

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Virtual Council Meeting held at 7.00pm

15th April 2021

Present: Cllr G Gamble (Chairman), Cllr J Newton (Vice Chairman), Cllr P Macdonald and Cllr W Roe.

Also Present: Mr V Vines MBE Clerk of the Council.

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

Prior to the commencement of the Council Meeting a One Minute Silence was observed to mark the death of HRH The Duke of Edinburgh

PUBLIC QUESTION TIME

There were no Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

20/055 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs S Eaton, Cllr I Gray, Cllr Mrs E Hocking. Apologies were also received from Wiltshire Councillor H Greenman who had to attend a Meeting elsewhere.

20/056 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared.

20/057 MINUTES Members had previously been circulated with the Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 18th March 2021. **Cllr J Newton proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY**

20/058 PLANNING

Planning Applications: There were no Planning Applications considered.

Planning General: There were no matters reported or issues raised.

20/059 **FINANCE** The Council considered financial matters.

- a) **Payments to make:** The Council considered and approved the following Payments:

Idverde Ltd. grounds maintenance 01-31/03/21 Inv GM803375	£ 431.76
WALC. Subscription 21/22. Inv SUB21/22-135 01.04.21	£ 288.12

Cllr J Newton proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

- b) **Payments made:** The Council noted the following Payment had been made since the last Council Meeting: **(noted)**

Mr C Grace. Recreation Field/Play Ground reimburse costs 30.03.21 £ 197.45

- c) **Receipts:** The Council noted the following Receipts since the last Council Meeting. **(noted)**

KSM QE2 Field Group. Donation 18.03.21 £ 1,000.00

- d) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 8th April 2021 were:

HSBC Main Business A/c No 31545043	£ 27,742.88
HSBC Reserves A/c No 21545078	£ 45,725.54
HSBC Charities A/c No 71545051	£ 764.35
HSBC Defibrillator A/c no 51563041	£ 851.47

20/060 **HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, the Council Link Member, continued to report all works identified and pursued the Wiltshire Council on outstanding matters. Parish Steward visits were scheduled for 13th April and 12th May 2021. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
- i) The Idverde Limited maintenance contract. There was no update. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
- i) Tor Hill crossroads and white lining update. The matters were still outstanding and would be pursued further on the completion of the Gigaclear works. **(noted)**
- ii) Advisory Pedestrian Crossing update. The issue had been directed to CATG for consideration. **(noted)**
- iii) Tor Hill Footpath. The Council remained aware of the steep gradient leading from Magpie Cottage to the field path. In the short term **the**

Council agreed that a warning sign should be erected at both ends of the path to advise users of the need to negotiate the steep gradient at the Magpie Cottage end.

20/061 UPDATE ON STANDING ITEMS

- a) Recreation Ground –
 - i) QE2 Recreation Field Group. There was no update on this occasion. **(noted)**
 - ii) QE2 Recreation Field Capital Works. All outstanding works were now complete. **(noted)**
 - iii) QE2 Recreation Field Maintenance. A neighbour remained concerned about the Leylandi boundary hedge (tree line) cutting. He had been previously advised of the actions that were being taken and the work would commence soon. RoSPA Report 2020. Works identified were still being addressed by Mr Clive Grace. **(noted)**
- b) Notice Boards – There was no update required. **(noted)**
- c) Flooding & Drainage – There were no issues raised. **(noted)**
- d) Parish/Community Website/Social Media – The new Council website was in the design process. **(noted)**
- e) Tor Hill Footpath Project – There was no update on this occasion. **(noted)**
- f) Kington St Michael Village Hall – There was no report on this occasion. **(noted)**
- g) Kington St Michael Neighbourhood Plan – There was no further progress to report. **(noted)**
- h) Kington St Michael Emergency Plan – There was no report on this occasion. **(noted)**
- i) Village Newsletter – There was no update on this occasion. **(noted)**
- j) Council Award Scheme – There was no update. **(noted)**
- k) Asset Register – There remained a need to regularly update the Register. **(noted)**
- l) Insurance – There remained a need to regularly update the Council insurance. **(noted)**
- m) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU) including the Registration of Land and Buildings. Cllr Mrs S Eaton had been unable to attend. She had however provided a brief update for the Meeting advising that there was no change in circumstances since the last Council Meeting. Council Members asked that it be placed on record again their appreciation for all she had done on this project to date. They were also pleased to hear that although she would no longer be a Council Member after the 10th May 2021 she was willing to continue with the project as a volunteer. The Council would need to consider this formally at their Annual Council Meeting

on the 20th May 2021. In regards to the Registration of Land and Property Cllr G Gamble reported that he had still to arrange an on-site meeting with Mr N Farr to discuss historic boundaries. **(noted)**

- n) Community Safety/Neighbourhood Watch: There was no update. **(noted)**
- o) Data Protection, GDPR – There was no update required. **(noted)**

20/062 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) WiltshireOnline – High Speed Broadband – Gigaclear. Cllr P Macdonald reported on the major issues of concern relating the works being carried out in the Parish and his meetings and discussions with the Gigaclear Community Engagement Officer, Christopher Morris. There were numerous issues of concern to be resolved in regards to works already carried out in Grove Lane, Easton Piercy and elsewhere, where considerable damage had occurred to verges and surfaces with a need to seek compensation. In addition the siting of cable routes and cabinets was questioned. It appeared that there had been late public notice of works that created highway disruption and there was likely to be further major highway disruption and access issues with further phases. **It was agreed that the Council would formally write to Gigaclear and other interested parties and Cllr Macdonald would draft a letter covering the pertinent issues.**
- b) SSEN Resilient Communities Fund. The Council had been notified of the 2021 round of grant funding to build local resilience and protect vulnerable community members. The application deadline was Thursday 10th June 2021. **(noted)**
- c) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum. There had been no Meetings of the Area Board or the Area Parish Forum since the Council had last met. **(noted)**
- d) Pavement Parking-Options for Change. Cllr Mrs E Hocking had agreed that she would accept local delivery of the bollard from Glasdon. **(noted)**
- e) Dog Poo Bins. Cllr Mrs E Hocking had agreed that she would accept local delivery from Glasdon. **(noted)**
- f) Parish Council Meeting Dates 2021-2022. Council Members had been circulated with the Council Meeting dates for the first year of the new Council term of office, including Parish Meetings, so that they were publicly available. There was nothing to stop the new Council re-considering the dates at their Annual Council Meeting on the 20th May 2021. It was to be noted that, at the present time, as from the 7th May 2021 Virtual Council Meetings would no longer be allowed and the Council was expected to return to face-to-face Meetings. The Council Meeting Dates had been given to the Village Hall. This would need to be available to comply with social distancing requirements. However, it was understood that the Hall was not re-opening until the 1st August 2021. Any changes in Covid-19 relaxations/restrictions would be reported to Council, but at this time it may be difficult to hold a face-to-face Meeting, especially if a quorum of Members were not available to attend in which case a Virtual Meeting may still be necessary. In any case there may be a need for the public to attend by virtual means to overcome indoor meeting restrictions. **(noted)**
- g) Parish Council Elections – 6th May 2021. Following the close of nominations on the 8th April 2021, seven qualified persons had stood for election to the Council. In these circumstances there would be no Parish Council Elections and taken from the Statement of Persons Nominated, the next Council would consist of Elizabeth A B Allen, Gerry Gamble, Alex Hall, Em Hocking, Peter J S D

Macdonald, John K Newton and Will Roe. The existing Council remained in office until the 10th May 2021. The seven new Council Members would take up office but would be unable to act as Councillors until they had signed their Declaration of Acceptance of Office. It was likely that authority would be given to the Council to co-opt two other Members for the 4-year term of office. **(noted)**

- h) CATG. Advance Notification had been received from Wiltshire Council, as membership may change following the 6th May 2021 elections, that the next meeting would take place as a Microsoft Teams Meeting on the 25th May 2021 10.00am to 11.50am. This was of particular interest to the Parish Council as the advisory pedestrian crossing may be raised. **(noted)**
- i) Annual Report-Wiltshire Councilor Howard Greenman. In normal circumstances Cllr Greenman would have provided a report at the Annual Parish Meeting. The Council had decided not to hold one this year and he had provided a written report that was circulated. **(noted)**
- j) Retirement of Council Members. The new Council would officially take over on the 10th May 2021 with a requirement for all new Council Members to sign a Declaration of Acceptance of Office before the Annual Council Meeting scheduled for the 20th May 2021. Four Council Members had not sought re-election some of which after a considerable time holding office. The Parish Council wished to place on record their gratitude for the work that Cllr Adrian Cole, Cllr Sandra Eaton, Cllr Ian Gray, and Cllr Roger Sealy had done for the Council and all Parishioners. **Proposed Cllr G Gamble, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY**
- k) Wiltshire Council Kington Division Member. Wiltshire Council Elections would take place on the 6th May 2021. Wiltshire Councillor Howard Greenman was seeking re-election. The Parish Council wished to place on record their gratitude for the work that he had done for Kington St Michael Parish. He had served the Parish for a considerable time and although the Council was required to remain impartial he would be sadly missed if not re-elected. **Proposed Cllr G Gamble seconded Cllr J Newton and RESOLVED UNANIMOUSLY**

20/063 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Parish Database. The suggestion was made that an attempt should be made to create a database of email addresses, subject to GDPR requirements, to enable direct communication with Parishioners. This could include, community messaging, community safety, neighbourhood watch, Wiltshire Council newsletters and consultations, etc and could include Council Agendas to encourage Parishioners interest and participation. The matter would need to be considered further by the new Council.

There were no further issues raised.

20/064 DATE OF NEXT MEETING

Following consideration **the Council agreed that** the date and time of the Annual Council Meeting followed by a Full Council Meeting would be **7.00pm, Thursday 20th May 2021**. These would be the first Meetings of the new Council, elected on the 6th May 2021.

Signed:

Chairman, Kington St Michael Parish Council

Date: **20th May 2021**