

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

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

17th February 2022

Present: Cllr Gamble (Chairman), Cllr Allen, Cllr Hall, Cllr Hocking (Vice Chairman), Cllr Ingham, Cllr Macdonald, Cllr Newton, Cllr Roe and Cllr Twisse.

Also Present: 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) Mrs M Pratley reminded the Council that the requested works to clear Brambles was still outstanding. Cllr Macdonald advised that it was on the Parish Steward's task list.
- ii) Mr J Hall, on behalf of the Neighbourhood Plan Steering Group, raised the issue of additional support being required to continue the process, particularly from the younger element with computer skills. It was acknowledged that the Parish Council was required to keep at arms length from the whole process. There was a need to ask for assistance in the next Newsletter.
- iii) Miss Helen Bailey had submitted two written questions to the Council.
 - a) Community Speedwatch. She requested an update on the Speedwatch programme planned for the village having put her name down for training. Traffic was increasing all the while and with road works and road closures the village being used as a rat run was not acceptable. She requested that Wiltshire Council should provide signage indicating that all routes to the village were "Unsuitable for Diversions". **In response the Council confirmed that** there was slow progress in forming the Speedwatch Team as there was a process to follow that started with the required highway survey by Wiltshire Council that would allow volunteers to be checked and trained by Wiltshire Police. A later Agenda item suggested that the volunteer team be in place in readiness for the training to start.
 - b) Village Newsletter. She commented on how she looked forward to receiving this, but it raised the environmental issue. Moving forward, by reducing paper and ink, reducing Parish Council costs and benefiting the environment could "Online" villagers be offered a full colour e-version as opposed to delivered hard copy. This could open up many opportunities to become more interactive and with the village Facebook pages being so successful it could be beneficial for interaction with an e-newsletter, which would be available beyond the village limits. **In**

response the Council suggested that this would need to be considered fully by the Newsletter editor, the delivery team and others involved within the Parish to see if there was a workable solution.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

The Clerk reported that since Agenda publication three matters had arisen for information that referred to Agenda items or previous discussions.

- i) CPRE Wiltshire Best Kept Village Competition 2022. The Council had received prior notification of this at the last Council Meeting (Minute 081/21 (t) referred). The invitation to enter the Competition had now arrived. **The Council confirmed that no entry** would be made this year and that the matter could be raised as a Newsletter article and possibly be an Annual Parish meeting item to seek Parishioners views.
- ii) Closure of B4069 – Lyneham to Sutton Benger (Parts). Wiltshire Council had notified the Council of the immediate closure and re-directions in place following a landslip on the Lyneham Banks from Hollow Way junction Lyneham to B4122 Sutton Benger.
- iii) Chippenham Community Area Transport Group – CATG. Later Agenda item 8 (f) referred to the CATG Meeting to be held on 22nd February 2022. The Agenda for the Meeting, the Notes of the previous Meeting and the Microsoft Teams joining link had now been received.

There were no further Reports.

21/084 APOLOGIES FOR ABSENCE

All Council Members were in attendance. Apologies were received from Wiltshire Councillor H Greenman.

21/085 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

Cllr Macdonald declared an Interest in Agenda Item 6 (c) (ii) in relation to Grove Lane. Cllr 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.

21/086 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 20th January 2022. **Cllr Newton proposed, Cllr Macdonald seconded and RESOLVED UNANIMOUSLY**

21/087 PLANNING

Planning Applications: Prior to the consideration of the Planning Application/s, the

opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. The Council had received no representations.

- a) PL/2021/11886 – Prior Approval Part 3 Class Q: Agricultural Buildings to Dwellinghouses
Renovation of Existing Steel Frame Barn to Form a New Dwelling House using the Existing Footprint of the Barn
Plantation Barn, Land at Honey Knob Hill, Kington St Michael, Wiltshire SN14 6JX For Mr Tony Hughes

The Council noted that this application related to a legal determination by Wiltshire Council. In these circumstances the normal planning merits of the proposal, that would have included a required change of use, could not be considered. Comment was made that in normal circumstances it would have been unlikely that a favourable conclusion would have been reached. With this in mind the Council restricted their consideration to the requirements of permitted development rights and could offer no opinion on compliance, or not.

The Council determined that Wiltshire Council should be advised that if the proposal fell within Permitted Development Rights under Class Q, the Parish Council could have no objections to raise.

Cllr Macdonald proposed, Cllr Newton seconded and RESOLVED UNANIMOUSLY

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

There were no matters reported.

21/088 FINANCE The Council considered financial matters.

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

Idverde Ltd. Grounds Maintenance 01/01/22-31/01/22 Inv 10831085	£ 431.76
KSM Primary School. Newsletter printing. Inv KSM 202102	£ 96.32
Place Studio Ltd. Neighbourhood Planning Support. Inv 5964	£ 2,700.00
Mr C Grace. Recreation Field/Play Ground maintenance. Jan/Feb 22	£ 39.98
Cyan. Corido Balmoral 6ft Queen's Platinum Jubilee Bench	£ 598.00

Cllr Newton proposed, Cllr Roe 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 that no Receipts had been received since the last Council Meeting.
- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 4th February 2022 were:

HSBC Main Business A/c No 31545043	£ 61,142.16
HSBC Reserves A/c No 21545078	£ 45,729.40

HSBC Charities A/c No 71545051	£	764.45
HSBC Defibrillator A/c no 51563041	£	851.57

21/089 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr Macdonald, the Council Link Member, advised that he continued to report all works identified and pursued the Wiltshire Council on outstanding matters. It appeared that “temporary” solutions had been made to edge of road potholes/ruts and associated verge erosion in Stanton Lane with warning signage erected. He referred to the uncompleted bramble clearance. He had made “temporary” repairs to the drain cover in the footpath in front of the Old Village Hall/Stubbs Lane corner. He had contacted Utility Companies and the liability fell to private owners, potentially the Village Hall Committee who would now be advised. Parish Steward visits were scheduled for 24th February, 24th March and 25th April 2022. **(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 was still considering maintenance requirements. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
- i) Wiltshire News-10th February 2022. The Council had received a recent Newsletter from Wiltshire Council that advised of the “Wild About Wiltshire” initiative. It also provided the 2022 grass-cutting schedule and raised the possibility of attending a number of virtual meetings with the Wiltshire Council Streetscene Portfolio Holder and Officers. There were several grass areas within the Parish that were or could be affected by the proposals in regards to the proposed cutting schedules and in addition the possibility existed for some “wild areas” to be introduced. **The Council agreed to defer further consideration** until the next Council Meeting to give Members the opportunity to view, consider and bring forward proposals.
- ii) Grove Lane. Following an approach by Wiltshire Highways in regards to the potential obstruction of the public highway, by cultivation of the highway verge (planted flowers/shrubs/landscaping within the verge) the matters had been investigated further and the Council was informed that under the Highways Act 1980 an individual owner could apply for a License under Section 142 to resolve the matter. This licensing was not available for un-owned land. However, any Parish Council could apply under Section 96 of the Act for a similar License, being a Public Authority. Cllr Macdonald was asked to report on the issue and a background document in regards to the Highways Act 1980 Section 96 was circulated. Before a final decision the **Council agreed to defer further consideration** until the next Council Meeting to give Members the opportunity to view, consider and bring forward proposals for any other highway verges that might be suitable for inclusion in any License application.

21/090 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. Cllr Hocking reported that Bonfire Night 2021 had been a great financial success with a record-breaking profit. **(noted)**.
 - ii) QE2 Recreation Field Capital Works. It was reported that the hardstanding area by the entrance gates had now been increased in size. **(noted)**
 - iii) QE2 Recreation Field Maintenance. It was reported that the cutting of the trees/hedge between the play area and the adjacent property had now been completed. Future consideration would be given to installing a tractor access gate for future maintenance as this would avoid the need for difficult hand maintenance. There was a need to replace several areas of the play area timber fencing that had reached end of life. **(noted)**
 - iv) QE2 Recreation Field Multi-Purpose Waste Bin & Dog Poo Bag Dispenser. It was reported that the works were now completed. **(noted)**
 - v) QE2 Recreation Field Notice Board. It was reported that the work was now completed. **(noted)**
 - vi) QE2 Recreation Field RoSPA Inspection. The matters raised in the Annual RoSPA play area inspection report were being addressed, including repairs to recently noted rope netting damage. **(noted)**
- b) **Notice Boards** – The Recreation Ground Notice Board had now been erected and could be used. There were no further 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. With Members' assistance, Cllr Hocking would soon be able to collate all Council Member details that could then be uploaded to the new website. **(noted)**
- e) **Tor Hill Footpath Project** – Cllr Hocking reported on considerable progress since the last Council Meeting. The consultants had now prepared an interim report with potential costs indicated. Clarification was needed on several matters but it was likely that the Council could consider a full report and the overall cost implications at the next Council Meeting. **(noted)**
- f) **Kington St Michael Village Hall** – Cllr Allen reported that a new boiler had now been installed. She advised that Treasurer had stood down from the role and a replacement needed to be found. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Mr J Hall had raised the issue of additional volunteer support in the earlier public session. Cllr Newton reported further and advised that the Steering Group continued with the Green Spaces study and the call for development site/s. **(noted)**

- h) **Kington St Michael Emergency Plan** – Cllr Fiona Twisse updated the Council on progress. There remained a need for area volunteers. **(noted)**
- i) **Village Newsletter** – The issues raised earlier in the public session in regard to e-versions etc, would need to be addressed by the Editor and others involved. **(noted)**
- j) **Council Award Scheme** – There was no update. **(noted)**
- k) **Asset Register** – There was no update. **(noted)**
- l) **Insurance** – There was no update. **(noted)**
- m) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. Cllr Gamble reported that historical information could now be marked on the site plan provided and passed to the Solicitor for the next stage/s. **(noted)**
- n) **Community Safety/Neighbourhood Watch:** There had been no change since the last Council Meeting. **(noted)**
- o) **Data Protection. GDPR** – There was no update required. **(noted)**
- p) **Queen’s Platinum Jubilee 2022.** Cllr Elizabeth Allen reported that to avoid potential conflict with another village event the ticketed open-air event intended for the Saturday would no longer take place and efforts now focused on the lunch on the Sunday. There would be a need to seek a road closure that would have to cover the setting up and clearing away periods. The possibility of joining the national lighted beacon project remained under consideration. The Council had ordered the Queen’s Platinum Jubilee Celebration engraved commemorative bench to be installed on the public verge area at The Ham. An exact position would need to be agreed. A later Agenda item referred to an approach from the KSM Women’s Institute regarding tree planting. **(noted)**

21/091 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.** There was no update on this occasion. **(noted)**
- c) **Community Speedwatch.** Before the training of at least 6 volunteers and the lead appointment to receive additional Police clearance the traffic survey needed completing. Cllr Twisse had agreed to become the lead appointment. **It was agreed that** in the interim period the volunteer list should be completed in readiness.
- d) **Speed Indication Devices (SIDS).** There was no update on this occasion. **(noted)**

- e) **Pavement Parking-Provision of Bollards.** There was no update on this occasion. **(noted)**
- f) **Community Area Transport Group.** The next CATG Meeting was scheduled for 22nd February 2022. The Council had now received the related Agenda, Notes and background papers, including the Microsoft Teams joining details. **(noted)**
- g) **Asset of Community Value - The Plough Inn, Kington Langley.** Cllr Hall provided a brief update and advised that local news headlines had raised the public profile of the campaign and that there was a possibility of featuring in Private Eye. **(noted)**
- h) **Parish Council Database.** The Clerk advised that several Parishioners had asked to be included in the last few days. Council Members were reminded again to invite those within their own "Address Book" to register. **(noted)**
- i) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The next Area Board Meeting was scheduled for Monday 14th March 2022 at 7.00pm and would be held in Yatton Keynell Village Hall. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- j) **Council Member Gender.** Cllr Allen had raised the issue of the way female Council Members were referenced in Parish Council Minutes by use of their Christian names rather than just initials, as for the male Council Members. The historic nature of the issue had been investigated, including how Wiltshire Council and other Local Authorities approached the issue. Following consideration, **the Council resolved that** Kington St Michael Parish Council should adopt a protocol where all Council Members be noted by their Surname only. **Cllr Allen proposed, Cllr Ingham seconded and RESOLVED UNANIMOUSLY**

During the consideration of the above item, the Clerk's report had raised the issue of the Officer Council Positions. The Council retained the historic use of Chairman and Vice-Chairman of Council in accordance with the Council's Standing Orders that had recently been reviewed and re-adopted. The matter of changing the Official Positions would require a change in Council Standing Orders and the Clerk explained the process to be followed. Any consideration on proposed changes would commence with an Agenda item at the next Council Meeting. **(noted)**

- k) **Council Member Retirement.** Pursuant to Minute 21/081 (k). The Council had agreed to honour the work of former Councillor Roger Sealy by planting his choice of specimen tree at the Recreation Ground and had already purchased the Victorian tree guard that was awaiting collection. Cllr Gamble would make the necessary arrangements. **(noted)**
- l) **Wiltshire Operational Flood Group North.** A Group Meeting had been held on Tuesday 25th January 2022. There was no update. **(noted)**
- m) **Chippenham Without Parish Neighbourhood Plan.** The Council had received notification of the Regulation 14 Consultation at the last Council Meeting. Timescale for comments had been from 4th January to 28th February 2022. The Council had deferred any response to this Council Meeting. Following consideration the Council determined that no response was required. **(noted)**

- n) **KSM Women's Institute-Litter Pick.** The Council had been notified that the Women's Institute was arranging a "Litter Pick" around the village and this had now been confirmed for Saturday 12th March 2022. There would be assistance of volunteers from the Downs Gospel Trust and any other volunteers would be welcomed. **(noted)**
- o) **Wiltshire Council - Briefing Note No 22-01. Community Infrastructure Guidance (CIL).** The Council had received the updated Guidance for Year 2022. **(noted)**
- p) **KSM Women's Institute-Jubilee Tree Planting.** The Council had received an enquiry from the Women's Institute who wished to mark the Queen's Platinum Jubilee year by planting a tree on the QE2 Recreation Ground. They had asked for permission and if there was any stipulation on species and siting. The Council had no objections to the proposal in principle and it was suggested that the QE2 Field Group community orchard project could include a Jubilee tree-planting element. The Clerk would respond to the WI and forward details to the QE2 Field Group for their consideration and agreement. **(noted)**

21/092 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr Allen raised the issue of affordable housing, specifically for local people, and the potential for an exception site to be provided for self-build projects. The merits and possibility of this would need to be considered by the Neighbourhood Plan Steering Group in the first instance.
- ii) Council Standing Orders. The Clerk would include an Agenda item in regards to Council Officer Positions. (Minute 21/091 (j) refers)

There were no further issues raised.

21/093 DATE OF NEXT MEETING

The next Council Meeting was confirmed as **7.00pm, Thursday 17th March 2022.**

Signed:

Chairman, Kington St Michael Parish Council

Date: **17th March 2022**