

**DRAFT MINUTES OF THE ANNUAL MEETING  
OF KINGTON LANGLEY PARISH COUNCIL  
HELD ON MONDAY 11<sup>th</sup> MAY 2026 IN THE COMMITTEE ROOM,  
KINGTON LANGLEY VILLAGE HALL COMMENCING AT 7:30 PM**

**Present:** Cllr Lawer, Cllr Pattemore, Cllr Reynolds, Cllr Sealy, Cllr Watson, Mrs. Sue Hart (Clerk) and Peter Giles (RFO)

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

**Report from Unitary Councillor – Apologies were received from Cllr Greenman**

<b>001.26</b>	<p><b>Election of Chair and Declaration of acceptance of Office for 2026 / 2027 (For Resolution)</b> On a proposal from Cllr Sealy, seconded by Cllr Pattemore and carried unanimously, Cllr Lawer was elected as Chair for the year 2026/27. Cllr Lawer signed his Declaration of Acceptance of Office.</p> <p>Cllr Lawer noted that this would be his last year as Chair. He also said that he would be unable to attend some future Parish Council meetings (specifically in June, October, January and possibly February and March).</p>
<b>002.26</b>	<p><b>Election of Vice-Chair and declaration of Acceptance of Office for 2026 / 2027 (For Resolution)</b> On a proposal from Cllr Pattemore, seconded by Cllr Reynolds and carried unanimously, Cllr Watson was elected as Vice-Chair for the year 2026/27. Cllr Watson signed his Declaration of Acceptance of Office.</p>
<b>003.26</b>	<p><b>Apologies for absence</b> Apologies for absence had been received from Cllr Evans (family matters), Cllr Harrison-Jones (family matters), Cllr Armor (out of village) Cllr Tayler (holiday)</p> <p>On a proposal from Cllr Sealy and Cllr Reynolds carried unanimously, <b>IT WAS RESOLVED</b> to approve the councillors’ apologies for absence.</p>
<b>004.26</b>	<p><b>Review of Code of Conduct &amp; Updates to Register of Members Interests</b></p> <p>a) The Parish Council’s Code of Conduct for the year 2026-27 had been circulated to all councillors. On a proposal from Cllr Lawer, seconded by Cllr Sealy, <b>IT WAS RESOLVED</b> to Approve the Parish Council’s Code of Conduct for the year 2026-27. No changes were proposed.</p> <p>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 personal responsibility to keep their entry up to date.</p>
<b>005.26</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.</p>
<b>N/A</b>	<p><b>Point of Order:</b> The Clerk noted that the regular agenda item on Community Engagement had not been included in this month’s agenda. Cllr Harrison-Jones had wished to make several points on the topic therefore as no resolutions were to be passed, these would be included under the Clerk’s Report below.</p>
<b>006.26</b>	<p><b>Minutes – To approve revised minutes of the Parish Council meeting held on 13<sup>th</sup> April 2026</b> Draft minutes had been circulated to councillors. The Clerk said that a minor change had been requested to Minute 197.25 In the last sentence, the words “complete buy-in from villagers” to be replaced by “significant buy-in from villagers”.</p> <p>On a proposal from Cllr Sealy, seconded by Cllr Pattemore and carried unanimously, <b>IT WAS RESOLVED</b> to accept the revised minutes as a true record, and they were signed by the Chair.</p>

007.26	<p><b>Annual Review of all Parish Council Governance Documents for 2026/27</b> To confirm the currency of all outstanding policies for 2026/27. (Copies of policies for review had been circulated to councillors.)</p> <p>a) Equal Opportunities Policy (no changes proposed) b) Grants and Donations Policy ((no changes proposed)) c) Data Protection Policy (no changes proposed) d) Tree Management Policy (no changes proposed) e) IT Policy (no changes proposed)</p> <p>On a proposal from Cllr Reynolds, seconded by Cllr Sealy, <b>IT WAS RESOLVED</b> to note that no changes had been made to the above adopted policies.</p>															
008.26	<p><b>Internal Audit – RFO</b> <b>IT WAS RESOLVED</b> to Note the 2025-26 Internal Audit Report. Councillors thanked the Internal Auditor, Chris Timbrell, for his work.</p>															
009.26	<p><b>Annual Governance and Accountability Return (AGAR) 2025-26 - RFO</b></p> <p>a) Annual Governance Statement</p> <p>I. To consider the Annual Governance Statement</p> <p>II. To approve the Annual Governance Statement (<b>For Resolution</b>) On a proposal by Cllr Reynolds, seconded by Cllr Pattemore, <b>IT WAS RESOLVED</b> that the Annual Governance Statement be approved. The Chair, and the Clerk as Proper Officer, then signed the Annual Governance Statement.</p> <p>b) Accounting Statements.</p> <p>I. To consider the Accounting Statements</p> <p>II. To approve the Accounting Statements (<b>For Resolution</b>) On a proposal by Cllr Pattemore, seconded by Cllr Reynolds, <b>IT WAS RESOLVED</b> that the Accounting Statements be approved.</p> <p>III. To sign and date the Accounting Statements</p> <p>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 2026 and end on 14th July 2026.</p>															
010.26	<p><b>Parish Council Insurance Renewal (For Resolution) - RFO</b> To confirm continuation of insurance for the period commencing 1<sup>st</sup> June 2026 (Year 2 of a 3 year agreement). On a proposal by Cllr Lawer, seconded by Cllr Sealy, <b>IT WAS RESOLVED</b> that the Parish Council Insurance be renewed.</p>															
011.26	<p><b>Finance – Report distributed to Members - RFO</b></p> <p>a) To note transactions since the last report dated 12<sup>th</sup> April 26</p> <p><b>Receipts to Current Account:</b></p> <table border="1" data-bbox="300 1653 1385 1688"> <tr> <td>21 Apr</td> <td>Precept Part 1</td> <td>£13,985.00</td> </tr> </table> <p><b>Payments from Current Account (excluding Officers payments / HMRC):</b></p> <table border="1" data-bbox="300 1760 1385 1863"> <tr> <td>20 Apr</td> <td>D/D Lloyds Bank service fee</td> <td>4.25</td> </tr> <tr> <td>26 Apr</td> <td>NALC/WALC Annual Subscription</td> <td>362.92</td> </tr> <tr> <td>30 Apr</td> <td>D/D PWLB School Parking Loan Repayment</td> <td>1,521.76</td> </tr> </table> <p><b>Transfers Between Accounts:</b></p> <table border="1" data-bbox="300 1926 1385 1962"> <tr> <td>8 May</td> <td>Current (0218248) to Deposit (07020575)</td> <td>£8,000.00</td> </tr> </table> <p>b) To approve future payments to be made online (excluding Officers payments / HMRC)</p>	21 Apr	Precept Part 1	£13,985.00	20 Apr	D/D Lloyds Bank service fee	4.25	26 Apr	NALC/WALC Annual Subscription	362.92	30 Apr	D/D PWLB School Parking Loan Repayment	1,521.76	8 May	Current (0218248) to Deposit (07020575)	£8,000.00
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	Online	Black Nova – Inv 31750	1,110.96
	Online	Black Nova – Inv 31751	240.00
	Online	TACAS LLP Inv SI-30 – 1 <sup>st</sup> Cut	1,128.00
	Online	Insurance Premium – Community First	719.63
	Online	Dave Rae – Withhold pending grass germination	50.00
	Online	Microsoft 365 for Clerk’s Laptop	84.99
	c) To approve the May 26 Financial Report		
	9 May	KLPC Treasurers Account (Current)	£3,955.38
	9 May	KLPC Commercial Instant Access Account (Deposit)	£37,164.10
		Net balances as at 9 May 26	£41,119.48
	<p>On a proposal by Cllr Lawer, seconded by Cllr Reynolds, <b>IT WAS RESOLVED</b> that the May 2026 Financial Report be approved.</p> <p>Councillors expressed their thanks to the RFO for all the considerable work and time he had taken on completing the end of year accounts in such a timely manner.</p>		
<b>012.26</b>	<p><b>To Further Consider a Request for a Donation to the Village Mag following Receipt of additional Information - RFO</b></p> <p>On a proposal by Cllr Lawer, seconded by Cllr Reynolds, <b>IT WAS RESOLVED</b> that sum of £350.00 be donated to the Village Mag for the 2026-27 financial year.</p> <p>It was noted that the Village Mag accounts run until the 31<sup>st</sup> of October 2026. More evidence of costings and detailed predictions for the following year were requested in order to consider future years’ support from the Parish Council. It was suggested a councillor holds a review with them to this effect and Cllr Hamilton-Jones agreed to do this. Their new treasurer, Julia Cook, was due to start imminently.</p>		
<b>013.26</b>	<p><b>Risk Assessment Update – RFO / Clerk</b></p> <p>Amendments to the risk assessment had been considered however other amendments have been proposed relating to the verges and commons reduced mowing scheme areas and an assessment of the fire risk. An update to risk assessment of street furniture (seats) has also been proposed.</p> <p><b>ACTION:</b> Cllr Watson agreed that he would bring a proposal for changes in formatting to the Risk Assessment to the next meeting.</p>		
<b>014.26</b>	<p><b>Planning Applications – Clerk</b></p> <p><b>New Applications for Consideration: None</b></p> <p><b>Planning Updates: None</b></p> <p><b>Wiltshire Council Decisions, Appeals and Enforcement Updates</b></p> <p><b>PL/2026/01041 - 3 The Barton, Upper Common</b> – Retrospective change of use of part of paddock to garden and construction of detached annexe (Wiltshire Council Decision: Approve with Conditions)</p> <p><b>PL/2026/01572 Lime Tree Farm, Upper Common</b> – Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: Approve with Conditions)</p> <p><b>PL/2026/01573 Heatherley, Parkers Lane</b> – Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection)</p> <p><b>PL/2026/01791 The Glen, Ashes Lane</b> – Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection)</p> <p><b>PL/2026/01797 Place House, Lower Common</b> – Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection)</p> <p><b>PL/2026/01926 St Peters Church, Church Road</b> – Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection).</p> <p><b>PL/2026/00072 The Glen, Ashes Lane</b> – Internal and external refurbishment and two storey extension to a Grade II listed dwelling (Wiltshire Council Decision: Approve with Conditions)</p>		

	<b>PL/2026/00257 The Glen, Ashes Lane – (Listed Building Consent)</b> Internal and external refurbishment and two storey extension to a Grade II listed dwelling (Wiltshire Council Decision: Approve with Conditions)
<b>015.26</b>	<p><b>Chair’s Report – Cllr Lawer</b></p> <p><b>Lime Down Solar Project</b> – Cllr Lawer noted that he had not been able to find KLPC’s objections included on the Planning Inspectorate’s website. He did however find an Interested Party reference which indicates that the PC did register. To ensure KLPC’s objections weren’t being overlooked he had submitted them again to the Planning Inspectorate and received acknowledgement on 30 April</p> <p><b>Village School Forest Schools Project</b> - (In Cllr. Armor’ absence) Cllr Lawer noted that Cllr Armor and he had met with the Executive Head, Head and a Teacher (Debbie Hanna) regarding a Forest Schools project. As this would involve proposals for using some of the Registered Common the school appreciates it will need to put together a plan and submit this to the Parish Council. In accordance with the byelaws, any change of use of part of Middle Common, especially if a possible proposal for planting a hedge is being considered, would need the Parish Council’s permission.</p>
<b>016.26</b>	<p><b>Clerk’s Report and Matters Arising from previous meetings</b></p> <p>As noted at the start of the meeting Cllr Harrison-Jones has requested making some points regarding Community Engagement:</p> <p>(Minute 012.26) She noted that steps were already being taken by the Village Mag committee to increase membership and would be supportive of the donation requested (see Minute 012.26 above). Cllr Harrison-Jones said that the Parish Council should be responsible for creating and distributing the annual update to all villagers but appreciated the logistics that may be associated with doing so.</p> <p>(Minute 017.26) As part of a stall/stand at the Annual Parish Meeting, Cllr Harrison-Jones would be happy to organise/arrange)</p> <p>(a) copy of the survey outcomes and budget explainer that is currently on the noticeboards  (b) Space for brief CIL explanation and welcome ideas for investment (as post-its)  (c) Setting up a list to capture potential volunteers email addresses.</p> <p><b>ACTION:</b> Bearing in mind GDPR Cllr Lawer agreed to check whether volunteers’ names can be kept by the Parish Council.</p> <p><b>Matters Arising from the meeting on Monday 9 March 2026:</b></p> <p><b>091.25</b> Dislodged Manhole Cover on Upper Common:  <b>ACTION:</b> The RFO has had a competitive quote from Dave Rae and would arrange to get done if possible before Scarecrow Weekend otherwise temporary fencing will be needed.</p> <p><b>097.25</b> Website Administrator Backup. Carried forward to next meeting.  <b>ACTION:</b> Cllr Armor / Clerk.</p> <p><b>126.25</b> Footpaths &amp; Rights of Way (including Byway 34) – Cllr Sealy  Cllr Sealy and Cllr Tayler to annotate the Parish Rights of Way map to show which farmers owned which fields.  <b>ACTION:</b> Carried forward to next meeting.</p>
<b>017.26</b>	<p><b>2026 Annual Parish Meeting Update – Cllr Lawer</b></p> <p>Cllr Lawer has now reviewed space at the school’s main hall. They will have enough trestle tables and chairs. He will now follow up Cllr Armor regarding Kin House’s kind provision of food and drink.  <b>ACTION:</b> Clerk to send updated version of last year’s agenda to Cllr Lawer for finalising.</p>
<b>018.26</b>	<p><b>Highways / Parish Steward / Grass Cutting Contract Update – Clerk / Cllr Pattermore</b></p> <p><b>Parish Steward</b> - Cllr Pattermore reported that the Parish Steward will be back 9-10 June.</p> <p><b>Grass Cutting Contract</b> – The next cut is booked before Scarecrows on 9<sup>th</sup> June. Cllr Pattermore has reviewed areas that have been missed and says the contractor will come back to finish off. She noted that the area outside Chapel Fields had been left and asked councillors to let her know if they notice anywhere else.</p>

019.26	<p><b>Community Speedwatch / SID Updates – Cllr Reynolds</b></p> <p><b>Community Speedwatch Update:</b> Cllr Reynolds reported that the Speed Enforcement Team had attended a couple of Wednesdays ago. They had caught 3 speeders, one doing 46 mph. The speeders will be put forward for Speed Awareness training (unless they have anything else on their motor record).</p> <p><b>Speed Indication Device Update:</b> No update this month.</p>
020.26	<p><b>Parish Council Website – Current Status – Clerk / RFO in Cllr Armor’s absence</b> There have been changes to changes to support for .gov.uk e-mail addresses.</p> <p>The clerk noted that not everyone (including herself) were yet able to get back onto their .gov.uk e-mail addresses and were using their previous e-mail addresses in the meantime.</p>
021.26	<p><b>KLimate Action and Community Orchard Update – Cllr Watson</b> Cllr Watson noted that IDVERDE aren’t cutting around the new trees and are only cutting outside of the mulched areas. They have also not cut the main walkway through the middle. <b>ACTION:</b> Cllr Watson to follow up.</p>
022.26	<p><b>Correspondence sent / received - Clerk</b></p> <p><b>Received:</b> <b>Contact Forms received via KLPC Website:</b> A villager has submitted a Contact Form raising two specific points:</p> <ol style="list-style-type: none"> <li>(1) Vehicles speeding away from the SID at Lower Common Double bends past Fairleigh Rise as the SID is no deterrent in that direction. <b>ACTION:</b> Cllr Armor to check whether SID records are showing a corresponding increase in speed for vehicles leaving the village and by how much.</li> <li>(2) Several large (30t plus) lorries are regularly coming through the village from the various nearby construction sites even though the 7t restrictions are signed at both ends of the village. Councillors suggested that a pic of any offending lorries should be taken if safe to do so as there is currently no record to be able to follow up.</li> </ol>
023.26	<p><b>Exchange of information and Any Items for Consideration at Next Meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Graffiti on HorM bus-stop.</b> This will need to be inspected as not all spray removers work on uPVC materials.</li> <li>• <b>Parkers Lane black plastic –</b> A resident has put black plastic mulching for weed control all along the street side of the hedges bordering their property which looks very unsightly. Highways to be contacted to check whether this is part of highways verge.</li> <li>• <b>Noticeboard needs renovating by HorM –</b> As this notice is now deteriorating the Clerk was asked to contact the local villager who has done small renovation jobs in the past to get some idea of how much refurbishment might cost.</li> <li>• <b>Vacancy at Alms Houses for a resident -</b> There was a space at one of the Alms Houses for a suitably qualified villager.</li> </ul>

The next event will be the **Kington Langley Annual Parish Meeting** to be held on **Tuesday 19<sup>th</sup> May 2026** at **Langley Fitzurse C of E Primary School, Middle Common, Kington Langley** starting at **7:30 pm**.

The next meeting of the Parish Council will be held on **Monday 8<sup>th</sup> June 2026 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

**MEETING CLOSED AT 21:22**