

# **KINGTON ST MICHAEL PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

held at 7.30pm

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

**19<sup>th</sup> May 2022**

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

Also Present: Wiltshire Councillor H Greenman, Mrs M Pratley 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 Cllr H Greenman had recently reported at the Annual Parish Meeting. He further reported that the Ukraine refugee situation was complex although around 1500 accommodation offers were locally registered there was need for a strict vetting process.

There were no further Reports.

#### **22/11 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Gamble and Cllr Newton.

#### **22/12 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

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.

#### **22/13 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 21<sup>st</sup> April 2022. **Cllr Hocking proposed, Cllr Roe seconded and RESOLVED UNANIMOUSLY**

22/14 **PLANNING**

**Planning Applications:** There were no applications considered.

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

- a) PL/2022/02193 – Tree Consent Notification  
Fell 1 Lawson Cypress Tree  
4, Lilac Cottage, Kington St Michael, Wiltshire SN14 6JB  
For Mr Steve Isherwood  
**No objections from Wiltshire Council 21<sup>st</sup> April 2022**
- b) 20/10899/FUL  
Erection of “Drive Thru” Building together with Associated “Drive Thru” Lane  
and Associated Signage  
Leigh Delamere Motorway Services Westbound, Leigh Delamere SN14 6LB  
For Moto Hospitality Limited **Withdrawn by Applicant 13<sup>th</sup> May 2022**
- c) 21/00366/ADV  
Erection of “Drive Thru” Building together with Associated “Drive Thru” Lane  
and Associated Signage  
Leigh Delamere Motorway Services Westbound, Leigh Delamere SN14 6LB  
For Moto Hospitality Limited **Withdrawn by Applicant 13<sup>th</sup> May 2022**

22/15 **FINANCE** The Council considered financial matters.

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

WALC. Subscription 22/23	Inv 22/23-135	01.04.22	£	289.64
Vision ICT Ltd. Website Hosting etc. 22/23	Inv 14761	01.05.22	£	290.26
Mayer Brown Ltd. Tor Hill Project	Inv No 70487	29.04.22	£	3,810.00
Groundwork UK. Neighbourhood Plan End of Grant reimbursement			£	2,337.60
Community First. Zurich Insurance Premium Renewal 22/23			£	886.95

**Cllr Roe proposed, Cllr 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 since the last Council Meeting.

Wiltshire Council Parish Precept 22/23	Tranche 1.	21.04.22	£	21,861.66
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- d) **Bank Accounts:** The Council noted that the Council’s Bank Account balances at 5<sup>th</sup> May 2022 were:

HSBC Main Business A/c No 31545043	£	67,339.34
HSBC Reserves A/c No 21545078	£	45,733.67
HSBC Charities A/c No 71545051	£	764.52
HSBC Defibrillator A/c no 51563041	£	851.65

e) **Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2022**

The Council last year (2020/2021) 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 both the Council's spending and income for Year Ending 31<sup>st</sup> March 2021 was above the threshold where a Parish Councils could 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. A similar situation occurred for Year ending 31<sup>st</sup> March 2022 and the Parish Council could not apply for Exemption. However, the Council had been randomly chosen (5% sample) for an Intermediate Review for Year 2021/2022. A Receipts and Payments spreadsheet would be presented for consideration and approval at the next Council Meeting.

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 for information and would need to be completed at the next Council Meeting. **(noted)**

22/16 **HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr Macdonald was the Council Link Member and he reported on his recent meeting with the Parish Steward. His report highlighted recent completed and uncompleted works. The issue of the ownership of an overhanging footpath tree near the School was raised and would be investigate further. Parish Steward visits were scheduled for 13<sup>th</sup> June, 11<sup>th</sup> July, 8<sup>th</sup> August and 5<sup>th</sup> September 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 future maintenance requirements. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

There were no issues raised.

22/17 **UPDATE ON STANDING ITEMS**

a) **Recreation Ground –**

- i) QE2 Recreation Field Group. Cllr Hocking reported that the Field Group were in the process of submitting a grant request to the Wessex Water Foundation for the proposed Community Orchard Project. **(noted)**
- ii) QE2 Recreation Field Capital Works. There was no update required on this occasion. **(noted)**
- iii) QE2 Recreation Field Maintenance. There was no update required on this occasion. **(noted)**

- iv) QE2 Recreation Field RoSPA Inspection. There was no update required on this occasion. **(noted)**
  - v) QE2 Recreation Field Notice Board. It had been reported that an advertisement had been placed in this notice board referring to a commercial activity using the Recreation Field without the authority of the Council. There had been a requirement for the business to seek the approval of the Council, who was the landowner, and to agree terms of use. Since the last Meeting a Certificate of Insurance had been provided by Mr S Harrison in regards to a Public Liability Insurance held for "Out on a Limb-KSM Commando Crew". He had advised that he had personal training qualifications, first aid certification and enhanced DBS. Council Members had been required to decide if he was a fit and proper person to use the QE2 Field. Following consideration and supporting the community opportunities being made available **the Council agreed** the use of the QE2 Field. **Cllr Allen proposed, Cllr Twisse seconded and RESOLVED UNANIMOUSLY**
- b) **Notice Boards** – The Council was posting Notices and Agendas in both the High Street and QE2 Field notice boards. Access would be required to The Ridings notice board for that to be included. **(noted)**
  - c) **Flooding & Drainage** – There were no issues raised. **(noted)**
  - d) **Parish/Community Website/Social Media** – There was no update. **(noted)**
  - e) **Tor Hill Footpath Project** – Cllr Hocking updated Council Members on work completed by the Consultants since the last Council Meeting. Survey work had been completed and the concept design/s were expected shortly. Discussions on improvements to the existing Tor Hill path with landowners/s were taking place. **(noted)**
  - f) **Kington St Michael Village Hall** – Cllr Allen reported on recent Committee changes including new Booking Clerk and Treasurer appointments. She also advised that the Hall would be hiring tables and chairs for the Jubilee event. **(noted)**
  - g) **Kington St Michael Neighbourhood Plan** – Cllr Hocking reported that the End of Year Grant Report to Locality UK had been submitted, some grant being returned leading to the need for another application for support in the next financial year. Place Studio, their Consultants would be circulating a draft Plan shortly for consideration. The Steering Group continued to look for volunteers to assist them. **(noted)**
  - h) **Kington St Michael Emergency Plan** – Cllr Fiona Twisse updated the Council on progress. The question of available emergency shelter/s still needed to be resolved. Also storage facilities for emergency equipment. There remained a need for area volunteers to form a team under the Emergency Coordinator. **(noted)**
  - i) **Village Newsletter** – There were no Council editorial on this occasion. **(noted)**
  - j) **Council Award Scheme** – There was no update. **(noted)**
  - k) **Asset Register** – There was no update. **(noted)**

- l) **Insurance** – The Zurich Insurance Policy 22/23 had been renewed. **(noted)**
- m) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. There was no update. **(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 Allen, community volunteer coordinator, updated the Council on arrangements that included approval of the road closure, parking arrangements and planned events including fancy dress and bake off competitions. She also advised that she would still need volunteers to help decorate the day before, help move picnic tables, and put out road closure signs. The proposals would be advertised in the next newsletter or a residential leaflet drop together with a timetable for the day that would include an opening by Tim Woodward at 12pm. **(noted)**
  - i) **Commemorative Bench.** The Council had agreed the position for the commemorative bench and had agreed to instruct a contractor to install as soon as possible to be ready for the Jubilee Celebrations. The Parish Council had been informed of a dispute between an adjacent landowner and Wiltshire Council on land ownership issues The Parish Council was not involved, although the landowner in dispute had stated that no authority was given to siting the bench on any private land. There had a need to re-consider the decision and agree how to proceed and with this in mind **the Council agreed** to defer any decision until a suitable site became available.

## 22/18 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) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There was no update on this occasion. **(noted)**
- b) **Community Speedwatch Team.** Sufficient volunteers had agreed to form a Community Speedwatch Team. Wiltshire Police needed to register and carry out the non-police personnel vetting level 1 (NPPV1) requirement. Community Speedwatch now provided online training sessions. These could not be taken until the (EOI) forms were completed. The Expression of Interest Form could only be completed and submitted if a traffic survey had been conducted and the criteria reached for (CSW). The form was available by following this link. <https://forms.office.com/r/T9hyJ64Sa5> The Clerk agreed to submit the request to Wiltshire Council. **(noted)**
- c) **Speed Identification Devices (SIDs).** The Council was advised that there was to be a pilot SID scheme run in the Salisbury Community Police Team (CPT) area over the next 3 months. Data from 9 Parishes would be collated and reviewed by the CSW Area Team Leader and CPT personnel to determine which areas needed attention and in what priority. Wiltshire Police were recruiting 3 Road Safety Officers (RSO’s) who would be assigned to Swindon, Central and South

Wiltshire. Their role was to liaise with communities on road safety issues and one RSO would be assigned to work specifically on the SID data pilot to agree minimum data requirements and how best to share information with Wiltshire Police. **(noted)**

- d) **Speed Indication Devices (SIDS).** The Council had considered the most appropriate positions for the SID posts and was to apply for the Wiltshire Highways formal approval for the 2 solar/fixing post positions. A local consultation had identified concerns over potential noise and the Council was satisfied that there was no noise emission from the Device. Although Highway approval would be requested the initial traffic survey stage had to be successfully completed to comply with Speedwatch requirements. **(noted)**
- e) **Pavement Parking-Provision of Bollards.** There was no update on this occasion. **(noted)**
- f) **Chippenham Local Highway and Footway Group (formerly CATG).** LHFIG had met on the 19<sup>th</sup> April 2022. The Note Tracker for the Meeting had been circulated. It was reported that on the 26<sup>th</sup> April 2022 the change in name had been adopted by Wiltshire Council alongside increased funding for community highway projects. **(noted)**
  - i) **KSM Advisory Crossing.** The issue had been raised to Priority 1. A proposal to increase conspicuity and visibility of pedestrians waiting to cross, including waiting restrictions and coloured surfacing had been proposed by Wiltshire Highways and was now considered by the Parish Council. The scheme included the removal of two existing warning signs from the southern direction and the relocation of the litter and grit bins. A new School warning sign was to be erected from the northern direction on an existing column. The 4 existing bollards were to be replaced and the coloured road surface between was to be refreshed in an agreed colour. **The Council agreed that** a Glasdon timber bollard was the most acceptable for the village. The major concern for the Council was the proposal of waiting restrictions, not the principle, but the potential detrimental impact of double yellow line road markings on the village that had previously opposed such markings. An alternative solution would need to be discussed further with Wiltshire Highways.
  - g) **Asset of Community Value - The Plough Inn, Kington Langley.** Cllr Hall advised that there had been no change in circumstances since the last Council Meeting. **(noted)**
  - h) **Parish Council Database.** 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 Area Board had last met on Monday 14<sup>th</sup> March 2022. The Area Board would meet again on 13<sup>th</sup> June 2022 at 7.00pm in The Neeld Hall. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
  - j) **Council Standing Orders.** Pursuant to Minute 21/113 (j). The Council had agreed to consider the issue of Council Officer positions and had agreed the draft update of Standing Orders at the last Council Meeting. Following consideration the **Council agreed to adopt the updated Standing Orders. Proposed Cllr Macdonald, seconded Cllr Hocking and RESOLVED UNANIMOUSLY**

- k) **Council Policies.** In agreeing to consider the issue of Council Officer positions under Council Standing Orders it affected other Council Policies. Minute 21/113 (p) referred. The Council had agreed the draft update of the Council's Code of Conduct, the Council's Financial Regulations and the Council's Complaints Procedure at the last Council Meeting. Following consideration the **Council agreed to adopt** the updated Code of Conduct, the Council's Financial Regulations and the Council's Complaints Procedure. **Proposed Cllr Macdonald, seconded Cllr Hocking and RESOLVED UNANIMOUSLY**
- l) **Matthew Hall (Student).** The Council had received a request from Matthew for Council Members to complete a questionnaire in regards to his dissertation on perceived democratic input on the current English Planning System. Council Members would respond.
- m) **Wiltshire Council Briefing Note 22-11.** The Council had received Briefing Note 22-11 in regards to the Solar Together Wiltshire homeowners group-buying scheme. (noted)
- n) **Council Standing Orders. Appointments to External Bodies. Agenda Standing Items.** Cllr A Hall had asked the Council to consider appointments, reporting requirements to Council, etc., and compliance with Standing Orders. The Council appointed representatives/delegates/nominees to outside bodies at each Annual Council Meeting, or when the need arose. Each external organisation was run by that organisation and not the Council, most governed by Local Government Law and usually having its' own terms of reference. In the case of Wiltshire Council, for instance, the Parish Councillor represented the Council and entered into discussions and provided a local view, seeking a Council view before committing the Council to any formal action. The Council representative could change year on year and could have a deputy if ever necessary. In some circumstances the Council was asked or was required to nominate a Council Member to a Charity and they subsequently became a Trustee of that Charity that operated under their own Rules/Constitution. In this case although originally nominated by the Council they remained a Charity Trustee/Member until they wished to retire/resign as the Council could not nominate additional Member/s under the Constitution of the Charity or organisation. On some occasions a Trustee, former Council Member, could become a co-opted Trustee replacing a retiree that would allow the Council to nominate a Council Member to fill the Council requirement. There had been occasions when there had been insufficient willing Council Members to fill vacant positions on outside bodies. **The Council agreed that it** was worthwhile reviewing how they appointed Council Members to external positions, including reporting mechanisms at a future Council Meeting.
- o) **Naming of New Roads/Properties.** The Council had been approached by a person who had reserved Plot 2 of the three-house development being built behind 35 Honey Knob Hill. It appeared that Wiltshire Council had allotted the property an address of 34B, Kington St Michael, Honey Knob Hill, SN14 6JJ. His suggestion was that as the cottage to which the land used to belong was called Springfield Cottage, then it would be appropriate if the new build reflected this and suggested that the new houses should be addressed 1, 2 and 3, Springfield Close, Kington St Michael, SN14 6JJ. In support of the case he had suggested that the addresses would be more appropriate and would be easier to find in a village that already suffered from some confusing addresses. Since the issue was raised Wiltshire Street Naming had advised that the developer had suggested and procedures were now completed for the official addresses to be

34A, 34B and 34C, Kington St Michael SN14 6JJ and that a new street name had not been requested or warranted. The Parish Council felt that this was a fait accompli and could not pursue the matter further. However, **the Council agreed to ask Wiltshire Council Street/Property Naming to seek a Parish Council view on suggested names in the future.**

- p) **Wiltshire Council Chippenham Climate & Ecological Emergency Forum.** The Area Board had formed a working group. The Notes of their last Meeting held on the 26<sup>th</sup> April 2022 had been provided and also their Terms of Reference. The next Meeting, to be a Virtual Teams Meeting, was scheduled for 7<sup>th</sup> June 2022 at 7.00pm. A “Community Conference” was arranged for the 6<sup>th</sup> and 7<sup>th</sup> October 2022 in the Neeld Community and Arts Centre. **(noted)**

**22/19 ANNUAL PARISH MEETING 2022**

The Annual Parish Meeting had been held on Thursday 7<sup>th</sup> April 2022. Draft Minutes had been prepared and circulated. Any matters requiring Council consideration would be brought to future Council Meetings for discussion and decision. **(noted)**

**22/20 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- i) Cllr Allen raised the issue of highway parking at The Ham and the resulting highway safety issues. This was a Police matter but the Council might formally consider whether yellow no parking marking would be beneficial.
- ii) Cllr Macdonald raised the issue of pedestrian highway safety at the A350 cross roads following the upgrade work recently completed.
- iii) Village Newsletter/Media Representative. The Council should consider whether they should appoint a Council Member to fulfill the role.

There were no further issues raised.

**22/21 DATE OF NEXT MEETING**

The date of the next Council Meeting was confirmed as **7.15pm, Thursday 16<sup>th</sup> June 2022.**

Signed:

Chair, Kington St Michael Parish Council

Date: **16<sup>th</sup> June 2022**