

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.15pm

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

15<sup>th</sup> June 2023

Present: Cllr G Gamble (Chair), Cllr E Allen, Cllr A Hall, Cllr V Ingham, Cllr J Newton, Cllr P Macdonald, Cllr W Roe and Cllr F Twisse.

Also Present: Wiltshire Councillor H Greenman, 6 members of the public who signed the attendance register being, Owen Pike, D Howells, Margaret Pratley, Tony van AS, Etienne Lamming and Ian Pitman 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 he intended to reconvene the Community Area Parish Forum and had made arrangements for Wednesday 19<sup>th</sup> July 2023 at 7.00pm in Stanton St Quintin Parish Hall. It was likely that the speaker would be from the Wiltshire Police Cyber Crime Team. In addition fly tipping would be raised as funding was still in place for the provision of temporary CCTV cameras in tipping hotspots

There were no further Reports.

#### **23/23 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr E Hocking (Vice Chair).

#### **23/24 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

There were no Interests declared.

#### **23/25 MINUTES** Members had previously been circulated with the Minutes.

- i) The Council received, approved and signed as a true record the Minutes of the Annual Parish Council Meeting held 18<sup>th</sup> May 2023. **Cllr A Hall proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

- ii) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 18<sup>th</sup> May 2023. **Cllr A Hall proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

## 23/26 PLANNING

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

- a) PL/2023/03832 – Householder Planning Permission  
Erection of Garden Wall  
27 The Ridings, Kington St Michael, Chippenham, Wiltshire SN14 6JG  
For Mrs Mead

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

**Cllr E Allen proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**

- b) PL/2023/03761 – Householder Planning Permission  
Erection of Outbuilding/Summerhouse in Garden. Position at the far end of garden  
18 Folly Row, Kington St Michael, Chippenham, Wiltshire SN14 6JD  
For Ms Clare Tate

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

**Cllr E Allen proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**

There were no further applications considered.

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

- c) PL/2023/01467 – Householder Planning Permission  
Two Storey Side and Rear Extension together with Internal Reconfiguration  
64, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE  
For Mr & Mrs A Cole

The Council had considered this application on the 16<sup>th</sup> March 2023 and had raised no objections. The application had been amended and the Council had been re-consulted. The Council confirmed that they had no objections to raise but asked that Wiltshire Council be notified that during the consideration of the application Council Members had noted that there were a couple of discrepancies on the submitted details. Firstly, in answer to the Site Visit question “Can the site be seen from a public road etc?”. The answer had been given as No and it should have been be Yes. In addition the application site party boundary with No 65 was drawn as stone walling when it was in fact chain link fencing. Neither of these issues were matters of principle but should be clarified before any decision was taken.

- d) St Modwen Park, Chippenham.

The Council had been invited by Savills to attend a private briefing and answer session with Kington Langley Parish Council, and others, in regards to the evolution of a proposed planning application to extend the existing employment site to the north of the existing site. This had been scheduled for 7.00pm Monday 12<sup>th</sup> June 2023 in the Union Chapel, Middle Common, Kington Langley. Council Members had been reminded that should they attend then Council Standing Orders applied. **(noted)**

There were no further planning matters reported.

**23/27 FINANCE** The Council considered financial matters.

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

Idverde Limited. grass cutting contract. Inv 10882172	19.05.23	£ 431.76*
St Michael & All Angels Church PCC. Section 137 grant		£ 400.00
Website Management Contract. 23/24		£ 700.00
Groundwork UK. Neighbourhood Plan Grant NPG-13122 repaid		£ 1,110.50

\* The Council asked that this not be paid until work was being completed in accordance with the contract

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

- b) **Payments made:** The Council noted the following Payment had been made since the last Council Meeting. **(noted)**

KSM Village Hall. Meeting Room Hire charge. Inv 15.05.23	£ 13.00
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- c) **Receipts:** The Council **noted** that there had been no Receipt/s since the last Council Meeting.

- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5<sup>th</sup> June 2023 were:

HSBC Main Business A/c No 31545043	£ 81,068.33
HSBC Reserves A/c No 21545078	£ 46,061.26
HSBC Charities A/c No 71545051	£ 770.00
HSBC Defibrillator A/c no 51563041	£ 857.75

- e) **Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2023**

The Council was advised that last year (2021/2022) they 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 2022 was above the threshold where a Parish Council 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 2023 and the Parish Council could not apply for Exemption. The

Parish Council was advised that spending and income for Year ending 31<sup>st</sup> March 2023 exceeded both of the thresholds, being £52,935.18 income reflecting around £9,211.86 grant and bank interest income in addition to the Precept of £43,723.32 and £40,173.66 expenditure in the year. A Receipts and Payments Accounts spreadsheet was circulated for consideration and approval.

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 Council Chair.

The Clerk advised that the Internal Audit had been carried out and no issues found. 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 31<sup>st</sup> March 2023 for approval and Annual Return documentation.

- i) Accounts Year Ending 31<sup>st</sup> March 2023. 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 Council Chair 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 31<sup>st</sup> March 2023 accounts spread sheet for adoption. Authority was given for the Council Chair and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

**Cllr G Gamble proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY**

#### **23/28 HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Any works should be notified to Cllr Macdonald the Council's Link Member. Parish Steward visits were scheduled for 26<sup>th</sup> June and 24<sup>th</sup> July 2023. Concern was expressed at the lack of highway verge cutting on visibility splays and highway safety concerns. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. There was a need to advise the landowner of his responsibilities in regard to the broken stile at The Ridings. The Clerk would write to the landowner. **(noted)**

There were no further issues raised.

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish. Concerns remained in regard to the highway surface of Stubbs Lane and Village Hall road. A later agenda item advised on the responsibility for the latter. **(noted)**

There were no further issues raised.

## 23/29 UPDATE ON STANDING ITEMS

- a) **Recreation Ground** –
- i) QE2 Recreation Field Group. There was no update on this occasion. **(noted)**
  - ii) QE2 Recreation Field Capital Works. Cllr G Gamble updated the Council on proposals for the erection of fences around the play and kick wall areas. Estimates were still being requested and it was hoped that the Council could accept a suitable tender at the next Council Meeting. **(noted)**
  - iii) QE2 Recreation Field Maintenance. Concern was expressed at the condition of the grass and surrounding areas and weed clearance and the disappointing performance of Idverde Ltd, the contractor. The matters would need to be brought to the contractor’s attention again. **(noted)**
  - iv) QE2 Recreation Field - RoSPA Report 2022. There was no update required on this occasion. The Annual Inspector’s visit would normally take place in September 2023. **(noted)**
- b) **Notice Boards** – There were no issues raised. **(noted)**
- c) **Flooding & Drainage** – There were no issues raised. **(noted)**
- d) **Parish/Community Website/Social Media** – Those Members still to resolve the issue were asked to address this as a matter of urgency. Assistance would be given if requested. **(noted)** The issue of communication between Members was raised. There was a need to ascertain if Members received emails and the Clerk suggested that a protocol should be agreed whereby Members should at least acknowledge receipt of emails that required a response. Members received numerous emails for information, including Briefing Notes and Newsletters, that in theory should be read and saved for future knowledge and use and these fell outside the protocol. The Clerk would adopt a process whereby the word “Important” would be included in the email subject title to alert Members if a response was required. As a matter of principle communication between Members should elicit a response even if it was just an acknowledgement of receipt so that a Member could be assured that the email had arrived.
- e) **Tor Hill Footpath Project** – There was no update on this occasion. There was still a need for the Briefing Note to be prepared on the project to enable Parishioners to be updated on the history of the project and progress to date. It was agreed that a deadline would be the next Council Meeting (20<sup>th</sup> July 2023) with a draft being circulated for comment beforehand. Cllr G Gamble would lead the process. **(noted)**
- f) **Kington St Michael Village Hall** – There was no update on this occasion. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr J Newton advised the Council that Wiltshire Council had indicated that there was no need for Strategic Environmental and Habitat Assessments. The Steering Group had now asked the

Parish Council to consider the Draft Plan and Council Members were urged to advise the Clerk of any comments so that a report could be considered at the next Council Meeting and a response agreed. **(noted)**

- h) **Kington St Michael Emergency Plan** – There was no change in circumstances since the last Council Meeting. **(noted)**
- i) **Village Newsletter** – The Clerk agreed to submit an article to the Editor for the next issue in regard to the Lych Gate/Kington Manor road surface, the subject of a later Agenda item. (Minute 23/30 (o) refers)
- j) **Council Award Scheme** – A later Agenda item refers. (Minute 23/30 (r) refers)
- k) **Asset Register** – There was no update. **(noted)**
- l) **Insurance** – There was no update. **(noted)**
- m) **Registration of Land and Buildings/Village Hall etc.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- n) **Community Safety/Neighbourhood Watch:** There had been no change in circumstances since the last Council Meeting and Cllr V Ingham advised that there was no interest in the community of becoming involved. In the interim the Clerk would continue to circulate related news to those on the Council Database. **(noted)**
- o) **Data Protection. GDPR** – There was no update required. **(noted)**
- p) **Queen’s Platinum Jubilee – Celebration Bench.** There had been no change in circumstances since the last Council Meeting. **(noted)**

#### 23/30 **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) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG would meet next on the 6<sup>th</sup> July 2023. Following the last Council Meeting two issues had been raised with LHFIG. The change of road markings near the junction of The Ham with the High Street and the 20mph speed limit advice request. It was likely that both would appear on the Agenda for the LHFIG Meeting. Cllr P Macdonald stressed that other visibility concerns existed, particularly with the position of existing advisory School signs and, that existing traffic calming visibility was restricted by the adjacent overhanging highway boundary hedgerow/s. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on the 18<sup>th</sup> May 2023 in Committee Room D, Monkton Park, Chippenham. The Council would be notified of the date of the next Meeting. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. Cllr G Gamble would lead on the siting of the poles process with the contractor in the previously agreed positions. **(noted)**

- d) **Community Speedwatch Team (CSW).** The traffic survey had indicated that C154 High Street position chosen did not meet the eligibility criteria for CSW. The Council had agreed that the matter should be raised by representatives at the next LHFIFG Meeting. Following the last Council Meeting the 20mph speed limit advice request had been submitted. The Council felt that this was a matter that was worth including on the Parish Forum Agenda to allow a discussion on how other Councils had, or were, overcoming problems.
- e) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. Cllr A Hall would lead on the siting of the bollards process with the contractor in the previously agreed positions. **(noted)**
- f) **Parish Council Database.** The Clerk reported that there had been two requests to be included since the last Council Meeting. Council Members were reminded again to 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 the 27<sup>th</sup> June 2023 at 6.30pm in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. The next Area Board Meeting was scheduled for the 25<sup>th</sup> September 2023 at 6.30pm in the same venue. The Council was notified that the next Parish Forum Meeting date was to be Wednesday 19<sup>th</sup> July 2023 in Stanton St Quintin Parish Hall SN14 6DE. **(noted)**
- h) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- i) **Highway Fingerpost Signs.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- j) **Website Management Contract.** The Agreement with the Contractor was due for renewal for the period 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024. The Council’s budget was £700.00 and there had been no increase requested. The **Council agreed to** renew the Management Contract.
- k) **Village Gateways.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- l) **Wiltshire Council - Briefing Note 23-13.** The Council noted receipt of a Briefing Note in regards to the New Kerbside Collections of Small Rechargeable Electricals **(noted)**
- m) **Climate Action Plan.** Before considering further the Council had wished to see examples of Action Plans. Since the last Meeting several examples had been circulated including those of Box Parish Council and Corsham Town Council, being local examples. **The Council agreed** with the Clerk’s suggestion that he create a draft policy for consideration at a future Council Meeting.
- n) **Wiltshire Council - Briefing Note 23-14.** The Council noted receipt of a Briefing Note in regards to Family Hubs. **(noted)**
- o) **Lych Gate/Kington Manor Road Surface.** A Parishioner had queried the condition and responsibility of the road surface between the gated entrance to Kington Manor/Manor Close and the Village Shop Car Park. Council Members

were reminded of the tremendous amount of work carried out by former Cllr Sandra Eaton on the Council's behalf attempting to upgrade the road and that leading onwards to Manor Farm to maintainable highway. This had included an appeal to the Planning Inspectorate and a final resolution that had been accepted by the Parish Council at the 16<sup>th</sup> February 2023 Council Meeting. The Council had determined that no further action could be taken and that a small success had been achieved whereby Wiltshire Highways had agreed to include the area immediately outside of the Car Park as a maintainable area. To refresh Council Member's memories the related Outcome Report and Annex B and C were circulated. There was no action for the Council to take other than to request that the Parish Steward fill any potholes that occur until the next highway surfacing takes place. **The Council agreed that** the information should be shared with the community and the Clerk would prepare an article for the Newsletter.

- p) **Wiltshire Council - Briefing Note 23-15.** The Council noted receipt of a Briefing Note in regards to the Five-year Housing Land Supply and Housing Delivery Test position. **(noted)**
- q) **Wiltshire Bus Review.** The Council had been advised that a Wiltshire stakeholder engagement survey was being conducted on future bus services in Wiltshire. The online survey closed on 30<sup>th</sup> June 2023. **(noted)**
- r) **NALC Council Award Scheme.** The Guide to the LCAS had been circulated for information and consideration at the last Council Meeting. The Council had deferred consideration to this Meeting. Following consideration **the Council agreed not to pursue** an Award and to take no further action. **Cllr P Macdonald proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**
- s) **Council Standing Orders – Vexatious Persons Policy.** Council Members had been concerned at the conduct of some of those in attendance at the last Council Meeting. The Council Standing Orders included matters relating to Disorderly Conduct at Meetings. (Standing Order 2 – Page 4 referred) It was normal for Parish Councils to have a Vexatious Persons Policy that assisted further when there was a likelihood of continuing harassment. This applied equally to all involved. A draft, based upon National Guidance, was circulated for Council consideration and adoption. **The Council agreed to** approve the Policy, which would appear on the next Council Agenda for formal adoption.
- t) **Council Press & Media Policy.** The Council had agreed to review existing Policies during the year. The Council Press & Media Policy had been adopted on the 10<sup>th</sup> November 2011. The Council considered whether the existing Policy met their requirements **and agreed that no changes** were necessary at this time.
- u) **St Michael and All Angels Church, Kington St Michael PCC.** The Council had received a request from the PCC to consider a donation towards the grass cutting maintenance of the open Churchyard. The Council had regularly supported a Section 137 donation, the last being for £400.00 in January 2022. Following consideration **the Council agreed that** a Section 137 grant of £400.00 should be given to the PCC. **Cllr J Newton proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**
- v) **Red Barn Solar Farm.** The Council recalled that Eden Renewables, who were proposing to develop a solar farm within the Parish, had held a collaborative workshop to participate in the design process on the 16<sup>th</sup> and 17<sup>th</sup> May 2023 at the Kington St Michael Club. The Council had now been advised that Eden were to



hold a Public Exhibition and Public Consultation at the same venue on Monday 26<sup>th</sup> June 2023 between 3.00pm and 7.30pm. As before the Council would become a consultee on any formal planning application and under Council Code of Conduct and Standing Orders Council Members attending could comment on proposals but should not indicate support or otherwise. (**noted**)

- w) **Village Green Bench, Stubbs Lane.** A Parishioner had asked if the Council could consider the replacement or repair of a dilapidated/broken bench near the pond area. A suggestion had been made that “Nigel’s Bench”, which was also in the same vicinity, could be moved to replace it if the bench needed replacing. Following consideration of the options, **it was agreed that** Cllr G Gamble would view the bench and recommend what action/s to take.

**23/31 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- i) Cllr G Gamble raised an issue on behalf of a Parishioner in regards to traffic and speeding cars through the village, in particular “boy racers driving loops” through the village and onto the M4 in the early hours, and asking if the Council had considered requesting M4 access to be restricted again and in addition speed bumps and chicanes. In fact anything that slowed them down.

The matters were outside of the Council’s control and required Police enforcement and would need to be raised with them. It was hoped that some assistance might occur with the installation of the SID that could help to identify culprits.

- ii) Cllr A Hall raised the issue of Assets of Community Value within the Parish advising that the listings of a number of Assets had expired. These included The Jolly Huntsman Public House, the Kington St Michael Club & Institute, the Nymph Hay Wood, the QE2 Recreation Ground and the KSM CE School & Playing Field. The Clerk would investigate how they could be renewed to regain the listings.

There were no further issues raised.

**23/32 DATE OF NEXT MEETING**

The next Council Meeting will be held at **7.15pm, on Thursday 20<sup>th</sup> July 2023.**

Signed:

Chair, Kington St Michael Parish Council

Date: **20<sup>th</sup> July 2023**