

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

19th October 2023

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

Also Present: Wiltshire Councillor H Greenman, 13 members of the public who signed the attendance register being, Gerry Elms, Janet Elms, Eric Sambell, Gill Lasbury, Joe Lasbury, Alistair Morelli, Frank Hughes, Jehanne LeQuesne, Louise Williams, Margaret Pratley, Steve Woodhead, Sophy Fearnley-Whittingstall, Kevin Henderson 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) Margaret Pratley raised again the outstanding requirement to clear overhanging brambles and stinging nettles along the School footpath and The Ridings. She also referred to the maintenance work required be carried out on the timber benches leading to Town Close that needed sanding and re-sealing. The Clerk advised that these were owned by Greensquare Housing Association and that they should be contacted. Finally, she asked again when the grass at the Village Green would be cut. The Clerk advised that this was part of the Idverde Limited grass cutting contract and that the Council would be considering the contractors performance as a later agenda item.
- ii) A number of questions were raised in regards to local planning matters relating to the update of the Wiltshire Local Plan and the outstanding housing requirements for the Parish, the progress made on the KSM Neighbourhood Plan now reaching the Regulation 14 Stage submission, the Red Barn solar farm proposal and the Stanton Lane Permission in Principle application for 9 Houses. The Clerk advised that both applications would be considered at the 23rd November 2023 Council Meeting and that before the Council determined both they would listen to the views of Parishioners and interested parties. Particular concerns were expressed that the timescale for Parish Council comments would have ended before the Council met in November. The Clerk confirmed that the timescale for Council comment would be extended. However, Parishioners should still respond themselves within the published timescales. Although the applications were not on the Council Agenda a number of views were expressed on the proposals and the Council would be mindful of these when considering the proposals.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman reminded the Council that they should respond to the Wiltshire Local Plan Update consultation that commenced on the 27th September 2023 for an 8-week period. He also advised that he had been invited to the House of Lords to attend a Future Proofing Government session on the 25th November 2023.

There were no further Reports.

23/53 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr E Allen and Cllr V Ingham.

23/54 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

There were no Interests declared.

23/55 MINUTES Members had previously been circulated with the Minutes.

- i) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 21st September 2023. **Cllr P Macdonald proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

23/56 ELECTION OF COUNCIL VICE CHAIR

Following the resignation of Cllr Emily Hocking, the Council Vice Chair, there was a need to fill the position for the remainder of the Council year. Following consideration Cllr F Twisse was appointed Vice Chair of the Council. **Cllr J Newton proposed, Cllr P Macdonald seconded and RESOLVED UNANIMOUSLY**

23/57 COUNCIL MEMBER VACANCY

Following the resignation of Cllr Emily Hocking a Council Vacancy had been created. There was a legal protocol to follow and Wiltshire Council had been advised of the resignation. They had advised that it was likely that they would be able to publish a Notice of the Vacancy around the 27th October 2023. This would be placed on the website and in notice boards. A period of time was allowed for 10 Electors to request in writing an Election within the timeframe published. Should there be a requirement to hold an Election then Wiltshire Council would charge the Parish Council for this. If an Election was not requested the Wiltshire Council would give authority for the Parish Council to fill the Casual Vacancy by co-option. The Parish Council would then need to publish their own Notice to advertise the Vacancy to seek applicant/s to fill the position. Should more than 1 application be received within the agreed timescale then the Council would need to hold interviews and determine who they wished to co-opt for the remaining life of this Council, scheduled for Full Council Elections in May 2025. **(noted)**

23/58 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. No representations were received.

- a) PL/2023/06755 – Listed Building Consent
Replace Rotten Windows and Doors
The Tythe Barn, Stanton St Quintin, Chippenham, Wiltshire SN14 6DG
For Mr & Mrs Shore

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

Cllr J Newton proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY

- b) PL/2023/08674 – Notification of Works to Trees in a Conservation Area
Clear bases of all 22 Lime trees in the Churchyard
St Michaels Church, Stubbs Lane, Kington St Michael, Wiltshire SN14 6HX
For Mr Colin Labouchere

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

Cllr W Roe proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY

There were no further planning applications considered.

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

- c) PL/2023/05184 – Full Planning Permission
Retention of Electric Vehicle Charging Hub with Associated Works and
Installation of a further 6 No Bay Electric Vehicle Charging Hub with
Associated Works
Car Park, Leigh Delamere Motorway Services Westbound, Leigh Delemare
For Gridserve Sustainable Energy Ltd **Approved with Conditions 20th
September 2023**

There were no further planning matters reported.

23/59 FINANCE The Council considered financial matters.

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

Idverde Limited. grass cutting contract	Inv10890137	22.08.23	£ 431.76**
Community First. Zurich Insurance added premium Bonfire Night	23		£ 112.00
KSM CE Primary School. Newsletter printing.	Inv KSM 202305		£ 96.32
Louise Ryland-Epton. History of Kington St Michael.	Inv KSM 02		£ 1,000.00

** The Council agreed that this invoice should not be paid, as the contractor had not fulfilled the contract terms.

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

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

Black Nova Designs. Gov.uk. Domain Registration 23/24 Inv KSM 17255
10.10.23 £ 66.00

- c) **Receipts:** The Council **noted** the following Receipt since the last Council Meeting.

Wiltshire Council. Parish Precept 23/24 (tranche 2) 26.09.23 £ 21,861.66

- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5th October 2023 were:

HSBC Main Business A/c No 31545043	£ 96,471.63
HSBC Reserves A/c No 21545078	£ 46,328.34
HSBC Charities A/c No 71545051	£ 774.47
HSBC Defibrillator A/c no 51563041	£ 862.72

23/60 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Any works should be notified to Cllr P Macdonald the Council's Link Member. Parish Steward visits were scheduled for 17th October, 14th November and 12th December 2023. Cllr Macdonald intended to meet the Parish Steward on the 14th November to highlight priorities, including any salt bin requirements. (**noted**)
- b) Rights of Way: general issues in regards to Public Footpaths and Bridleways within the Parish.
- i) Council Members confirmed the condition of The HaHa, The Ham and the Tor Hill Rights of Ways as the Idverde contract covered all three and agreed that the condition was unacceptable. **It was agreed that the maintenance contract, including grass cutting services should be terminated and a replacement contractor sought. Cllr G Gamble proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

There were no further issues raised.

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
- i) Winter Preparation 23/24. The Wiltshire weather team had invited the Council to report empty salt bins and to submit any PEAS application. Cllr P Macdonald would discuss with the Parish Steward. (**noted**)
- ii) A Parishioner had raised the issue as to whether there was a need for a salt/grit bin to be sited on Honeyknob Hill. Following consideration the **Council agreed that** they would not pursue this further.

There were no further issues raised.

23/61 UPDATE ON STANDING ITEMS

- a) **Recreation Ground –**

- i) QE2 Recreation Field Group. Cllr G Gamble reported that recent efforts continued to concentrate on organising the Bonfire & Fireworks Night to be held on the 4th November 2023. The Clerk confirmed that the Council had notified affected livestock parties. **(noted)**
 - ii) QE2 Recreation Field Capital Works. Cllr G Gamble reported that Quotations were still being sought for play ground fencing and the Kick Wall upgrade (MUGA). **(noted)**
 - iii) QE2 Recreation Field Maintenance. The Council had agreed to terminate the Idverde Limited contract earlier. The Clerk would source a contractor to cut the field and children's play area before the Bonfire Night event. **(noted)**
 - iv) QE2 Recreation Field - RoSPA Report 2023. Cllr G Gamble advised that the Inspector had made contact and arrangements for the visit would be agreed. **(noted)**
- b) **Notice Boards** – The Clerk recommended that, as The Ridings notice board glazing had become obscure, there was a need to replace. The Clerk would source a replacement. **(noted)**
 - c) **Flooding & Drainage** – There were no issues raised. **(noted)**
 - d) **Parish/Community Website/Social Media** – The issue of communication between Members continued to show improvement since the protocol had been agreed. Following the resignation of Cllr Emily Hocking there was a need to appoint a replacement Website representative until the next Council AGM. The Clerk would fulfill the role until the AGM in May 2024. **(noted)**
 - e) **Tor Hill Footpath Project** – The Briefing Note on the Project to enable Parishioners to be updated on progress to date and future consultation had been produced, was available on the websites and hard copies placed in the Village Shop. The Council considered **and agreed that** a copy of the Briefing Note should be included in the next edition of the Village Newsletter. Following the resignation of Cllr Emily Hocking there was a need to appoint a replacement Tor Hill Footpath Project representative until the next Council AGM. Cllr G Gamble would fulfill the role until the AGM in May 2024. **(noted)**
 - f) **Kington St Michael Village Hall** – There was no report on this occasion. With the loss of Acorn bookings the Council considered that they should try to seek bookings for the Hall and would host Parish Forum Meetings when requested. During the Council Meeting it was noted that the roof was leaking and this should be drawn to the Hall Committee's attention. **(noted)**
 - g) **Kington St Michael Neighbourhood Plan** – It was reported that the formal submission of the Draft Plan to Wiltshire Council had not taken place and that matters in relation to the Locality UK grant remained outstanding. There was a need for Place Studio's input on the Draft Plan to allow the Regulation 14 submission to take place. The Steering Group had asked the Council, as the Neighbourhood Plan host, if they would cover any costs until the Locality UK grant was received. The Council had previously agreed to help fund the Neighbourhood Plan process and confirmed that this was acceptable. Cllr J

Newton had previously advised that he wished to resign from the Steering Group and a replacement Council nominee was needed. The Council was required to remain at arms length to allow the community to lead on the project. Cllr W Roe remained a Council nominee and the Council would consider an additional nominee once the Council Vacancy was filled. This would allow, the valued Mr Steve Woodhead, to remain as a volunteer to retain the required Steering Group balance. **(noted)**

- h) **Kington St Michael Emergency Plan** – There was no change in circumstances since the last Council Meeting. **(noted)**
- i) **Village Newsletter** – There was a need to ensure that articles previously agreed for inclusion were submitted, including the need for Neighbourhood Plan Steering Group assistance. Mrs Avril Balmforth, the Newsletter Editor, had given notice of her intention to step down from the role. Her last edition would be the April/May 2024 issue. She intended to advertise the vacancy in all issues up to that date, but Council Members should help seek a replacement. The Council had considered and agreed that a copy of the Tor Hill Footway Briefing Note should be included in the next edition of the Village Newsletter. **(noted)**
- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – The Clerk confirmed that the Council had taken out the additional insurance to cover the Bonfire Night 2023 Event. **(noted)**
- l) **Registration of Land and Buildings/Village Hall etc.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- m) **Community Safety/Neighbourhood Watch:** There had been no change in circumstances since the last Council Meeting. **(noted)**
- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen’s Platinum Jubilee – Celebration Bench.** There had been no change in circumstances since the last Council Meeting. **(noted)**

23/62 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 had met on the 3rd October 2023. The Council had previously agreed that efforts should be made to reduce the speed limit through the village to 20mph. A recent traffic survey had not assisted those endeavours. The Council had agreed to continuing pursuing the matter and following the recent LHFIG meeting to progress a further 20mph speed limit assessment there was a need to agree a 30% contribution towards the £2,500.00 costs. There was no guarantee that the assessment would recommend a reduction to 20mph. The Council was asked to confirm that they would make the 30% contribution to continue with the speed assessment. **The Council agreed to defer any further action** at this time and would re-consider at a future Council Meeting. **Cllr A Hall proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 28th September 2023. The Council considered that a comprehensive assessment of local flooding hot spots was required and submitted to the Flood Group for action. All Council Members would provide input.
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. However, at the recent Parish Forum there was an indication from the Police and Crime Commissioner, the Wiltshire Police and a Wiltshire Council Cabinet Member that there should be no objections raised to the installation of permanent rather than moveable SID posts. The Council would benefit from this as their preference was for two fixed posts with fixed solar panels so that only the SID itself needed to be moved. The Clerk would seek clarification. **(noted)**
- d) **Community Speedwatch Team (CSW).** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. **(noted)**
- f) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. 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 Area Board had met on the 25th September 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. No Council Member had attended. The next Meeting was scheduled for the 11th December 2023 at 6.30pm in the same venue. The Parish Forum had met on Wednesday 18th October 2023 in the Kington St Michael Village Hall. Cllrs G Gamble, E Allen and F Twisse had attended. Guest speakers had included the Wiltshire Police & Crime Commissioner and the Wiltshire Police. Both had indicated that they had no objections to fixed SID posts. The Council was notified that the next Parish Forum Meeting date was scheduled for Wednesday 17th January 2024 at 7.00pm in the Kington St Michael Village Hall. **(noted)**
- h) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. It was agreed that the Clerk would write to the School to raise the issues. **(noted)**
- i) **Highway Fingerpost Signs.** The Tor Hill crossroads fingerpost design had now been agreed and a quotation received. The total cost including delivery was £3,066.00 including VAT. The **Council agreed** to proceed with the purchase. Further consideration would need to be given as to the siting at the next Council Meeting.
- j) **Assets of Community Value.** The Clerk confirmed that he was continuing investigations and would take any required actions. **(noted)**
- k) **Wiltshire Council Local Plan Update 2023 - Consultation.** Pursuant to Minute 23/50 (r). The Council had received notification of this consultation, beginning on Wednesday 27th September 2023 and ending on the 22nd November 2023. There were various online and drop-in events at libraries and leisure centres

around the County. Members could view associated documents online. The review of the Local Plan was particularly important as Kington St Michael was to be retained in the sustainable Large Village category, being suitable for development. The Council needed to consider the issues as this was the last occasion for a decision to be made to meet the response timescale. The Council acknowledged that there was an outstanding housing requirement to be met during the Local Plan period. It was unlikely that the requirement could be met within the existing framework boundary of the village and Wiltshire Council would need to be advised of this and that a Plan-led approach would be required to find a suitable site/s potentially at the southern end of the village for access to the A350 and Chippenham to avoid additional through-village traffic, with associated improvements to highways, footpaths, education, healthcare and community facilities and, importantly, affordable housing provision. The Clerk would provide a response to Wiltshire Council within the timescale.

- l) **Community Emergency Contacts.** Wiltshire & Swindon Prepared (LRF) had initiated a new scheme called Community Emergency Contacts and invited the Council to participate and engage in this. (Minutes 18/23 (k) 29/23 (u) and 23/50 (t) referred). Cllr F Twisse would respond. **(noted)**
- m) **Village Green Bench, Stubbs Lane.** Cllr G Gamble confirmed that he would be removing the dilapidated/broken bench and hard standing near the pond area as soon as possible. **(noted)**
- n) **Pavement Parking.** Following concerns expressed in regard to vehicles blocking pavements, including through the night parking, causing pedestrian safety issues, for ambient, disabled, blind, wheelchairs and powered buggies and prams, the Council had produced a template letter of appropriate wording to place under wipers of vehicles causing problems. The template had been produced and was being used. **(noted)**
- o) **Honey Knob Hill – Postal Addresses.** Pursuant to Minute 23/50 (y). The Council had agreed to consider improving other local addresses to reduce problems and confusion. It was suggested that properly designed wall signage at either end of the High Street indicating house numbers on that side of the road could be a potential solution. Cllr J Newton would consider applicable house numbers and the Clerk would source a supplier, potentially the highway fingerpost supplier. **(noted)**
- p) **Wiltshire Council - Briefing Note 23-24.** The Council noted receipt of a Briefing Note in regards to Workplace Health Support in Wiltshire. **(noted)**
- q) **Wiltshire Council - Briefing Note 23-26.** The Council noted receipt of a Briefing Note in regards to the Polling District and Poling Place Review in Wiltshire. **(noted)**
- r) **Wiltshire Council - Briefing Note 23-27.** The Council noted receipt of a Briefing Note in regards to Community Governance Review 23/24. On this occasion the Parish was not one of those involved. **(noted)**
- s) **Wiltshire Council - Briefing Note 23-28.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Police and Crime Panel. **(noted)**
- t) **Wiltshire Council - Briefing Note 23-29.** The Council noted receipt of a Briefing Note in regards to the North Meadows Mitigation Strategy. **(noted)**

- u) **Wiltshire Bobby Van Trust.** The Council had received a request to advertise for Volunteer/s for their Stay Safe On-line campaign. **(noted)**
- v) **Wiltshire Council - Briefing Note 23-29.** The Council noted receipt of a Briefing Note in regards to the Consultation of Potential Changes to the Wiltshire Council Tax Deduction Scheme for working age people. **(noted)**

23/63 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

23/64 DATE OF NEXT MEETING

The next Council Meeting will be held at **7.15pm, on Thursday 23rd November 2023.**

PART 2 AGENDA

As the following Item related to Confidential Matters, in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it was considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and that they should be instructed to withdraw.

- i) Discussion on local housing development & Local Plan matters

The Parish Council continued discussions on the outstanding Wiltshire Local Plan requirement of 34 dwellings for the period until 2038. The Council and the Neighbourhood Plan Steering Group had identified that this figure could not be met within the existing framework boundary of the village and that there was a need to expand the boundary to meet the requirement with the least impact on the village, providing affordable homes, highway improvements and improvements to community facilities. Council Members considered that this could not be met if a number of ad-hoc schemes came forward and consequently only a Plan-led solution would satisfy the requirements. As before the Council's priority was to ensure that the village remained as a "working village" meeting local needs and not become a dormitory for urban areas. The Council required further advice, possibly from Wiltshire Council and this would be investigated further.

Signed:

Chair, Kington St Michael Parish Council

Date: **23rd November 2023**