

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Virtual Council Meeting held at 7.00pm

17th June 2021

Present: Cllr G Gamble (Chairman), Cllr Elizabeth Allen, Cllr A Hall and Cllr W Roe

Also Present: Wiltshire Councillor H Greenman 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

There were no Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor H Greenman reported that in recent discussions with Elected colleagues he had become more aware of the lack of staff at Wiltshire Council, impacting on the support they could now give to Elected Members. He was particularly concerned at the resulting stress levels being incurred.

There were no further Reports received.

21/022 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Emily Hocking (Vice Chairman), Cllr P Macdonald and Cllr J Newton.

21/023 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.

21/024 MINUTES Members had previously been circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Parish Council Annual Meeting held 20th May 2021, subject to the inclusion of the wording “community volunteer” under Minute 20/008 - Lych Gate Project after the name of Mrs Sandra Eaton to indicate that despite no longer being a Parish Councillor she had agreed to continue with the Lead Role. **Cllr W Roe proposed, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY**

- b) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 20th May 2021. **Cllr W Roe proposed, seconded Cllr A Hall and RESOLVED UNANIMOUSLY**

21/025 PLANNING

Planning Applications:

There were no Planning Applications considered.

Planning General: The Council received notification of Planning Decisions received and other Planning related Matters.

- a) PL/2021/03026 – Householder Application
 Extensions to Dwelling and Detached Garage
 Trade Winds, Malmesbury Road, Kington Langley, Nr Chippenham, Wiltshire
 SN14 6BQ
 For Mr E Lamming **Approved with Conditions 12th April 2021**
- b) 20/04812/FUL
 Change of Use of Land from Agriculture to Mixed Use Agriculture, Stationing of
 One Residential Caravan and Storage of Machinery (Retrospective)
 Lakeside Park, Kington Lane, Stanton St Quinton. SN14 6HE
 For Mr K Stinchcombe **Approved with Conditions 3rd September 2020**

At the last meeting the Council was made aware that a potential situation of non-compliance with the Conditions was/could be occurring. There was no update available. **(noted)**

21/026 FINANCE The Council considered financial matters.

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

Idverde Ltd. grounds maintenance 01/05/21-31/05/21 Inv 10808156	£ 431.76
Mrs L Durno Website Management Contract 21/22	£ 700.00
WALC Member Training fees. Inv WWALC00113 21.05.21	£ 36.00
Mr C Grace. Recreation Field/Play Ground reimbursement costs	£ 24.00
Place Studio Ltd. Neighbourhood Plan support. Inv 5918	£ 450.00

Cllr G Gamble proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

- b) **Payments made:** The Council noted that no Payments had been made since the last Council Meeting. **(noted)**
- c) **Receipts:** The Council noted that there had been no Receipts since the last Council Meeting. **(noted)**
- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 11th June 2021 were:

HSBC Main Business A/c No 31545043	£ 47,199.54
HSBC Reserves A/c No 21545078	£ 45,726.31
HSBC Charities A/c No 71545051	£ 764.37

e) Annual Governance and Accountability Return Year Ending 31st March 2021

The Council was advised at the last Meeting that last year (19/20) it had been required to submit an Annual Return to the External Auditor, PKF Littlejohn LLP, to carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This had been because although Council spending was below the £25,000.00 threshold, Council income had exceeded the threshold. Parish Councils could still apply for a Certificate of Exemption from the external requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31st March 2021. The Parish Council was advised that spending and income for Year ending 31st March 2021 exceeded both of the thresholds, being £53,317.27 income reflecting around £22,579.27 grant income received in addition to the Precept and £45,490.84 expenditure reflecting around £22,130.41 capital works completed in the year. A Receipts and Payments Accounts spreadsheet was circulated for consideration and approval. Members noted that to overcome Covid-19 Lockdown restrictions on holding Council Meetings during the year the Petty Cash Fund had been increased to pay several invoices by Petty Cash throughout the year.

The Parish Council needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales. The Annual Return Part 3 documents were circulated, completed and signed where appropriate by the Clerk and Chairman.

The Clerk advised that despite Covid-19 Lockdown difficulties the Internal Audit had been carried out. The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31st March 2021 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2021. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been circulated with the Year End 31st March 2021 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

Cllr Elizabeth Allen proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

21/027 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, this included works to the Cherry trees impinging on BT phone lines at The Riding. Parish Steward visits were scheduled for 10th June, 8th July and 5th August 2021. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
 - i) The Idverde Limited maintenance contract. Recent communications had indicated that the recent weather conditions had impacted on their work program but that efforts were being made to cut all Rights of Way contracted during the next 7-10 days. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
 - i) Advisory Pedestrian Crossing update. The issue was now being considered by CATG. **(noted)**
 - ii) Tor Hill Highway Surface. It was reported that following highway works there were significant dangers resulting from loose stones within the highway. There was a need for immediate action to resolve the problem, possibly by coning off in the first instance.

21/028 UPDATE ON STANDING ITEMS

- a) Recreation Ground –
 - i) QE2 Recreation Field Group. There was no update in this occasion. **(noted)**
 - ii) QE2 Recreation Field Capital Works. Works to the Kick Wall area would be completed soon. **(noted)**
 - iii) QE2 Recreation Field Maintenance. Idverde Ltd had been requested to bring forward the next grass cutting and weed clearance as there was considerable growth since the last cut. There was no further update on this occasion. **(noted)**
- b) Notice Boards – A later Agenda item related to the provision of an additional notice board at the Recreation Ground and the possible replacement of others as a new Council Project. **(noted)**
- c) Flooding & Drainage – There were no issues raised. **(noted)**
- d) Parish/CommunityWebsite/Social Media – The new Council website was still in the design process. Council Members were reminded that photographs had been requested and that they had been asked to search for suitable views of the Parish and buildings. Council Members were also reminded that Parish Council Membership details were required (photo, address, telephone number and email address) for inclusion. **(noted)** Since the last Council Meeting a Council Member has been “scammed” using an email address unconnected with the Council or any Council Member but initially, as often was the case, it appeared genuine. The matter had been reported to Wiltshire Council for any assistance they could provide. **(noted)**

- e) Tor Hill Footpath Project – There was no update on this occasion. **(noted)**
- f) Kington St Michael Village Hall – The Council had been previously advised that the Hall would not be re-opening for bookings until the 30th July 2021. Should the situation change to an earlier date the Council would be advised, which would allow the commencement of face-to-face Meetings subject to risk assessment. The Village Hall Committee had written to the Council asking for the names of the two new Council representatives following the retirement of former Cllr Ian Gray. They had been advised that Cllr Elizabeth Allen had been nominated to fill one of the positions and that when the Council had filled all of the Council Vacancies it would be in a position to consider a second nomination **(noted)**
- g) Kington St Michael Neighbourhood Plan – The Steering Group had held a virtual meeting on the 7th June 2021 and had taken stock of the present position, what had been achieved to date and considered a forward plan. **(noted)**
- h) Kington St Michael Emergency Plan – The Wiltshire Council template had been circulated to Council Members. It was accepted that there would need to be commitment to produce an up to date Plan and that a Lead Member would be required. The Council deferred consideration until Member Vacancies were filled when a Council Lead could be agreed. **(noted)**
- i) Village Newsletter – There had been no change in circumstances since the last Council Meeting. **(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. Mrs S Eaton had advised that there had been no change in circumstances since the last Council Meeting. In regards to the Registration of Land and Property Cllr G Gamble reported that he had now been able to arrange an on-site meeting with Mr N Farr to discuss historic boundaries. **(noted)**
- n) Community Safety/Neighbourhood Watch: Minute 21/028 (h) above also refers. Following the Emergency Plan update it was hoped that volunteer area coordinators could be found. **(noted)**
- o) Data Protection, GDPR – There was no update required. **(noted)**

21/029 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) Parish Council Vacancies. As a result of the Parish Council Elections held on 6th May 2021 the Council was aware that there were 2 Council Member Vacancies. The Council could co-opt eligible and suitable applicants to serve for the 4-year term. There would be a requirement to sign a Declaration of Office before any

person co-opted could take up the position. There remained a need to seek candidates and, if suitable, agree to co-opt. The Vacancies needed to be advertised by word of mouth, notice boards, social media and the website to attract interest. There was a need for a transparent decision process. The Clerk reported that he had received an approach from one Parishioner and had advised that the process was underway to fill the positions and that further contact would be made. **(noted)** The Clerk reminded all Council Members that there was a need to complete or update the Register of Interests held on the Wiltshire Council website. **(noted)**

- b) WiltshireOnline – High Speed Broadband – Gigaclear. Works had continued throughout the Parish causing disruptions, diversions and access issues throughout the village. Adequate reinstatement was a necessity. Mention had been made earlier in the Meeting about loose stones on the Tor Hill highway surface and the need for immediate action. **(noted)**
- c) Parish Council Meeting Dates 2021-2022. Council Members were aware that as from the 7th May 2021 Virtual Council Meetings were no longer allowed and the Council had been expected to return to face-to-face Meetings. The Village Hall would need to be available to comply with social distancing requirements and safety. It was understood that the Village Hall would not be open for bookings until after 30th July 2021. It was also understood that alongside any face-to-face Meeting, arrangements would need to be made for the virtual attendance of others. **(noted)**
- d) Pavement Parking-Provision of Bollard. The Council had agreed at the last Meeting that two Glasdon Manchester Bollards would now be required. The Council had needed to consider the exact locations for the bollards and had done so since the Meeting. There was also the need to seek the views from any near neighbours and the Highway Authority to ensure that all was in order. The Highway Authority had been approached in regards to details of any underground utilities that they were aware of and any highway safety issues and a response was awaited. No approach had yet been made to any near neighbours and the Council considered how to proceed with this consultation determining that this could be done by word of mouth. Local Members would seek views and report any adverse comment.
- e) Community Area Transport Group. CATG had met on the 1st June 2021. Cllr A Hall had attended on the Council's behalf and reported that this had been valuable and added weight to any local matters raised by the Parish Council. The Notes of the Meeting had been received and circulated. Of particular interest to the Parish Council was the reference to the "advisory" pedestrian crossing, which would now be taken forward for further consideration. **(noted)**
- f) Wiltshire Operational Flood Group North. A Meeting had been held on the 19th May 2021. Similar to CATG attendance was valuable and provided added weight to any local matters raised by the Parish Council. Further Group Meetings were scheduled for 21st July, 15th September and 17th November 2021. **(noted)**
- g) Emergency/Flood Plan. Minute 21/028 (h) above also refers. Wiltshire Council had reminded Parish Councils of the need to have an up to date Plan. Being mindful of the Covid-19 pandemic they had reinforced the need for volunteer community involvement, with an appointed Parish coordinator in charge potentially having local area coordinators to assist. The Wiltshire Council template had been circulated to Council Members since the last Meeting. It was

accepted that there would need to be commitment to produce an up to date Plan and that a Lead Member would be required. The Council deferred consideration until all Member Vacancies were filled when a Council Lead could be agreed. **(noted)**

- h) Asset of Community Value - The Plough Inn, Kington Langley. The Council had supported an application by a volunteer group, for the Registration of The Plough Inn as an "Asset of Community Value" albeit that the site was not within the Parish. Wiltshire Council had made the decision not to list The Plough as an Asset of Community Value. Cllr A Hall had provided an update-briefing note prior to the Meeting on further actions taken to date to move the matter forward for a review of the decision that was felt to be unjustified. Members of the community had set up Kington Communities Enterprise Limited who had submitted a further more detailed/developed application and the Parish Council would be asked for further support during the consultation period. Should the consultation deadline expire before the Council next met on 15th July 2021 the Clerk would submit a letter of support as on the previous occasion. The Council would be kept informed. **(noted)**
- i) Council Member Training. There was a requirement for continuous training for Council Members, both "new" and "old", and was a requirement for Quality Council status. WALC (Wiltshire Association of Local Councils) had advised that they were running a number of "Councillor Fundamentals" training sessions open to new Councillors and existing Councillors seeking a refresher. Cllr A Hall had taken the opportunity of attending a recent virtual session and briefly updated the Council on the value. The previous Council had often considered hosting a WALC training session and inviting neighbouring Parishes. Covid-19 had impacted on the idea. WALC had been proactive in promoting training following the recent elections and may continue to do so. At this time, with the requirement to fill two Vacancies, the Council deferred consideration until they had a Full Membership when the Council's needs were known. **(noted)**
- j) Parish Council Database. The Council had considered how to involve Parishioners more in local matters to raise enthusiasm levels and to increase involvement and participation. To enable better engagement with the electorate the Council had agreed to develop a communications strategy with an email database that allowed communication of newsletters, briefings, etc, alongside existing communication through the website, the Parish Newsletter and social media. The Council deferred consideration until more Members were present to consider options further. **(noted)**
- k) Parking Notice-Fly Posting. Since the Council had last met the Council had been advised and Members had noted that a notice had been erected on a telegraph pole in the High Street indicating that the area was a residents only parking area. In addition the "polite notice" advised that visitors should use available car parks. The matter raised a number of issues. The fly posting did not appear to be of a temporary nature, such as advertising a forthcoming event with the likelihood of its removal after the event, but took an appearance of being a legal notice. It was factually incorrect in that parking in the highway was unrestricted and not solely for residents and that there were no public car parks available. The parking area in close proximity was in theory for the users of the Village Hall and Shop. The Parish Council was aware that it was not an enforcement authority and could simply take no action or could pass the matter on to others but they took the opportunity of considering if any local actions might be appropriate as undoubtedly parking in the High Street had always been an issue. The Council

did not wish to appear heavy-handed and was unaware who had erected the signage. Consequently, **the Council agreed** that an educational approach to residents in the local area might be a sensible action and with this in mind a note would be produced and delivered advising that, despite nuisance there were no restrictions to parking within the highway throughout the High Street and that there were no alternative public car parking areas available.

- l) Recreation Field Notice Board. The Council had received a request from the QE2 Field Group to consider the provision of an additional public notice board at the entrance to the QE2 Recreation Field. The Council was in the process of considering a communications strategy and notice boards were part of this alongside social media, etc. The Council had two existing notice boards, one free standing at The Ridings, the other wall hung near the Old Village Hall in the High Street. In considering the request the Council were invited to consider a corporate approach with the replacement of the existing notice boards together with a new notice board at the Recreation Field all matching with similar colours and headings. **The Council agreed that** the provision a public notice board at the entrance to the QE2 Recreation Field was sensible and should proceed. In addition costs should be investigated for the provision of replacement notice boards for further consideration as a phased project, potentially part funded by Area Board Grants.
- m) Wiltshire Council Weather Team. The Council had been asked to undertake an audit of salt bins and to let the Weather Team know which ones require refilling or replacing due to damage prior to the forthcoming winter. Council Members would consider further having identified requirements. **(noted)**
- n) Council Member Retirement. The Council had previously noted the work of long standing Council Members following their retirement from Council. Recent examples were the provision of a public bench and the planting of a specimen tree. A long standing Council Member had stood down at the recent Parish Council Elections and **the Council agreed that** this was an occasion when a similar situation existed. The Clerk would write to the retired Member seeking his views and what a suitable award might be.
- o) Queen's Platinum Jubilee 2022. Cllr Elizabeth Allen had suggested that the Council should consider how they might become involved in the Queen's Platinum Jubilee Celebrations occurring next year. Various national projects/schemes were being promoted, including tree planting and also a chain of Beacons to be lit at 9.15pm on 2nd June 2022. The Council was mindful of community involvement in previous Jubilee's and similar celebrations when most organisations and groups joined together to create successful events. There was a need for community leaders to come together to propose and support initiatives and Cllr Allen agreed to be the Council Lead Member. She raised the issue of potential advanced funding requirements, possibly repaid from funds raised during the events. This was not a Parish Council project or a present budget item but in theory, if agreed, could be partially funded by taking funds from revenue savings or become a one off growth item in the budget setting process for next year's Precept. There were limitations on Council Section 137 Grant spending each year to local organisations and formal requests would need to be submitted and considered. The principle of initial pump-priming the celebrations **was agreed** but could not be open ended and further details and costings would be required for consideration at a future Council Meeting. Cllr Allen would update the Council on progress at a future Meeting.

- p) Wiltshire Council - Briefing Note No 21-08. The Council had received a Briefing Note in regards to the suggestions for improved or enhanced bus services in Wiltshire. The deadline for suggestions was Wednesday 14th July 2021. The timescale was short and individuals should consider and submit responses. **(noted)**
- q) Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum. Members were advised that a virtual Area Board Meeting had been held on Monday 14th June 2021. The Agenda had been circulated. No Member had attended. Wiltshire Cllr H Greenman advised that it had been a long Meeting with announcement of a new Annual Area Board Model of four Business Meetings held and multiple engagements held at other times focused on Area Board priorities. Additionally working groups covering youth, health and wellbeing and also transport would meet linking to the Area Board. A Chippenham Community Area Status Report Autumn 2020/Spring 2021 was provided and a number of grants were given. The next Area Board Meeting was scheduled for Monday 27th September 2021 at 7.00pm. **(noted)**

21/030 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

21/031 DATE OF NEXT MEETING

The next Council Meeting was confirmed as **7.00pm, Thursday 15th July 2021.**

Signed:

Chairman, Kington St Michael Parish Council

Date: **15th July 2021**