

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

20th June 2024

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

Also Present: Wiltshire Cllr H Greenman, 4 members of the public (Avril Balmforth, Joe Lasbury, Gill Lasbury and Margaret 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

- i) Margaret Pratley asked for any update on the issue of the HGV vehicle parking in the High Street. She was reminded that the matter remained in the hands of the Police. She also raised a cutting request for the overgrown hedge adjoining Town Close and The Ridings.
- ii) Avril Balmforth had raised three written questions prior to the Meeting, all of which were later Agenda items. Notwithstanding this the Council responded to each question.

Question 1. Related to Parish Council Minute 22/103 (i).

“As you know I have already questioned the expenditure of the wall repair, and why it ended up being a decorative pot instead of a simple repair. Having read in the May 2024 minutes that the actual invoice total was £829.50 my questions now are, why wasn't the change of spec. referred back to the PC committee for approval, why wasn't there more than one quote obtained and costing discussed by councillors and approved? Finally, why, if any of this did happen, wasn't it minuted? I can see nothing in subsequent minutes that would suggest any of the aforementioned took place. It's too late now to remedy the issue, but I hope that going forward the PC will act more responsibly, and that any new councillors are aware of the financial regulations when spending parishioner's money”.

Council response. Later Agenda item 8 (k) also relates to the matter (Minute 24/028 (k) refers).

The Council Chair explained that the works had started out on the assumption that it was a simple stone wall/end pillar repair under the £500.00 delegated spending limit. It was envisaged that the simplest repair would be to remove the pillar and make good. During the course of the work it became apparent that the work would be more involved and that re-building with additional

materials was required. Final costs became £691.25 + £138.25 vat, which the Council would re-claim. It was acknowledged that the subjective nature of the feature “turret” pier was a personal judgment. It was accepted that the Council would need to be more careful in assessing small works in the future to ascertain if they required at least two quotations before work proceeds.

Question 2. Related to Parish Council Minute 24/017 (i).

Although submitted as a question the content was a response to the Council’s request to discuss with the Newsletter Editor the potential to alter the publication deadlines to accommodate Parish Council news when the Council’s meeting date was near to the deadline, particularly as they funded the Newsletter.

“The comments referred to the fact that it was a village newsletter, not a Parish Council newsletter, even though the Council paid for the printing. That the editor, sub-editor and all the distributors were volunteers who live in the parish and give up their time freely to ensure the continuation of the newsletter. That the newsletter is bi-monthly so would never be able to accommodate monthly PC news even if the dates were changed. The editor endeavoured to keep the maximum pages to two, printed either side, for the benefit of the volunteers who deliver the newsletter, and to keep the cost reasonable. The volunteers involved in production and delivery of the newsletter knew that the last week of every alternative month is a fixed date in their diary and has been for years. As reported many times, the printing of the newsletter is reliant on when the school is open. Changing to another printing outlet to avoid school holidays would cost more (of parishioners’ money) and a new volunteer nominated to collect the finished newsletters and deliver them to the coordinator.

In conclusion the editor commented that the PC could submit news at any time for the next publication; She read the minutes and includes anything I think may be of interest to my readers. There was always a link to the village website for anyone who wishes to read the minutes from the PC meetings. The editor closed by providing deadline dates for the rest of the year advising that, whilst tight, should give enough time for any pressing news to be submitted before the deadline.”

Council response. Later Agenda item 7 (i) also relates to the matter (Minute 24/027 (i) refers).

The Council acknowledged the situation and agreed that should there be an occasion that delayed the normal production timetable to meet Parish Council’s requirements then the Council would make the necessary printing arrangements if the School, was unable to so.

Question 3. Related to Parish Council Minute 24/017 (o).

“It’s now 2 years since the Platinum Jubilee and the bench still isn’t in-situ. If Gerry is too busy to resolve this issue could another council member take on the task to get it resolved as soon as possible?”

Council response. Later Agenda item 7 (o) also relates to the matter (Minute 24/027 (o) refers).

The Chair explained that the site chosen for the bench had been decided by a viewing panel and was the preferred option. It had been understood that the site was public land and that providing it did not interrupt the visibility splay was acceptable to Wiltshire Highways. An issue had arisen where the ownership of the land had been questioned and in good faith the Council had agreed to defer any action until that matter had been resolved and in the meantime seek the approval of the claimant to install the seat on the site for the benefit of local users. The Chair explained personal circumstances relating to the claimant that had been the reason for the delay in reaching a conclusion. The Chair would continue with discussions and in the meantime the bench could remain in its' temporary position until a permanent arrangement was agreed.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman reported that, on the 21st May 2024, Wiltshire Council had approved a Council Member's Motion that related to the cumulative impact of Solar Farm proposals in Wiltshire and how damaging this was to the rural scene and the food production industry. This had been forwarded to the Government who had on the 15th May 2024, issued a Guidance Paper on similar concerns.

There were no further Reports.

24/021 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr V Ingham and Cllr P Macdonald.

24/022 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)

24/023 MINUTES Members had previously been circulated with the Minutes.

- i) The Council received, approved and signed as a true record the Minutes of the Annual Parish Council Meeting held 16th May 2024. **Cllr G Gamble proposed, Cllr M-C Simpson seconded and RESOLVED UNANIMOUSLY**
- ii) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 16th May 2024. **Cllr G Gamble proposed, Cllr M-C Simpson seconded and RESOLVED UNANIMOUSLY**

24/024 PLANNING

Planning Applications:

There were no planning applications considered.

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

- a) 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 **No objection from Wiltshire Council 28th May 2024**
- b) PL/2023/08833 – Permission in Principle
 Permission in Principle for Erection of 9 No Houses
 Land Off Stanton Lane, Kington St Michael, Chippenham, Wiltshire SN14 6JQ
 For Mrs Brenda Morelli **Appeal dismissed 12th June 2024**

There were no further planning matters reported.

24/025 FINANCE The Council considered financial matters.

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

KSM Primary School. Newsletter printing. Inv KSM 202405	22.05.24	£	120.40
Greenscape Services. Landscaping Contract. Inv SI-16833	20.05.24	£	1,671.19
KSM Village Hall. Hire of Hall. 4 No invoices	31.05.24	£	247.50
Website Management Contract renewal 24/25		£	700.00
Louise Ryland-Epton. KSM Book creation. Inv KSM 05	14.06.24	£	1,000.00

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

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

Steelway Fensecure Ltd. MUGA/Play Area fencing. Inv INF14853	£	27,116.81
Plunkett Foundation. Model Rules	11.06.24	£ 310.00

- 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 June 2024 were:

HSBC Main Business A/c No 31545043	£	77,446.15
HSBC Reserves A/c No 21545078	£	46,932.57
HSBC Charities A/c No 71545051	£	784.58
HSBC Defibrillator A/c no 51563041	£	873.98

24/026 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 had been scheduled for 17th June, 15th July, 16th Sept, 15th Oct, 18th Nov and 12th December

2024. Reference was made to recent damage to the Leigh Delamere Bridge and the need for Wiltshire Highways remedial works as soon as possible. **(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) Following a request from a Parishioner to view the condition of the “dog poo” bin on the Village Green that was in a state of disrepair, the Council had agreed to remove the bin. No decision had been taken to replace it at that time. The bin had been emptied previously as part of the Wiltshire Council service. It was suggested that should the Parish Council install a new bin then the question of the responsibility for waste disposal might arise. **It was agreed** that Wiltshire Council would be approached to ascertain their views on reinstating the bin collection should the Parish Council install a new bin.

24/027 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 new secure metal fencing for the MUGA had been received and the installer was ready to commence work as soon as the groundwork’s contractor had removed the existing surface, re-laid a 2 coat macadam surface and white lined the MUGA. The contractor was already in the process of installing the new Play Area fencing. **(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. **(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 –** The Clerk reported that there had been recent parking problems from Hall users and that the Village Hall Trustees would need to resolve this, possibly by advising hirers that parking wardens would be required for large events. **(noted)**

- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead reported that assessments were still being made by the Consultants of possible development locations to meet Wiltshire Local Plan requirements. Cllr W Roe advised that the Steering Group had recently submitted an application for grant funding from Groundwork UK to cover Consultants costs. **(noted)**
- h) **Kington St Michael Emergency Plan** – Cllr F Twisse reported that the Emergency Plan was written but the difficulty remained in finding volunteers to fill various roles. **(noted)**
- i) **Village Newsletter** – The Council had suggested that the editorial deadlines might alter to suit Council Meeting dates. The Editor had advised that, as the printing was carried out by the School the deadlines were set in line with School terms and that the costs were less than printing firms in Chippenham. Should the Council wish to change this arrangement then the Council would need to collect from an alternative printer and deliver to the local distribution contact. The Council acknowledged the situation **and agreed that** should there be an occasion that delayed the normal production timetable to meet Council’s requirements then the Council would make the necessary printing arrangements if the School, was unable to so. **(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 Council needed to instruct a suitable surveyor to provide the valuation. A request for potential local assistance had been published in the last Newsletter but there had been no response. In these circumstances **it was agreed that** three local surveyors/agents be asked to quote for the required work.
- 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. The matter had been raised in the earlier Public Session and Cllr G Gamble would continue to investigate options. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** Cllr A Hall reported on further progress being made by the Core Group, including grant applications submitted to a number of Funders, registration and membership of various bodies and the opening of a bank account. Business valuation and building and land surveys had been carried out and a Business planning was underway. **(noted)**

24/028 **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) **The Late Graham Trickey – Chair of Kington Langley Parish Council.** The Council noted the sudden death of Graham on the 20th April 2024. He had been a Kington Langley Parish Councillor since September 2006 and that Council's Chair since May 2021 and had been involved in many key roles on that Council and in the local community. His funeral had been held on the 22nd May 2024. **(noted)**
- b) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG would meet next 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. Dates for future Meetings were 10th October 2024 and 9th January 2025. **(noted)**
- c) **Wiltshire Operational Flood Group North.** The last Flood Group Hybrid Meeting had been held on Thursday 23rd May 2024. The next Meeting was scheduled for 11th July 2024 10.00am-12.00noon in Melksham Community Campus. TEAMS attendance was available. Others were scheduled for 26th September and 21st November 2024 **(noted)**
- d) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Pavement Parking-Provision of Bollards.** There had been 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. **(noted)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on Monday 10th June 2024 in the Wiltshire & Swindon History Centre. The Parish Forum had met on the 19th June 2024 at 7.00pm in the Christian Malford Village Hall. It was hoped that the Council could attend the next Forum Meeting scheduled for the 25th September 2024 as the discussion topic related to highway safety and speeding. **(noted)**
- h) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting as the matter had been deferred until after the new term start in September 2024, as a new Head Teacher would be in place. **(noted)**
- i) **Highway Fingerpost Sign.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- j) **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.**
- k) **High Street-Stubbs Lane Parish Wall Repair.** At the last Council Meeting, in agreeing to pay the outstanding invoice, the Council had asked for more information on what the work had entailed and why it was necessary. The content

of an updated invoice now specified the work carried out. The matter had been raised in the earlier Public Session when issues of overall cost and Council Standing Orders had been raised. The works had started out on the assumption that it was a simple stone wall/pier repair under the £500.00 delegated spending limit, During the course of the work it became apparent that the work was more involved and that additional work and materials were required. Final costs became £691.25 + £138.25 vat, which the Council would re-claim. It was agreed that the subjective nature of the feature “turret” pier was a personal judgment. Noting the history **the Council agreed that it** would be more careful in assessing small works in the future to ascertain if they required at least two quotations before work proceeds.

- l) **Sutton Benger and Draycot Cerne Neighbourhood Development Plan (2020-2035).** The Council noted that there was an opportunity to view and comment on the draft plan between Monday 20th May and Monday 8th July 2024 on the Wiltshire Council consultation portal. **(noted)**
- m) **Wiltshire & Swindon Rural Housing Needs Project.** The Council noted receipt of details from the Community First, Rural Housing Enabler, concerning the lack of affordable housing in Parishes. Advice and support had been offered to help rural communities and ways of working to meet local needs. **(noted)**
- n) **Wiltshire Council - Briefing Note 24-09.** The Council noted receipt of a Briefing Note in regards the Defra Simpler Recycling update. **(noted)**
- o) **Wiltshire Council - Briefing Note 24-10.** The Council noted receipt of a Briefing Note in regards the Local Development Order Consultation-Revamp Your Tank Scheme. The consultation ran until the 17th June 2024. **(noted)**
- p) **Wiltshire Council - Briefing Note 24-11.** The Council noted receipt of a Briefing Note in regards the Management of Council Business and Publicity during the pre-election period. **(noted)**
- q) **Wiltshire Council - Briefing Note 24-12.** The Council noted receipt of a Briefing Note in regards the Local Nature Recovery Strategy (LNRS) a mechanism to deliver nature recovery at a local and regional scale. Wiltshire Council had been appointed by DEFRA as responsible for preparing the LNRS for Wiltshire and Swindon. **(noted)**
- r) **Website Management Contract.** The Agreement with the Contractor was due for renewal for the period 1st July 2024 to 30th June 2025. The Council’s budget was £700.00 and there had been no increase requested. **The Council agreed to** renew the contract for the next 12 months.
- s) **Grittleton Parish Council – Leigh Delamere Solar Farm.** The Council had been included in correspondence between the Grittleton Parish Council and Eden Renewables Ltd in regards to the proposed solar farm at Leigh Delamere. The matter raised was that following the removal of the battery storage element from the Red Barn, Kington St Michael proposals the same should apply to Leigh Delamere. **The Council agreed that** they should support Grittleton Parish Council in their endeavours.
- t) **Wessex Water – Flood Warden Spring Newsletter 2024.** The Council had received the latest edition of the Newsletter that focused on the Flood Warden Role and upcoming Flood Warden training support. **(noted)**

- u) **Wiltshire Council - Briefing Note 24-13.** The Council noted receipt of a Briefing Note in regards to Housing Land Supply and Housing Delivery Test. **(noted)**

- v) **The Kingtons: a History of the Ancient Parish of Kington St Michael with Kington Langley.** The Council had sponsored, through a Section 137 Grant, the publication of the newly released book written by Louise Ryland-Epton PhD. The book had been launched on the 13th June 2024 in The Village Hall with 51 copies sold on the evening. The book was now on sale in the Village Shop on agreed terms. The Council was unaware, as copyright holder, how they would receive potential income from worldwide sales. This would be investigated. **(noted)**

24/029 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

24/030 DATE OF NEXT MEETING

The next Council Meeting would be held at **7.15pm, on Thursday 18th July 2024.**

Signed:

Chair, Kington St Michael Parish Council

Date: **18th July 2024**