

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Virtual Council Meeting held at 7.00pm

21st January 2021

Present: Cllr G Gamble (Chairman), Cllr A Cole, Cllr Mrs S Eaton, Cllr I Gray, Cllr P Macdonald, Cllr J Newton (Vice Chairman), Cllr W Roe and Cllr R Sealy.

Also Present: Wiltshire Councillor H Greenman, 1 Member of the Public and 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.

PUBLIC QUESTION TIME

a) Fiona Twisse raised the issue of the Advisory crossing point leading to The Ridings and the School and pedestrian safety. The crossing point was in a poor state of repair, with vehicles often ignoring its' existence. A warning sign was missing. Recently the use had increased because of Covid-19 issues with more children walking to school. It was thought that the crossing had been installed in 2007 resulting from a School Travel Plan produced in 2006. The School had been unhelpful in not wishing to update the Travel Plan, even though Fiona, a Transport Consultant, had volunteered to assist in order to raise the priority with Wiltshire Highways for works to be carried out. The Parish Council had previously considered this issue and had offered support. Wiltshire Cllr H Greenman suggested that this should become a CATG matter and he asked to be furnished with further details in order to raise the issue and investigate further. The preferred option was the installation of a Pelican Crossing rather than retention of the advisory crossing.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor H Greenman briefly explained that the Council was planning to agree a “balanced” budget for Year 21/22 against increased spending influenced by Social and Adult Services requirements and Covid-19. He advised the Parish Council, again, during their own budget setting, to take into consideration the likely reduction in services from Wiltshire Council. For instance, consideration was now being given to Parishes having to finance Parish Election costs. He emphasised, again, the importance of continuing progress on the Neighbourhood Plan. Especially as a Local Plan Review was now taking place that highlighted significant growth in the Chippenham Area, particularly on the East and South of the Town intended to fund the A350-A4-A350 ring road project. There was no doubt that affected Parishes and the Public would be against the proposals possibly arguing the Town should expand North and West. The Parish Council could be asked to support the Eastern and Southern expansion of the Town to avoid growth to the North and West.

There were no further Reports.

20/025 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs E Hocking.

20/026 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

There were no Interests declared.

20/027 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 19th November 2020. **Cllr G Gamble proposed, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY**

20/028 PLANNING

Planning Applications: Prior to the consideration of Planning Applications, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no Representations received.

- a) 20/11320/TCA
30% Crown Reduction to Cotoneaster (T1) 20% Crown Reduction to Cherry (T2)
20% Crown Reduction to Maple (T3)
18 Folly Row, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JD
For Janelle Bailey

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that **there were no objections to raise and had agreed that** this would be confirmed at the next Council Meeting.

Following consideration of the application **the Council resolved to confirm that there were no objections to the proposals.**

Cllr G Gamble proposed, Cllr P Macdonald seconded and RESOLVED UNANIMOUSLY

- b) 20/11468/REM
Reserved Matters for Development Comprising the Erection of 37 Dwellings and Associated Landscaping on Land at North Chippenham
Land at North Chippenham, Hill Corner Road, West of A350, Chippenham
For BDW Trading Ltd

Following consideration of the application **the Council resolved that they would not respond** to the consultation as there were no Parish implications.

Cllr G Gamble proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

Planning General:

The Council received notifications of Planning Application decisions and updates on Applications yet to be determined.

- a) 20/05679/FUL
Conversion of Timber Agricultural Building to Holiday Cottage (Resubmission of 19/11340/FUL)
1 Easton Piercy, Kington St Michael SN14 6JT
For Mr Stuart Drummond **Application was withdrawn**
- b) 20/08863/FUL
Proposed Single Storey Side Extension
Hill View, A350 Tor Hill to Junction 17 M4 Northbound Carriageway, Kington Langley SN14 6BJ
For Mr John Herbert **Approved with Conditions 10th December 2020**
- c) 20/08986/FUL
Installation of a 5 Panel Solar PV System to Front/South West Roof Pitch of Outbuilding
Kokopelli, 24 Kington St Michael SN14 6JE
For Miss Lisa Hunter-Yeats **Approved with Conditions 23rd December 2020**

20/029 **FINANCE** The Council considered financial matters and received notification of receipts and invoices paid.

- a) **Payments :** The Council noted the following Payments since the last Council Meeting.

Cheque No

100678	PKF Littlejohn LLP. External Audit 19/20 fee	16.11.20	£	240.00
100679	Playsafety Limited. RoSPA Report Inv 52377	16.11.20	£	198.00
100680	M P Singer. Rec. Capital Works. Inv 30200	28.11.20	£	8,306.44
100681	Mr Clive Grace. QE2 works reimbursement	01.12.20	£	103.00
100682	Place Studio Ltd. N Plan costs Inv 5885	15.12.20	£	868.60
100683	Idverde Ltd. Inv. GM794455	17.12.20	£	431.76
100684	Idverde Ltd. Inv. GM797191	06.01.21	£	431.76
100685	Vision ICT. Web Hosting. Inv 12347	11.01.21	£	60.00
100686	Mr Clive Grace. QE2 inspection	11.01.21	£	18.00
100687	Parish Online Subscription. Inv 130-0003	11.01.21	£	36.00

- b) **Receipts:** The Council noted that there had been no Receipts since the last Council Meeting.

- c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 12th January 2021 were:

HSBC Main Business A/c No 31545043	£ 23,604.65
HSBC Reserves A/c No 21545078	£ 45,724.41
HSBC Charities A/c No 71545051	£ 764.32
HSBC Defibrillator A/c no 51563041	£ 851.44

d) Council Budget, Budget Proposals and Precept for Year 2021-2022

The Council considered Budget proposals for Year 2021-2022 together with background advice in regards to future Capital and Revenue spending requirements, including potential devolution costs. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale. The Council had previously placed great reliance on the work of Elected Members and local community volunteers all of whom were applauded for their efforts and commitment. However, not only was there an aging volunteer population but less and less would be able to provide long term assistance and the Council needed to be mindful of this when considering the future, so that the Parish was supported both practically and financially by all rather than the few. Detailed consideration was given to a forward budget and cost pressures and options were considered including a standstill budget. The Council was also mindful of the fact that any increases proposed needed the support of Parishioners who would need to be informed of the reasons for any increase in spending. In addition the Council acknowledged that with Wiltshire Council continuing to reduce services there could be a need for the Parish Council to carry out additional tasks. The Council agreed to continue to increase the Capital Fund reserves as a number of projects still needed support during the design and construction stages. The Council also needed to include several commitments to cover legal costs, land and building Registrations and the increased ground and footpath maintenance costs. The Council also included a growth item to pursue speeding traffic solutions. Consequently, the Council agreed to increase the Capital set aside figures and with potential savings and necessary increases in Revenue Spending, there was a need to increase the overall budget. **It was agreed to request a Precept requirement of £42,993.32** for the next Council Financial Year. A KSM Newsletter article should provide an explanation to Parishioners on the Council's decision and a report given at a future Annual Parish Meeting.

Proposed Cllr P Macdonald, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY

20/030 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, the Council Link Member, had reported all works identified and had pursued the Wiltshire Council on outstanding matters that included the deterioration of the road edge on Tor Hill, trip issues on pavements and white line re-painting. A Parish Steward visit had taken place on 18th January 2021. The Council had not received notification of future dates. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
 - i) The Idverde Limited maintenance contract. The Clerk would contact Idverde Limited again to ascertain dates that they had carried out the footpath works during 2020.
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

- i) Principle Traffic Engineer. Since the last Council Meeting, Mr Martin Rose had advised the Council that he would be leaving his role in the traffic team after 26 years to move to a local highways Area Manager (Central) position. He had thanked the Council (and the Chippenham Community Area in general), for their support and patience. He had played an active role in CATG and was often the “name to go to” to get things done. The Clerk, on behalf of the Council, had written to him saying that he had been a stalwart and friend and that Kington St Michael would miss him. **(noted)**

20/031 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. The Field remained open subject to social distancing requirements. Cllr G Gamble reported that a number of projects were under consideration, including a repair and upgrade of the Kick-Wall and the provision of a mirror image Kick-Wall. The repair/replacement of the play area fencing was being considered. Sadly fund raising events had suffered severely due to Covid-19 restrictions. Area Board grant funding had been identified for projects and was being pursued. **(noted)**
- ii) QE2 Recreation Field Capital Works. The Cone Climber and concrete Table Tennis Table had been installed and were being used despite the inclement weather. The release of Section 106 Funding from Wiltshire Council had been requested but not yet received. **(noted)**
- iii) QE2 Recreation Field Maintenance. Mr Clive Grace had continued to carry out repairs to the Play Area and equipment identified in the RoSPA 2019 and 2020 Annual Inspection Reports. Dog “mess” remained an issue and there was still a need to highlight the matter to “users”. The Council would consider any further actions required as a solution needed to be found. **(noted)** Since the last Council Meeting the Clerk had written to an adjacent house/land owner advising that the Council planned to cut a Leylandi hedge (tree line) between the Play Area and his property to produce an easier future maintenance height that the Council would then maintain on a regular basis. **(noted)**
- iv) QE2 Recreation Field Maintenance. – Installation of New Entrance Gates. The replacement gates and entrance works to allow better off-road parking at the entrance had still to be completed but the works were weather dependent. **(noted)**
- v) QE2 Recreation Field RoSPA Report 2020. Works identified were still being addressed and local inspections were now regularly carried out. **(noted)**

b) Notice Boards – There was no update required. **(noted)**

- c) Flooding & Drainage – There were no issues raised that had not been raised previously. Cllr P Macdonald reported that the drainage works required in Stanton Lane were still outstanding. **(noted)**

- d) Parish/Community Website/Social Media – There was no update required. **(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 had been no progress due to Covid-19 restrictions. **(noted)**
- h) Kington St Michael Emergency Plan – There was no report on this occasion. **(noted)**
- i) Village Newsletter – The Coronavirus epidemic continued to create severe implications for the Editor and delivery team. The decision remained not to publish a Newsletter. **(noted)**
- j) Council Award Scheme – There was no update. **(noted)**
- k) Asset Register – There was a need to update the Register to include recent QE2 Field acquisitions. **(noted)**
- l) Insurance – There was a need to update the Council insurance to include recent QE2 Field acquisitions. **(noted)**
- m) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU) including the Registration of Land and Buildings. Pursuant to Minutes 20/021 (f) and (g). Cllr Mrs S Eaton had moved from the Parish and still hoped to attend Zoom Meetings until the next Elections in May 2021. She had circulated a briefing note to all Members at the last Meeting. Members had noted that she was happy to continue, on the Council's behalf, in regards to the Lych Gate road issues but there was a need to seek a new Council Lead Member to continue with the Registration of Land and Property work. The matter had been deferred until this Council Meeting for further consideration. Cllr Mrs Eaton briefed Members on the present position and timescale for a Wiltshire Council response and next actions to take on the (LGVSHRU). She also briefed Members on progress made and requirements to complete the Registrations task. There remained a need for someone to take over the Lead role as Cllr Mrs S Eaton had relinquished the role as it was impractical for her to do so living away from the Parish. No Council Member in attendance was able to take over the role because of existing commitments. There was a requirement to seek local knowledge on historic circumstances in order to produce up to date curtilage plans. To make progress the Clerk agreed to obtain the latest OS Plans for the areas involved and circulate for Members to seek local knowledge from their own contacts. **(noted)**

20/032 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) Wiltshire Council – New Premises Licence Application. Kington Café, 13 Kington St Michael. The Council had been consulted on this application submitted by Gavin Thomas Aplin on the 9th December 2020 with a response

timetable of 6th January 2021. Council Members had been circulated with the details and no objections had been raised. The Clerk confirmed he had written a letter of support on the 11th December 2020. **(noted)**

- b) Wiltshire Council – Briefing Note 20-37. The Briefing Note provided an update on the Housing Land Supply position in Wiltshire at December 2020. **(noted)**
- c) Kington St Michael Post Point. The Community Shop Committee, had advised the Council on the 2nd January 2021, that they had decided to stop operating as a Post Point. They had specifically asked for advice on how the A350 road sign (advertising the Shop and Post Point) should be removed or altered as it was no longer accurate. Recently they had suggested that the wording could perhaps include a reference to Kington Café. The Council had financially supported the Post Point for a number of years, paying 50% of the annual cost. The Council had not been consulted on the potential closure. Some Council Members and Wiltshire Cllr H Greenman recalled the history of community efforts and the successful opening of the Post Office and Post Point, controlled under Royal Mail obligations. The Council was concerned that the proper closure process may not have been followed, also that the loss may have financial implications on the Community Shop. It was understood that Royal Mail technical requirements regarding scanning facilities might have led to the decision. The Council was disappointed that they had not been asked for views before the decision was taken on a community facility that had been supported by the Council. In regards to the A350 road signage. Decisions on this would be made by the Highways Agency and Wiltshire Council and was a matter that the Community Shop Committee needed to promote in order to retain any sign. The Clerk would advise the Shop Committee of the Council's views.
- d) WiltshireOnline – High Speed Broadband – Gigaclear. The Gigaclear Community Engagement Officer, Christopher Morris, had regularly updated the Council since the last Council Meeting on progress and timescales. **(noted)**
- e) Wiltshire Council – Briefing Note 20-39. The Briefing Note provided an update on the Management of Council Business and Publicity during the Pre-Election Period for the Unitary, Parish and Police and Crime Panel Elections on the 6th May 2021. **(noted)**
- f) Annual Parish Meetings 2020 and 2021. Council Members were aware that because of Covid-19 restrictions the APM (April 2020) had been cancelled. The APM (April 2021) was scheduled for 8th April 2021. It appeared likely that this would be cancelled for similar reasons. With this in mind the Council would have gone two years without reporting to the community and giving them the opportunity to raise questions, etc. This was further complicated by the fact that the Council's "life" would end in May 2021, with Elections being scheduled for 6th May 2021. Although the Council had adopted the use of Zoom Audio/Video communications and now held Virtual Meetings **the Council agreed that holding a Virtual Annual Parish Meeting would not be successful**, particularly as many of the Village organisations had not met and would have no reports to provide.
- g) Wiltshire Council Elections - 6th May 2021. The Clerk advised that Political Parties had begun selecting Candidates for the Kington Division Election. The Clerk had already been approached by some of the Candidates to ask if they could receive notification and attend Council Meetings and receive Agendas and Minutes so that they could become familiar with ongoing Parish matters/issues. As the public could attend all Meetings and could view related papers (other than Confidential Items) the Clerk had agreed to provide this service, as there were no costs involved. Candidates would be blind copied into emails until their candidacy was in the public domain. **(noted)**
- h) National Covid-19 Lockdown. The Council was aware that a Lockdown commenced on Tuesday 5th January 2021 until at least mid-February or until a

review takes place. The Council considered if there were any actions that they could take to assist the Community and volunteers during the Lockdown period. The Council had not been approached and would take no actions unless requested to assist. **(noted)**

- i) Emergency/Flood Plan. Wiltshire Council had written to Parish Councils reminding them of the need to have an up to date Plan and being mindful of the Covid-19 pandemic it reinforced the need for volunteer community involvement, with an appointed Parish coordinator in charge potentially having local area coordinators to assist. There was a need to find a volunteer coordinator and the Council would still need to pursue this. **(noted)**
- j) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum. A virtual meeting of the Area Board had taken place on 16th December 2020. A further meeting was scheduled for Wednesday 10th February 2021 at 6.30pm. There had been no meetings of the Area Parish Forum for a year, because of Covid-19 restrictions, and the Council wondered if consideration should be given to holding a Virtual Meeting. The Clerk would discuss with the Forum. **(noted)**
- k) Pavement Parking-Options for Change. Pursuant to Minutes 20/022(h). The Council's preference was to install a Glasdon Manchester Bollard and the Clerk had been asked to investigate costs. The purchase of a bollard, at a cost of between £250.00 and £300.00 was affordable. However, there were other implications that needed resolving before any further progress could be made. The question of legality, both from a highway and land ownership point of view, the possibility and position of mains services within the area chosen and a Local Authority Approved/Licensed Contractor employed to carry out the work. It was not simply a task of digging a hole and concreting in a socket for the self-righting impact Bollard and following further consideration **the Council agreed to continue with the project and the Clerk would contact Wiltshire Council for their views/agreement and ask for a list of approved local contractors. Cllr P Macdonald proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**
- l) Dog Poo Bins. Pursuant to Minute 20/022(i). The Council had agreed that the best solution would be to replace the existing bin with a larger bin, signage and a Poo bag facility and the Clerk had been asked to investigate costs. A Glasdon Retriever City Dog Waste Bin, had an integral bag dispenser and would be fit for purpose. There would be a need for a local contractor to concrete a small base and install. There would also be a need for the Council to regularly install a stock of Poo bags. As discussed previously, the collection of "dog" waste was more expensive than general waste. At the present time there was an historic free collection service. To alter the existing situation may cause a question to be asked and the simple replacement of the existing bin with a general-purpose bin that included dog waste was the preferred option. The Council considered that installing one alongside a Glasdon Retriever City Sack Dispenser would suffice. There would be a need for a local contractor to install. As before there would be a need for the Council to regularly install a stock of Poo bags. **The Council agreed to continue with the project and the Clerk would place the required orders. Cllr P Macdonald proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**
- m) Solar Panel Farm. The Council had noted a proposal to install a solar panel farm on the edge of the Parish and the Public Consultation leading to a formal planning application. The applicant, Eden Renewables, had advised the Council that they were making "substantial redesigns" taking on board feedback and that this had delayed their timetable. **(noted)**
- n) Wiltshire Council Local Plan Review and Gypsy and Travellers Plan Consultations. The Council had been advised that the Consultations (Period up to

2036) commenced on the 13th January 2021 and ended on the 9th March 2021. There were online engagement sessions to find out more on the potential sites in the area. There was a need to sign up for the sessions, to be held using Microsoft Teams, and the sessions that affected the Council's Parish were "Planning for Chippenham" 20th January 2021 and "Planning for Rural Areas" on 1st and 2nd February 2021. Council Members had been emailed the details and the links to register. It was sensible for Council Members and Neighbourhood Plan Steering Group Members to register to receive information for consideration at the next Meeting. (noted)

20/033 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) School Pedestrian Crossing / Tor Hill crossroads white lining update.

There were no further issues raised.

20/034 DATE OF NEXT MEETING

The date of next Council Meeting was scheduled for **7.00pm, Thursday 18th February 2021**. However, Members noted that at the present time the Covid-19 restrictions would prevent this from taking place in a public venue. Should the situation change Members would be advised.

Members had agreed that Virtual Public Meetings through Zoom Video/Audio Communication would provide the opportunity for decisions to be made and this would allow the Council to carry out Council business in a proper manner in compliance with the Law.

Signed:

Chairman, Kington St Michael Parish Council

Date: **18th February 2021**