

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

15th February 2024

Present: Cllr G Gamble (Chair), Cllr A Hall, Cllr V Ingham, Cllr J Newton, Cllr F Twisse (Vice Chair) and Cllr S Woodhead.

Also Present: Wiltshire Councillor H Greenman, 1 member of the public (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

Mrs M Pratley raised the issue of the damage being caused by the parking of an HGV vehicle to the High Street grass verge and asked if the Parish Council could do anything about it. (A later Agenda item refers) She referred to graffiti that appeared on a boundary fence. (It may have already been removed?) She also reminded Wiltshire Councillor H Greenman that the 2 benches at The Ridings had still not been cleaned and sealed.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman was pleased to report that following the NPPF Review there was an intention to revisit planning decisions given by the Strategic Planning Committee, that had not been signed off, that had been given on the basis of a lack of 5-year land supply (now reduced to 4 years). He reminded the Council that the Parish Forum would meet on the 21st February 2024 in the Village Hall and the Agenda would include flood related matters and also an update on the Post Office Horizon scandal.

There were no further Reports.

23/88 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Macdonald, Cllr W Roe and Cllr M-C Simpson.

23/89 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared.

23/90 **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 18th January 2024. **Cllr J Newton proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

23/91 **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/2024/00355 – Proposed Works to Trees in a Conservation Area
Removal of Cotoneaster in Front of Property
18 Folly Row, Kington St Michael, Chippenham, Wiltshire SN14 6JD
For Ms Clare Tate

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

Cllr J Newton proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

- b) PL/2024/01499 – Full Planning Permission
Erection of Cattle Shed and Straw Storage Shed
Land at Manor Farm, Easton Piercy, Kington St Michael, Chippenham, Wiltshire SN14 6JT
For Mr & Mrs Tim Reynolds

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

Cllr J Newton proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

There were no further planning applications considered.

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

- c) PL/2023/03832 – Householder Application
Erection of Garden Wall
27, The Ridings, Kington St Michael, Chippenham, Wiltshire SN14 6JG
For Mrs Mead **Approved with Conditions 17th January 2024**

There were no further planning matters reported.

23/92 **FINANCE** The Council considered financial matters.

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

KSM Village Hall Hire. Parish Forum x 2 meetings	31.01.24	£ 37.50
Community Heartbeat Trust. AED defibrillator battery. Inv 19244		£ 357.00

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

- b) **Payments made:** The Council noted that no Payments had been made since the last Council Meeting. **(noted)**
- c) **Receipts:** The Council noted that 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 5th February 2024 were:

HSBC Main Business A/c No 31545043	£ 91,863.37
HSBC Reserves A/c No 21545078	£ 46,631.95
HSBC Charities A/c No 71545051	£ 779.55
HSBC Defibrillator A/c no 51563041	£ 868.38

23/93 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 15th February, 18th March and 16th April 2024. Cllr Macdonald had met the Parish Steward to highlight priorities. Reference was also made to a badly parked HGV vehicle initially destroying the highway verge at the entrance to Grove Lane and now moved to the High Street resulting in further damage. An informal approach could be made to the owner but further action may be required. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

There were no issues raised.

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
 - i) **Highway Safety – Obstruction of Visibility.** Cllr P Macdonald had discussed issues relating to overhanging hedges with the Parish Steward who could assist but any works carried out by Wiltshire Council would be charged to owners. An informal approach could be the best option. However, since the matters had been discussed it appeared that owner/s had already cut back hedges and no further action was required at this time. **(noted)**

There were no further issues raised.

23/94 UPDATE ON STANDING ITEMS

- a) **Recreation Ground –**
 - i) **QE2 Recreation Field Group.** Cllr G Gamble reported that the QE2 Field Group had meetings scheduled and would be discussing replacement play equipment. **(noted)**

- ii) QE2 Recreation Field Capital Works. Cllr G Gamble reported that orders for the play ground fencing and the Kick Wall upgrade (MUGA) with Steelway Fensecure had been placed. Installation would now be carried out by a local contractor. **(noted)**
 - iii) QE2 Recreation Field Maintenance. Cllr G Gamble reported that quotations were being sought for repairs to the Kick Wall court surfacing. **(noted)**
 - iv) QE2 Recreation Field - RoSPA Report 2023. There was no update on this occasion. **(noted)**
 - v) Commemorative Plaque. There was no update on this occasion. **(noted)**
- b) **Notice Boards** – There were no issues raised. **(noted)**
- c) **Flooding & Drainage** – The Council had been notified of the Wiltshire Local Highways Discretionary Gully Service program commencing 5th February 2024. Parish Council's had been invited to submit local priority requirements. Cllr P Macdonald would respond as necessary. **(noted)**
- d) **Parish/Community Website/Social Media** – The Clerk asked new Council Members to provide a photograph and a short bio for the Website. **(noted)**
- e) **Tor Hill Footpath Project** – The Council had wished to consider the Consultants updated scheme to agree that it was suitable for a presentation and a consultation with Parishioners. The Council had since considered Neighbourhood Plan and Wiltshire Local Plan requirements that, if it came to fruition, could lead to circumstances where the Project may be satisfied with no further time and financial commitment from the Council. In these circumstances **it was agreed** that the Project should be left in abeyance until the Local Planning processes were completed and the future of Tor Hill was more certain.
- f) **Kington St Michael Village Hall** – There was a requirement for at least two Council representatives on the Village Hall Trustees. The matter was usually considered at the Council's Annual Meeting each May. In the interim period Cllr S Woodhead agreed to represent the Council. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – The Council had introduced their views on meeting the Local Plan housing requirement and the Steering Group and their consultants would be in the process of considering the matter and would bring forward draft Regulation 14 Stage proposals. Cllr S Woodhead reported that the Steering Group had two meetings scheduled for later in the month (February). The Council considered that further discussions could not be in the public domain and the matter was a later Part 2 Agenda item. **(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 agreed for inclusion should be submitted to the Editor. It was essential that an item appeared relating to the possibility of community involvement in the ownership and management of The Jolly Huntsman and the first public consultation event to be held on the 21st March 2024. **(noted)**

- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – There was no updated required. **(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.** Following purchase the Jubilee Bench had been temporarily stored. The situation had changed with that facility no longer available. A permanent solution on siting was required. The Council had a long held view on the preferred siting and Cllr G Gamble would contact the land owner/s. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.**

The Council had previously considered whether there would be a need for the community to become involved should the Public House be marketed resulting in a potential loss of the village asset. With this in mind, the Council had felt that they should help in facilitating this and supporting the community by gathering information and investigating funding opportunities should the property be marketed. Cllr A Hall had agreed to act as the Council Lead Member and to co-opt others as required and had provided a Report that included matters that could not be in the public domain at this stage and an Agenda item related to this in the Part 2 Agenda.

Council Members had been aware that the owner/s of the Public House had recently advised Wiltshire Council that the property was now on the market and Wiltshire Council had publicised this and the Parish Council had also been notified. There could be a 6-month window of opportunity for the community to potentially submit a financial offer that if accepted by the owner/s could lead to the property being held and managed locally. There was now a timescale for local action with an interim moratorium on a sale in place until the 15th March 2024.

In this 6-weeks (from the starting date of 2nd February 2024) the Parish Council or an Incorporated Community Group could request to become a potential bidder, which would mean that a full 6-months moratorium was put in place with no sale being allowed until the 2nd August 2024. If no request was made within the 6-weeks (until 15th March 2024) then a sale could take place with no further opportunity for the Parish Council or any Incorporated Community Group to become involved until after the 2nd August 2025.

At the present time the Council considered that there was unlikely to be a local Incorporated Community Group that might wish to become involved. In these circumstances the Parish Council had been best placed to meet the required potential bidder timescale, albeit that the Council had not considered the matter in detail, nor sought local opinion as to whether the community did wish to become involved.

With this in mind the Parish Council could submit a notification to Wiltshire Council by the 15th March 2024 that they should be considered as a potential bidder. This would commence the 6-month window of opportunity that would allow the Council and other interested parties to seek advice, gather information, consider business models, etc and, importantly, consult the whole local community on their views and wishes on the matter.

Following consideration **the Council agreed** to submit the required notification to Wiltshire Council and become a potential bidder, which would allow the community to consider the matter further. **Cllr A Hall proposed, Cllr V Ingham seconded and RESOLVED UNANIMOUSLY**

The Council was mindful that there was a need to seek the views of the local community as soon as possible so that there should be no delay in the process and to avoid unnecessary work and costs **and agreed that** the next Council Meeting, scheduled for the 21st March 2024 should commence at 6.15pm, possibly with a shortened Agenda, to allow a Public Session to commence at 7.00pm. This needed to be well advertised to seek a good attendance.

23/95 **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 25th January 2024. The Note Tracker from the Meeting had been received and circulated, together with the LHFIG Guidance Notes and Terms of Reference. Dates for the next 12 months were given as 30th April, 25th July, 10th October 2024 and 9th January 2025. There was a need to ascertain if the traffic survey was to be repeated. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 25th January 2025 in the Melksham Community Campus, with hybrid joining available. The Council had been reminded, by the Wiltshire Council Flood Portfolio Holder, of the importance of Flood Plans and the work of the Flood Group. Cllr A Hall had attended and provided a report and amongst other things highlighted identifying the need for reporting gullies for regular maintenance. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. The Highway Engineer needed to visit and agree the SID post installation positions. **(noted)**
- d) **Community Speedwatch Team (CSW).** There had been no change in circumstances since the last Council Meeting. **It was agreed that** the item would be taken off future Agendas until approval was given by Wiltshire Highways to allow the Council to form a CSW Team.
- e) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. There was now a suggestion from the original suppliers that the best option was to re-order the bollards including fixings. **(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 next Area Board Meeting was scheduled for the 11th March 2024. Details would be provided in due course. The next Parish Forum Meeting was scheduled for the 21st February 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX. **(noted)**
- h) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- i) **Highway Fingerpost Sign.** The most suitable location at Tor Hill Crossroads had now been confirmed and the order could now be placed. **(noted)**
- j) **Wiltshire Council - Briefing Note 23-34.** This item had been included as a reminder. The Council had received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids were to be submitted by Friday 15th December 2023. *** It had been agreed that as this was a yearly invitation the Council would use the next 11 months (from November 2023) to consider proposals in readiness to submit.**
- k) **Stubbs Lane Dwarf Wall.** The Council had agreed to rebuild the damaged highway boundary wall. Cllr G Gamble would ensure that the contractor was aware of the work required. **(noted)**
- l) **D-Day 80 Anniversary – 6th June 2024.** The Council had been advised of the proposals for Councils and communities to use the occasion to pay tribute to the many thousands that made sacrifices to ensure freedom being enjoyed today. This could involve lighting Beacons or developing a Lamp Light of Peace and ringing of Church Bells. The Council had deferred consideration until the community indicated that they wished to support the occasion. An article had appeared in the Newsletter to elicit interest. To date there had been no interest shown. **(noted)**
- m) **Wiltshire Council - Local Nature Strategy Recovery (January 2024).** The Council had been advised of the context, approach and next steps. There was an intention to hold workshops with stakeholders. **(noted)**
- n) **Wiltshire Council - Briefing Note 24-02.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Septic Tank Upgrade Communications Campaign. **(noted)**
- o) **Wiltshire & Swindon Prepared (LRF) – Emergency Contact Hub Scheme (ECHS).** The Council, through Cllr F Twisse had joined the LRF. The LRF was now ready to formally launch the ECHS and details had been provided. Cllr F Twisse would ascertain how the Council should become involved. **(noted)**
- p) **Rural EV Charging.** The Council had received information regarding public electric vehicle chargers in rural areas. The Council considered that there were no suitable publicly owned areas that could accommodate charging facilities.
- q) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council had received the annual information on this Competition. A formal invite to enter

would be received later this month (February). The Council had usually declined the invitation. However, they felt that the community should have the opportunity of commenting and suggested that an article appear in the next Newsletter.

23/96 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) **Potential Planning Enforcement Issue.** Cllr A Hall asked the Parish Council to note that there could be an infringement of a planning permission given under reference PL/2023/01467 at 64, Kington St Michael, particularly relating the demolition of a boundary wall to allow vehicle access into a rear garden. The Council was asked to simply note the matter at this time.

There were no further matters raised.

23/97 DATE OF NEXT MEETING

The next Council Meeting will be held at **6.15pm, on Thursday 21st March 2024**. The change of Meeting start time had been brought forward to allow a Public Session at 7.00pm to consider the possibility of community involvement in the future of The Jolly Huntsman Public House.

PART 2 AGENDA

As the following Items 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 were excluded for the remainder of the Meeting and were instructed to withdraw.

a) 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 and the need for a plan-led solution that would satisfy the requirements and the Council's priorities. When the Council had last met they were mindful that in order for a site allocation to be made in the Neighbourhood Plan there needed to be some certainty that the land could be available for development and the Council had agreed that the time was right for the landowner to be approached to ascertain if the land could be zoned in the draft Neighbourhood Plan. The Clerk had ascertained that the landowner was willing to engage in the process and that in addition the landowner had his own ideas on how the village could benefit from a plan-led development. The landowner was willing to meet the Council to discuss options. The Council agreed that this would be beneficial, and arrangements would be made.

b) Discussion on the future of Community Assets

The Parish Council continued discussions on the future of Community Assets in the Parish, in particular The Jolly Huntsman Public House. An earlier Agenda item had determined that the Council was best placed at this time to become the potential bidder that would give the local community a 6-month window of opportunity to acquire the asset, now marketed, to avoid the potential loss of the facility. The Council, being mindful that although the window of opportunity was

available the community would need to react swiftly and that the Council should help in facilitating this by continuing to investigate funding opportunities, building and asset surveys, business plans and what commitment there was/is from the whole community. Advice would also be sought from the Plunkett Foundation on how to set up a Community Pub. It was agreed that Cllr A Hall would continue as the Council Lead Member and would co-opt others as required to assist the process and report on progress at each Council Meeting. It was hoped that much of this could be in the public domain as an Update on Standing Items Agenda Item, but financial and legal matters may need to be included as a Part 2 Agenda item. It was agreed that there should be full transparency with the present Owner/s as the gathering of information continued. It was now essential to ascertain local community views on the principles involved as soon as possible and earlier in the Meeting the Council had agreed to hold a Public Session at 7.00pm on Thursday 21st March 2024. This would be the first occasion when the community could have a voice on whether potential existed for a volunteer community group to be formed, potentially at arms length from the Council as an Incorporated Community Group (ICG) that would take any project forward. It was stressed that the Parish Council was the initiator of the project and could relinquish involvement once the ICG was formed.

Signed:

Chair, Kington St Michael Parish Council

Date: **21st March 2024**