

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.15pm

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

**17<sup>th</sup> April 2025**

Present: Cllr A Hall, Cllr P Macdonald, Cllr W Roe, Cllr F Twisse (Vice Chair) and Cllr S Woodhead.

Also Present: Wiltshire Cllr H Greenman, six members of the public (Patsy Davies, Mervyn Davies, Oliver Mead, Tim Mead, Margaret Pratley, Daniel Willment) 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.**

#### **24/103 ELECTION OF CHAIR FOR THE MEETING**

In the absence of the Council Chair and Vice Chair at the commencement of the Council Meeting it was agreed that Cllr W Roe would take the role of Chair for this Council Meeting. **Cllr P Macdonald proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY**

#### **PUBLIC QUESTION TIME**

- i) Margaret Pratley asked if the Parish Council was aware that the Holm Oak tree, planted in memory of the Late Bill Issac at the Recreation Ground, had not been pruned over the last weekend as advised at the Annual Parish Meeting. Council Members present were unable to provide an update.

There were no further Questions raised.

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

- i) Wiltshire Cllr H Greenman reported that at the recent Strategic Planning Committee, concerned with housing land supply numbers and developers land-banking rather than building out permissions, the Committee had attempted to solve the problem by altering normal planning conditions on housing developments approved for Holt and Westbury. The developments were required to begin before the expiration of two years from the date of the permissions and 1 year of signing a Section 106 Agreement.

There were no further Reports.

#### **24/104 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr J Newton and Cllr M-C Simpson.

**24/105 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)

**24/106 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 20<sup>th</sup> March 2025. **Cllr P Macdonald proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY**

**24/107 PLANNING** 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. Representations were received from Mr J Willment in regards to Item (a) planning application PL/2025/00485.

**Planning Applications:**

- a) PL/2025/00485 – Householder Planning Permission  
Single Storey Side and Rear Extensions to Existing Garage  
86-87, Kington St Michael, Chippenham SN14 6HX  
For Mr James Willment

The Council had considered this planning application on the 20<sup>th</sup> February 2025, originally submitted as a two-storey scheme. The Council had been advised that the scheme had now been amended to propose a single-storey scheme and the Council had been invited to submit further comments.

Following consideration of the application **the Council resolved to continue to object to the proposals.** The Council was normally supportive of householder’s proposals but on this occasion wished to retain strong objections.

Albeit that the application had now been amended to single storey, the Council still considered that the proposal was an over-development of the site frontage, changing a nondescript low-profile structure into an overbearing and incongruous built form within the Conservation Area and street picture detrimentally affecting important public views across the adjoining Village Green and spoiling adjacent historic assets.

As before in support of the objections the Council believed that the proposed works were not an extension to the existing garage but was a new build, possibly using remnants of the existing garage should the existing structure and foundations be structurally sound.

With all of this in mind the Council considered that there was conflict with the Wiltshire Local Plan and the National Planning Policy Framework (NPPF). When responding to the Wiltshire Council the contents of the Council’s previous response would be reiterated.

**Cllr P Macdonald 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.

- b) PL/2025/01219 – Prior Approval – Class R – Agricultural Buildings to a flexible Commercial Use, Change of Use if Existing Agricultural Barn for Class E and associated storage in lieu of PL/2024/0760  
Kington Farm, Kington St Michael, Chippenham SN14 6DH  
For Mr T Royal **Prior Approval Granted 28<sup>th</sup> March 2025**
- c) PL/2025/02360 - Householder Application  
Remove existing conservatory and replace with single storey side extension  
34 The Ridings, Kington St Michael, Chippenham SN14 6JG  
For Charlotte Sparkes **Approved with Conditions 11<sup>th</sup> April 2025**

There were no further planning matters reported.

#### 24/108 **FINANCE** The Council considered financial matters.

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

WALC/NALC. Subscription fees 2025/2026	Inv WALC-0554	£ 315.56
Greenscape Services Ltd. Grass maintenance contract.	Inv SI-17547	£ 1,738.04
Place Studio Ltd. Neighbourhood Plan support.	Inv 039 25.03.25	£ 1,618.80
WALC. Training course fee.	Inv WALC-0725 31.03.25	£ 36.00
Playdale Playgrounds. Quotation 00101427	04.04.25 50% deposit	£ 4,394.81

**Cllr P Macdonald proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

- b) **Payments made:** The Council noted that there had been no Payments made since the last Council Meeting. **(noted)**
- c) **Receipts:** The Council noted 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 2025 were:

HSBC Main Business A/c No 31545043	£ 55,119.46
HSBC Reserves A/c No 21545078	£ 47,673.01
HSBC Charities A/c No 71545051	£ 796.95
HSBC Defibrillator A/c no 51563041	£ 988.14

#### 24/109 **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. He reported on recently completed work and outstanding requests. Cllr Macdonald made reference to the fact that Danny Everett, Wiltshire Senior Drainage Engineer, had yet to respond to his approach. Parish Steward visits had been scheduled for 15<sup>th</sup> April, 16<sup>th</sup> June, 15<sup>th</sup> July, 15<sup>th</sup> September, 15<sup>th</sup> October, 17<sup>th</sup> November and 10<sup>th</sup> December 2025. **(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) Replacement Waste Bins. Pursuant to Minute 24/097 (c) (i). There had been no change in circumstances since the Council had last met. **(noted)**
  - ii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/097 (c) (iii). Some works had now been carried out and the timescale for completing this work would now need to avoid the bird-nesting season. **(noted)**

#### 24/110 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 Council was advised that the RoSPA Report had identified defective play equipment. A quotation had now been received from the equipment suppliers, Playdale Playgrounds, to carry out remedial works **and the Council confirmed that the works should proceed.** There was a requirement to pay a 50% deposit to the Company.
- iii) QE2 Recreation Field Maintenance. There was no update on this occasion. Council Members were mindful of the question raised earlier by Margaret Pratley in regards to the pruning of the Holm Oak. **(noted)**
- iv) QE2 Recreation Field – Honey Knob Hill boundary. Minute 24/098 (a) (iv) referred. The timescale for completing this work was now important to avoid the bird-nesting season **(noted)**

##### b) **Notice Boards –** There were no issues raised. **(noted)**

##### c) **Flooding & Drainage –** There were no issues raised that had not been previously considered. **(noted)**

##### d) **Parish/Community Website/Social Media –** There were no issues raised. **(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 were no issues raised. **(noted)**

##### g) **Kington St Michael Neighbourhood Plan –** There was no report on this occasion. An update on progress had been given at the Annual Parish Meeting. Concern was expressed that with the Government increasing Wiltshire housing

requirements by some 84% then this could impact on large village housing numbers. Concern was also expressed that confidential matters relating to development land provision under consideration had been leaked to some members of the public. **(noted)**

- h) **Kington St Michael Emergency Plan** – Cllr F Twisse reported that the Church had agreed that they could become a Safe Place in emergency situations. **(noted)**
- i) **Village Newsletter** – There were no issues raised. **(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 was 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. The Clerk continued to circulate Community Messaging to those on the Council's Database. **(noted)**
- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen's Platinum Jubilee – Celebration Bench.** Pursuant to Minute 24/098 (o). There had been no change in circumstances since the last Council Meeting. A quotation for installation on a concrete base at The Ham was still required. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** There had been no change in circumstances since the last Council Meeting. The Core Group continued with fund raising efforts and would be present at the Chippenham Beer & Cider Festival. **(noted)**

#### 24/111 **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 last met on the 9<sup>th</sup> January 2025. The Note Tracker for this Meeting had been received also the Note Tracker for the Meeting scheduled for 22<sup>nd</sup> April 2025. However, this had now been postponed as it fell within the Election period. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group had met on Thursday 20<sup>th</sup> March 2025. The Agenda had been received and circulated. There were no local matters tabled. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** Pursuant to Minute 24/099 (c). Cllr P Macdonald reported that he had met with the contractor, Mervyn Singer, and agreed the positions for the SID posts. **(noted)**

- d) **Pavement Parking-Provision of Bollards.** Cllr P Macdonald reported that he had met with the contractor, Mervyn Singer, and agreed the positions for the bollards. **(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 Monday 3<sup>rd</sup> March 2025 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The next was scheduled for the 2<sup>nd</sup> June 2025 at a venue to be notified. The Parish Forum had met on Wednesday 26<sup>th</sup> February 2025 in Christian Malford Village Hall. The Guest Speaker had been the Wiltshire Chief Constable. The Notes and Presentation from the Meeting had been circulated. The next Parish Forum Meeting was scheduled for Wednesday 25<sup>th</sup> June 2025 at 7.00pm in Kington Langley Village Hall. The Council would consider representation at Forum Meetings to take advantage of networking opportunities. **(noted)**
- g) **School Travel Plan and Safe Place.** Pursuant to Minute 24/099 (g). There had been no change in circumstances since the last Council Meeting. **(noted)**
- h) **Parish Council Elections – 1<sup>st</sup> May 2025.** Following the close of nominations for the Parish Council Elections the Election would be uncontested as there were 8 candidates recorded to fill the 9 Council Seats. This meant that the Council would be easily quorate after the 6<sup>th</sup> May 2025, when the existing Council Members stood down and the new Council took over. It was important to note that all Councillors could not take decisions until they sign their Declaration of Office prior to the Annual Council Meeting scheduled for Thursday 15<sup>th</sup> May 2025. As the new Council had been given authority to co-opt an eligible person to fill the Member Vacancy an item would appear on the next Agenda for the Council to agree how they wished to carry out the co-option procedure and whether they would wish to advertise the Vacancy. **(noted)**
- i) **Flood Warden Newsletter – Spring 2025.** The Council noted receipt of the latest Wessex Water/Environment Agenda Flood Wardens Newsletter. **(noted)**

#### 24/112 ANNUAL PARISH MEETING 2025

The Annual Parish Meeting had taken place on Thursday 10<sup>th</sup> April 2025 in the Village Hall. Minutes from the Meeting will be published in due course. The attendance had been disappointing and reference was made to well-attended Annual Parish Meetings of years ago when almost every organisation and group had attended to provide a report. It was suggested that as the chosen date of 16<sup>th</sup> April 2026 was outside of the Easter Holiday period that potential excuse was eliminated. **It was agreed that** an effort would be made to increase attendance and that all organisations and groups would be advised of the date and invited to give a report.

#### 24/113 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr P Macdonald made reference to the recent offer, via Bristol Diocese, of free Oak trees and suggested that the QE2 Field Group might wish to acquire 20 or so for the Recreation Ground. The information received would be forwarded.

There were no further matters raised.

**24/114 DATE OF NEXT MEETING**

The Annual Council Meeting to be followed by the next Council Meeting would be held at **7.15pm, on Thursday 15<sup>th</sup> May 2025.**

Signed:

Chair, Kington St Michael Parish Council

Date: **15<sup>th</sup> May 2025**