

# KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC  
Clerk of the Council

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3 Wardour Road  
Chippenham  
Wiltshire  
SN14 0PA

12<sup>th</sup> September 2025

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 18<sup>th</sup> September 2025** commencing at **7.15pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**. The Press and Public are welcome to attend.

Yours faithfully,



Vivian A Vines MBE SLCC  
Parish Clerk

## FULL COUNCIL MEETING

(Agenda Items for decision are marked as such)

**NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

**PUBLIC QUESTION TIME:** an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

**REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES:** an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

## AGENDA

1. **APOLOGIES:** To receive and agree Apologies received from Council Members. **(For Decision)**  
Apologies have been received from Cllr P Macdonald and Cllr J Newton.

2. **DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders, including any Dispensations required under the Code of Conduct. **(to note)**

3. **MINUTES:** To receive, consider and to confirm the Minutes of the Parish Council Meeting/s held.

Council Meeting held 17<sup>th</sup> July 2025. **(see attached Draft Minutes) (For Decision)**

4. **PLANNING:**

**Planning Applications:** To make observations on Planning Applications received.

Prior to the consideration of any Planning Application received, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

- a) PL/2025/06545 – Householder Planning Permission  
Restoration & Extension of Existing Farmhouse  
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JT  
For Mr and Mrs Chris Swarder **(see online) (For Decision)**
- b) PL/2025/06907 – Works to a Listed Building  
Restoration & Extension of Existing Farmhouse  
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JT  
For Mr and Mrs Chris Swarder **(see online) (For Decision)**
- c) PL/2025/06996 – Listed Building Consent (Alt/Ext)  
Replacement Front Door and Rear Window  
86-87, Kington St Michael, Chippenham SN14 6HX  
For Mr James Daniel Willment **(see online) (For Decision)**

There are no further planning applications to consider at the time of Agenda publication. **(to note)**

**Planning General:** To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications. To receive notification and consider any other Planning related matters.

- d) PL/2025/06279 – Householder Planning Permission  
Internal and External Alterations to Rear Conservatory  
47, The Ridings, Kington St Michael, Chippenham SN14 6JG  
For Mr Edward Uden **Approved with Conditions 29<sup>th</sup> August 2025**

There are no planning matters to report at the time of Agenda publication. **(to note)**

## 5. FINANCE: To note any financial matters, any receipts and payments made

- a) Payments to make. **(see attached) (For Decision)**

Greenscape Services Ltd. Grass maintenance contract. Inv SI-17816	20.07.25	£ 1,738.04
Greenscape Services Ltd. Grass maintenance contract. Inv SI-17871	20.08.25	£ 1,738.04
M P Singer. Broken Drain Cover repairs. Inv 30498	01.08.25	£ 498.86
M P Singer. Broken Drain Cover repairs. Inv 30504	26.08.25	£ 202.20
M P Singer. Tor Hill Footpath tree and hedge cutting. Inv 30478	01.08.25	£ 1,725.60
ElanCity UK. Solar Evolis Vision SID etc. Inv Quotation SO-UK06161	22.08.2	£ 5,615.98
Mr A Hall. SID installation parts etc. 02.09.25 reimbursement		£ 19.90

- b) Payments made since the last Council Meeting **(see attached) (to note)**

Soft Surfaces Ltd. Black wetpour repair kits etc. Inv 25781	22.07.25	£ 160.20
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- c) Receipts. There has been the following receipt since the last Council Meeting **(to note)**

Community Shop. The Kingtons Book sales	03.08.25	£ 50.00
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- d) To note Bank Account balances as at 5<sup>th</sup> August 2025. Any later balances will be reported at the Council Meeting. **(to note)**

HSBC Main Business A/c No 31545043	£ 52,765.89
HSBC Reserves A/c No 21545078	£ 47,937.55
HSBC Charities A/c No 71545051	£ 801.38
Defibrillator A/c No 51563041	£ 993.63

## 6. HIGHWAY MATTERS:

- a) **Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team.** To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. Cllr P Macdonald, the Council link

member has advised that the Steward has been requested to clear gullies, check salt bins and cut brambles/hedges as required. He has also been asked to check the pavement outside No 88 KSM and advise on repairs. It may be necessary to report this to Wiltshire Highways. Parish Steward visits are scheduled for 15<sup>th</sup> September, 15<sup>th</sup> October, 17<sup>th</sup> November and 10<sup>th</sup> December 2025. A Parish Steward Scope of Works sheet is attached for information. **(see attached) (For Decision)**

- b) **Rights of Way** – To raise general issues and to receive any further updates. Pursuant to Minute 25/038 (b), using the “Improving Rights of Way at a Local level” scheme the Council agreed to write to the landowner seeking assistance. On this occasion the landowner responded within 24 hours and advised that he would be dealing with the issues once they had harvested and planted again. Any further issues arising he was happy for the Council to make contact with him. **(to note) (For Decision)**
- c) **Highway & Footpaths Conditions and Maintenance** – To raise general issues and to receive any updates. **(For Decision)**
  - i) Replacement Waste Bins. Pursuant to Minute 25/028 (c) (i) To receive any updates. The contractor is to consider options and advise the Council. **(to note)**
  - ii) Tor Lane Footpath. The Council commenced work on the maintenance of the roadside hedgerow and trees adjoining the footpath including the reduction in height earlier in the year but needed to stop during the bird-nesting season. The period that work can commence again is arriving and the contractor has advised that the exact amount of work required cannot be quantified and it has been suggested that the remaining work be carried out on a day rate basis. The work needs to be completed but the Council should not proceed on the basis of an open ended commitment. It is suggested that further discussions are carried out with the contractor to reach agreement on potential maximum costs, including day rates. **(For Decision)**
  - iii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/038 (iv) the Council agreed to improve safety with a potential solution being the introduction of removable Durapol bollards and sockets. Members were to view the on-site situation and ascertain the number required and site locations. Cllr P Macdonald has suggested that there is a need for 3 bollards to prevent trucks/large vans from blocking the pavement and causing damage and creating highway footpath safety issues and causing damage. **(For Decision)**

## **7. UPDATE ON STANDING ITEMS:**

- a) **Recreation Ground** – To raise general issues and to receive any updates.
  - i) QE2 Recreation Field Group. To receive any update/s since the last Council Meeting. **(to note)**
  - ii) QE2 Recreation Field Capital Works. To receive any update/s since the last Council Meeting. The Council has for some time promoted the possibility of providing storage facilities at the QE2 Field that could also act as a secure storage facility for emergency supplies and equipment. It has often been suggested that a storage container be provided to address the need. With the winter period arriving (see also Agenda item 8 (I)) the Council may wish to confirm that the facility be provided, subject to agreed criteria. It is understood that the QE2 Field Group is supportive of the provision and they have helpfully sourced quotations for the purchase of the storage container £10,040 plus vat and installation costs of £1,934.00 plus vat, totaling £11,974.00 plus vat. Recently an issue has been raised as to whether the size proposed is adequate for the longer term. The cost of a larger container has been investigated and it would appear that the better value for money option is to have two of the smaller size perhaps sited side by side as a more practical solution. At this time it is suggested that the one is purchased and installed to ascertain if it is sufficient to meet needs. **(see attached) (For Decision)**
  - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. Since the Council has let met there has been a need for some remedial work at the MUGA to control deep rotted weeds. **(to note)** The Council has planned

to resurface the pedestrian path from the QE2 Field gate to the bridge leading to the Nymph Hay for a number of years. Since the Council last met the opportunity arose for this work to be carried out by the Council's contractor working on site and a quotation of £3,398.00 plus vat was received. In order to take this opportunity during the good weather period instructions were given for the work to be carried out. To confirm this decision. **(For Decision)**

- iv) QE2 Recreation Field – Adjacent Highway Pavement. Pursuant to Minute 25/039 (a) (iv). To receive any update/s since the last Council Meeting. The Council has now received the contractor's invoices for the required reinstatement works and financial compensation is now being sought, from the third party. **(to note)**
  - v) Bonfire & Fireworks Night – 1<sup>st</sup> November 2025. The Council as owner needs to agree the use of the QE2 Field for the event. The Council will also need to increase their insurance cover for the evening. There will also be a need to pay for St John's Ambulance presence and also the purchase of the fireworks. If agreed the Council usually notifies livestock owners in the vicinity who could be affected. **(For Decision)**
  - vi) QE2 Recreation Field – Fly Tipping. The Council is aware that there have been instances of fly tipping recently and as landowner the responsibility for clearance falls to the Council and ultimately the Tax Payer. Information has been received suggesting who might be the culprit. It could also be the case that the culprit has future intentions of further fly tipping. The Parish Council cannot control the activities of an individual's private life but they can consider what actions could be implemented to control further tipping. This could be as simple as closing any access points in boundary fences to prevent trespass and additionally raise the profile by erecting clear signage. Another option would be the installation of CCTV camera/s but there are costs and legal implications in so doing. To consider options. **(For Decision)**
- b) **Notice Boards** – To raise general issues and to receive any updates. **(to note)**
  - c) **Flooding & Drainage** – To raise general issues and to receive any updates and to consider any actions required. The Discretionary Gully Service is scheduled to visit the Chippenham area including Kington St Michael from Monday 29<sup>th</sup> September to Friday 3<sup>rd</sup> October 2025. Council's are requested to submit their top 5 priority single gullies at least one week before the crew's arrival. Evidently the crew cannot work where any form of traffic management is required. To consider any requirements. **(see attached) (For Decision)**
  - d) **Parish/Community Website/Social Media** – To raise general issues and to receive any updates since the last Council Meeting, including communication between Elected Members. There still remains a need for some Council Members to review their contact details and information that appears on the Council website. **(to note) (For Decision)**
  - e) **Tor Hill Footpath Project** – The Council has deferred further consideration until the Neighbourhood Plan process is further advanced. **(to note)**
  - f) **Kington St Michael Village Hall** – To receive and consider any updates.
    - i) Since the Council last met the Village Hall asked the Council if they could change their historic Meeting day to accommodate potential bookings from Classes and Clubs. The Calendar of Council Meetings is set at the Council AGM in May each year. It does not compete with other Parish Councils meeting dates and allows the attendance of the Wiltshire Council Member. The Village Hall offered alternatives as being the third Wednesday or Tuesday. To accommodate the request Members were circulated and it was found that the Tuesday dates could be acceptable. Since then this has become problematic and at today's date Council Meetings are still scheduled as already booked. **(to note)**
    - ii) The Village Hall Trustees are considering engaging a roofing contractor to carry out maintenance work on the leaking annex roof. They are also considering engaging a landscape gardener to carry out substantial clearing of vegetation around the playground including walls. Potential costs are around £2,200.00 and £1,900.00 respectively potentially plus vat. As the Village Hall is a significant village asset the Council may wish to consider funding the works subject to agreed criteria. **(For Decision)**
    - iii) Village Hall Acoustics-Hearing Difficulties. Pursuant to Minute 25/040 (I) the Council had identified standalone bluetooth speech/hearing systems that might provide a solution

that would benefit the Council and also Village Hall users. It had been agreed that this would be pursued further and delegation was given to the Clerk to purchase the selected system, which would be gifted to the Village Hall. Cllr T Mead has investigated further and has produced a report for consideration. There are three options available (Page 15 of the attached pdf). The Council needs to agree their preference being mindful that this equipment will be used in a public setting and needs to be fit for purpose. **(see attached) (For Decision)**

- g) **Kington St Michael Neighbourhood Plan.** To receive and consider any updates, including potential financial support. **(to note) (For Decision)**
- h) **Kington St Michael Emergency Plan.** To receive any updates. **(to note)**
- i) **Village Newsletter** – To raise general issues and agree editorial if necessary. **(to note) (For Decision)**
- j) **Asset Register** – To raise general issues and to receive any updates. **(to note)**
- k) **Insurance** – To raise issues and receive updates as required. **(to note)**
- l) **Registration of Land and Buildings/Village Hall etc.** The matters are with the Council's Solicitor and the Land Registry. Since the last Council Meeting a suggestion of a suitable RICS Surveyor has been received and this is being investigated further. **(to note)**
- m) **Community Safety/Neighbourhood Watch:** To receive any updates. **(to note)**
- n) **Data Protection. GDPR** – To raise general issues and to receive any updates. **(to note)**
- o) **Queen's Platinum Jubilee 2022 – Celebration Bench.** To receive any updates. The contractor is to consider options and advise the Council. **(to note)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** To receive any updates. **(to note)**

## 8. **CLERKS REPORT:** To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s

- a) **Chippenham Local Highway and Footpath Group (LHFIG).** As reported at the last Council Meeting the last LHFIG Meeting was held on the 9<sup>th</sup> June 2025. The Note Tracker/Agenda was received and circulated. The date of the next LHFIG Meeting is the 16<sup>th</sup> October 2025 at 10.00am to be held in Committee Room A, Monkton Park Council Offices. The Note Tracker will be provided when available. **(to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group met on the 24<sup>th</sup> July 2025 10.00-12.00 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). To receive any updates. The date of the next Meeting is Thursday 18<sup>th</sup> September 2025, 10.00 to 12.00. The venue and hybrid meeting details are as before. A future date is scheduled for 20<sup>th</sup> November 2025. **(to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** The Council has now installed to SID devices. To receive any updates. **(to note)**
- d) **Pavement Parking-Provision of Bollards.** The Council has now installed the bollards in Grove Lane and the High Street. To receive any updates. **(to note)**
- e) **Parish Council Database.** To raise general issues and to receive any updates. There has been no change since the Council last met. Promotion of the database in the next Newsletter could increase distribution numbers. **(to note) (For Decision)**
- f) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board is scheduled to meet on the 15<sup>th</sup> September 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. Further dates are scheduled for the 10<sup>th</sup> November 2025 and the 9<sup>th</sup> February 2026. The Parish Forum will meet next on Wednesday 24<sup>th</sup> September 2025 at 7.00pm in Kington St Michael Village Hall. The Guest Speakers will be from The Bobby Van Trust. As the host it is hoped that the Council can be well represented. **(to note) (For Decision)**
- g) **School Travel Plan and Safe Place.** There is no change in circumstances since the last Council Meeting. **(to note)**



- h) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** Pursuant to Minute 25/030 (h). To receive any updates. **(to note) (For Decision)**
- i) **Community Consultation.** Pursuant to Minute 25/040 (k). It was agreed that a group of Council Members would consider and recommend a draft questionnaire to be considered at this Council Meeting, including suggestions as to how a survey might be conducted. To consider further. **(For Decision)**
- j) **Wiltshire Council – Application to Stop-up Highway under Section 116, Highways Act 1980 – 1 The Ham KSM.** The Council commented on this proposal on several occasions and was concerned with the future maintenance of the area in general. Subsequently, the Council raised no objections to this proposal. Following legal procedure the Stopping-up Order has been confirmed on the 20<sup>th</sup> June 2025. A copy of the Order is attached. **(see attached) (to note)**
- k) **Wessex Water – Community Drop-in.** The Council has been advised that Wessex Water are holding sessions to allow customers to come and talk to them about water related issues, including bills. Local sessions are planned for 16<sup>th</sup> September and 18<sup>th</sup> November 2025 at 10-12am and 1-2pm in Chippenham Library, Market Place, Chippenham. **(to note)**
- l) **Wiltshire Council PEAS 25/26.** The Council has received the annual request for the coming winter season planning requirements. **(see attached) (For Decision)**
- m) **Wessex Water – Wiltshire Flood Warden Workshops.** The Council has been advised that Wessex Water and Wiltshire Council are running two flood warden workshops during September. The sessions will be on 16<sup>th</sup> September, Marlborough and 30<sup>th</sup> September, Salisbury 10.00am to 15.30pm. **(see attached) (to note)**
- n) **Community First AGM & Awards.** The Council has been advised that this will take place on Wednesday 8<sup>th</sup> October 2025, 5.30 to 7.30pm in Devizes Town Hall. Registration is required by the 5<sup>th</sup> September 2025 to receive related papers. Members will be aware that Community First has recently advised that they are seeking Trustees and a Trustee Chair. **(to note)**
- o) **Wessex Water – Lunch & Learn sessions.** The Council has been advised that Wessex Water run sessions and following one held on the 17<sup>th</sup> July provided information and guidance on flood resilience and flash flooding and future online meeting dates. A further session is planned for Thursday 18<sup>th</sup> September 2025. More are planned for the remainder of the year. **(see attached) (to note)**
- p) **Community Governance Review (CGR).** Notification has been received that the Electoral Review Committee of Wiltshire Council will be considering future CGR's that should be conducted every 10-15 years or as circumstances require. The Council is not being asked for their opinion on potential changes but for the Clerk to provide factual information to advise if their Parish should be prioritised for review. Also if they wish to request any changes. Details are attached. The CGR will take place whether the Council wish it to, or not, and the Council may wish to be proactive rather than re-active in suggesting changes that may reduce negative situations. **(see attached) (For Decision)**
- q) **KSM Community Shop – Grant Request.** The Council has received a request for funding towards the installation of air conditioning in the Shop (£2,690.00) and the provision of an outside storage facility (£649.00). A copy of the request is attached for information. The total request is £3,339.00. The Council is reminded that they can provide Section 137 grants that are of benefit to the whole community. There is a limitation on the amount that can be given each year and this year the limit is £11.10 per Elector equating to around £6,338.10. However, the Council has included the sum of £3,750.00 in their budget for grants and donations and the Council should be mindful that the budget covers the period ending 31<sup>st</sup> March 2026. It would be wise therefore to retain some funds for applications that are received later in the year. To consider the request for financial support. **(see attached) (For Decision)**

- r) **Defibrillator Provision.** The Community installed two defibrillators some years ago, one at the School the other at The Jolly Huntsman. The Council has held the remaining funds and from time to time has purchased replacement batteries and pads as required through the Community Heartbeat Trust (CHT). Both are Cardiac Science Powerheart G3 models and have been registered on "The Circuit" the national database. Recently problems associated with the unit at The Jolly Huntsman have been noted and the defibrillator is out of action and has been temporarily taken off the database. Investigations show that the unit is well over 8 years old and out of warranty period and it is nearing the end of its life. It is assumed that the Council will wish to ensure that this emergency equipment is replaced as soon as possible. CHT have recommended three options. Details to consider are attached. To consider options and the advice given. **(see attached) (For Decision)**
- s) **Wiltshire & Swindon Local Nature Recovery Strategy (LNRS).** From previous reports and consultations the Council is aware of the lengthy process to date and has been advised that the LNRS is now progressing to its adoption and publication process. During October Wiltshire Council will consider its adoption, publication and submission to DEFRA. Once adopted the LNRS will enter its delivery stage. Wiltshire Council has provided an update for Parish Councils. **(see attached) (to note)**
- t) **Chair's Update.** Since the Council has last met a considerable amount of planned work has been carried out to complete projects. To briefly summarise;
- The safety bollards have been installed in Grove Lane and in the High Street.
  - The SID posts and devices have been installed in time for the new School term.
  - The hedge bordering the QE2 field with Honeyknob has been reduced in height and to give 2 metre clearance with garden walls.
  - The path from the picnic area to the bridge over the stream to Nymph Hay has been resurfaced.
  - The picnic area has been cleared and resurfaced.
  - The stone bridge is slippery and dangerous when wet with the handrail giving way. Instructions have been given to carry out repairs/install handrails on both sides of the bridge.

## **9. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:**

An opportunity to raise items and issues which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to a future Full Council Meeting.

## **10. DATE OF NEXT MEETING:** The date of the next **Council Meeting** is scheduled for **Thursday 16<sup>th</sup> October 2025 at 7.15pm.**

## **PART 2 AGENDA**

**As the following Items relate to Confidential Matters, in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it is considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and that they are instructed to withdraw.**

- a) Kington St Michael Neighbourhood Plan – Site Allocation/s and related matters.  
**(see attached Confidential document)**