, Middle Common - Erection of replacement greenhouse (Deadline for comments: 1Aug25) On a proposal from Cllr Lawer, seconded by Cllr Harrison-Jones, IT WAS RESOLVED to Support the application. PL/2025/05368 - New Linden, Upper Common – Outbuilding multi-purpose use for grain storage, bedding for chickens, storing machinery/tools for field management (Deadline for comments: 23Jul25) On a proposal from Cllr Reynolds seconded by Cllr Lawer, IT WAS RESOLVED that councillors had No Objection - Subject to Condition that the building would be used for storage only and not put to residential use. Planning Appeal: APP/Y3940/W/25/3367502 to PL/2025/00998 Kington Langley Garage - Permission in Principle Erection of up to 8 dwellings (Planning Inspectorate Deadline: 21 July 2025) On a proposal from Cllr Pattermore, seconded by Cllr Armor, IT WAS RESOLVED that councillors' previous response of No Objection - Subject to Condition should be submitted to the Planning Inspectorate. ACTION: Clerk</p> <p>Planning Update: For Review / Resolution to respond: Lime Down Solar Park - The deadline for consultee responses was the previous Friday but the Chair had e-mailed all councillors on the points to be made. Councillors confirmed their agreement to their previous position.</p> <p>Wiltshire Council Decisions: PL/2025/04200 Hit or Miss Inn, Days Lane – Notification of proposed works to trees in a conservation area Wiltshire Council Decision: No Objection.</p>

	<p>PL/2025/03145 Hither Green, Middle Common - Var. of Cond.2 (approved plans) and removal of Cond.4 on PL/2021/06653 (Wiltshire Council Decision: Approve with Conditions)</p>
<p>047.25</p>	<p>Chair's Report – Cllr Lawer Cllr Lawer said he had been unable to attend the LHFIG meeting on the 9th of June but relevant points from the meeting were that the pedestrian crossing by the A350 traffic lights is still on the agenda and a substantive bid for funding will be made later in the year if funding via development management are not forthcoming.. The request to make a footpath along the B4069 between Langley Nursery Cottages has been reviewed and the area has now been surveyed with the conclusion that the verge is not wide enough to install a footpath. However, a permissive path linking to the Rights of Way network (KLAN19) should be explored with the landowner. The LHFIG would review putting 'Pedestrian on Highway' signs along the road. ACTION: Clerk to ask Cllr Sealy to follow up when he gets back.</p> <p>The RFO and Cllr Lawer had been reviewing the application of the Community Infrastructure Levy (CIL) across the parish, which applies to most planning permissions after 18 May 2015. The new build replacing the old bungalow at Upper Common had been overlooked by Wiltshire Council and retrospective charges cannot be raised. Cllr Lawer added that he was also reviewing the 3 new houses at Lime Tree Stables as one is not on the site of the old equestrian building. ACTION: Cllr Lawer to follow up.</p> <p>Cllr Lawer queried the St Modwen CIL history but Cllr Greenman said that as it was industrial, it didn't apply. It was agreed that it was still worth checking - or whether a S106 agreement would apply. ACTION: Cllr Greenman / Cllr Lawer</p> <p>Cllr Greenman said he was following up with Indurent Park concerning funding they have to give local parishes to help relieve any highways pressure from additional traffic that might be caused by the new developments.</p> <p>Councillors asked who would be responsible for resolving the state of disrepair of the footpath along the A350 dual carriageway between Kington Langley and the Morrisons roundabout. ACTION: The Clerk to follow up with Highways.</p>
<p>048.25</p>	<p>Clerk's Report and Matters Arising from 12th May 2025 and 9th June Meetings Clerk's Report:</p> <ul style="list-style-type: none"> • Councillors ratified permission granted by the Clerk using delegated powers under KLPC Standing Orders 13(e) for Mr & Mrs Timbrell of Stocks Cottage to park cars on Middle Common during the day of 7th August 2025 to support a fund-raising event for the RUH Breast Cancer unit. • The Clerk had received feedback from the agent dealing with the Plough Lane landowners regarding clearing a ditch but they are still waiting to hear from the landlord's agent. Cllr Pattermore said there is nothing Highways would be able to do unless the road continued to flood. • The Clerk asked if councillors could let her know if they were going to be away for a while even if it didn't coincide with a meeting. <p>Matters Arising from 12th May 2025 and 9th June Meetings <u>Monday 9 June 2025:</u> 031.25 Highways / Parish Steward Update / Grass Cutting Contract update: The Clerk had been asked to investigate whether Wiltshire Council has a map of areas they own in the Parish. Wiltshire Council had sent her a map which she had forwarded to councillors. ITEM CLOSED.</p> <p>035.25 KClimate Change: The Village Lighting Guidelines were now finalised and the Clerk was asked to arrange for it to be added to the website. ACTION: The Clerk was waiting for Cllr Watson to return from holiday as some minor changes need to be made first.</p> <p>037.25 Review of Councillors' Responsibilities and Contact Information - Cllr Harrison-Jones had volunteered to create a short survey / questionnaire for villagers plus other thoughts and suggestions which she would bring to the July PC meeting. Covered by item on the agenda. ITEM CLOSED</p>

	<p>038.25 New Parish Council Governance Documents for 2025/26 - Clerk A new Freedom of Information Policy for 2025/26 had been circulated to councillors. This has now been added to the website. ITEM CLOSED. <u>Monday 12 May 2025:</u> Minute 009.25 Matters Arising - Millennium footpath repairs. Contractor providing an estimate of work required. The Clerk had received a quotation which was significantly more than could be covered by parish funds. ACTION: Cllr Pattermore was asked to follow up with the Parish Steward filling any holes which might be a safety issue. Councillors accepted it would be unsightly but necessary. At Cllr Greenman's recommendation, Cllr Pattermore was asked to be specific about the filler used which should be a flexible one and not a product called Viafill.</p> <p>151.24 Highways / Parish Steward Update School cars parking on the edge of Middle Common at the entrance to Ashes Lane. Cllr Armor to raise with the school. ACTION: Cllr Armor to follow up putting signs out when the school comes back in September. (The Clerk is still waiting to receive the signs previously used outside the Chapel.) ACTION: Cllr Armor to ask Head that when they communicate to parents of new pupils if they could ask parents not to park on the Registered Commons.</p> <p>Reservoir footpath fence reinforcements. The Clerk has received two packs of fence reinforcements. ITEM CLOSED.</p> <p>196.24 Risk Assessment Update - Covered by item on the agenda. ITEM CLOSED</p> <p>011.25 Community Speedwatch Updates - The SID is to be moved to the site prepared at the corner of Church Road and Days Lane. Cllr Armor has now found the socket and has a key. He has established from Evo-City that there is nothing to be done to recalibrate. It appears the police's e-mail won't accept any what3words for the new site. It was believed that the late Cllr. Trickey would have registered the site but information is not currently available. ACTION: Cllr Armor to move SID. ACTION: Clerk to see whether there is any history on record for this.</p>
049.25	<p>Highways / Parish Steward Update / Grass Cutting Contract update –Cllr Pattermore / Clerk The Parish Steward is now back to doing potholes and has filled some at Coffin Way. A meeting in the village had been held with Countrywide Maintenance who are interested in bidding when the grass cutting contract is up for renewal. It was noted that Kin House are currently not mowing in front of the bus shelter. ACTION: Clerk to review with Kin House.</p>
050.25	<p>Community Speedwatch Updates – Cllr Reynolds / Cllr Armor Community Speedwatch: Cllr Reynolds reported that the team had been onsite for 5 hours recording 639 vehicles with 21 speeding and 2 at 40 mph plus. They had cancelled a session due to the heatwave. SID: Cllr Armor had sent villager Steve Howe data for the Scarecrows Weekend. The numbers were less than for a normal weekend but that may be because vehicles traveling at less than 12 mph are not recorded.</p>
051.25	<p>Parish Council Website – Current Status – Cllr Armor Cllr Armor noted that there could be concerns regarding support if the website designer was no longer available. Sue Hart asked whether any changes might be required as a result of new IT policy and whether the site conformed to the WCAG 2.2AA standard.</p>
052.25	<p>Community Engagement Update - Cllr Harrison-Jones Cllr Harrison-Jones had done a lot of work focusing on how to get villagers more aware of the Parish Council and what it does for the village.</p>

	<p>She had proposed three topics:</p> <ol style="list-style-type: none"> 1. A Community Survey – Survey questions had been circulated to councillors and discussion took place on how best to make villagers aware of it and get it to villagers. 2. A Review of the PC Website - Looking at it with fresh eyes and making it easier to interact with the Parish Council. 3. Communication with villagers - Consistent messaging and how as many villagers can be reached as possible. <p>It was agreed that in future notices would be put on all notice boards and the out-of-date ones removed. ACTION: Cllr Harrison-Jones to undertake this responsibility. Cllr Harrison-Jones asked whether mention of the Parish Council website and how to find past minutes could be added to each Agenda. ACTION: Clerk to review.</p>																					
053.25	<p>New Parish Council Governance Documents for 2025/26 - Clerk / RFO The Clerk had prepared a draft of a new IT Policy and it has had an initial review with Cllr Armor, Cllr Lawer and the RFO, but more work needs to be done as it has proved more complex than anticipated. It will be added to the agenda when ready for review.</p>																					
054.25	<p>Finance – Report distributed to Members - RFO</p> <p>AGAR update: The RFO reported that the last day for public inspection of the accounts had now past and there had been no enquiries. He was now waiting to hear back from External Auditors.</p> <p>1) Review of Financial Regulations (unchanged)</p> <p>On a proposal by Cllr Armor, seconded by Cllr Reynolds, IT WAS RESOLVED to approve the financial regulations unamended. ACTION: RFO to produce updated Financial Regulations 2025/26 for the website.</p> <p>2) Confirmation of annual grant sums</p> <p>The RFO reminded councillors of the figures agreed in Dec 24 when setting the budget for 2025/26 which were £215 each to St Peter’s Church and the Union Chapel, and £1,450 to KLVH CIO for Recreation Ground support. On a proposal by Cllr Tayler, seconded by Cllr Lawer, IT WAS RESOLVED to confirm these amounts for payment.</p> <p>3) Finance Report Distributed to Councillors a) To note transactions since last report dated 8 June 2025</p> <p>Receipts to Current Account:</p> <table border="1" data-bbox="300 1491 1385 1563"> <tr> <td>13 Jun</td> <td>SBPC – Consultancy services</td> <td>£575.58</td> </tr> <tr> <td>19 Jun</td> <td>SSE Wayleave</td> <td>£48.71</td> </tr> </table> <p>Receipts to Deposit Account:</p> <table border="1" data-bbox="300 1637 1385 1709"> <tr> <td>9 Jun</td> <td>Interest</td> <td>£18.18</td> </tr> <tr> <td>9 Jul</td> <td>Interest</td> <td>£15.09</td> </tr> </table> <p>Payments from Current Account:</p> <table border="1" data-bbox="300 1783 1385 1809"> <tr> <td>20 Jun</td> <td>Bawdens – Inv 30747, 2nd cut</td> <td>£1,149.60</td> </tr> </table> <p>Debits from Current Account:</p> <table border="1" data-bbox="300 1883 1385 1910"> <tr> <td>17 Jun</td> <td>Lloyds Bank – service charge</td> <td>£4.25</td> </tr> </table> <p>Transfers Between Accounts:</p> <table border="1" data-bbox="300 1984 1385 2011"> <tr> <td>20 Jun</td> <td>Deposit (07020575) to Current (0218248)</td> <td>£1,200.00</td> </tr> </table>	13 Jun	SBPC – Consultancy services	£575.58	19 Jun	SSE Wayleave	£48.71	9 Jun	Interest	£18.18	9 Jul	Interest	£15.09	20 Jun	Bawdens – Inv 30747, 2 nd cut	£1,149.60	17 Jun	Lloyds Bank – service charge	£4.25	20 Jun	Deposit (07020575) to Current (0218248)	£1,200.00
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b) To approve future payments to be made online:

Online	Sue Hart – reimbursement for fence stakes	£69.98
Online	KLVH – Hall hire Apr - Jun	£47.05
Online	Black Nova Designs Ltd - Inv 27284	£112.80
Online	St Peter’s Church annual grant	£215.00
Online	Union Chapel annual grant	£215.00
Online	KLVH CIO annual grant Part 1	£725.00
Online	Bawdens – Inv 30779, 3 rd cut	£1,149.60

c) To approve the July 25/26 Financial Report

11 Jun	KLPC Treasurers Account (Current)	£132.34
11 Jun	KLPC Commercial Instant Access Account (Deposit)	£25,724.12
	Net balances as at 11 Jun 25	£25,856.46

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

d) To review and approve the end of first quarter budget update

The RFO had distributed a draft in advance of the meeting. On a proposal by Cllr Armor, seconded by Cllr Pattermore, **IT WAS RESOLVED** to adopt the 1st quarter budget update.

It was noted that, with respect to the Land Management budget area, the tree survey has now been carried out. There were 3 options regarding works to the willow outside the school on Middle Common but no estimate has been given so far.

d) To note the conclusion of the period of consultancy support to SBPC.

The period of consultancy support by the Clerk to Sutton Bengier Parish Council had concluded on 30th June. She has now been appointed Clerk/RFO to SBPC on a permanent basis.

055.25 Correspondence sent / received.

Received: An e-mail had been received regarding lorries destroying the pavement on the road to Kington St Michael opposite the Milk Marketing Board houses. Cllr Pattermore said it was on the Highways list to be done.

ACTION: Clerk to inform sender.

Contact Forms received via KLPC Website: None

056.25 Exchange of information and Any Items for Consideration at Next Meeting

- A temporary camera had appeared on a telegraph pole at Upper Common pointing towards a villager's cottage. It had an 0208 number and they were told it was to monitor bus stop usage. It was then moved one post further down where the bus stop was no longer in view and then it disappeared. The 0208 number was then no longer in service.
- The new IT Policy only needed to be in place before end of the 2025/26 financial year as part of the new Governance requirements.
- The Lyte Almshouses is now back to its original committee.
- The property owner at Lower Common has reported that the cause of the flood outside their wall may now be sorted out.

The next meeting of the Parish Council will be held on **Monday 11th August 2025 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

MEETING CLOSED AT 21:40