

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

19th September 2024

Present: Cllr G Gamble (Chair), Cllr A Hall, Cllr V Ingham, Cllr J Newton, Cllr W Roe and Cllr S Woodhead.

Also Present: Wiltshire Cllr 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 raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman made reference to the Wiltshire Gypsy & Traveller Sites Allocation consultation and suggested that the target figures within had now been reduced from 81 to 68 pitches following recent planning application decisions. He felt that the expansion of existing sites and to possibly review unauthorised sites in the County was preferable before allocating further sites on greenfield agricultural land. As part of any planning consultations he suggested that it was important that a review of agricultural land classifications was carried out so that best quality land was retained for agricultural use.

There were no further Reports.

24/041 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Macdonald, Cllr F Twisse (Vice Chair) and Cllr M-C Simpson.

24/042 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)**

24/043 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 8th August 2024. **Cllr A Hall proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

24/044 **PLANNING**

Planning Applications: Prior to the consideration of the Planning Applications 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/2024/07457 – Householder Application
Regularisation of replacement windows and doors and erection of driveway gates (retrospective)
Hazeland House, 32 Kington St Michael, Chippenham, Wiltshire SN14 6JJ
For Mr & Mrs M Stapley

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

Cllr J Newton proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

- b) PL/2024/07619 – Works to a Listed Building
Regularisation of replacement windows and doors (retrospective), installation of underfloor heating in the kitchen (retrospective), erection of driveway gates (retrospective) and external painting of the rear of the property
Hazeland House, 32 Kington St Michael, Chippenham, Wiltshire SN14 6JJ
For Mr & Mrs M Stapley

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

Cllr J Newton proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

- c) PL/2024/07670 – Prior Approval Part 3 Class R: Agricultural buildings to a flexible commercial use
Proposed change of use of agricultural storage building to a use falling within Class E including ancillary storage
Kington Farm, Kington St Michael, Chippenham, Wiltshire SN14 6DH
For Mr T Royal

Following consideration of the application the Council acknowledged that this was a legal determination and that there were limitations on what views could be expressed. They were mindful that they had recently submitted views on application PL/2024/06434 that had been refused by Wiltshire Council.

As before the Council believed that there were transport and highway impacts that needed to be taken into consideration as any potential increase in traffic, particularly of a HGV nature on the local roads and lanes, would lead to highway safety issues and further damage to highway surfaces and verges.

In addition they considered that should a favourable decision be considered then the Council felt that all traffic exiting the site should travel in the A350 direction and not towards the Tor Hill crossroads and the local lane network.

Cllr A Hall proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

- d) PL/2024/07965 – Lawful Development Certificate for an Existing Use
Certificate of lawfulness for implementation of planning permission
18/07462/FUL (Convert garage area to bedroom and en-suite, widen rear kitchen door to French door, Conservation new roof light to rear elevation, alter west facing gable window (deeper cill)
Willow Barn, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Ms Julie Frankland

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

Cllr S Woodhead 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.

- e) PL/2024/06434 – Prior Approval Part 3 Class R: Agricultural buildings to a flexible commercial use
Proposed change of use of agricultural storage building to a use falling within Class E including ancillary storage
Kington Farm, Kington St Michael, Chippenham, Wiltshire SN14 6DH
For Mr T Royal **Prior Approval Refused 15th August 2024**
- f) PL/2024/03484 – Household Planning Permission
Change of Use of Barn to use as an extension to dwelling and erection of replacement garage structure
Down Farm, Kington St Michael, Chippenham, Wiltshire SN14 6LP
For Mr & Mrs Richard Bliss **Approved with Conditions 12th August 2024**
- g) PL/2024/03885 – Listed Building Consent (Alt/Ext)
Change of Use of Barn to use as an extension to dwelling and erection of replacement garage structure
Down Farm, Kington St Michael, Chippenham, Wiltshire SN14 6LP
For Mr & Mrs Richard Bliss **Approved with Conditions 12th August 2024**
- h) PL/2024/06066 – Notification of Proposed Works to Trees in a Conservation Area
T1 T2 Leylandii – Fell to ground level
Kington Manor, Kington St Michael, Chippenham, Wiltshire SN14 6JA
For Mr James Harper **No objection from Wiltshire Council 12th August 2024**
- i) PL/2024/06970 – Notification of Proposed Works to Trees in a Conservation Area
Fell this very ugly tree. The tree stands at 51.49327N 2.13899W. The tree will be replaced by a young Holly
The Minchin, Stubbs Lane, Kington St Michael, Chippenham SN14 6HY
For Mr Colin Labouchere
No objection from Wiltshire Council 28th August 2024

- j) PL/2024/07159 – Notification of Proposed Works to Trees in a Conservation Area
 25 Lime trees round the periphery of the churchyard. Crown lift up to 2.5 metres to all Lime trees
 St Michaels Church, Stubbs Lane, Kington St Michael, Chippenham SN14 6HX
 For Mr Colin Labouchere
No objection from Wiltshire Council 4th September 2024

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

The Wiltshire Council was consulting 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 Consultation ran from Tuesday 20th August until Friday 4th October 2024. In person events and webinars were planned. **The Council agreed that the Clerk should submit a response** highlighting concerns over the lack of consultation with Parishes prior to the publication of the draft Plan, that the number of sites within the proposals were not required as planning permissions had been given since the draft Plan had been prepared and that consideration to the extension of existing sites should be considered, along with the possible regulation of unauthorised sites in preference to allocating new unsustainable countryside locations.

There were no further planning matters reported.

24/045 FINANCE The Council considered financial matters.

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

Greenscape Services. Landscaping Contract. Inv SI-17067	20.08.24	£ 1,671.19
PKF Littlejohn LLP. AGAR 23/24 review. Inv SB20242001		£ 252.00
Hobnob Press. The Kingtons Book reprint x 100 copies Inv 2782		£ 248.93

Cllr W Roe proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY

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

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

Groundwork UK. Neighbourhood Plan Grant	12.07.24	£ 7,496.00
KSM Village Shop. The Kingtons, book sales	30.08.24	£ 25.00

- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5th September 2024 were:

HSBC Main Business A/c No 31545043	£ 75,362.53
HSBC Reserves A/c No 21545078	£ 47,162.43
HSBC Charities A/c No 71545051	£ 788.42
HSBC Defibrillator A/c no 51563041	£ 878.25

e) **Annual Governance and Accountability Return Year End 31st March 2024**

The Council 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 31st March 2024 had been 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. PKF had now completed their review and had found no matters of concern. The Council confirmed that he had published a Notice of Conclusion of Audit on the website. **(noted)**

24/046 **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 had provided a written update on his contact with Wiltshire Highways in regards to road surfaces and bridge works. Parish Steward visits had been scheduled for 16th Sept, 15th Oct, 18th Nov and 12th 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) Pursuant to Minutes 24/026 (c) and 24/036 (c). There had been no change in circumstances since the last Council Meeting in regards to replacement waste bins. The legal position on land ownership was still under investigation. If the matter remained unresolved then alternative sites may need to be considered. **(noted)**

ii) **Timber Bench Maintenance.** It had been reported previously that timber benches in The Town Close/Ridings area required routine maintenance. The original providers no longer wished to be involved in long term maintenance. When the Council had last met a brief discussion acknowledged that a local odd-job person needed to be found. This would be an on-going commitment and Cllr G Gamble would check on the availability of a local contractor and seek a quotation.

iii) **Tor Hill Footpath Highway Boundary.** Concerns remained in regards to the condition of the highway trees and hedgerow from the footpath entrance gate towards the crossroads, particularly in regard to height and health of trees, also highway obstruction. In addition the Council was concerned that there was a footpath safety matter in that users were "invisible" to public view. The hedgerow was reasonably maintained from the crossroads for half the length but had never been maintained other than some fallen tree emergency work by a local volunteer. Wiltshire Highways had been previously approached but to no avail and **the Parish Council agreed to pursue other options.**

Cllr G Gamble would check on the availability of a local contractor and seek a quotation.

24/047 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 and the line markings were scheduled in the near future depending on weather conditions. The next stage to complete the project would be the erection of the perimeter fencing, which would include access for all. There was an intention to re-surface the pathway to the pond area. **(noted)**
- iii) QE2 Recreation Field Maintenance. The grass cutting was praised and having reached this stage the Council would explore the possibility of cutting an inch shorter to further improve the playing surface. **(noted)**
- iv) QE2 Recreation Field – Honey Knob Hill boundary. A Parishioner had raised an issue in regards to the tree/hedge line and requested that the Council resolve the problem occurring regarding tree damage and loss of light. Cllr P Macdonald had viewed the issues raised and had provided a report. **It was agreed that** action should be taken to lower the height and remove rubbish. Cllr G Gamble would check on the availability of a local contractor and seek a quotation.

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

c) Flooding & Drainage – The Council was reminded that the Parish was included in the gully service program where upon request a gully crew equipped to clear gullies and jet systems could visit and carry out works identified. The details and worksheet requests had been previously circulated and there was a need to ensure that all those needing clearance were reported. **(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 short 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.** The Council’s 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 Clerk reported that he was still seeking competitive quotations from Valuers. **(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 with the associated problems of disputed public land ownership **the Council agreed that** their best option was to site the Jubilee bench at the QE2 Recreation Ground Play Area. Cllr G Gamble would check on the availability of a local contractor and seek a quotation. The Council would consider the provision of a new bench at The Ham as soon as a suitable site became available.
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** Cllr A Hall reported on progress being made by the Core Group since the last Council Meeting. Sadly, the new Government had yet to confirm whether or not the Community Ownership Fund would continue and so there remained a need to secure a significant amount of funding and various initiatives were being considered to raise funds locally. This included the possibility of online sales of merchandise including the sale of The Kingtons book. The Clerk would be investigating merchandise sales with the Core Group. **(noted)**

24/048 **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 July 2024. To progress the 20mph speed limit assessment the Council had informed LHGIF that they would pay the £750.00 contribution towards the costs involved. The LHFIG now needed to confirm their contribution to allow the assessment to proceed. Dates for future Meetings were 10th October 2024 and 9th January 2025. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The last Flood Group Hybrid Meeting had been held on the 11th July 2024. The next was scheduled for the 26th September 2024 10.00am-12.00noon in Melksham Community Campus. Another was scheduled for the 21st November 2024. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** Pursuant to Minute 24/038 (a). Cllr P Macdonald had reached agreement with Wiltshire Highways in regards to the siting of the SID poles. In addition the re-use and siting of bollards in Grove Lane. There was a need to use

- a Licensed contractor to carry out the installations. The qualifications of local contractors would be assessed and quotations sought. **(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 2nd September 2024 in the Wiltshire & Swindon History Centre. Further Meetings were scheduled for 4th November 2024 and 10th February 2025. The Parish Forum would meet on Wednesday 25th September 2024 at 7.00pm in the Kington St Michael Village Hall. The main topic would relate to highway speeding and Police assistance. **(noted)**
- g) **School Travel Plan and Safe Place.** The matter had been deferred until after the new term start in September 2024. As a new Head Teacher was now in place the matter could be progressed. 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. The question of delivery location and accommodation would still need to be resolved once the Licensed contractor issue had been resolved. **(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 15th 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) **Wiltshire Council - Briefing Note 24-17.** The Council noted receipt of a Briefing Note in regards to the Septic Tank Upgrade Scheme (Revamp Your Tank). **(noted)**
- k) **The Kingtons: a History of the Ancient Parish of Kington St Michael with Kington Langley.** The Council had now received a further print run of 100 copies and continued to consider options to increase sales and potential income. **(noted)**
- l) **WALC Annual General Meeting.** The Council had been informed that this would take place on Wednesday 25th September 2024 at 6.30pm in Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY. **(noted)**
- m) **Wiltshire Council – Traffic Survey.** The Council had been advised of changes being made to traffic surveys in Wiltshire. **(noted)**
- n) **Wiltshire Neighbourhood Watch Association.** The Council had been invited to attend the WNHWA Annual General Meeting taking place on Saturday 5th October 2024 10.00am until 12noon at Wiltshire Police HQ, Devizes SN10 2DN. **(noted)**

- o) **Community First AGM 2024.** The Council had been invited to attend the AGM to be held on Wednesday 9th October 2024 at 6.00pm in Devizes Town Hall. Registrations of interest had been requested by the 6th September 2024. **(noted)**
- p) **Neighbourhood 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 20th November 2024. **(noted)**
- q) **Winter Preparations 2024-2025.** 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 by the 19th September 2024. Cllr P Macdonald would need to consider requirements. **(noted)**
- r) **Secure Delivery Depot.** As raised at the last Council Meeting 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. Examples were given as the Tor Hill crossroads highway fingerpost sign, replacement highway bollards, SID posts and SID devices and solar panels. In some instances the orders were bulky and heavy and a secure yard and buildings was required. The Council needed to be mindful that in the future Licensed contractors would be required for highway works and potentially competitive quotes sought and so the Council could not expect local premises to be available to provide storage if the works contract was placed elsewhere. **It was agreed that** in the first instance Cllr G Gamble would check to see if a local yard might be available should the works contract be placed elsewhere.
- s) **Wiltshire and Swindon Local Nature Recovery Strategy (LNRS).** This was an ongoing exercise and following stakeholders' involvement to produce a useable LNRS to decide on what needed to be done to aid nature's recovery, areas had been mapped to suggest future nature improvement projects. An online survey was to run from Monday 23rd September to Friday 11th October 2024 when all responses would be used to make improvements to the map before it was subject to full consultation. An online webinar was to be held on Monday 30th September 6.00pm to 7.30pm. **(noted)**

24/049 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) QE2 Recreation Ground Storage Facilities. Cllr G Gamble asked that consideration be given to the provision of storage facilities, possibly a steel container, that could accommodate equipment and also be a delivery point.

There were no further matters raised.

24/050 DATE OF NEXT MEETING

The next Council Meeting would be held at **7.15pm, on Thursday 17th October 2024.**

Signed:

Chair, Kington St Michael Parish Council

Date: **17th October 2024**