

**MINUTES OF THE ANNUAL MEETING OF KINGTON LANGLEY PARISH COUNCIL
HELD ON TUESDAY 7 MAY 2024 IN THE COMMITTEE ROOM, KINGTON LANGLEY
VILLAGE HALL COMMENCING AT 7:30 PM**

Present: Cllr Armor, Cllr Lawer, Cllr Pattemore, Cllr Reynolds, Cllr. Sealy, Cllr Tayler, Cllr Watson, Mrs. Sue Hart (Clerk), Peter Giles (RFO), County Cllr Greenman

Public Participation: One member of the public attended the meeting

Unitary Councillor Update (following Election of Chair and Vice-Chair)

Cllr Greenman extended his sincere condolences on the untimely passing of the previous Chair, Graham Trickey. He particularly noted the contribution Cllr Trickey had made to both the Chippenham Area Parish Forum and to the Local Highway and Footway Improvement Group (LHFIG) where he will be sadly missed. He congratulated Cllr Lawer and Cllr Watson on their new appointments.

001.24	Election of Chair and Declaration of acceptance of Office for 2024 / 2025 On a proposal from Cllr Armor, seconded by Cllr. Reynolds and carried, Cllr Lawer was elected as Chair for the year 2024/25. Cllr Lawer signed the Declaration of Acceptance of Office.
002.24	Election of Vice-Chair and declaration of Acceptance of Office for 2024 / 2025 On a proposal from Cllr Armor, seconded by Cllr. Sealy and carried, Cllr Watson was elected as Vice-Chair for the year 2024/25. Cllr Watson signed the Declaration of Acceptance of Office.
<p>Chair, Cllr Lawer - Tribute to the late Cllr Graham Trickey</p> <p>Cllr Lawer said that it was now just over three weeks since councillors and those involved with the parish council had learned of Graham Trickey's very unexpected and sad death. Graham had passed away in the early hours of 20th April 2024. Everyone had been saddened by the news as he had been well known throughout the parish. He had been a parish councillor since September 2006 and Chair of the Parish Council since May 2021.</p> <p>Cllr Lawer said that Graham had been an engaging and passionate Chair, applying himself selflessly to many activities in support of the village and community. His insights and considered views, along with his enthusiasm for getting things done, would be sorely missed. In the short time he had been Chair his notable achievements had been the implementation of the School Parking Project and the installation of the Speed Indication Device on Middle Common – both designed to improve safety within the village.</p> <p>It had been a privilege knowing and working with Graham and everyone's thoughts and prayers were with his family at this very difficult time.</p> <p>Cllr Lawer then called for a One Minute Silence to mark the Parish Council's respects.</p>	
003.24	Apologies for absence There were no apologies for absence.
004.24	Review of Code of Conduct & Updates to Register of Members Interests a) To approve the Parish Council's Code of Conduct for the year 2024/25. On a proposal from Cllr Sealy, seconded by Cllr Reynolds, IT WAS RESOLVED to adopt the Code of Conduct for the 2024/25 Parish Council Year. b) The Clerk reminded councillors that as the Register of Members Interests is now kept online it was everyone's personal responsibility to keep the Register updated with any changes and that she no longer kept paper copies. The Clerk said that if anyone needed help with updating the register at any time she would be able to do it on their behalf.
005.24	Declarations of Interest: In accordance with S31 of the Localism Act 2011 and the Parish Council's adopted

	<p>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>
006.24	<p>Minutes - To approve minutes of the Parish Council meeting held on 8 April 2024</p> <p>Draft minutes had been circulated to councillors. A minor change was proposed to Minute 179.23 Bus Shelter Fire Update – to change “make good” to “make safe”</p> <p>On a proposal from Cllr Armor, seconded by Cllr Sealy, IT WAS RESOLVED to accept the revised minutes as a true record.</p>
007.24	<p>To review Actions Arising from the Death of the Previous Chair, Cllr Graham Trickey</p> <p>Councillors expressed their desire for a formal response to be made to Cllr Trickey’s family. As final details were not yet known, on a proposal from Cllr Armor seconded by Cllr Sealy, IT WAS RESOLVED to set aside a sum of £100 for the family’s preferred charity.</p> <p>Other actions were:</p> <p>ACTION: Clerk – to inform other organisations, including Wiltshire Council and other Parish Councils</p> <p>ACTION: Clerk – to update contact information in Village Mag</p> <p>ACTION: Cllr Lawer to review any possible continuity implications including obtaining any information available regarding updating the Parish Council website if possible / ACTION: Clerk to add agenda item for the June Parish Council meeting if a new website needs to be implemented</p> <p>ACTION: Clerk – to advise the Chippenham Area Parish Forum of Cllr Lawer’s appointment</p> <p>ACTION: RFO – to follow up adding another signatory to the Parish Council bank accounts</p> <p>ACTION: Cllr Sealy to inform the Red Barn Project contacts of Cllr Lawer’s appointment</p>
008.24	<p>Planning Applications - Clerk</p> <p>New Applications for Consideration:</p> <p>PL/2024/02884 Langley Gate Farm, Swindon Road Incl. replacement of sash windows / front door & stone porch / rendering chimneys. Alterations to entrance / hardstanding and landscaping to alleviate surface water drainage (Response Due: 3May24 - Extension granted for PC Mtg)</p> <p>On a proposal from Cllr Watson, seconded by Cllr Sealy, IT WAS RESOLVED to Support this planning application.</p> <p>PL/2024/03154 Langley Gate Farm, Swindon Road (Listed Building Consent) Incl. replacement of sash windows / front door & stone porch / rendering chimneys. Alterations to entrance / hardstanding and landscaping to alleviate surface water drainage (Response Due: 3May24 - Extension granted for PC Mtg)</p> <p>On a proposal from Cllr Watson, seconded by Cllr Sealy, IT WAS RESOLVED to Support this planning application.</p> <p>PL/2024/03254 Little Gables, Church Road - Proposed single storey rear extension, first floor front extension and first floor side extension. (Response Due: 7May24)</p> <p>On a proposal from Cllr Armor, seconded by Cllr Sealy, IT WAS RESOLVED to Support this planning application.</p> <p>PL/2024/03273 – Lime Tree Stables, Middle Common - Erection of 7 stables, a tack room, storage barn and a welfare building - Retrospective (Response due: 16May24)</p> <p>On a proposal from Cllr Lawer, seconded by Cllr Reynolds, Councillors RESOLVED that they had No Objection to this planning application Subject to the following conditions:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The type of activities and hours of operation should be limited <input checked="" type="checkbox"/> External lighting should be implemented to minimise spread of light pollution <input checked="" type="checkbox"/> The buildings should not be used as permanent or temporary residential dwellings <input checked="" type="checkbox"/> It is understood that part of the historic hedge has already been removed. Confirmation of its continued protection as an important part of the site’s setting and landscape character should be secured. <p>Planning Updates: None received.</p> <p>Wiltshire Council Decisions, Appeals and Enforcement Updates:</p>

	<p>PL/2024/03481 Old Chapel Field, Plough Lane - Proposed works to trees in a conservation area. (Response due: 3May24 - No objection) Decision: No objection</p> <p>PL/2023/06925 Kington Langley Garage, Malmesbury Road - Lawful Development Certificate for continued use of bungalow. Decision: Approve with conditions</p> <p>PL/2024/00317 Land Adjacent to Arminger House, Parkers Lane - Erection of free-standing solar array. Decision: Approve with conditions</p> <p>PL/2024/01700 4 Sutton Road - Alterations to existing extension / addition of two storey extension to rear. Decision: Approve with conditions</p>
009.24	<p>Clerk's Report and Matters Arising from 8 April 2024 Parish Council meeting.</p> <ul style="list-style-type: none"> ☒ First Commons Cuts for 2024 - The Clerk said that it seemed the first cut had been very messy this year with areas left uncut in addition to the designated No Mow areas. Cllr Pattemore said the contractors had noticed wild flowers growing so had taken it upon themselves to avoid cutting them. One side of Lower Common outside Kin House had been left uncut completely, so in accordance with an agreement made with Kin House last year, the Clerk had informed Kin House who would likely cut it themselves. Cllr Pattemore said that the contractors had cut the same area of Upper Common as last year even though they had been informed of the revised plans. She thought that the cuts were more complicated for the contractors now they had to work round so many No Mow areas. ☒ SLCC membership - The Clerk said that her reduced hours had resulted in a reduction to the SLCC subscription cost. However, the subscription would also be very valuable for the RFO as financial matters are often raised on the SLCC Forum. Having subscriptions for both the Clerk and RFO would result in the same total subscription cost so she would add this suggested change to the June PC meeting for resolution. ACTION: Clerk <p>Matters Arising:</p> <p>Minute 168.23 Clerk's Report and Matters Arising from 11 March 2024 Parish Council meeting. Follow up to Minute 143.23 KClimate Change ACTION: Covered by item on the agenda. ITEM CLOSED.</p> <p>Minute 179.23 Bus Shelter Fire Update The existing building needed to be made safe including the charred roof timbers. ACTION: This was carried out on Saturday 27 April. Councillors expressed their thanks to everyone who helped. ITEM CLOSED. Two quotes will be needed. One for removing the Bus Shelter and adding a new modern single sided bus shelter including cost of demolition and assessing whether the building stone could have a monetary value. The other quote to rebuild the bus shelter to the previous design, including refurbishment of the slab base plus replacing the bin. ACTION: The RFO was asked to follow up obtaining outline costs. If refurbished, the RFO had established that Colin Coles's charge would be 12.5% of the lowest tender received. In view of Mr Coles's previous involvement with the original bus shelter re-valuation last year and his review of the damage, he was best placed to be professionally engaged to put together a bidding document. ACTION: The RFO said that Mr Coles's quotation to deal with the demolition and removal of the damaged shelter would be a fixed fee of £500. This would exclude overseeing the work itself. ACTION: The RFO agreed to manage the project and said that the Insurance company will need quotes for both solutions. He would get back to the insurer with any follow up and liaise with Colin Coles, who had thought that complying with the building regulations, if necessary, would be straightforward. ACTION: Clerk. All actions above and follow up to this project will now be a separate agenda item at next month's PC meeting.</p> <p>Minute 180.23 Parish Steward, Gullies and Potholes update A list had been produced of what needs to be done following the gully tanker's visit. ACTION: Clerk had forwarded the list to councillors. ITEM CLOSED. The drain outside Lime Tree Farm is still not running properly. It was unclear what needs to happen next. ACTION: Cllr Lawer to obtain Martin Rose's original report and would contact the owners of Lime Tree Farm who would probably have a copy. The ditch in Ashes Lane was probably the responsibility of the owner of the Pound House. ACTION: Chair / Cllr Pattemore had followed up. ITEM CLOSED. It was unclear whether Wessex Water has a map of all the drains in the village.</p>

	<p>ACTION: Clerk had followed up online with Wessex Water and had received a link to the village utilities map. ITEM CLOSED.</p> <p>Minute 182.23 KClimate Change There may be a potential funding opportunity for picking up grass clippings ("clip and collect") from Wessex Water's Environment Fund Grants. ACTION: Covered by item on the agenda. ITEM CLOSED.</p> <p>ACTION: Clerk had sent the details of the Wessex Water Fund Grant to Langley Fitzurse School. She had not heard any more. ITEM CLOSED.</p> <p>Minute 183.23 Annual Parish Meeting 2024 The list of contributors should be finalised before Monday 22nd April in order to meet the village mag cut-off. ACTION: All Councillors / Clerk. Covered by item on the agenda. ITEM CLOSED.</p> <p>Minute 185.23 Correspondence sent / received. Received: An objection to the proposed village hall extension planning application has been received. ACTION: The Clerk had circulated a copy to councillors. ITEM CLOSED.</p> <p>Minute 186.23 Exchange of information and Any Items for Consideration at Next Meeting A cheque for £150 cheque has been received from the Scarecrows Weekend to contribute to buying new batteries for the village defibrillators. ACTION: Clerk had written a letter of thanks to the Scarecrows Committee. ITEM CLOSED.</p>
010.24	<p>Community Speedwatch and Speed Indication Device Updates Community Speedwatch report: Cllr Reynolds said that Community Speedwatch had started again just that Monday. 130 cars were counted with six speeders, one doing 40 mph, but the team had been rained off after 40 minutes. Middle Common Speed Indication Device: Councillors discussed how best to monitor and report SID activity in the future. ACTION: Cllr Lawer to check with Mrs Trickey whether there were items in the garage and any historic paperwork files. The Parish Council had been informed that Julia Cook (one of the village Community Speedwatch volunteers) would be willing to pick up information regarding speeders etc. Cllr Armor said he would be willing to store any hardware. Councillors were pleased to accept Julia Cook's assistance and Cllr Armor's offer of space. ACTION: Clerk to follow up with Ms Cook. Cllr Trickey had been sending data to a SID account but it was not known how this was being done. ACTION: Clerk to follow up with the Christian Malford / Sutton Benger councillors responsible for their SIDs to see if she could obtain any further clarification.</p>
011.24	<p>Footpaths & Rights of Way Update (including Byway 34) - Cllr Sealy Cllr Sealy said he had chased St Modwens regarding cutting footpaths which are now getting overgrown. Bob Livock has been doing some work on Byway34A. Alan Lamming and a group of volunteers are still willing to help out when conditions permit. This also applied to KLAN11.</p>
012.24	<p>KClimate Change - Cllr Watson Cllr Watson said that reduced mowing has started - which is now in its second year. The scheme would be improved if clippings could be collected at the end of the year. He was working on a stand for the Annual Parish Meeting in order to gauge villagers' feedback.</p> <p>Cllr Watson said that the Canal Trust do have a machine that could do the end of year cut. Disposal of the clippings would be £125 a day. Two days (£250) would probably be needed. It would also be possible to scalp and plant wild flower seeds but there is not much time left to do this and it wouldn't fall into the category of involving the community. He thought it might be useful to budget in consultancy to recommend the best way of going about this - perhaps a consideration for 2025. ACTION: Cllr Watson still needs to finally conclude what to do with the clippings.</p>

013.24	<p>Annual Parish Meeting 2024 – Revised Format – Cllr Sealy Councillors were asked to review the outstanding spreadsheet list of possible contributors and stands for the village gathering. There were various versions of the spreadsheet and the Clerk and Cllr Sealy would produce a single updated version.</p> <p>ACTION: All councillors to finalise their actions from the spreadsheet list.</p> <p>As previously agreed, the formal part of the meeting would be a very short update from the new Chair on the 2023/4 Parish Council year.</p> <p>ACTION: Cllr Lawer to prepare a brief Chair’s update.</p> <p>More communication was needed to encourage villagers to attend.</p> <p>ACTION: Clerk to put a short Post on the Kington Langley Community Support Facebook page.</p>															
014.24	<p>Review of Councillors’ Responsibilities for 2024/25 The Councillors’ Responsibilities List from 2023/24 had been circulated to councillors. Cllr Lawer would pick up the Chair’s responsibilities in addition to his previous responsibilities. Apart from that there were no other changes.</p> <p>On a proposal from Cllr Sealy, seconded by Cllr Reynolds, IT WAS RESOLVED to confirm councillors’ responsibilities for the 2024/25 Parish Council year.</p>															
015.24	<p>Annual Review of all Parish Council Governance Documents for 2024/25 To confirm currency of all outstanding policies for the 2024/25 period:</p> <p>a) Equal Opportunities Policy (no changes proposed) On a proposal from Cllr Lawer, seconded by Cllr Reynolds, IT WAS RESOLVED to adopt the Equal Opportunities Policy for the 2024/25 Parish Council Year.</p> <p>b) Grants and Donations Policy (modifications submitted) A minor modification was suggested to update the 2024/25 Section 137 amount to £10.81 plus to correct a small typing error to the “Under Required Input for Consideration of a Donation” section. On a proposal from Cllr Lawer, seconded by Cllr Reynolds, IT WAS RESOLVED to adopt the Grants and Donations Policy for the 2024/25 Parish Council Year.</p> <p>c) Data Protection Policy (no changes proposed) On a proposal from Cllr Lawer, seconded by Cllr Reynolds, IT WAS RESOLVED to adopt the Data Protection Policy for the 2024/25 Parish Council Year.</p> <p>d) Tree Management Policy (no changes proposed) On a proposal from Cllr Lawer, seconded by Cllr Reynolds, IT WAS RESOLVED to adopt the Tree Management Policy for the 2024/25 Parish Council Year.</p>															
016.24	<p>Finance Report – Responsible Financial Officer (Peter Giles) - As distributed to Councillors on 5th May 2024</p> <p>Transactions since last report dated 7 April 2024</p> <p>Receipts to Current Account:</p> <table border="1" data-bbox="300 1675 1313 1783"> <tr> <td>9Apr24</td> <td>SSE Wayleave</td> <td>£224.85</td> </tr> <tr> <td>9Apr24</td> <td>Donation from Orderflow Ltd (Towards APM event)</td> <td>£100.00</td> </tr> <tr> <td>19Apr24</td> <td>Wiltshire Council 2024/25 Precept – Part 1</td> <td>£12,447.68</td> </tr> </table> <p>Direct Debits made from Current Account:</p> <table border="1" data-bbox="300 1843 1313 1883"> <tr> <td>30Apr24</td> <td>PWLB School Parking Loan Repayment</td> <td>£1,521.76</td> </tr> </table> <p>Receipts to Defib Account:</p> <table border="1" data-bbox="300 1977 1313 2011"> <tr> <td>9Apr24</td> <td>Donation from KL Scarecrows (Defib expenses)</td> <td>£150.00</td> </tr> </table>	9Apr24	SSE Wayleave	£224.85	9Apr24	Donation from Orderflow Ltd (Towards APM event)	£100.00	19Apr24	Wiltshire Council 2024/25 Precept – Part 1	£12,447.68	30Apr24	PWLB School Parking Loan Repayment	£1,521.76	9Apr24	Donation from KL Scarecrows (Defib expenses)	£150.00
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Receipts to Deposit Account:

9Apr24	Interest	£15.65
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To approve the following payments to be made online:

Online	AED Donate - Defib batteries	£1,026.00
Online	Clerk - software (MS Office) for laptop	£59.99
Online	WALC/NALC Annual Subscription 2024/25	£334.82

Bank accounts:**Bank balances on 5 May 24** Reconciled against online statements.

Current Account 0218248	£13,901.99
Deposit account No. 7020575	£15,204.13
Defib Account 6150356	£862.60
Total	£29,968.72

On a proposal by Cllr Lawer seconded by Cllr Armor, **IT WAS RESOLVED** that the Financial Report and online payments as at 5 May 24 be approved.

(d) To review updates to the Financial Regulations.

The RFO reported that since the agenda was published he and the Clerk had learnt that a major rewrite of the model regulations (which was originally scheduled for completion in January 2024) was still delayed. Some County Associations (but not Wiltshire) have released the new model regulations to lower-level officials within the past week. The RFO's recommendation to councillors, therefore, was that as the current KLPC regulations are reasonably serviceable they should approve the current regulations as they stand. Once the new National Association of Local Council Model Financial Regulations were received he would be able to draft revised financial regulations, discuss them with Chris Timbrell as Internal Auditor, and bring forward a new draft for formal consideration by the July Parish Council meeting.

On a proposal by Cllr Tayler, seconded by Cllr Armor, **IT WAS RESOLVED** that the extant Financial Regulations be approved unchanged pending further review.

017.24 Correspondence sent / received.

Received: Mrs Elma Lawer had requested permission for parking on Upper Common on the afternoon of Thursday 13 June for attendees at a lunch being held on behalf of the Wiltshire Federation of WI's. Permission granted.

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

The **Annual Parish Meeting and Parish Gathering** will be held on **Tuesday 21st May** at Langley Stud in Ashes Lane between 7:30 pm and 9 pm.

The next meeting of the Parish Council will be held on **Monday 10th June 2024 at 7:30 pm in the Committee Room at Kington Langley Village Hall, Church Road.**

MEETING CLOSED AT 21:18.