

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

18th January 2024

Present: Cllr G Gamble (Chair), Cllr A Hall, Cllr V Ingham, Cllr P Macdonald, Cllr J Newton, Cllr W Roe, Cllr M-C Simpson, Cllr F Twisse (Vice Chair) and Cllr S Woodhead.

Also Present: Wiltshire Councillor H Greenman 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

There were no Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman was pleased to report that following representations the Government's 5-year housing land supply requirement, often creating the tilted balance on planning applications, was to be reduced to 4 years. This was of significance in Wiltshire as they could comply with the 4-year figure. In addition the update requirements for Neighbourhood Plans was to alter. There was now some confusion as to whether planning decisions given by the Strategic Planning Committee, that had yet to be signed off, could now be re-considered. The Parish Council was likely to receive official news shortly. (Briefing Note 24-01 referred) He reminded the Council that the Parish Forum would meet on the 17th January and the Agenda would include flood related matters and also an update on the Post Office Horizon scandal.

There were no further Reports.

23/76 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

23/77 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared.

23/78 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 23rd November 2023. **Cllr J Newton proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY**

23/79 COUNCIL MEMBER RESIGNATION

The Council was formally informed that, sadly, Cllr Elizabeth Allen had resigned from the Parish Council, as she would soon be moving from the Parish. Members praised her valuable service to the Council and to the community and thanked her for her efforts during her period in office. **Cllr G Gamble proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**

Her resignation created a further Council Vacancy and having just completed the Casual Vacancy process the Council could, in the interest of good management, co-opt a replacement Council Member. **(noted)**

23/80 COUNCIL MEMBER VACANCIES

Two Council Vacancies existed. The Parish Council had advertised the original Vacancy on the 29th November 2023 with the closing date for applications being the 20th December 2023. It had been agreed that the Council would interview any applicants prior to this Council Meeting and recommend to the Council. The Council was fortunate to have two eligible applicants and **the Council agreed to** co-opt Mrs Marie-Clare Simpson and Mr Stephen Woodhead. **Cllr V Ingham proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

Both were in attendance and signed their respective Declarations of Office. Cllr Marie-Clare Simpson and Cllr Stephen Woodhead were welcomed to the Council.

23/81 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/2023/11114 – Householder planning permission
Replacement Fenestration
4 Skillins, Kington St Michael, Chippenham, Wiltshire SN14 6RL
For Mrs Sue Pitman

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

Cllr P Macdonald proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY

- b) PL/2024/00096 – Listed Building Consent (Alt/Ext)
Replacement Fenestration
4 Skillins, Kington St Michael, Chippenham, Wiltshire SN14 6RL
For Mrs Sue Pitman

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

Cllr P Macdonald proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY

There were no further planning applications considered.

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

- c) PL/2023/09909 – Notification of Works to Trees in Conservation Area
T1 Cherry Tree - Fell
93, Kington St Michael, Chippenham, Wiltshire SN14 6HX
For Mrs Rebecca Bardwel **No objections from Wiltshire Council 20th December 2023**

There were no further planning matters reported.

23/82 FINANCE The Council considered financial matters.

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

Vision ICT Ltd. Renewal of SSL Certificate Jan-Dec 2024	Inv 17662	£ 60.00
KSM CE Primary School. Newsletter printing etc.	Inv KSM 202306	£ 96.32
Parish Online- Digital Mapping. Renewal 24/25.	Inv 00HY130-0006	£ 45.00
Place Studio Ltd. Neighbourhood Planning support.	Inv 6081	£ 1,320.00
Carer Support Wiltshire. Section 137 Grant		£ 100.00

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.

Louise Ryland-Epton. History of Kington St Michael	Inv KSM 03	£ 1,000.00
Land Registry Apply Online Receipt. Registry Title Plan.		£ 39.90
Black Nova Designs. Website Hosting 23/24	Inv KSM 18223 10.10.23	£ 60.00

- 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 January 2024 were:

HSBC Main Business A/c No 31545043	£ 91,934.37
HSBC Reserves A/c No 21545078	£ 46,555.24
HSBC Charities A/c No 71545051	£ 778.27
HSBC Defibrillator A/c no 51563041	£ 866.95

- e) **Council Budget, Budget Proposals and Precept for Year 2024 -2025**

The Council considered Budget proposals for Year 2024-2025 together with background advice in regard to future Capital and Revenue spending requirements, including potential devolution costs. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale.

A Budget proposals spreadsheet was circulated, including a potential spending outturn for year 2023-2024. Detailed consideration was given to a forward budget and cost pressures and options were considered including a standstill budget. The Council was mindful of the fact that any increases proposed needed the support of Parishioners who would need to be informed of the reasons for any increase in spending. In addition the Council acknowledged that with Wiltshire Council continuing to reduce services there could be a need for the Parish Council to carry out additional tasks.

The Council agreed to continue to retain the Capital Fund reserves as a number of projects needed support. The Council also needed to include several commitments, including improvements to the grass and footpath maintenance contract. The Parish Council was mindful of how any potential increase in the Council Budget would affect the Band D property Council Tax Payer and the Council had been advised of the Tax Base figures by Wiltshire Council. The Council noted that the Band D Tax Base had changed from 315.86 to 320.68 per property.

Following consideration, **the Council agreed to request a Precept requirement of £53,233.32** for the next Council Financial Year (2024-2025). An explanation to Parishioners on the Council's decision would be given at the future Annual Parish Meeting.

Proposed Cllr J Newton, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY

23/83 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 visit were scheduled for 16th January, 15th February, 18th March and 16th April 2024. Cllr Macdonald had met the Parish Steward to highlight priorities. Reference was made to a letter he had drafted and the Clerk had sent to Wiltshire Highways in regards to dangerous road conditions throughout the Parish. Reference was also made to a badly parked HGV vehicle destroying the highway verge at the entrance to Grove Lane, with potential damage to the highway boundary wall. An informal approach had been made to the owner and 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) **Parking at The Ham.** Pursuant to Minute 23/60 (c) (ii). The Council had previously considered inconsiderate parking issues. The opportunity had existed for the issue to be raised with the Neighbourhood Police Team when visiting on the 29th November 2023. The Council had previously determined that there would be a need to consider the matter further if no solution had been found. The

Council suggested that the Police Team could be approached at the next Parish Forum to discuss the matter further. **(noted)**

There were no further issues raised.

23/84 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 orders for the play ground fencing and the Kick Wall upgrade (MUGA) with Steelway Fensecure had now been placed. Installation costs were being negotiated with contractors. **(noted)**
- iii) QE2 Recreation Field Maintenance. A later Agenda item related to the appointment of a new maintenance contractor. **(noted)**
- iv) QE2 Recreation Field - RoSPA Report 2023. There was no update on this occasion. **(noted)**
- v) Tree Planting. Cllr G Gamble confirmed that he had agreed to meet with the Family and together with the QE2 Field Group would agree a suitable location. **(noted)**
- vi) Commemorative Plaque. Pursuant to Minute 23/63 (iii) the Clerk was asked to design a suitably worded plaque for Members' approval.

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

c) **Flooding & Drainage** – There were no issues raised that had not been covered by other Agenda items. **(noted)**

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

e) **Tor Hill Footpath Project** – The Parish Council had still to consider the Consultants updated scheme **and agreed that** it was essential for Council agreement prior to the Annual Parish Meeting scheduled for the 11th April 2024 as this would be a suitable date to hold a presentation and consultation on the project to gauge community views. **(noted)**

f) **Kington St Michael Village Hall** – There was no report on this occasion and the Council would ask the Village Hall Trustees what their requirements were regarding future Parish Council input. **(noted)**

g) **Kington St Michael Neighbourhood Plan** – The Council had received a draft Plan for their views to allow further progress to allow the Regulation 14 submission to take place. The Council considered that discussions could not be in the public domain and the matter was a Part 2 Agenda item. **(noted)**

h) **Kington St Michael Emergency Plan** – There was no change in circumstances since the last Council Meeting. **(noted)** It was reported that although the Plan

was only in draft form the processes were followed on the 4th January 2024 when a felled tree had blocked the Tor Hill footpath. **(noted)**

- i) **Village Newsletter** – There was a need to ensure that articles agreed for inclusion should be submitted to the Editor. Council Members were advised that the Newsletter Editor had indicated that she was to continue for the foreseeable future, which was welcomed by the Council. **(noted)**
- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – There was no update 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.** There had been no change in circumstances since the last Council Meeting and Cllr G Gamble would contact the land owner/s. **(noted)**

23/85 **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’s next Meeting was scheduled for 25th January 2024. The Council had deferred action on the 20mph speed limit assessment until the traffic survey was repeated. The School crossing work had still to be completed with the salt bin moving outstanding. It was considered more improvements could be made with the erection of School warning signage and this would be raised with LHFIG. Should this request take time to resolve the Council would consider purchasing signs and erecting themselves. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 23rd November 2023. The notes from the Meeting have not yet been received but it understood that the next Meeting was scheduled for the 25th January 2024 in the Melksham Community Campus, although hybrid joining was usually available. Cllr A Hall indicated that he would be able to attend. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. A request would be made to the Highway Engineer 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. Should the new traffic survey indicate that a Team could be formed and trained there would be a need to seek volunteers again as a considerable time had passed since original interest was shown. **(noted)**

- e) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. **(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 Area Board had last met on the 11th December 2023 at the Olympiad Leisure Centre and included an “All things Roads” session with Highway Officers and the Highway Cabinet Member in attendance. Future Meeting dates were scheduled for 11th March, 10th June and 2nd September 2024. The next Parish Forum Meeting had been scheduled for the 17th January 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX but had been postponed. The Forum would now meet on Wednesday 21st February 2024 in the same venue. **(noted)**
- h) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. It was suggested that the Clerk write to both the Head Teacher and Chair of Governors. **(noted)**
- i) **Highway Fingerpost Sign.** Cllr P Macdonald would confirm the most suitable location and would provide the Clerk with details. **(noted)**
- j) **Assets of Community Value.** The Jolly Huntsman and the Kington St Michael Club applications had been submitted to Wiltshire Council and Wiltshire Council had advised that representations from interested parties had needed to be submitted by the 5th and 8th January 2024 respectively. Decisions on both applications were expected shortly. *(Both were subsequently approved on the 19th January 2024)* **(noted)**
- k) **Wiltshire Council - Briefing Note 23-37.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Simpler Recycling for Household and Business Recycling in England. **(noted)**
- l) **Wiltshire Council - Briefing Note 23-38.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Vibrant Vacant Units Grants. **(noted)**
- m) **Stubbs Lane Dwarf Wall.** Pursuant to Minute 23/63 (ii). 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)**
- n) **Carer Support Wiltshire.** The Council had received a request for financial support towards their services in Chippenham. The monthly café was held at the Angel Hotel and supported local unpaid carers The Council was able to provide Section 137 grants that benefited the local community **and agreed that** a Grant of £100.00 should be given. **Cllr P Macdonald proposed, Cllr V Ingham seconded and RESOLVED UNANIMOUSLY**
- o) **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 deferred consideration** until the community

indicated that they wished to support the occasion. It was suggested that an article appear in the Newsletter to elicit interest.

- p) **Wiltshire Council - Briefing Note 24-01.** The Council had received a Briefing Note in regards to the Revised National Planning Policy Framework. This was particularly important in regards to the 5-year housing requirement (now reduced to 4-years) and Neighbourhood Planning. **(noted)**

23/86 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) **History of Kington St Michael.** The Parish Council was sponsoring the production of the book. The Author, Louise Ryland-Epton, had been approached by representatives from Kington Langley suggesting that as both villages had been part of Kington St Michael from the 12th until the mid-19th century it made sense for the original concept to be expanded to include Kington Langley. Further discussions were to take place between the Author and Kington Langley but the Council had no objections to raise providing there was no increase in agreed costs.

There were no further matters raised.

23/87 DATE OF NEXT MEETING

The next Council Meeting will be held at **7.15pm, on Thursday 15th February 2024.**

PART 2 AGENDA

As the following Item 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 should be excluded for the remainder of the Meeting and they 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. It had previously been acknowledged that this figure could not be met within the existing framework boundary of the village and that there would be a need to expand the boundary to meet the requirement with the least impact on the village, providing affordable homes, footpath and highway improvements including improvements to Tor Hill crossroads, improvements to community facilities and to include a car parking area. Council Members had also previously agreed that this could not be met if several ad-hoc schemes came forward and consequently only a plan-led solution would satisfy the requirements and the Council's priorities. As the ongoing Wiltshire Local Plan Consultation had pointed out there were a number of constraints, including the Conservation Area and traffic implications, but an edge of settlement development potentially existed that could proceed to more detailed assessment and the sequential and exception tests. The Council was mindful that there would need to be community support for a site allocation that could meet the Local Plan requirements and benefit the community and the Council agreed that it was now important to allow the Neighbourhood Plan process to be used as the vehicle to take things forward. The Council was also 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 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 would write to the landowner.

b) Consideration of the draft Regulation 14 Neighbourhood Plan

The Parish Council had recently been included in the pre Reg 14 Stage by the Steering Group's Consultants to ascertain views on the updated draft Plan to allow the proposals to be further considered by the Steering Group and their Consultants with a view to later formal Council approval to allow the Regulation 14 Consultation Stage to proceed. Several Council Members still needed to assess the overall content but from a Council perspective the crucial issue would be the introduction of the Council's views on meeting the housing requirement and the preliminary work they had done on a potential land zoning (Part 2 Minute (a) refers). The Council agreed that at the present time the matter could not be in the public domain but could now be released to the Steering Group on a similar basis for their consideration.

c) 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. The Asset Listing would simply give the local community a 6-month window of opportunity to acquire the asset, if marketed, to avoid the potential loss of the facility. The Council felt 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 agreeing to investigate further funding opportunities, building and asset surveys, business plans and what commitment there was/is from the whole community. It was felt that the first stage had to be the gathering of information, generally, but also from the present Owner/s so there was full transparency. It was agreed that Cllr A Hall would be the Council Lead Member and would co-opt others as required to assist the process and report on progress at each Council Meeting. This would now be in the public domain as an Update on Standing Items Agenda Item (subject to financial and legal matters that may need to be included as a Part 2 Agenda).

d) Grounds/Rights of Way/Village Green Maintenance

The Parish Council had needed to cancel the Idverde Ltd maintenance contract during the last cutting season for non-compliance and bad workmanship. As an emergency measure the Council had employed Greenscape Services Ltd to cut the QE2 Field and Play Area. They had completed this work in a timely manner, as had been requested and had now been asked to quote for the contract, plus additional work relating to the QE2 Field, Play Area, the Community Orchard and the Village Green. In addition, The Ham, Tor Hill and The Haha Rights of Way. In all cases the frequency and number of visits would increase and it was hoped that the community would note the improvements during this year's cutting season. The Council considered and agreed the quotation of the 5th December 2023 and the Clerk would agree the final details.

e) Council Member Vacancy

Following the earlier Agenda item there had been no need to consider the matter further.

Signed:

Chair, Kington St Michael Parish Council

Date: **15th February 2024**