

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

21st November 2024

Present: Cllr F Twisse (Vice Chair), Cllr V Ingham, Cllr P Macdonald, Cllr J Newton, Cllr W Roe and Cllr S Woodhead.

Also Present: Wiltshire Cllr H Greenman, one member of the public (Margaret Pratley) 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

Margaret Pratley asked that her thanks to the Parish Council be recorded in regards to the recent work carried out in maintaining the benches at The Ridings/Town Close. In passing this on she mentioned that a landowner had cut a boundary hedge and had left the trimmings on the footpath and she wondered if this could be attended to, perhaps by the Parish Steward.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman reminded all that the Chippenham Community Area Parish Forum would meet in The Goss Croft Hall on Wednesday 27th November 2024 at 7.00pm. He also suggested that it was important to respond to the Government's Remote Meeting Consultation. (A later Agenda item referred)

There were no further Reports.

24/061 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr G Gamble (Chair), Cllr A Hall and Cllr M-C Simpson.

24/062 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)

24/063 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 17th October 2024. **Cllr W Roe proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

24/064 PLANNING

Planning Applications:

- a) PL/2024/09550 – Notification of proposed works to trees in a conservation area Weeping Willow in the back garden Pollard to near previous (approximately 4.0m reduction)
55, Kington St Michael, Chippenham, Wiltshire SN14 6JE
For Mrs Smith

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

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.

- b) 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 **Prior Approval Not Required 16th October 2024**
- c) 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 **Approved 14th October 2024**

There were no further planning matters reported.

24/065 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 202410	23.10.24	£ 72.24
Greenscape Services. Landscaping Contract. Inv SI-17187	20.10.24	£ 1,671.19
Playsafety Limited. RoSPA inspection 2024. Inv 84451	28.10.24	£ 182.40
Nigel Morgan. Park bench refurbishment etc.	06.11.24	£ 322.00
M P Singer. Kick ball and Play area fencing installation. Inv 30448		£ 9,543.94
M P Singer. QE2 Field drainage and hardstanding. Inv 30449		£ 3,081.61
Crackerjack Fireworks. Mission Control 90. etc. Inv 02345		£ 1,343.62
Jessica Puddy. Volunteers Jubilee Flower Bed Flowers 24/25		£ 100.00

St John Ambulance. Bonfire Night first aid	Inv SP24008038	£ 137.28
Community Heartbeat Trust. Defib spares.	Inv 22837 21.08.24	£ 59.94
Community Heartbeat Trust. Defib spares.	Inv 24058 19.11.24	£ 118.74

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

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

Black Nova Designs. Gov uk. Domain registration 24/25	Inv 23487	£ 48.00
Black Nova Designs. Website hosting 24/25	Inv 23529	£ 100.80

- 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 November 2024 were:

HSBC Main Business A/c No 31545043	£ 82,845.73
HSBC Reserves A/c No 21545078	£ 47,314.37
HSBC Charities A/c No 71545051	£ 790.96
HSBC Defibrillator A/c no 51563041	£ 881.08

24/066 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. Usual routine works included clearance of gullies and drains and highway pothole filling. Parish Steward visits had been scheduled for 18th Nov and 12th December 2024. Cllr Macdonald advised that there was a good working relationship with the Steward who often did an occasional extra visit over and above those scheduled. **(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 24/056 (c) (i). At the last Council Meeting the Council had agreed to seek Wiltshire Highways confirmation that the Council could proceed with the installation of a replacement bin, situated on the area of land controlled by Wiltshire Council. They had advised that although the land was maintained under a Section 142 agreement with an adjacent private landowner this did not prevent the installation of a replacement bin. The Clerk reported that discussions were taking place with Wiltshire Highways that may result in that Authority replacing the bin. **(noted)**
- ii) Timber Bench Maintenance. Pursuant to Minute 24/056 (c) (ii). The work had now been completed. **(noted)**

- iii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/056 (c) (iii). There was no update on this occasion. **(noted)**

24/067 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. MUGA resurfacing work was complete and drainage installed. **(noted)**
- iii) QE2 Recreation Field Maintenance. Cllr S Woodhead mentioned that there had been an incident of fly-tipping that had been resolved. He also referred to the fact that it would be nice to know who was replacing the dog poo bags in the dispenser as this was welcomed. **(noted)**
- iv) QE2 Recreation Field – Honey Knob Hill boundary. Minute 24/057 (a) (iv) referred. There was no update on this occasion. **(noted)**
- v) QE2 Recreation Field – RoSPA Report 23rd October 2024. Playsafety Limited had carried out their Annual Inspection. The Report had been circulated and the Field Group would assess what works were required. **(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** – Cllr S Woodhead reported that the Hall Committee had commenced an energy efficiency project particularly relating to heating controls. **(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 and that a draft Plan could soon be available for further consideration by Wiltshire Council and others. **(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.** Pursuant to Minute 24/057 (o). At the last Council Meeting the Council had agreed to seek Wiltshire Highways confirmation that the Council could proceed with the bench installation on the area of land controlled by Wiltshire Council at The Ham. They had advised that although the land was maintained under a Section 142 agreement with an adjacent private landowner this did not prevent the installation of the bench and they had confirmed that they had no objections. The Council could proceed and would secure a quotation for installation on a concrete base. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** There had been no significant change in circumstances since the last Council Meeting. **(noted)**

24/068 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 10th October 2024. The Note Tracker had been received and circulated. The next LHFIG Meeting was scheduled for 9th January 2025. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The next Flood Group Meeting was scheduled for the 21st November 2024 10.00am-12.00noon in Melksham Community Campus. Hybrid facilities were available. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** 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. 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 4th November 2024 in the Bowls Pavilion, Chippenham Sports Club. Future Area Board Meetings were scheduled for 10th February, 20th May and 2nd June 2025.

The Parish Forum had met on Wednesday 25th September 2024 in Kington St Michael Village Hall. 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 27th November 2024 at 7.00pm in The Goss Croft Hall, Upper Seagry. The Guest Speakers would be from Wiltshire & Swindon Prepared LRF who would cover emergency planning and emergency hubs. There would also be updates from Wiltshire Police. **(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.** The Council had agreed to purchase and install the new fingerpost sign at Tor Hill crossroads. Minute 24/058 (h) referred. Circumstances had arisen whereby alterations may be made to the road configuration and **the Council agreed that** it would be wise to defer any further actions until details were known.
- i) **Wiltshire Council - Briefing Note 24-19.** The Council had received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2025/26. Applications for competing bids were to be submitted by Friday 13th December 2024. Members were reminded that a year ago the Council had received Briefing Note 23-34 in regards to the 2024/25 Process and the Council had agreed that as this was likely to be a yearly invitation the Council use the interim period (from January 2024) to consider proposals in readiness to submit. The matter had appeared on all Council Agendas since but no suggestions had been considered. The Council felt that the Tor Hill Footpath Project may be a suitable proposal in future years depending on the outcome of Neighbourhood Plan decisions. **(noted)**
- 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 have been held in person at Police HQ, Devizes at 6.00pm until 8.00pm on Wednesday 20th November 2024. However, this had now been postponed to allow further consultation with Area Boards and how this meeting linked in with them. **(noted)**
- k) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** This matter had been deferred at the last Council Meeting. (Minute 24/058 (k) referred) 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 was 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. Representatives of the LRF would be attending the next Parish Forum on the 27th November 2024. There was a need for the Council to review their own

emergency planning situation to ensure it was fit for purpose. Attendance at the Forum would be beneficial to provide helpful information. **(noted)**

- l) **Winter Preparations 2024-2025.** Pursuant to Minute 24/058 (l). 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 confirmed that there were no requirements this year. **(noted)**
- m) **Flood Wessex-Flood Warden Newsletter – Autumn 2024.** The Council had received the latest Flood Wessex Newsletter. The Newsletter contained important flooding information and support together with Environment Agency News and Events, including Flood Warden Sessions. **(noted)**
- n) **The Village Green, The Pond(s), Stubbs Lane, Kington St Michael.** Members were reminded that this was registered as a Town & Village Green under the Commons Act 2006. For Members information the approval letter, dated 19th September 2014 and related details, including the Map showing the area involved was circulated alongside a factsheet and details of maintenance and protection. The matter was raised for consideration as in recent years some village assets had been lost, such as The Pound, and others could follow if the Council was not mindful of their importance and regularly assess their condition to ensure their status remained. Important local spaces were included in the existing Parish Plan and the Neighbourhood Plan was likely to include these and more. **The Council agreed that** it may well be that Parishioners new to the village and maybe even longstanding Parishioners were unaware of village assets as may be the case with the Village Green where a small number of properties about this important village asset. In this particular instance **the Council agreed that** it would be a good idea to advise them of the legal status of the land that adjoined them. The Council suggested that this might also be of benefit to all Parishioners and that all assets of importance, particularly following the adoption of the Neighbourhood Plan ought to be publicised on the website and in the Newsletter.
- o) **Remote Meetings - Consultation.** Notification had been received that the Government was consulting on allowing Councils to hold remote Council Meetings. Members recalled that as an emergency measure during the Covid-19 pandemic authority had been given for Council's to meet remotely to allow business to continue. The Parish Council had taken advantage of this. Despite a National campaign to retain the measure, should Council's wish to do so the previous Government rescinded the powers in May 2021. The new Government was committed to allowing Councils to hold remote Council Meetings and had published a consultation paper. NALC would be responding and encouraged all Parish and Town Councils, County Associations, individual Councillors and Clerks to participate in the essential consultation. This would continue to demonstrate the strong support for the flexibility to hold remote meetings, building on the momentum from the previous call for evidence. The Consultation closed on the 19th December 2024. The link to the consultation paper was <https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/consultation/subpage.2024-10-22.4587630148/> Council Members **agreed that** they would individually submit a response to the Consultation in a positive manner.
- p) **Parish Council Elections – 1st May 2025.** A Parish Council Update Newsletter had been received that was the first news on the election timetable, close of nominations etc. Of particular concern was the issue of Election costs for both

contested and uncontested Elections. This was the first occasion that Wiltshire Council sought to recover costs. **The Council agreed that** they would need to ensure that a suitable figure was included within the 25/26 budget to cover this additional cost.

- q) **Wessex Water Community Outreach Sessions.** The Council had been advised of the drop in sessions to allow customers to talk face to face. These were scheduled for Monday 20th January, 17th March and 12th May 2025 in Chippenham Library between 10am-12pm and 1pm to 2pm.(**noted**)

24/069 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

i) Wiltshire Council would require the Parish Council to submit their Precept Requirement for year 2025/2026 within their set timescale. (20th January 2025) Because the Parish Council met on the 16th January 2025 they would be able to comply with the timescale. The Parish Council would therefore consider their budget and Precept requirement at the next Council Meeting. It was understood that the Band D Tax Base would be 319.88 a slight change from the previous year's figure of 320.68. A copy of budget assumptions would be prepared and circulated and Members should inform the Clerk of any suggestions for increasing or decreasing spending to be included. (**noted**)

ii) Parish Council Elections – 1st May 2025. The Council was scheduled to meet on the 16th January, 20th February, 20th March and 17th April 2025. The Parish Council Election timetable would begin in mid-March and it could be that the 20th March Meeting will fall within the “purdah” period. The April Council Meeting would definitely be within the period and would also be after the close of nominations for Election Candidates, which will be 2nd April 2025. Although both Council Meetings could take place the Agendas should not include items of a major commitment or of Election nature. Similarly, the Annual Parish Meeting scheduled for the 10th April 2025 should not be a forum for Election purposes. (**noted**)

iii) Emergency Planning for Emergency Services. Cllr F Twisse raised the issue of the recent traffic accident on the A350 resulting in local roads, particularly Stanton Lane, being used for emergency routing. This had caused significant traffic problems throughout the High Street with the usual parked cars impeding free flow of traffic. This in itself was of a temporary “nuisance” for the village but the critical issue was that this temporary situation could have significant implications for “blue light services” attempting to reach local people in times of crisis. The Council needed to consider if the matter should be raised with emergency services so that they could plan for such a situation.

There were no further matters raised.

24/070 DATE OF NEXT MEETING

The next Council Meeting would be held at **7.15pm, on Thursday 16th January 2025.**

Signed:

Chair, Kington St Michael Parish Council

Date: **16th January 2025**