

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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14th February 2025

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 20th February 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 J Newton. Apologies have also been received from Wiltshire Cllr H Greenman
- 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.
Full Council Meeting held 16th January 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/2025/00485 – Householder Planning Permission
Proposed alterations and extension to form larger garage accommodation and first floor office/store over
86-87, Kington St Michael, Chippenham SN14 6HX
For Mr James Willment **(see online) (For Decision)**
- b) PL/2025/00998 – Permission in Principle
Erection of up to 8 No Dwellings
Kington Langley Garage, Malmesbury Road, Kington Langley, Chippenham SN15 5PY
For KLD Property Investments Ltd **(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.

- a) PL/2024/10600 – Wiltshire Council R3
Renewal of permission for the existing Mobile classroom with toilets No 765(99)
Kington St Michael C Of E Primary School, The Ridings, Kington St Michael SN14 6JE
For Wiltshire Council **Approved with Conditions 20th January 2025**
- b) PL/2023/08481 – Full Planning Permission
Development of a Solar Farm of up to 40MW ac of generating capacity, comprising the Installation of Solar Photovoltaic Panels, Associated Infrastructure and Associated Works including Grid Connection
Land at Red Barn, East of Kington St Michael, Chippenham, Wiltshire
For Eden RB Solar Ltd **Approved with Conditions 27th January 2025**
- c) Lime Down Solar Park – Statutory Consultation. The Council has received notification from Lime Down Solar Park Limited that a Statutory Consultation, under Section 42 of the Town & Country Planning Act 2008 was commencing on the 29th January 2025 and ending on the 19th March 2025. The Council may wish to consider the proposals and submit comments. **(see attached) (For Decision)**
- d) PL/2024/11343 – Householder Planning Permission
Proposed infill single storey extension to rear of garage/side of house
1 The Close, Kington St Michael, Chippenham SN14 6LE
For Mr & Mrs B Brunt **Approved with Conditions 5th February 2025**

There are no further 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)**

KSM. Primary School. Newsletter printing. Inv KSM 20252901	29.01.25	£	96.32
Less Credit Note			
KSM. Primary School. Newsletter printing. Inv KSM 20242511	29.01.25	£	96.32
Place Studio Ltd. Neighbourhood Plan charges. Inv 025	24.01.25	£	1,913.40

- b) Payments made since the last Council Meeting

There have been no payments made since the last Council Meeting. **(to note)**

- c) Receipts. The following receipts have been received since the last Council Meeting **(to note)**

KSM Village Shop. "The Kingtons" book sales. A/c No 31545043	07.01.25	£	100.00
KSM Book Recycling Scheme. Donation. A/c No 51563041	15.01.25	£	100.00

- d) To note Bank Account balances as at 5th February 2025 **(to note)**

HSBC Main Business A/c No 31545043	£ 65,924.89
HSBC Reserves A/c No 21545078	£ 47,537.68
HSBC Charities A/c No 71545051	£ 794.69
Defibrillator A/c No 51563041	£ 985.34

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 is the Parish Steward Link Member. Parish Steward visits are scheduled for 17th February, 17th March and 15th April 2025. **(For Decision)**
- b) **Rights of Way** – To raise general issues and to receive any further updates. **(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 24/076 (c) (i) To receive any updates. **(to note) (For Decision)**
 - ii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/076 (c) (iii). To receive any updates. **(to note)**

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 update/s since the last Council Meeting. **(to note)**
 - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. **(to note)**
 - iv) QE2 Recreation Field – Honey Knob Hill boundary. Pursuant to Minute 24/077 (a) (iv). To receive any updates. **(to note) (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. **(to note) (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. **(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. **(to note)**
- g) **Kington St Michael Neighbourhood Plan.** To receive and consider any updates. **(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. There is no change in circumstances since the last Council Meeting. **(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.** Pursuant to Minute 24/077 (o). To receive any updates. **(to note) (For Decision)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** To receive any updates **(to note) (For Decision)**

- 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).** A LHFIG Meeting last met on the 9th January 2025. The Note Tracker for this Meeting has been received and previously circulated. The date of the next Meeting is yet to be advised. **(to note)**
 - b) **Wiltshire Operational Flood Group North.** The Flood Group last met on the 16th January 2025. There are no Minutes from the Meeting available yet. The date of the next Meeting is yet to be advised. **(to note)**
 - c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Pursuant to Minute 24/078 (c). To receive any updates. **(to note)**
 - d) **Pavement Parking-Provision of Bollards.** There is no change in circumstances since the last Council Meeting. **(to note)**
 - e) **Parish Council Database.** There has been no change in circumstances since the last Council Meeting. **(to note)**
 - f) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The next Area Board Meeting is scheduled for Monday 3rd March 2025 at 7.00pm at a venue to be advised. The Parish Forum meet next on Wednesday 26th February 2025 at 7.00pm in Christian Malford Village Hall. The Guest Speakers will be Catherine Roper, the Wiltshire Chief Constable and the Bobby Van Trust. The Council should consider representation at Forum Meetings. **(to note)**
(For Decision)
 - g) **School Travel Plan and Safe Place.** Pursuant to Minute 24/078 (g). The Council identified the need for children’s highway safety and arranged for the refurbishment of the safety crossing through the LHFIG process. Alongside this the Council also discussed sustainable travel (bus/walk/cycle) and safe routes including Tor Hill issues with the potential for a car park in that area of the village allowing children to walk through the village rather than be driven, potentially with additional paths or cycle lanes where feasible. At the time the Council identified that there was no School Travel Plan in place and if there was this would open up opportunities for the School to apply for funding towards infrastructure changes (safe crossings/safe parking/cycle sheds etc) which would allow for the School to pay for things that the Council could not fund. It is important to note that this funding would be for highway improvements for safe and sustainable travel and not for services such a “lollipop men/ladies” and the like. There were staff changes taking place at the School and the Council agreed to delay approaching the School until a more appropriate time. To consider and agree further actions. **(For Decision)**
 - h) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** Minute 24/078 (k) refers). The Council should review their own emergency planning situation to ensure it is fit for purpose. **(to note) (For Decision)**
 - i) **CPRE Wiltshire Best Kept Village Competition 2025.** The Council has been invited to enter this year’s Best Kept Village Competition. Entry Guidelines are attached. The closing date for entries is the 17th April 2025. **(see attached) (For Decision)**
 - j) **Proposed Application to stop-up Highway – 1 The Ham, Kington St Michael.** Pursuant to Minute 24/078 (j). The Council had been requested to consider a proposal by the Owner of No 1, The Ham, Kington St Michael to Stop-Up a section of highway land adjacent to the property under Section 116, Highways Act 1980. The Council determined that they would reluctantly agree to the consent but that it was conditional on a number of issues to be resolved by Wiltshire Council to prevent continuing disagreements and to resolve the siting of the public bench and waste bin. A copy of the Council’s response to Wiltshire Council is attached. **(see attached)** Wiltshire Council Legal Services has responded and their letter of the 11th February 2025 is attached. This also includes a plan of the area of land involved. **(see attached)** The Council has

already agreed that they have no objections in principle to the proposal. To confirm that there are no objections to the request. **(For Decision)**

- k) **Parish Council Elections – 1st May 2025.** The Wiltshire Society of Local Council Clerks has recently received a presentation from the Wiltshire Council Elections Team regarding the forthcoming Elections in May 2025 that will include 2118 Town and Parish Council seats. The Elections Act 2022 brings in some changes for the Elections this time and Clerks have been asked to suggest candidates attend the online webinar and read Election packs in full, even if they have been through the process several times before. Nomination forms will be accepted at three hubs – Chippenham, Trowbridge and Salisbury. Attached is a copy of the presentation that might be of assistance. **(see attached)**
- l) **Wiltshire Council Planning Town and Parish Forum.** The Council has been advised that the next session is to be held on Wednesday 5th March 2025 – 6.00pm to 8.00pm. This is an online event and Wiltshire Council are encouraging a high attendance. The session will include a general update about the planning service at Wiltshire Council, discussions on the Local Plan, national planning policy updates, conservation and design, and the planning process including appeals and how we can all work together. To book for the session email Janine.mead@wiltshire.gov.uk who will send a TEAMS invitation link.
- m) **Parish Council Elections – WALC Online Session – 5th March 2025.** The Wiltshire Association of Local Councils has put together an online session for prospective candidates. **(see attached) (to note)**

9. ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting is scheduled for Thursday 10th April 2025 at 7.30pm. There is a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June each year. The Council will wish to gain maximum publicity through the Newsletter and other means. The Agenda needs to be agreed.

In this instance this will be the last Annual Parish Meeting before the Parish Council Elections to be held on the 1st May 2025. In fact the closing date for nominations is Wednesday 2nd April 2025 and those standing for election will be known and whether the Election will be contested or non-contested. If the former then as the date is within the purdah period then the Annual Meeting cannot be used for electioneering purposes.

There needs to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2025-2026 information. The opportunity should be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda can be flexible and is in the hands of Parishioners in attendance. As a starting point the Council can suggest some Agenda items that might be appropriate.

At this time they could include:

- a. Recreation Ground Facilities
- b. CPRE Best Kept Village Competition 2025
- c. Tor Hill Footpath Project
- d. Community Safety/Neighbourhood Watch/Emergency Plan
- e. Traffic Speeds – the provision of Autospeedwatch Tools and Speed Identification Device (SID)
- f. Community Speedwatch
- g. Great British Spring Clean 2025
- h. Village Green and other Assets – the maintenance and improvement
- i. Rights of Way – Footpath maintenance – Community Warden
- j. Village Communications
- k. Jolly Huntsman Public House – Asset of Community Value
- l. KSM Neighbourhood Plan

Council Members are asked to consider what Annual Parish Meeting issues should be raised. **(For Decision)**

10. 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.

11. DATE OF NEXT MEETING: The date of the next **Full Council Meeting** is scheduled for **Thursday 20th March 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.