

# **KINGTON ST MICHAEL PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 7.15pm**

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

**20<sup>th</sup> April 2023**

Present: Cllr G Gamble (Chair), Cllr E Allen, Cllr A Hall, Cllr E Hocking (Vice Chair), Cllr V Ingham, Cllr P Macdonald and Cllr W Roe.

Also Present: Mrs M Pratley, Mr T van As 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 thanked the Council for erecting the temporary warning notices erected in regard to dog fouling at The Ridings.
- ii) Cllr G Gamble asked Mr T van As, if the Plymouth Brethren Church would be able to assist with grass cutting of the Children's Play Area at the Recreation Ground. Mr van As requested further details.

There were no further Questions.

#### **REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

There were no Reports.

#### **22/93 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr J Newton and Cllr F Twisse. Apologies were also received from Wiltshire Councillor H Greenman.

#### **22/94 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

There were no Interests declared.

#### **22/95 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 16<sup>th</sup> March 2023. **Cllr E Hocking proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY**

**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/2023/02457 – Notification of Proposed Works to Trees in Conservation Area  
Silver Birch Tree – Overall Crown Reduction  
5A, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JB  
For Mr Chris Hodder

Council Members had been circulated with the details and responses received had indicated that there were no objections to the proposals and the Clerk had advised Wiltshire Council accordingly. **(noted)**

- b) PL/2023/02941 – Full Planning Permission  
Proposed new access to Chippenham Rugby Football Club from the A350 as part of the proposed dualling process  
Chippenham Rugby Football Club, Frogwell, Chippenham, SN14 0YZ  
For Chippenham Rugby Football Club

This planning application was not within the Parish but as a neighbouring Parish that could be affected the Council took the opportunity of considering the proposals.

Following consideration **the Council agreed** to advise Wiltshire Council that:

The planning application site was within the Chippenham Community Area and the proposals would have implications affecting the Parish. The Council determined that the development would have a number of benefits and would raise no objections to the principle of the proposals. There could be no doubt that the removal of traffic from the country lane network would have huge benefits as would the reduction in traffic movements on the A420 at Allington crossroads.

The Council was mindful of the fact that this was probably a once in a lifetime opportunity to solve increasing traffic levels using the existing access arrangements to this important sports/leisure facility while the A350 improvement works were being considered.

In supporting the principle of the development the Council felt that the proposals should be designed to accommodate all forms of transport likely to visit the facility in future years as the Rugby Football Club became more successful. This would include vehicles larger than car transport, such as Team buses and, of course, deliveries.

The proposals must ensure that the existing access route, using Frogwell Lane, was closed to all traffic, perhaps only being capable of use in cases of emergency.

In offering support to the proposals the Council wished to place on record that they fully supported the fact that the A350 was the strategic settlement boundary between Chippenham Town and Chippenham Without Parish. This should not be broken and the provision of an access for a specific use should not be seen as breaching that strategic boundary line leading to further urban expansion within the western landscape setting of the Town.

In considering the details the Council queried rumours of a suggestion being made of changing the speed limit of the A350 from 50mph to 70mph. This could be relevant to the proposals but from a practical point of view with the proposed access being in such close proximity to the Bumpers Farm A350 roundabout, traffic would be reducing speeds anyway, and in fact with proper signposting the access could actually be beneficial in slowing traffic.

The Parish Council therefore offered support to the application, subject to the caveats above and hoped that Wiltshire Council would favourably consider the proposals.

**Cllr A Hall proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

There were no further applications considered. **(noted)**

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

There were no planning matters reported. **(noted)**

22/97 **FINANCE** The Council considered financial matters.

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

Idverde Limited. grass cutting contract. . Inv 10876605	20.03.23	£ 431.76
Community First Membership Renewal 2023-2024		£ 40.00
Amberon Traffic Lights. Inv CH319402	17.04.23	£ 276.00*

\* Reimbursement to Mr V A Vines

**Cllr G Gamble proposed, Cllr E Allen seconded and RESOLVED UNANIMOUSLY**

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

Batt Broadbent Solicitors. Land Registry, payment on account	£ 200.00
LuluMooch. Coronation 2023 Memorabilia Mug x 50 No.Inv-0009	£ 250.00*
Information Commissioner. Data Protection Fee Renewal 2023-2024	£ 40.00*

\* Reimbursement to Mr V A Vines

- c) **Receipts:** 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 5<sup>th</sup> April 2023 were:

HSBC Main Business A/c No 31545043	£ 65,863.53
HSBC Reserves A/c No 21545078	£ 45,954.65
HSBC Charities A/c No 71545051	£ 768.22
HSBC Defibrillator A/c no 51563041	£ 855.77

## 22/98 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. He advised that the Parish had a new Parish Steward. Parish Steward visits were scheduled for 25<sup>th</sup> April, 26<sup>th</sup> June and 24<sup>th</sup> July 2023. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
  - i) The **Council agreed that** the landowner should be informed of his responsibilities in regard to the dilapidated Right of Way stile in the hedgerow fronting The Ridings at the Town Close end.

There were no further issues raised. **(noted)**

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

There were no issues raised. **(noted)**

## 22/99 UPDATE ON STANDING ITEMS

### a) **Recreation Ground –**

- i) QE2 Recreation Field Group. Cllr E Hocking reported that the tree planting associated with the Community Orchard had now begun. **(noted)**
- ii) QE2 Recreation Field Capital Works. There was no change in circumstances since the last Council Meeting. **(noted)**
- iii) QE2 Recreation Field Maintenance. The condition of the two Nymph Hay picnic benches was raised and it was agreed that they should be replaced by purchasing two of the benches being loaned for the Coronation Celebrations. A budget of £200.00 was agreed. **Cllr E Hocking proposed, Cllr E Allen seconded and RESOLVED UNANIMOUSLY**
- iv) QE2 Recreation Field - RoSPA Report 2022. There was no update required on this occasion. **(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 –** There had been no change in circumstances in regard to email addresses since the last Council Meeting and Council Members confirmed that each would address this as a matter of urgency. Assistance would be given if requested.

e) **Tor Hill Footpath Project –** Cllr E Hocking updated the Council and advised that the consultant's updated scheme had been shared locally and would soon be available for wider consultation. Various options for consultation were discussed

including the Newsletter, consultation forms in the Shop, the Pub and the Club, websites and social media. 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. **(noted)**

- f) **Kington St Michael Village Hall** – There was no update on this occasion. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr W Roe advised the Council that there had been further progress since the last Council Meeting as a response was still awaited on whether there was a need for Strategic Environmental and Habitat Assessments. The Steering Group may need to enlist the help of Wiltshire Cllr H Greenman to seek a solution with the Link Officer. **(noted)**
- h) **Kington St Michael Emergency Plan** – There was no change in circumstances since the last Council Meeting. **(noted)**
- i) **Village Newsletter** – The Editor had advised that the cut off date for editorial/adverts for the next issue was 26<sup>th</sup> May 2023. It was suggested that Council Meeting dates should be included in each edition. **(noted)**
- j) **Council Award Scheme** – The Clerk advised that he would include an Agenda item on the Scheme at the Annual Council Meeting for the Council to consider how they wished to proceed. **(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. The Council had been requested, by BattBroadbent their solicitors, to acquire a valuation of the land and buildings for registration. Options were discussed and Community First would be contacted for advice. **(noted)**
- n) **Community Safety/Neighbourhood Watch:** There had been no change in circumstances since the last Council Meeting. **(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)**
- q) **His Majesty King Charles III – Coronation Celebration.** Cllr E Allen had submitted a detailed report to the Annual Parish Meeting on the community proposals. An issue arising from the Annual Parish Meeting was whether the Council should consider gifting a King Charles III Coronation Memorial Mug to all children in the Village/Parish or at least those attending the Primary School. Following consideration **the Council agreed not to pursue this further.**

## 22/100 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 next LHFIG Meeting was scheduled for 25<sup>th</sup> April 2023 at 10.00am in the Langley Room, Monkton Park Council Offices. There was no hybrid option on this occasion. Cllr F Twisse had advised that she was unable to attend and Cllr A Hall would represent the Council. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on the 30<sup>th</sup> March 2023. The next Meeting was scheduled for the 19<sup>th</sup> May 2023 in Committee Room D, Monkton Park, Chippenham at 9.30am. It was possible to attend using Microsoft Teams. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The Council had previously agreed that they should proceed with the purchase and installation of the ElanCity Evolus Radar Speed Sign and now confirmed that solar power panels should be purchased and permanently fixed to each pole. **(noted)**
- d) **Community Speedwatch Team (CSW).** The traffic survey had indicated that the 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 LHFIG Meeting. The Clerk would formally raise the matter with Wiltshire Highways. **(noted)**
- e) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. However, the Council was now to proceed with the SID installation project and the contractor could be instructed to carry out the bollard installation at the same time. The original decision to install the bollards had been taken some time ago and the Council re-considered the need and confirmed that the installation should proceed. **Cllr P Macdonald proposed, Cllr W Roe seconded and RESOLVED BY MAJORITY**
- f) **Parish Council Database.** There was no change in circumstances 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 would be notified of the next Parish Forum Meeting date when scheduled **(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) **Village Gateways.** The Council had recently considered the provision of Village Entrance Gates to improve the appearance to the entrances of the village and also act as a traffic calming measure. There had been little support from attendees at the Annual Parish Meeting when views were ascertained. In fact some attendees had felt that existing calming works within the High Street were not working and had been ill planned and that in future before any further calming works were

planned local people should be consulted. Following consideration **the Council agreed that** Wiltshire Highways should be asked for their views on improving the signage of traffic calming adjacent to The Ham.

- k) **Wiltshire Council - Briefing Note 23-08.** The Council noted receipt of a Briefing Note in regards to the Reforms to National Planning Policy and the Wiltshire Council response to the consultation. **(noted)**
- l) **Wiltshire Council - Briefing Note 23-10.** The Council noted receipt of a Briefing Note in regards to Guidance for Neighbourhood Planning with Wiltshire including a link to the final version of the Guide. **(noted)**
- m) **Chippenham Without PC Neighbourhood Plan (2022-2036).** The Council had been notified that the Regulation 16 Consultation was taking place between Monday 13<sup>th</sup> March 2023 and Tuesday 2<sup>nd</sup> May 2023. The Draft Plan and submission details had been provided. **The Council agreed to support the proposals.**
- n) **KSM Village Shop.** The Council had been asked to consider providing financial support towards marketing and improvements of the Village Shop. The Council was able to support projects that benefited the whole community under Section 137 of the Local Government Act 1972 limited to £9.93 per elector per year (approx £5,560.00). Following consideration **the Council agreed to provide a Section 137 Grant of £1,526.17. Cllr E Allen proposed, Cllr P Macdonald seconded and RESOLVED UNANIMOUSLY**
- o) **Climate Action Plan.** Cllr E Allen had reported on her attendance at the Chippenham Climate and Ecological Emergency Forum (CCEEF) held on the 9<sup>th</sup> March 2023 at the last Council Meeting. Resulting from discussions she had recommended that the Council should consider producing a Climate Action Plan. In addition she had highlighted ways that some were moving forward with by encouragement for other forms of transport by installing, as an example, free cycle racks and also free water butts for properties. The Council supported this in principle and to simplify the process it was suggested that examples of other Actions Plans be explored and possibly use as a template. Cllr E Allen advised that a Climate Workshop was to be held on the 17<sup>th</sup> May 2023 between 3.00-5.00pm and further details would be provided.
- p) **Tree Nursery Scheme** – As a climate change action the possibility of promoting a mini-tree nursery scheme within the Parish could be considered. With the loss of native trees (Elms and Ash in particular) the potential existed for Parishioners to be encouraged to pot up natural seedlings found in their gardens and grow on and to donate to local landowners to plant to replace lost trees or to plant in public areas such as the local woods and recreation ground. The concept was welcomed and would need advertising to promote interest.

#### **22/102 ANNUAL PARISH MEETING 2023:**

The Annual Parish Meeting had been held on Thursday 6<sup>th</sup> April 2023 at 7.30pm in the Village Hall. Draft Minutes would be prepared and published in due course.

An issue arising from the Meeting had been whether the Council should consider gifting a King Charles III Coronation Memorial Mug to all children in the Village/Parish or at least those attending the Primary School. The Council had considered this as an earlier Agenda item and would not be pursuing this further.

**22/103 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

i) Cllr V Ingham raised an issue on behalf of a Parishioner in regards to a dilapidated natural stone highway-edge wall entering Stubbs Lane. During a pause in the Council Meeting the wall had been inspected and it was identified that the wall generally was sound but an end pillar had become dislodged, possibly hit by traffic. **It was agreed that** the simplest method of repair would be to remove the pillar and make good. Cllr E Hocking would ask Mervyn Singer Contractors to carry out the works.

ii) Cllr G Gamble raised an issue in regards to the condition of overhanging trees, being mindful of Ash die back, at the Recreation Ground on the Nymph Wood boundary and that a consultant arboriculturalist may be required to provide advice. Cllr E Hocking would explore further with the Woodland Trust.

iii) Cllr P Macdonald queried the amount of Community Infrastructure Levy (CIL) funds the Council had received following recent developments in the Parish. The Clerk would check on the situation.

iv) The Clerk reported that the Chair of the KSM Village Shop had advised that the Committee was looking for a new Chair and new Committee Members with specific expertise in Marketing. If Council Members had any ideas on who could be approached then please pass the information on.

There were no further issues raised.

**22/104 DATE OF NEXT MEETING**

The Council would hold their Annual Council Meeting at **7.15pm, Thursday 18<sup>th</sup> May 2023**. Following the Annual Council Meeting would be a Full Council Meeting.

Signed:

Chair, Kington St Michael Parish Council

Date: **18<sup>th</sup> May 2023**