

# 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> October 2024

Present: Cllr G Gamble (Chair), Cllr A Hall, Cllr W Roe, Cllr M-C Simpson and Cllr S Woodhead.

Also Present: 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**

There were no Questions raised.

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

There were no Reports.

#### **24/051 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr P Macdonald, Cllr V Ingham, Cllr J Newton, and Cllr F Twisse (Vice Chair). Apologies were also received from Wiltshire Cllr H Greenman.

#### **24/052 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)**

#### **24/053 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 19<sup>th</sup> September 2024. **Cllr A Hall proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

#### **24/054 PLANNING**

##### **Planning Applications:**

There were no Planning Applications considered.

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

- a) National Planning Policy Framework (NPPF) - Consultation

Pursuant to Minute 24/034 (h). The Government had proposed an update of the NPPF and was carrying out a Consultation on the proposed changes. The Council had agreed that the Clerk should submit a response within the timeframe. Council Members had been circulated with a copy of the response. **(noted)**

b) Gypsies and Travellers pre-submission draft Development Plan - Consultation

Pursuant to Minute 24/044 (k). The Wiltshire Council had consulted on the proposals that once adopted would become a material planning consideration in meeting the accommodation needs for Gypsy and Traveller communities in Wiltshire. The Council had agreed that the Clerk should submit a response within the timeframe. Council Members had been circulated with a copy of the response. **(noted)**

There were no further planning matters reported.

**24/055 FINANCE** The Council considered financial matters.

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

Greenscape Services. Landscaping Contract. Inv SI-17122 20.09.24 £ 1,671.19  
Thornbury Surfacing Ltd. QE2 Field MUGA resurfacing Inv 16344 £12,802.68

**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.

KSM Community Pub Ltd. Merchandise funding 30.09.24 £ 1,000.00

c) **Receipts:** The Council noted that there had been the following Receipts since the last Council Meeting. **(noted)**

KSM Village Shop. The Kingtons, book sales 06.10.24 £ 25.00  
Wiltshire Council. BACS Precept Tranche 2 25.09.24 £ 26,626.66

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

HSBC Main Business A/c No 31545043	£ 99,795.04
HSBC Reserves A/c No 21545078	£ 47,237.63
HSBC Charities A/c No 71545051	£ 789.68
HSBC Defibrillator A/c no 51563041	£ 879.65

**24/056 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. In his absence he had provided a

written update on his contact with Wiltshire Highways. Parish Steward visits had been scheduled for 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.

- i) Replacement Waste Bins. Pursuant to Minute 24/046 (c)(i). There had been no change in circumstances since the last Council Meeting in regards to replacement waste bins. However, the legal position on land ownership may now have been resolved and subject to confirmation from Wiltshire Highways the works could proceed. The Clerk would seek confirmation. **(noted)**
- ii) Timber Bench Maintenance. Pursuant to Minute 24/046 (c)(ii). Cllr G Gamble reported that of the 3 benches only 2 had been found to be sound enough for repair. One was now being repaired that would indicate the amount of work required and the potential overall cost. **(noted)**
- iii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/046 (c)(iii). Cllr G Gamble reported that a local contractor had indicated that he could carry out the necessary works, likely to be over a weekend when traffic levels were lower, and that a quotation would be provided. **(noted)**

#### 24/057 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. Cllr G Gamble reported that the MUGA resurfacing work was complete. However, following heavy rain it had been noted that the surface was flooding, as the surrounding land levels were higher. The contractor intended to install a French drain to eliminate the problem. **(noted)**
- iii) QE2 Recreation Field Maintenance. The Council had explored the possibility of cutting the field an inch shorter, to further improve the playing surface. The contractor had advised that this would be dependent on weather conditions as the ground was boggy in places after downpours. **(noted)**
- iv) QE2 Recreation Field – Honey Knob Hill boundary. Cllr G Gamble confirmed that he would check on the availability of a local contractor and seek a quotation. **(noted)**
- v) Bonfire & Fireworks Night – 2<sup>nd</sup> November 2024. The Council as owner needed to agree the use of the QE2 Field for the event and

increase their insurance cover to include the evening. There were also associated costs for St John's Ambulance presence and the purchase of the fireworks. In addition the Council usually notified livestock owners in the vicinity who could be affected. **The Council agreed to the use of the QE2 Field and to cover the insurance and associated costs. The Clerk confirmed that he had already notified livestock owners. (noted)**

- b) **Notice Boards** – There were no issues raised. **(noted)**
- c) **Flooding & Drainage** – A Parishioner had reminded the Council that the highway gully at the Stanton Lane road junction was still blocked, a continuing problem for many years, with road surface water flowing all the way to the Kyneton Way highway gully. It had been suggested that water was steadily rising from the gully rather than simply overflowing from surface water. The Council was aware that the issue had been raised on numerous occasions with Wiltshire Highways and remedial works remained outstanding. Although the Council would raise the matter again it was important that Parishioners raise the issue using the WiltsApp reporting system that would create a higher outstanding works profile. **(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** – Cllr S Woodhead reported that assessments were still being made on possible development locations to meet Wiltshire Local Plan requirements. **(noted)**
- h) **Kington St Michael Emergency Plan** – There had been no change in circumstances since the last Council Meeting. **(noted)**
- i) **Village Newsletter** – The timescale for submission of articles on this occasion was noted. **(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. **(noted)**
- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen's Platinum Jubilee – Celebration Bench.** At the last Council Meeting the Council had agreed that problems associated with land ownership had prevented the installation of the bench in the preferred location and as an

alternative a QE2 Recreation Ground Play Area site should be found. The Council would then consider the provision of a new bench at The Ham as soon as a suitable site became available. Since that decision a Parishioner had suggested that as the original position was chosen following an initial request for a bench approximately half way down the village as a rest point to the Shop, etc., then couldn't it be placed at the end of The Close perhaps as an interim measure? The Council acknowledged that this would be a practical solution. However, the legal position on land ownership at The Ham may now have been resolved and subject to confirmation from Wiltshire Highways the works could proceed as originally planned. The Clerk would seek confirmation. **(noted)**

- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** At the last Council Meeting the Core Group had reported that the new Government had yet to confirm whether or not the Community Ownership Fund would continue and that there remained a need to secure a significant amount of funding and various initiatives were being considered to raise funds locally. This had included the possibility of online sales of merchandise, which could include the sale of The Kingtons book. The Council had previously agreed to fund the Core Group's reasonable start-up costs (£5,000.00 max). The Clerk had circulated a briefing note to Council Members in regards to £1,000.00 financial assistance to the Core Group to fund the purchase and costs associated with merchandise sales. The Clerk reported that to date the Council had provided a total of £3,550.00 financial support. Council Members were reminded that they had only agreed to fund limited costs and that any further financial support through the use of Council funds would need to be subject to further consideration and decision. Cllr A Hall, circulated examples of the merchandise that was now on sale. **(noted)**

#### 24/058 **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 10<sup>th</sup> October 2024. The Notes from the Meeting had yet to be received. The date of the next LHFIG Meeting was the 9<sup>th</sup> January 2025. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The last Flood Group Hybrid Meeting had been held on the 26<sup>th</sup> September 2024. The Notes from the Meeting had yet to be received. The next Meeting was scheduled for the 21<sup>st</sup> November 2024 10.00am-12.00noon in Melksham Community Campus. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** Pursuant to Minute 24/048 (c). Agreement had been reached with Wiltshire Highways in regards to the siting of the SID poles. In addition the re-use and siting of bollards in Grove Lane. Cllr G Gamble reported that a local contractor had indicated that he could carry out the necessary works and that a quotation would be provided. **(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 Monday 2<sup>nd</sup> September 2024 in the Wiltshire & Swindon History Centre. Further Meetings were scheduled for 4<sup>th</sup> November 2024 and 10<sup>th</sup> February 2025. The Parish Forum had met on Wednesday 25<sup>th</sup> September 2024 in the Kington St Michael Village Hall. The main topics had related to Police enforcement in the Community Area, including Community Speed Watch. The Notes from the Meeting had been received and circulated. The next Parish Forum Meeting was scheduled for Wednesday 27<sup>th</sup> November 2024 at 7.00pm in The Goss Croft Hall, Upper Seagry. **(noted)**
- g) **School Travel Plan and Safe Place.** Pursuant to Minute 24/048 (g). A briefing note still needed to be prepared for the Clerk to raise the subject with the School. Cllr F Twisse and Cllr V Ingham would need to provide the Clerk with a briefing note in order to approach the School. **(noted)**
- h) **Highway Fingerpost Sign.** There had been no change in circumstances since the last Council Meeting. However, the delivery location and accommodation had now been resolved and Cllr G Gamble reported that a local contractor had indicated that he could carry out the necessary works. The Clerk would now confirm the order for the fingerpost sign. **(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 County Parish Forum.** The Council recalled that the first Forum had been held via TEAMS in April of this year that delivered an update from each Neighbourhood Policing Inspector on issues in their area and a Q&A session. The next one was to be held in person at Police HQ, Devizes at 6.00pm until 8.00pm on Wednesday 20<sup>th</sup> November 2024. The Inspector had suggested that only 1 person from each Council attended to restrict numbers and that their name be provided in advance. **(to note)**
- k) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** The Council had received previous communications requesting that the Parish Emergency Coordinator register with the Local Resilience Forum (LRF). The Council recalled that a LRF event had been held in August 2023 at Tidworth. The Council had also received an invitation to sign up to the Emergency Contact Hubs scheme. The LRF was renewing contact to promote and enhance “community building” that focused on whole societal resilience and put the community at the centre of local emergency response, not just flooding but also other events that might impact such as adverse weather and power outages. They wished to grow the network across the Wiltshire and Swindon footprint to ensure neighbouring communities were connecting with each other. It was likely that representatives of the LRF would be attending the next Parish Forum Meeting on the 27<sup>th</sup> November 2024. In the meantime the Council needed to review their own emergency planning situation to ensure it was fit for purpose. Cllr F Twisse was the Council Lead Member but was not in attendance and Council Members would need to provide assistance to progress emergency planning within the Parish. **(noted)**

- l) **Winter Preparations 2024-2025.** Pursuant to Minute 24/048 (q). The Council had been advised that Wiltshire Council were beginning their planning for the 2024/25 winter season and had provided the PEAS application details and form for the forthcoming season to be returned to the Weather Team. Cllr P Macdonald would need to consider if there were any requirements. **(noted)**
- m) **Secure Delivery Depot.** Pursuant to Minute 24/048 (r). The Council had a number of on-going capital projects where initial orders had been placed and were held in abeyance as a delivery address was required. Cllr G Gamble reported that a local yard and undercover building had been found that would not prejudice works contracts. The Clerk could now proceed in confirming orders. **(noted)**
- n) **QE2 Recreation Ground Storage Facilities.** Pursuant to Minute 24/049 (i). Cllr G Gamble had requested that consideration be given to the provision of storage facilities that could accommodate equipment and also be a delivery and storage point. **The Council agreed the principle** and the Clerk would seek details and costs of suitable steel containers.

**24/059 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no matters raised.

**24/060 DATE OF NEXT MEETING**

The next Council Meeting would be held at **7.15pm, on Thursday 21<sup>st</sup> November 2024.**

Signed:

Chair, Kington St Michael Parish Council

Date: **21<sup>st</sup> November 2024**