

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

(on conclusion of the Annual Council Meeting)

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

15th May 2025

Present: Cllr P Macdonald (Chair), Cllr G Gamble, Cllr A Hall (Vice Chair), Cllr O Mead, Cllr T Mead, Cllr W Roe, Cllr F Twisse and Cllr S Woodhead.

Also Present: Wiltshire Cllr H Greenman, 3 members of the public who signed the attendance register (Linda Durno, Alex Morton, 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

- i) Linda Durno asked if there was any progress on the Stanton Lane drainage issues that had been outstanding for a considerable time. Cllr P Macdonald advised that he continued to pursue Wiltshire Drainage Officers but to no avail.

The Clerk suggested that the matter should be raised at the Northern Area Flood Group to highlight the issue so that it is tabled as an outstanding works agenda item.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

- i) Wiltshire Cllr H Greenman provided his interpretation of recent Unitary Council Elections results and the potential change of Wiltshire Council administration and in doing so he thanked all those who had voted for him and allowed him to continue as the Member for the Kington Division. The Parish Council welcomed his return and hoped to continue working with him during the next 4 years. Cllr H Greenman raised the issue of an undetermined planning application that he had “called-in” for a Committee decision. Minute 25/015 (e) below refers.

There were no further Reports.

25/012 APOLOGIES FOR ABSENCE

There were no Apologies received.

25/013 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)**

25/014 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 April 2025. **Cllr A Hall proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

25/015 PLANNING 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.

Planning Applications:

- a) PL/2025/02910 – Prior Notification: Building
Erection of New Agricultural Storage Building
Down Farm, Kington St Michael, Chippenham SN14 6LP
For Mr & Mrs Richard Bliss

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

Cllr P Macdonald proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

- b) PL/2025/03307 – Full Planning Permission
Erection of B8 unit with associated works
Land West of Oakleigh Acres, Draycot Cerne, Chippenham SN15 5LH
For Mr Darren Barnsley

Following consideration of the application **the Council resolved to inform** Wiltshire Council that the Council acknowledged that this rural area around M4 Junction 17 and the associated Draycot minor road network had changed dramatically over the last few years. Ad-hoc planning decisions had been made with no overall planning policy for the area and it appeared now as simply a commercial expansion area within the countryside and possibly that it was too late to stop this trend.

However, the Council could not let the opportunity go by without raising the issue of increasing HGV traffic levels using the local road network to reach the area and also the continued impact on Junction 17 itself. This proposal would add to the difficulties already experienced.

Cllr P Macdonald proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

- c) PL/2025/03868 – Notification of Proposed Works to Trees in a Conservation Area
T1 Silver Birch – Fell. T2 Black Cherry Plum – Fell. T3 Mulberry - Fell
Hillside House, 94 Kington St Michael, Chippenham SN14 6HX
For Mr Alan Ingham

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

Cllr P Macdonald proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

- d) PL/2025/03986 – Householder Planning Permission
Extension to Dwelling
Well Cottage, 56 Kington St Michael, Chippenham SN14 6JE
For Mr & Mrs Alex & Charlotte Formoso

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

Cllr P Macdonald proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

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

- e) PL/2025/00485 – Householder Planning Permission
Single Storey Side and Rear Extensions to Existing Garage
86-87, Kington St Michael, Chippenham SN14 6HX
For Mr James Willment

Wiltshire Cllr H Greenman advised that he had called-in the application for a Planning Committee decision prior to the Council Elections. Since the Elections he was unaware of when that Committee would be meeting and the delegated Planning Officer had asked if he still required the call-in. The Council was advised of potential complications should the Officer recommend approval of the application and the potential implications if any refusal was appealed and successful.

Following consideration **the Council resolved to retain the call-in request.**

Cllr G Gamble proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

There were no further planning matters reported.

25/016 FINANCE The Council considered financial matters.

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

Greenscape Services Ltd. Grass maintenance contract. Inv SI-17598	£ 1,738.04
Community First. Membership subscription 25/26	£ 40.00
KSM Primary School. Newsletter printing. Inv KSM20252404	£ 96.32
Vision ICT Ltd. Website hosting and support 25/26 Inv 20208	£ 290.26
KSM Village Hall. Hire of Hall for 11 PC Meetings 25/26	£ 165.00
KSM Village Hall. Hire of Hall for Parish Forum Meeting 25.09.24	£ 15.00

Cllr P Macdonald proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

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

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

Wiltshire Council. BACS Precept 25/26 Tranches 1.	17.04.25	£ 27,284.16
Kington Café. The Kingtons book sales.	15.04.25	£ 112.50

- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5th May 2025 were:

HSBC Main Business A/c No 31545043	£ 75,817.27
HSBC Reserves A/c No 21545078	£ 47,741.03
HSBC Charities A/c No 71545051	£ 798.09
HSBC Defibrillator A/c no 51563041	£ 989.55

25/017 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. Cllr Macdonald made reference to the fact that Danny Everett, Wiltshire Senior Drainage Engineer, had yet to respond to his approach. It may need the issue to be raised with the Flood Working Group North. Parish Steward visits had been scheduled for 16th June, 15th July, 15th September, 15th October, 17th November and 10th December 2025. **(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 24/109 (c) (i). There had been no change in circumstances since the Council had last met. **(noted)**
- ii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/109 (c) (iii). There had been no change in circumstances since the Council had last met. The highway boundary had been cut back for highway safety. The remainder of the works will be carried out in the Autumn cutting season. **(noted)**

25/018 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. It was confirmed that orders had been placed for the replacement of the defective play equipment.

- iii) QE2 Recreation Field Maintenance. It was confirmed that the pruning work to the memorial Holm Oak had been carried out. **(noted)**
 - iv) QE2 Recreation Field – Honey Knob Hill boundary. Minute 24/110 (a) (iv) referred. The timescale for completing this work was now the Autumn cutting season. **(noted)**
 - v) QE2 Recreation Field – Fly Tipping. The Council was aware of the illegal settee tipping. As Landowner, the Council was required to remove and would ask the play equipment installer to remove the settee from the site during the works. **(noted)**
- b) **Notice Boards** – There were no issues raised. **(noted)**
- c) **Flooding & Drainage** – There were no issues raised that had not been previously considered. It was suggested that unresolved issues, such as Stanton Lane, may well become a higher priority if they were raised as a Flood Group North Agenda item. **(noted)**
- d) **Parish/Community Website/Social Media** – There was a need for all Council Members to review their contact details and information that appeared on the Council website. There was also a need to confirm if they wished their gov.uk email addresses diverted to a preferred address. **(noted)**
- Cllr A Hall suggested that the new Council should consider consulting the Parish on what is important and matters to them to assist in forward planning and decision-making. This could allow the Council to become more pro-active rather than re-active. **The Council agreed to investigate further** how this might be achieved and the item would appear on the next Council Agenda with Members bringing forward ideas.
- 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 advised that as a result of an accident in the play area, a Risk Assessment was to be carried out. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr W Roe advised that the end of year return had been made to Groundwork UK and that there would be a need to return £4,554.50 of the unspent Grant funds. Cllr S Woodhead reported that a number of days had been set aside by their consultants to advance the Draft Plan. A suggestion had been made that the term “village envelope” might be introduced and used on the Plan. **(noted)**
- h) **Kington St Michael Emergency Plan** – The Council had been reminded by Wiltshire Council that they should have an up to date Community Emergency/Flood Plan. Having an adopted and registered Emergency Plan would not stop emergencies occurring, but actions within the Plan by the community, may help to reduce the impact. The Council was aware of the potential assistance available from the Wiltshire and Swindon Prepared Local Resilience Forum (LRF) and also the requirement for Emergency Contact Hubs, potentially the Village Hall, the Kington Club, the Church and the Public House as Safe Places

in emergency situations. The Council's Emergency Planning Coordinator, Cllr F Twisse, would consider further and report accordingly. **(noted)**

- i) **Village Newsletter** – There were no issues raised. This may be considered as a potential survey option in the future. **(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. The Clerk continued to circulate Community Messaging to those on the Council's Database. **(noted)**
- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen's Platinum Jubilee – Celebration Bench.** Pursuant to Minute 24/110 (o). There had been no change in circumstances since the last Council Meeting. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** There had been no change in circumstances since the last Council Meeting. The Core Group continued with fund raising efforts and was present at the Chippenham Beer & Cider Festival. **(noted)**

25/019 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 last LHFIG Meeting was held on the 9th January 2025. The Note Tracker had been received and previously circulated. The next had been scheduled for 22nd April 2025 and the Note Tracker had been circulated. The Meeting was postponed as this was within the Council Election period. The new date was the 9th June 2025, 2pm to 4pm in Committee Room D, Monkton Park. The Note Tracker would be provided in due course. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group last met on the 20th March 2025. There were no Minutes from the Meeting available yet. The date of the next Meeting had yet to be advised. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** Pursuant to Minute 24/111 (c). There had been no change in circumstances since the last Council Meeting. **(noted)**
- d) **Pavement Parking-Provision of Bollards.** Pursuant to Minute 24/111 (d). 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 last met on Monday 3rd March 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The next was scheduled for the 2nd June 2025 at a venue to be notified. The Parish Forum met on Wednesday 26th February 2025 at 7.00pm in Christian Malford Village Hall. The Guest Speaker had been Catherine Roper, the Wiltshire Chief Constable. The Notes and Presentation from the Meeting had been circulated. The Parish Forum will meet next on Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. The Council would take advantage of the networking opportunities. **(noted)**
- g) **School Travel Plan and Safe Place.** Pursuant to Minute 24/111 (g). There had been no change in circumstances since the last Council Meeting. **(noted)**
- h) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** The Council had received details of how Parish Councils could contribute to the maintenance and improvements to paths within their Parish boundaries. Several letter templates had been provided. The Council's Rights of Way Warden, Cllr S Woodhead, would consider further and report accordingly. **(noted)**
- i) **Wiltshire Council and Wiltshire Climate Alliance.** The Council had received notification and information relating to a Climate and Environment Summit to be held at County Hall, Trowbridge on the 20th and 21st June 2025. The Council's Climate & Ecological Emergency Member, Cllr O Mead, would consider further and report accordingly **(noted)**

25/020 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr P Macdonald made reference to the service of the previous Council Chair, Cllr G Gamble, and thanked him on behalf of the Council and the whole community for his work and hoped that he would continue to support the Council in his continuing roles.
- ii) Cllr P Macdonald reminded all that they should consider options and ideas prior to the next Council Meeting in regards it Minute 25/018 (d) above.
- iii) The Council had noted that several Members had indicated that they had hearing difficulties and there was a need to assess what facilities existed in the Village Hall to accommodate them.

There were no further matters raised.

25/021 DATE OF NEXT MEETING

The next Council Meeting would be held at **7.15pm, on Thursday 19th June 2025.**

Signed:

Chair, Kington St Michael Parish Council

Date: **19th June 2025**