

STOCKTON PARISH COUNCIL – DRAFT MINUTES

Minutes of the meeting held at Stockton Cricket Club on Monday 16 March 2026 at 6.30pm

Members: Councillors: A Leng **AL**, C Beales **CB**, S Langford-Holt **SL-H** and Z Hallett **ZH**

In attendance: Karungi Grant **KG**, Clerk & RFO

1. Welcome and Apologies for Absence

Apologies were received from Cllr Z Hallett.

2. Declarations of Interest

No pecuniary or non-pecuniary declarations were made, and no written dispensations were submitted.

3. Public Participation (15 minutes)

No attendance

4. Approval of Minutes of the Previous Meeting

The minutes of the meeting held on 24th November were approved as a true and accurate record, signed by the chair.

5. Matters Arising from the Previous Minutes

Updates were received on actions and outstanding matters from the previous meeting.
(Chairman's announcements included)

- Cllrs noted the appointment of Karungi Grant as Parish Clerk and Responsible Financial Officer with effect from 18th February 2026.
- The Chair reported that the application submitted by Glebe Farm to fell five ash trees had been withdrawn after it was confirmed that the site is not within a conservation area. Professional tree surgeons advised that the trees are in fact poplars, and therefore no planning permission is required for felling them. The Forestry Commission was also consulted and confirmed this position. Clerk to update info on the website.
- PC arranged for the hedge to be cut back to address concerns from a villager who felt a fire engine would not be able to get up Alms House Lane.
- Cllr Langford-Holt reported that she had contacted the messenger but unfortunately the report was not published. She will resend.
- Cllrs noted that dog waste continues to be left uncollected despite existing signage, and no further solutions were identified at this time.
- Cllr Langford-Holt shared that a WC website for accident data can be referred to re: issues/concerns on the junction. (which junction?)
- Cllrs noted that new official Parish Council email accounts have been created to ensure

compliance with data protection and governance requirements, and **AT** will follow up regarding the invoice.

- Cllrs agreed to raise the speed limit assessment issue at the next village meeting to gather residents' views, and the Clerk will share the traffic survey form with SL-H

- Cllr Langford-Holt reported that she had been approached regarding a flooding concern and it was noted that Parish Council need to have a Winter Emergency Plan in place. The Clerk will share the relevant details.

- Cllr Leng reported that he had received notification that the Parish Council's insurance is due for renewal, and Members agreed to proceed with the renewal.

6. Council Business

6.1 Councillor Roles and Responsibilities

The council reviewed roles, responsibilities and external positions as follows:

Cllr Adrian Leng	
	<ul style="list-style-type: none"> • Footpaths & Rights of Way Lead — Liaises with Wiltshire Council, landowners, and volunteers. • Community Engagement Lead — Coordinates consultations, surveys, and public involvement.
Cllr Charlie Beales	
	<ul style="list-style-type: none"> • Highways & Traffic Lead — Monitors road safety, signage, speeding concerns, and reporting issues. • Village Maintenance / Parish Steward Liaison — Coordinates tasks for the steward and reports defects.
Cllr Zoe Hallett	
Cllr Sammy Langford-Holt	
	<ul style="list-style-type: none"> • Flooding & Emergency Planning Lead — Works on resilience plans, equipment, and community readiness. • Communications / Website / Social Media Lead — Supports the Clerk with public information and updates.

6.2 Planning Application Consultation

The council considered planning application PL/2026/00946.

Application No:	PL/2026/00946
Application Type:	Full planning permission
Proposal:	A new B8 industrial storage building in connection with an existing business use and regularisation of additional yard area and change of use of existing buildings
Site Address:	Stockton Dairy, Stockton, Warminster, BA12 0SQ

The Parish Council has submitted its comments for consideration in relation to this planning application

6.3 Banking

Parish Council reviewed the current bank signatories and internet banking arrangements, and resolved to move to internet banking and appoint additional signatories to ensure compliance with the Parish Council's Financial Regulations. It was agreed that Cllrs C Beales, S Langford-Holt and Z Hallet be appointed as bank signatories.

6.4 Review of Governance Documents

Standing Orders and Financial Regulations, circulated prior to the meeting, were reviewed and approved. The Council noted that additional Parish Council policies will be adopted in due course to ensure full compliance across governance documents.

6.5 External Hard Drive for PC Use

Parish Council agreed to instruct the Clerk to purchase a suitable backup drive to ensure the secure storage and protection of Parish Council files. LA will hold the hard drive, and backups off the Clerk's laptop will be completed at Council meetings

6.6 Parish Steward

Council noted visit dates and agreed list of works to be communicated to Cllr Beales. Clerk to share contact information for the Sparkle Team or the two-man team that's part of the parish steward scheme.

6.7 The Great British Spring Clean

Council agreed to encourage residents to participate. Cllr Langford-Holt to organize and advertise

7. Finance

Payments and receipts were noted

24/10/25	WALC Training	£48
29/10/25	WC ELECTIONS	£130
29/10/25	WC ELECTIONS	£220

Receipts:

None

8. Correspondence

The following emails were shared with Councillors.

- A36 Codford St Peter - Roadworks April / May (03/03/26)
- Briefing Note 26-02: Revamp Your Tank (03/03/26)

9. Date of Next Meeting

Next meeting date to be confirmed.

Meeting ended at 8.30pm
