

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.30pm

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

16<sup>th</sup> May 2024

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

Also Present: 1 member of the public (Mrs M Pratley) who signed the attendance register 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 asked for any update on the issue of the HGV vehicle parking in the High Street. She was advised that the matter remained in the hands of the Police. In the interim period the Council would write to the company involved to raise the issue.

There were no further Questions.

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

There were no Reports.

#### **24/011 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr J Newton, Cllr P Macdonald and Cllr M-C Simpson. Apologies were also received from Wiltshire Cllr H Greenman.

#### **24/012 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

There were no Interests declared. (noted)

#### **24/013 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 16<sup>th</sup> April 2024. **Cllr A Hall proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

#### **24/014 PLANNING**

**Planning Applications:** Prior to the consideration of any Planning Application 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/2024/03484 – Householder planning permission  
Alterations to Dwelling and attached Barn to allow the Redundant Barn floorspace to be included as part of the Single Residence  
Down Farm, Kington St Michael, Chippenham, Wiltshire SN14 6LP  
For Mr & Mrs Richard Bliss

**The Council agreed that no objections would be raised, unless a majority of Council Members advised the Clerk otherwise within 7 days. Cllr W Roe proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

- b) PL/2024/03885 – Listed Building Consent (Alt/Ext)  
Alterations to Dwelling and attached Barn to allow the Redundant Barn floorspace to be included as part of the Single Residence  
Down Farm, Kington St Michael, Chippenham, Wiltshire SN14 6LP  
For Mr & Mrs Richard Bliss

**The Council agreed that no objections would be raised, unless a majority of Council Members advised the Clerk otherwise within 7 days. Cllr W Roe proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

- c) PL/2024/03928 – Notification of Proposed Works to Trees in a Conservation Area  
T1 - Small Poplar is to be reduced in height by up to 3 metres. The remaining canopy is to be reduced by up to 1.5 metres. T2 - Yew Tree is to be reduced in height by up to 3.5 metres. The lower canopy is to be raised to 2 metres above ground level. Lateral branches are to be reduced by up to 1.5 metres to retain form.  
Laburnham House, 22 Kington St Michael, Chippenham, Wiltshire SN14 6JE  
For Estcourt

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

**Cllr A Hall proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

- d) PL/2024/03974 – Notification of Proposed Works to Trees in a Conservation Area  
T1 T2 Norway Spruce – Fell to ground level  
Kington Manor, Kington St Michael, Chippenham, Wiltshire SN14 6JA  
For Mr James Harper

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

**Cllr W Roe proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

There were no further planning applications considered.

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

- e) 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 **Withdrawn by Applicant 2<sup>nd</sup> May 2024**
- f) M4, Junction 17 – Stanton Park Public Consultation. A Consultation had been launched on proposals to deliver new commercial logistics space, north of Junction 17. The proposals for up to 50,000 sq metres of commercial space, had a single point of vehicular access via the Scotland Hill local road. The period for feedback was 8<sup>th</sup> – 22<sup>nd</sup> May 2024 by visiting [www.stantonpark.co.uk](http://www.stantonpark.co.uk) The Council considered that there were fundamental objections to the development of this Greenfield land, including the potential impact of traffic. The commercial viability and suggested employment levels were questioned, as similar developments in the area remained unoccupied. Those present were reminded that individual responses would add to the weight of public opinion.
- g) PL/2023/08481 – Full Planning Permission  
Development of a Solar Farm of up to 40MW ac of generating capacity, comprising the Installation of Solar Photovoltaic Panels, Associated Infrastructure and Associated Works including Grid Connection  
Land at Red Barn, East of Kington St Michael, Chippenham, Wiltshire  
For Eden RB Solar Ltd

The Council had been notified on the morning of the Council Meeting that the applicant had submitted amendments to the application, available to view online. The Wiltshire Council had given a timescale for any responses that would end before the Council next met. With this in mind **it was agreed that** each Member would view the amendments and advise the Clerk if they were considered to be of a sufficient nature to potentially alter the Council's original views leading to an Extraordinary Council Meeting being called to reconsider the fundamental issues again.

There were no further planning matters reported.

**24/015 FINANCE** The Council considered financial matters.

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

|  |            |
|--|------------|
| Community Heartbeat Trust. G3 Battery replacement. Inv 21276 | £ 357.00   |
| Greenscape Services. Landscaping Contract. Inv SI-16738      | £ 1,671.19 |
| Vision ICT Ltd. Website Hosting and Support 24/25 Inv 18290  | £ 290.26   |
| WALC. Subscription 24/25 Inv SUB 24/25 – 135 01.04.24        | £ 295.80   |
| M P Singer. Repairs to wall and associated works. Inv 30411  | £ 829.50   |
| Community First Trading. Zurich Insurance renewal 24/25      | £ 906.92   |

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

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

|  |            |
|--|------------|
| Louise Ryland-Epton. KSM Book creation Inv KSM 04 13.04.24 | £ 1,000.00 |
|--|------------|

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

Wiltshire Council. BACS Precept 24/25 (tranche 1) 19.04.24 £ 26,616.66

- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5<sup>th</sup> May 2024 were:

|                                    |              |
|------------------------------------|--------------|
| HSBC Main Business A/c No 31545043 | £ 109,222.63 |
| HSBC Reserves A/c No 21545078      | £ 46,855.37  |
| HSBC Charities A/c No 71545051     | £ 783.29     |
| HSBC Defibrillator A/c no 51563041 | £ 872.54     |

- e) **Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2024**

The Council was advised that last year (2022/2023) 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 2023 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 2024 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. A Receipts and Payments Accounts spreadsheet had been previously circulated.

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 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 2024 for approval and Annual Return documentation.

- i) Accounts Year Ending 31<sup>st</sup> March 2024. 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 2024 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 F Twisse seconded and RESOLVED UNANIMOUSLY**

f) **Idverde Limited – Outstanding Account**

The Council had received correspondence from Idverde Limited advising of a Final Notice claim for an outstanding £431.76 relating to the cancelled grass cutting contract. The contract had been cancelled in early September 2023 following a long period of Idverde non-compliance. At that time Idverde Limited had not visited Kington St Michael for at least one month, possibly even more following their local management restructuring. They had continued to send invoices in September, October and November 2023 presumably as the accounts department had not been aware that the contract had been cancelled. On the 7<sup>th</sup> February 2024 they had claimed a balance outstanding of £1,727.04. Correspondence between parties had resulted in a reduced claim of £431.76 on the 2<sup>nd</sup> May 2024 as a Final Notice. Idverde Limited had been advised previously that the Council was unwilling to pay any more money particularly as there had been a need to seek an emergency contractor to cut the Recreation Field in time for a local event. It appeared that the contested amount must be Invoice Ref:10890137 dated 22/08/2023 and as this was the case it could/should be argued that this related to the period where there had been no work done in the Parish. Idverde Limited had placed a deadline of the 9<sup>th</sup> May 2024 for a response and a holding email had been provided advising them that the Council would be considering the matter at tonight's Council Meeting.

Following consideration **the Council resolved to seek further information and clarification on the outstanding invoice.** This should include timesheets and schedules of work claimed to have been carried out. **Cllr S Woodhead proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

24/016 **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 17<sup>th</sup> May, 17<sup>th</sup> June, 15<sup>th</sup> July, 16<sup>th</sup> Sept, 15<sup>th</sup> Oct, 18<sup>th</sup> Nov and 12<sup>th</sup> December 2024. **(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.

There were no issues raised.

24/017 **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. The metal secure fencing for the MUGA and play area had now been delivered and the contractor would now install. **(noted)**

- iii) **QE2 Recreation Field Maintenance.** There were no issues reported on this occasion. **(noted)**
  
- b) **Notice Boards** – There were no issues raised. **(noted)**
  
- c) **Flooding & Drainage** – There were no issues raised that had not been raised previously. **(noted)**
  
- d) **Parish/Community Website/Social Media** – The Clerk reminded Council Members who had not yet done so to provide a photograph and a short bio for the Website. **(noted)**
  
- e) **Tor Hill Footpath Project** – There was no update as the Council had deferred further consideration until the Neighbourhood Plan process was further advanced. **(noted)**
  
- f) **Kington St Michael Village Hall** – There was no update on this occasion. **(noted)**
  
- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead reported that assessments were being made by the Consultants of possible development locations to meet Wiltshire Local Plan requirements. The Steering Group would be meeting soon to consider the latest draft version of the Plan. **(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 to meet the publication deadlines. Cllr F Twisse proposed that as the Council funded the Newsletter the Editorial deadlines should be altered to accommodate Parish Council news. The Clerk would discuss with the Editor. **(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. However, the Solicitor had reminded the Council that there was a need for the Council to obtain a value of the land and buildings to be registered. The Council would need to instruct a suitable surveyor to provide the valuation. It was suggested that a request be published in the Newsletter to seek local assistance. **(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)**

p) **Asset of Community Value - Future of the Jolly Huntsman Public House.**

Cllr A Hall reported that the Core Group had held several meetings and continued to make progress. Grant applications were being submitted to a number of Funders alongside registration and membership of required bodies. There was a need for a business valuation and also building and land surveys to be carried out. A community consultation was underway with shareholder interest already being shown. **(noted)**

**24/018 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 30<sup>th</sup> April 2024. The LHFIG Tracker from the Meeting had been received. Para 5.9 referred to work within KSM. It appeared that there was a need to consider the financial contribution before further progress could be made on the 20mph speed limit assessment. The Council had previously argued that the original traffic survey had been flawed, as the results had been affected by highway works in the area. It appeared that this had not been accepted by LHFIG and although the case would be made again to move things forward **the Council reluctantly agreed to** the £750.00 financial contribution requested towards the new survey and the Clerk would advise LHFIG accordingly. Dates for future Meetings were the 25<sup>th</sup> July, 10<sup>th</sup> October 2024 and 9<sup>th</sup> January 2025.
- b) **Wiltshire Operational Flood Group North.** The last Flood Group Hybrid Meeting had been held on Thursday 28<sup>th</sup> March 2024. The next Meeting was scheduled for 23<sup>rd</sup> May 2024 10.00am-12.00noon in Melksham Community Campus although TEAMS attendance was available. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. Now the Council had decided to pursue the new traffic survey (Minute 24/018 (a) refers) the Highway Officer will be asked to visit to agree the SID pole positions. **(noted)**
- d) **Pavement Parking-Provision of Bollards.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- f) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on the 11<sup>th</sup> March 2024 in the Wiltshire & Swindon History Centre and would meet again on Monday 10<sup>th</sup> June 2024. The Parish Forum had met on the 20<sup>th</sup> March 2024 in Stanton St Quintin Village Hall. The next was scheduled for the 19<sup>th</sup> June 2024 at 7.00pm in Christian Malford Village Hall. **(noted)**
- g) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. It was suggested that the matter be delayed until after the new Term start in September 2024, as a new Head Teacher would be in place.**(noted)**

- h) **Highway Fingerpost Sign.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- i) **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 15<sup>th</sup> December 2023. **\* It had been agreed that as this was a yearly invitation the Council would use the interim period (from November 2023) to consider proposals in readiness to submit.**
- j) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** The Council was aware that at the last Council Meeting they were advised that with changes in the targeted operating model, all Neighbourhood Policing Teams in Wiltshire sit under Chief Inspector of Neighbourhood Policing, James Brain. His intention had been to hold two NCPFs a year, one in April and another in November. The first of these was held 1900-2030hrs on Wednesday 17<sup>th</sup> April 2024. These would not replace contact with local teams but would provide an opportunity to come together for him to provide updates. The Meetings were split into two sections. The first being a presentation followed by questions and answers. The opportunity existed for questions on the night but pre-submitted questions were welcomed. The Meetings were virtual using Microsoft Teams and with likely numbers he was looking for just one representative from each Parish Council. Queries and questions could be submitted to Inspector Peter Foster at [peter.foster@wiltshire.police.uk](mailto:peter.foster@wiltshire.police.uk) The link to the first NCPF had been provided and there were reports that the first session had been well attended. The Council considered that there was a need for future attendance to be fully briefed on local Policing matters. Following receipt of the next Meeting details a Council representative would be required. **(noted)**
- k) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council had been previously notified of a new interactive platform that helped people find out what life was like in their Community Area. There had been a survey for feedback ending 7<sup>th</sup> May 2024. Council Members had been reminded to take part. **(noted)**
- l) **Wessex Community Energy Network – Engaging with the Local Community.** The Council had been advised of this in person network meeting to be held on Thursday 16<sup>th</sup> May 2024 10.00 – 13.00 at County Hall, Trowbridge. Details and the Agenda had been circulated. **(noted)**
- m) **CPRE Wiltshire AGM.** The Council had received an invitation to attend the AGM to be held on Tuesday 16<sup>th</sup> July 2024 at 7.00pm in Malmesbury Town Hall. Details had been circulated with ticket booking information. **(noted)**

**24/019 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no matters raised.

**24/020 DATE OF NEXT MEETING**

The next Council Meeting would be held at **7.15pm, on Thursday 20<sup>th</sup> June 2024.**

Signed: Chair, Kington St Michael Parish Council Date: **20<sup>th</sup> June 2024**