

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.00pm

Kington St Michael Village Hall, Kington St Michael SN14 6HX

18<sup>th</sup> November 2021

Present: Cllr Emily Hocking (Vice Chairman), Cllr A Hall, Cllr Victoria Ingham, Cllr P Macdonald, Cllr W Roe and Cllr Fiona Twisse.

Also Present: Wiltshire Councillor H Greenman, Wiltshire Police Community Support Officer-4590 Lewis Hawkins, 2 members 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**

- i) Wiltshire Police Community Support Officer-4590 Lewis Hawkins was in attendance and relatively new to the position, replacing Charlotte Windle. He wished to introduce himself and his role and advised that he hoped to become a visible Police presence in the Village, engaging with people and businesses. He highlighted concerns in Chippenham and the surrounding areas that included anti-social behaviour, bike thefts, dog thefts, speeding issues and car thefts, particularly highlighting the need for locking car doors. He wished to open a dialogue with all Parish Councils and was told that it could be beneficial if he attended Parish Forum Meetings where he could have the opportunity of speaking to all Chippenham Community Area Parishes together. He confirmed that he was happy for his contact details to be made available. [Lewis.Hawkins@wiltshire.police.uk](mailto:Lewis.Hawkins@wiltshire.police.uk)
- ii) Mrs Avril Balmforth asked if it was acceptable for Lewis Hawkins' details to be published in the next Newsletter? This was confirmed as being acceptable. Cllr Fiona Twisse discussed requirements for information on the emerging Emergency Plan to be published, seeking volunteer area coordinator assistance.
- iii) Mrs Margaret Pratley asked if the Parish Council should consider planting a suitable tree to celebrate the Queen's Platinum Jubilee June 2022. This would be an item on the next Council Agenda.

#### **REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

Wiltshire Councillor H Greenman briefly reported on Wiltshire Council matters, reporting recent discussions within strategic planning on the lack of a 5-year housing land supply. Recent refusal decisions given by the Strategic Planning Committee had supported local communities and their adopted Neighbourhood Plans rather than approvals given on perceived shortfall 5-year land supply issues. This support now

being given to local communities highlighted the need for Neighbourhood Planning and the requirement for the Parish to persevere with their own Neighbourhood Plan.

**21/064 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr G Gamble (Chairman), Cllr Elizabeth Allen and Cllr J Newton.

**21/065 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders**

Cllr A Hall declared an Interest in all matters involving the Asset of Community Value application for The Plough Inn, Kington Langley.

There were no further Interests declared.

**21/066 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 14<sup>th</sup> October 2021. **Cllr A Hall proposed, Cllr Victoria Ingham seconded and RESOLVED UNANIMOUSLY**

**21/067 PLANNING**

**Planning Applications:** Prior to the consideration of the Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. No representations were received.

- a) PL/2021/09963 – Householder Planning Permission  
Proposed Detached Oak Frame Garage with Room above and Widening of Existing Access to enable Pedestrian Gate to be installed  
Swallow Barn, Upper Swinley Farm, Stanton St Quintin SN14 6DG  
For Mr B Head

Following consideration of the application **the Council resolved to raise no objections to the proposals.**

**Cllr P Macdonald proposed, Cllr Emily Hocking seconded and RESOLVED UNANIMOUSLY**

- b) PL/2021/10374 – Listed Building Consent  
Proposed Detached Oak Frame Garage with Room above and Widening of Existing Access to enable Pedestrian Gate to be installed  
Swallow Barn, Upper Swinley Farm, Stanton St Quintin SN14 6DG  
For Mr B Head

Following consideration of the application **the Council resolved to raise no objections to the proposals.**

**Cllr P Macdonald proposed, Cllr Emily Hocking seconded and RESOLVED UNANIMOUSLY**

- c) PL/2021/09413 – Householder Planning Permission  
Extension to Dwelling & Detached Garage, Material Change  
Trade Winds, Malmesbury Road, Kington Langley SN14 6BQ  
For Mr E Lamming

Following consideration of the application the Council resolved to raise no objections to the proposals.

**Cllr Fiona Twisse proposed, Cllr Emily Hocking seconded and RESOLVED UNANIMOUSLY**

There were no further Planning Applications considered.

**Planning General:** Planning Decisions received and other Planning related Matters.

- a) PL/2021/07035 – Works to a Listed Building  
Demolition and Replacement of an Existing Outbuilding, a Small Garage  
31, Honey Knob Hill, Kington St Michael SN14 6JF  
For Mr Harvey Bull **Withdrawn by Wiltshire Council 2<sup>nd</sup> November 2021**
- b) PL/2021/08891 – Proposed Works to Trees in a Conservation Area  
Pollard Lime Tree. Fell Yew Tree. Fell Lime Tree. Crown Lift up to 2.5 metres to all Lime Trees  
The Church, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HY  
For Colin Labouchere **No objections by Wiltshire Council 1<sup>st</sup> November 2021**

There were no further matters reported.

**21/068 FINANCE** The Council considered financial matters.

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

|   |          |           |
|---|----------|-----------|
| Idverde Ltd. Grounds Maintenance Inv 10820699             | 22.10.21 | £ 431.76  |
| RoSPA Playsafety Limited. Rec Annual Report Inv 59533     | 26.10.21 | £ 111.60  |
| Black Nova Designs. Gov.uk domain Reg 21/22 Inv BND-9275  |          | £ 60.00   |
| Beechfield Reclamation Co, Victorian Tree Guard Inv 13645 | 08.11.21 | £ 265.00  |
| Community Heartbeat Trust. Defib electrodes Inv 10285     | 29.10.21 | £ 98.40   |
| KSM Primary School. Newsletter printing. Inv KSM 202101   | 27.09.21 | £ 96.32   |
| WALC. Member Training. Inv WWALC00273                     | 16.10.21 | £ 36.00   |
| Crackerjack Fireworks. Mission Control 90 etc. Inv 02193  | 23.10.21 | £1,258.84 |

**Cllr W Roe proposed, Cllr Emily Hocking seconded and RESOLVED UNANIMOUSLY**

- b) **Payments made:** The Council noted that no Payments had been made since the last Council Meeting.
- c) **Receipts:** The Council noted the following Receipt that had been received since the last Council Meeting.

|                                     |          |            |
|-------------------------------------|----------|------------|
| Neighbourhood Plan Grant. NPG-12416 | 17.11.21 | £ 7,861.00 |
|-------------------------------------|----------|------------|

- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5<sup>th</sup> November 2021 were:

|                                    |             |
|------------------------------------|-------------|
| HSBC Main Business A/c No 31545043 | £ 57,730.19 |
| HSBC Reserves A/c No 21545078      | £ 45,728.24 |
| HSBC Charities A/c No 71545051     | £ 764.42    |
| HSBC Defibrillator A/c no 51563041 | £ 851.54    |

21/069 **HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, the Council Link Member, advised that he continued to report all works identified and pursued the Wiltshire Council on outstanding matters. Parish Steward visits had been scheduled for 1<sup>st</sup> November and 29<sup>th</sup> November 2021. The public footpath clearance at The Ridings had been completed. There was particular concern that there was little Wiltshire Highways verge cutting taking place and that it appeared that natural dieback was being allowed to occur rather than any cutting. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
  - i) The Idverde Limited maintenance contract. The QE2 Field Group had been asked to consider what maintenance requirements should be included in an updated contract. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish. There were no matters raised. **(noted)**

21/070 **UPDATE ON STANDING ITEMS**

a) **Recreation Ground –**

- i) QE2 Recreation Field Group. There had been concentration on the Bonfire Night and nothing else to report. **(noted)**.
- ii) QE2 Recreation Field Capital Works. The contractor had been appointed to install the Notice Board, multi-purpose bin and bag dispenser. **(noted)**
- iii) QE2 Recreation Field Maintenance. Cllr P Macdonald reported that there had been agreement with the adjacent landowner on the cutting of the trees/hedge between the play area and his property. **(noted)**
- iv) QE2 Recreation Field Multi-Purpose Waste Bin & Dog Poo Bag Dispenser. A site meeting had taken place with the installation contractor and costs agreed. **(noted)**
- v) QE2 Recreation Field Notice Board. Delivery was delayed but expected later in the month. **(noted)**
- vi) QE2 Recreation Field RoSPA Inspection. The Annual RoSPA play area inspection report had been received and matters raised being addressed. **(noted)**
- vii) QE2 Recreation Field Bonfire Night 2021. The event had taken place on Saturday 6<sup>th</sup> November 2021 and had been a success. **(noted)**

b) **Notice Boards –** There were no new issues raised. **(noted)**

- c) **Flooding & Drainage** – There were no new issues raised. **(noted)**
- d) **Parish/Community Website/Social Media** – The new Council website still remained in the design process. Cllr Emily Hocking asked Council Members who had not yet submitted details to please do so within 7 days. **(noted)**
- e) **Tor Hill Footpath Project** – It was reported that the consultants had now been approached to review the project and to advise accordingly. **(noted)**
- f) **Kington St Michael Village Hall** – There was no update on this occasion. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr Emily Hocking reported that the Groundwork UK grant funding had now been received and the Steering Group would now proceed with further consultation, including a call for sites process. **(noted)**
- h) **Kington St Michael Emergency Plan** – Cllr Fiona Twisse updated the Council on progress and information that was required to build the Plan. Her intention was to include a newsletter article, requesting area volunteers for assistance reporting to a coordinator. The Council must ensure in future that adequate emergency supplies and equipment are held within the Village, using the Wiltshire PEAS scheme. **(noted)**
- i) **Village Newsletter** – The Editor advised that there had been positive feedback on her first edition and asked for approval to increase the size of the next edition that would include various Parish Council matters and the Police Community Support Officer's details. **(noted)**
- j) **Council Award Scheme** – There was no update. **(noted)**
- k) **Asset Register** – There was no update required. **(noted)**
- l) **Insurance** – There was no update required. **(noted)**
- m) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. There was no update on this occasion. **(noted)**
- n) **Community Safety/Neighbourhood Watch**: The Clerk advised that following the publication of the last Village Newsletter several Parishioners had asked to be included in an email database and they were now receiving community messages and the like. **(noted)**
- o) **Data Protection. GDPR** – There was no update required. **(noted)**
- p) **Queen's Platinum Jubilee 2022**. There was no update on this occasion. **(noted)**

#### 21/071 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**. There were no new issues raised. **(noted)**

- b) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The Council was aware that there were a number of outstanding traffic surveys throughout Wiltshire and the delay in providing the survey remained. A date had now been agreed with Kirsty Rose, Wiltshire Council Highway Officer to visit. **(noted)**
- c) **Pavement Parking-Provision of Bollards.** The estimate for installation, highway licensing etc., was awaited from the installation contractor. **(noted)**
- d) **Community Area Transport Group.** Kirsty Rose, Wiltshire Council Highway Officer was to visit on the 23<sup>rd</sup> November 2021 to assess the Advisory pedestrian crossing matters. **(noted)**
- e) **Asset of Community Value - The Plough Inn, Kington Langley.** The Council was aware that on the 11<sup>th</sup> November 2021, Wiltshire Council had determined not to list the property. Cllr A Hall advised that the applicant was taking legal advice in order to consider and possibly pursue the matter further. **(noted)**
- f) **Parish Council Database.** The Council had agreed the need to involve Parishioners more in local matters, to raise enthusiasm levels and increase involvement and participation. The Clerk had earlier reported that some Parishioners had joined an email database as a result of the Village Newsletter article and were now receiving information. It was suggested that Council Members invite those within their own "Address Book" to register. **(noted)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The next Area Board Meeting was scheduled for Monday 13<sup>th</sup> December 2021 at 7.00pm. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- h) **Kington St Michael Parish Council Policies.** Pursuant to Minute 21/061 (m). The Council had received the draft Parish Council Standing Orders and Financial Regulations based upon Model Templates prepared by NALC and the LGA at the last Council Meeting. The matter had remained for final consideration until this Council Meeting. The related documents now included the requirement for a quorum of 4 as requested by the Council. **The Council agreed to adopt the updated Standing Orders and Financial Regulations. Proposed Cllr A Hall, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY**
- i) **Kington St Michael Parish Council Policies.** At the Annual Council Meeting, held on the 20<sup>th</sup> May 2021, the Council had agreed to consider any changes required to existing Adopted Policies at future Meetings. Members were now aware that there was a proper process to be followed, with any changes proposed/suggested needing to be agreed by the Council and then finally agreed at the following Council Meeting giving time for reflection. It was normal practice, to ensure correctness, to follow national guidelines as far as possible. The Parish Council's Complaints Procedure, when last adopted, followed national guidelines at that time with small changes to accommodate local circumstances. The Procedures mainly included Council administration, decisions and Members and Employees conduct and how the Council reacted to complaints. There was a need to consider updating the existing Procedures as considered necessary. In addition a Frivolous, Abusive, Vexatious Requests & Complaints Policy was available and this applied equally to Councillors, Employees, Contractors, Members of the Public and Media. This provided

protection for Council Members, particularly in harassment situations. As before there were a number of Model Templates and Guidelines prepared by NALC and the LGA and the draft circulated was based upon these for Members consideration. **The Council agreed that the draft updates were acceptable and further consideration and agreement would be given at the next Council Meeting. Proposed Cllr Emily Hocking, seconded Cllr A Hall and RESOLVED UNANIMOUSLY**

- j) **The Down Gospel Trust.** Minute 21/061 (f) referred. The Council had been advised by Mr Andy Turner that they would be happy to donate litter picking equipment and provide volunteers to assist with Saturday morning litter picking or some grass cutting within the Parish as part of their outreach projects. The Council had welcomed this. However, to date there had been no contact made by any local organisation/s taking up the offer. A response would need to be made and consideration given to storage of the equipment, possibly in the Village Hall storeroom. The Clerk would respond. **(noted)**
- k) **Council Member Retirement.** Members were aware that the Council had honoured the late Bill Isaac by planting his choice of specimen tree at the Recreation Ground. The Council was advised that in memory of their, dear friend, Barry Hayne and Richard Davies wished to donate and install a Victorian tree guard they had sourced to protect the tree and had asked for the Council's thoughts. Council Members welcomed the idea.
- l) **Council Member Retirement.** Pursuant to Minute 21/061 (o). Members were aware that the Council had agreed to honour the work of former Councillor Roger Sealy by planting his choice of specimen tree at the Recreation Ground. An earlier Agenda item referred to the intended installation of a donated Victorian tree guard to protect the late Bill Isaac's tree. As the trees would be of similar species and in close proximity to one another **it was agreed that the trees should have matching guards.** Consequently, a similar Victorian tree guard had been sourced and purchased. There was still a need to purchase and plant the Holm Oak during this planting season and Cllr G Gamble would be asked to lead on this.
- m) **Former Council Member Memorial Stone.** Members were aware that the Council honoured the late Bill Isaac by planting his choice of specimen tree at the Recreation Ground. Following Bill's recent funeral a lifelong school friend had raised the issue of the provision of a memorial stone and whether the Council, as landowner, would agree to it being installed by the tree. **The Council agreed to raise no objections** but asked that they see a design of the Stone to ensure that it is an acceptable design for a prominent position.
- n) **Wiltshire Council - Briefing Note No 21-20.** The Council had received a Briefing Note in regards to the Wiltshire Community Environmental Toolkit. **(noted)**
- o) **Wiltshire Council - Briefing Note No 21-21.** The Council had received a Briefing Note in regards to the Wiltshire Planning Policy for Renewable Energy. **(noted)**
- p) **Agenda Standing Items.** Cllr A Hall had asked the Council to consider whether they should include an additional Standing Item Update in regards to the Kington St Michael United Charities on the basis that it was one of the Village's major bodies. The Council usually appointed a Council Representative at their Annual

Council Meeting and had usually provided the opportunity for all Council delegated representatives to external organisations to provide updates as a specific item in the Public Session. It had been normal for the Council to include organisations in the Standing Updates where the Council itself had a more formal role as a Trustee and was part of the governing circumstances. The Kington St Michael United Charities was a separate body and the Council had no formal role. The Council's nominee to the Trustees became a Charity Trustee appointment in a personal capacity. The Council considered and accepted that this was the position and that it was for the Charity to determine, in addition to any report they might provide at the Annual Parish Meeting, if they wished to provide the Council with news that would then be in the public domain. The Clerk was asked to write to the Charity to ask if they would like the opportunity of updating the Council on a regular basis throughout the year.

- q) **Wiltshire Council - Briefing Note No 21-22.** The Council had received a Briefing Note in regards to the Wiltshire Covid-19 Update. **(noted)**
- r) **Wiltshire Council - Briefing Note No 21-23.** The Council had received a Briefing Note in regards to the Wiltshire Council Democratic Meetings following recent Briefing Note 21-10. **(noted)**
- s) **Town & Parish Precepts 2022/2023.** The Council had been notified of the timescale to submit their Precept Requirement for 2022/2023, being 18<sup>th</sup> January 2022. They had also been advised of their Band D Tax Base, being (320.62). As usual the Band D property charge would result from the Council's Precept divided by the Tax Base. Last year the Tax Base had been (324.57) with Precept £42,993.32 resulting in a £132.46 Band D property charge. The Council would meet on the 20<sup>th</sup> January 2022 and Wiltshire Council had been advised that the Council would respond on the 21<sup>st</sup> January 2022. **(noted)**
- t) **Wiltshire Council - Briefing Note No 21-25.** The Council had received a Briefing Note in regards to the Wiltshire Council Community Governance Review. Fortunately this did not involve Kington St Michael Parish, nor those covered in Briefing Note 21-18 included on the last Council Agenda. However, there was a survey that the Council considered on a name change for an adjacent Parish. Requested by Biddestone Parish was a name change to Biddestone & Slaughterford Parish on the basis that both areas were considered equally important. **The Council agreed to support this request.**
- u) **Wiltshire Council - Briefing Note No 21-26** The Council had received a Briefing Note in regards to the Wiltshire Council Christmas Waste and Recycling Collections and HRC Opening Times 2021. **(noted)**

**21/072 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

**21/073 DATE OF NEXT MEETING**

The next Council Meeting was confirmed as **7.00pm, Thursday 20<sup>th</sup> January 2022.**

Signed:

Chairman, Kington St Michael Parish Council

Date: **20<sup>th</sup> January 2022**