

LATTON PARISH COUNCIL MEETING

18 November 2025

Latton Parish Hall

at 7:30pm

Councillors present:

Cllr K Johnson

Cllr V Johnson

Cllr D Lloyd

Cllr D Newman

Clerk: Rebecca Collier

Others in Attendance: Two members of the Public, Wiltshire Councillor Dye and Tina Jones.

Public and Councillor Question Time:

Resident A asked if there is an up-to-date Parish Plan being put together. Councillor Johnson confirmed that the last Parish Plan was 2013-2018, but that he will look at reviewing the Parish Plan he requested the Clerk to forward the document to him. Resident A also expressed interest in becoming a member of the Latton Parish Council. The Clerk to forward Co-opting forms to the resident.

Resident B asked for confirmation of which agency is responsible for moss forming on the pavement between Latton and Cerney Wick on the Cirencester Road as they feel it is a public safety issue. Councillor Newman and Councillor Dye confirmed that it is the responsibility of the Wiltshire Highways. Resident B commented that the painted white road marking between Croft Lane and Gosditch have faded and are unclear. Councillor Johnson requested the Clerk make enquiries to LHFIFG regarding this matter.

Resident B requested an explanation regarding the lack of recent minutes being made available on the LPC website. Councillor Johnson explained the gap in the Clerk's position and that this matter was being rectified.

Resident B left the meeting.

MINUTES

25.30 Election of Chairman

It was proposed, seconded and carried that Councillor K Johnson be appointed as Chairman for the current year. Councillor K Johnson accepted the position and signed the Declaration of Office.

25.31 Appointment of Clerk and Responsible Finance Officer

Members RATIFIED the appointment of Rebecca Collier as Parish Clerk and as Responsible Finance Officer.

25.32 Election of Vice Chairman

It was proposed, seconded and carried that Councillor Lloyd be appointed as Vice Chairman for the current year. Councillor D Lloyd accepted the position and signed the Declaration of Office.

25.33 Acceptance of Office and Code of Conduct

Councillor K Johnson, Councillor Lloyd, Councillor V Johnson and Councillor Newman signed and returned the Acceptance of Office. Members ACCEPTED the adopted the Code of Conduct

25.34 Apologies for Absence

Apologies were received from Councillor De'witt.

25.35 Declarations of Interest and Dispensations

There were no declarations made, and no requests for dispensations were received.

25.36 Review of On-line Register of Interests

Members NOTED the requirement to review their on-line registration and the request to advise the Clerk, if any requirements or additions are required.

25.37 Chairman's Announcements

The Chairman thanked Tina Jones for stepping in to support Rebecca Collier in the role of Clerk. Tina has agreed to support the Clerk in her new role, details to be discussed at the next meeting.

25.38 Standing Orders

Members RESOLVED to ADOPT Standing Orders, with no amendments.

25.39 Financial Regulations

Members RESOLVED to ADOPT Financial Regulations, with no amendments.

- 25.40 **Appointment of Bank Signatories**
Members RESOLVED to appoint Councillors De'witt, K Johnson and Lloyd as bank signatories, along with the Clerk, Rebecca Collier.
- 25.41 **External Audit 2025-2026**
Members NOTED that for the ensuing year PKF Littlejohn LLP are the appointed External Auditors. Councillor Lloyd has been in contact with the bank regarding the change of signatories, this task has been passed back to the Clerk.
- 25.42 **Appointment of Internal Auditors 2025-2026**
Members APPROVED the appointment of Whitehill Business Services to act as the Council's internal auditors. Members NOTED that the internal audit for 2024-2025 has not taken place.
- 25.43 **Representatives to Other Bodies and Parish Duties 2025-2026**
Members AGREED that the following members be appointed to the following positions.
- | Name | Councillor |
|--------------------------------|---|
| Cricklade & RWB Area Board | Cllr K Johnson - 26 Nov- Cricklade Town Hall 6.30pm |
| Community Area Transport Group | Cllr Lloyd |
| Facebook Administrator | Cllr V Johnson |
| Parish Newsletters | Cllr Lloyd |
| Play Area Inspections | Cllr K Johnson |
| Play Area Waste Bin | Cllr K Johnson |
| Speed Indicator Device | Cllr De'witt |
| Speedwatch & Lorry Watch | Cllr K Johnson |
| Latton Parish Community Trust | Vacant |
- 25.44 **Minutes**
Members considered and ADOPTED the minutes of the Parish Council meeting held on 21 October 2025 and they were signed by the Chairman
- 25.45 **Clerks Report**
Members NOTED and CONSIDERED the current item on the report.
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| Down Ampney Track
No further correspondence had been received to the Clerk regarding the entrance to the Down Ampney track. It has been repaired and restricted access to unauthorised vehicles but also limited access to other legitimate users. Members AGREED to CLOSE this item |
| Community Garden Ivy
Works were completed to clear ivy from the jubilee garden wall. To consider adding to the maintenance contract. Members AGREED to add this to the January agenda |
| Latton Parish Community Trust
At the March meeting, in principle Members agreed to contribute a maximum of £1500 towards the conveyancing fees associated with the new Village Hall Project – subject to Standing Orders and Financial Regulations. CLOSED to add this to the January agenda |
| Biomass Plant Water Eaton
Awaiting further information from Swindon Borough Council regarding a new planning application. CLOSED see Minute Reference 25/47 |
| Bidwells
There had been no further update from Bidwells. Members AGREED to CLOSE this item |
| Major Structures Maintenance on A419/A417 - RMS
Cllr Newman to investigate and compile findings on traffic concerns to present at the next meeting, ensuring Cllr Dye is actively included in the discussion. Members AGREED to CLOSE this item |
| Water Eaton Speed Monitor
Members agreed in principle to purchase a speed monitor device. Specification and costings from LHFIG to be obtained to include post details and a quote for a speed monitor device. Members AGREED to add this to the January agenda |
| Asset Register
The 2024-2025 Asset Register has not been presented to Council Members AGREED to add this to the January agenda |
| Precept 2026-2027
Precept preparation to take place, draft precept to be presented at January meeting for approval |
- 25.46 **Financial Accounts**
Members APPROVED the expenditure schedule. The invoices presented were AGREED for payment and will be settled as soon as possible. It was agreed that the Clerk will contact the

bank to ensure the account is accessible and all signatories updated. The Clerk has advised that all debtors have been contacted and will be informed of the situation.

25.47 **Planning Applications**

Members NOTED the information received from Castle Eaton Parish Council advising that Swindon Borough Council had refused planning permission for the Castle Eaton bio digester. It is possible that the applicant may appeal.

Members NOTED that the Council had made NO COMMENTS on the following applications.

Application: PL/2025/08257 – Household Planning Permission	Applicant: Mr & Mrs Crabtree
Address: Daisyfield Cottage, 38 Upcott, Latton, SN6 6DS	
Proposal: Demolition of garage and erect a gym /games room/annexe and replacement of outbuilding/storage	
Application: PL/2025/08212 – Household Permission	Applicant: Mr & Mrs Crabtree
Address: Daisyfield Cottage, 38 Upcott, Latton, SN6 6DS	
Proposal: Replacement of two storey rear extension and home office.	

Members considered the following application.

Application: PL/2025/08929 - Full planning permission	Applicant: South Farm, Water Eaton
Address: South Farm, Water Eaton, SN6 6JU	Proposal: Change of use of the application site to provide 8 storage containers for self-storage use (Use Class B8). (resubmission of PL/2023/10620)
Members RESOLVED to OBJECT to the application as the applicant had previously erected 20 storage containers without prior planning consent and this is therefore another retrospective application. The application poses a flood risk to an area already affected by flooding on a regular basis. Members AGREED that Councillor Newman and Councillor K Johnson would prepare an objection report on behalf of the Council, for circulation for Council approval before submission to Wiltshire Council. Wiltshire Councillor Dye advised it would be useful to add information regarding the Flood Plan and refer to Swindon Borough Council updated Neighbourhood Plan as it makes reference to Water Eaton. Councillor Dye agreed to send Councillor Newman website details regarding this application.	

25.48 **Training**

Members APPROVED ILCA training for the Clerk as a cost of £120.00 (one hundred and Twenty Pounds) cost to be met from the Training Budget.

25.49 **Clerk's Laptop**

Members considered the quotes received and APPROVED the purchase of a laptop for the Clerk to a maximum cost of £1000,00 (one thousand pounds, Ex VAT)

25.50 **Date of Next Meeting –Tuesday 13th January 2026.**

Meeting Closed at 7.47 pm