

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

16th January 2025

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

Also Present: Wiltshire Cllr H Greenman, three members of the public 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 reported that an Extraordinary Meeting of Wiltshire Council had taken place to discuss the Government's proposals for Local Government Reform. Although the Council had taken the decision to support the proposals for a Combined Authority (77 for, 7 against) this had been purely to ensure that they could potentially gain from a Heart of Wessex arrangement as a supposedly willing partner rather than the changes enforced upon them. The financial repercussions of not doing so could be significant. A later Agenda item referred to the proposals.

He reminded all that the Chippenham Community Area Parish Forum would meet in The Christian Malford Village Hall on Wednesday 26th February 2025 at 7.00pm with the Guest Speakers being the Wiltshire Chief Constable, Catherine Roper, and The Bobby Van Trust.

There were no further Reports.

24/071 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr W Roe and Cllr F Twisse (Vice Chair).

24/072 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)**

24/073 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 21st November 2024. **Cllr P Macdonald proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY**

24/074 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/2024/10600 – Wiltshire Council R3
Renewal of permission for the existing Mobile classroom with toilets No 765(99)
Kington St Michael C Of E Primary School, The Ridings, Kington St Michael
SN14 6JE
For Wiltshire Council

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

- b) PL/2024/11066 – Full Planning Permission
Conversion of an existing outbuilding to form 1 No holiday let
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JY
For Mr & Mrs Chris Sworder

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

- c) PL/2024/11019 – Lawful Development Certificate for an Existing Use
Erection of a single storey outbuilding
Half Moon, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr Tobie Holbrook

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

Cllr P Macdonald proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY

- d) PL/2024/11014 – Lawful Development Certificate for an Existing Use
Erection of a tractor shed
Half Moon, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr Tobie Holbrook

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

Cllr P Macdonald proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY

- e) PL/2024/10310 – Full Planning Permission
Erection of a Detached Outbuilding (Retrospective)
Half Moon, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr T Holbrook

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

- f) PL/2024/11343 – Householder Planning Permission
Proposed infill single storey extension to rear of garage/side of house
1 The Close, Kington St Michael, Chippenham SN14 6LE
For Mr & Mrs B Brunt

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

Cllr P Macdonald proposed, Cllr V Ingham seconded and RESOLVED UNANIMOUSLY

- g) PL/2024/11624 – Prior Approval Part 3 Class Q: Agricultural buildings to dwellinghouses
Conversion of Barn to create 1 No Dwelling
Barn at Priory Cottage, Honey Knob Hill, Kington St Michael SN14 6JR
For Mr William Kallaway

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

Cllr P Macdonald proposed, Cllr V Ingham seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

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

- 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 **Approved with Conditions 31st December 2024**
- 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 **Approved with Conditions 31st December 2024**

- c) PL/2023/08481 – Full Planning Permission
Development of a Solar Farm of up to 40MW ac of generating capacity, comprising the Installation of Solar Photovoltaic Panels, Associated Infrastructure and Associated Works including Grid Connection
Land at Red Barn, East of Kington St Michael, Chippenham, Wiltshire
For Eden RB Solar Ltd

The Clerk reported that the Council had received notification that the application would be considered by the Wiltshire Council Strategic Planning Committee on Thursday 23rd January 2025. **(noted)**

There were no further planning matters reported.

24/075 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 202411 25.11.24	£	96.32
KSM Primary School. Newsletter printing. Inv KSM 202412 10.12.24	£	96.32
Parish Online. Mapping Software subs 25/26 Inv 00HY130-0007	£	45.00
Vision ICT Ltd. Renewal of SSL Website Certif9cate. Inv 19489	£	60.00

Cllr J Newton proposed, Cllr G Gamble 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 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 December 2024 were:

HSBC Main Business A/c No 31545043	£	66,223.45
HSBC Reserves A/c No 21545078	£	47,387.48
HSBC Charities A/c No 71545051	£	792.18
HSBC Defibrillator A/c no 51563041	£	882.44

- e) **Council Budget, Budget Proposals and Precept for Year 2025 -2026**

The Council considered Budget proposals for Year 2025-2026 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 2024-2025. 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 a sum of £2,000.00 towards Parish Council Election charges to be introduced by Wiltshire Council. 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 320.68 to 319.88 per property.

Following consideration, **the Council agreed to request a Precept requirement of £54,568.32** for the next Council Financial Year (2025-2026). An explanation to Parishioners on the Council's decision would be given at the future Annual Parish Meeting.

Proposed Cllr V Ingham, seconded Cllr A Hall and RESOLVED UNANIMOUSLY

24/076 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 reported on recently completed work and outstanding requests. Usual routine works included clearance of gullies and drains and highway pothole filling. He advised that Parish Steward visits had been scheduled for 17th February, 17th March and the 15th April 2025. Parish Steward Scope of Works information had been received from Milestone Infrastructure, the Wiltshire Council contractors. **(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 24/066 (c) (i). Wiltshire Highways had agreed to provide and install the replacement bin. The work had been completed unsatisfactorily as the siting was some way from the original. The Council understood that there had been some pressure from the local Parishioner who held the Section 142 maintenance agreement at the preferred position and that Wiltshire Highways had acquiesced. The Council felt that this was not in the public interest as the original position was more suitable and critical comments had already been received. In these circumstances Wiltshire Highways would be requested to move the waste bin to the original position. If unwilling then the Parish Council would offer to carry out the works. **(noted)**

ii) **Tor Hill Footpath Highway Boundary.** Pursuant to Minute 24/066 (c) (iii). A local contractor, Mervyn Singer, had agreed to carry out the works in approved stages potentially on Sundays, when traffic levels were lower. The **Council agreed** for the works to go ahead.

**Proposed Cllr G Gamble, seconded Cllr P Macdonald and
RESOLVED UNANIMOUSLY**

- iii) Village Salt/Grit Bins. A Parishioner had reported that the salt bins at The Ridings and Stanton Lane were almost empty with the little salt within caked solid and un-spreadable. Also it had been pointed out that bins did not have any equipment to spread the salt The Parishioner had already advised Wiltshire Highways of the situation and had also provided some temporary utensils. The Council thanked the Parishioner and would ensure that bins were inspected more often so that the situation did not arise again.

24/077 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. The Council welcomed the offer from the Field Group of a donation of £600.00 towards Council funds. **(noted)**
 - ii) QE2 Recreation Field Capital Works. There was no update required on this occasion. **(noted)**
 - iii) QE2 Recreation Field Maintenance. There was no update required on this occasion. **(noted)**
 - iv) QE2 Recreation Field – Honey Knob Hill boundary. Minute 24/067 (a) (iv) referred. There was no further update on this occasion. A quotation was still required. **(noted)**
 - v) QE2 Recreation Field – RoSPA Report 23rd October 2024. Minute 24/067 (a) (v) referred. It was reported that to improve safety two sets of swings had been taken down. Replacements were being considered. **(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** – The Clerk confirmed that invoices received from the Village Hall were being paid by BACs, rather than cheques, at the request of the Trustees. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead reported that landscape, historic and transport assessments were still being made on possible development locations to meet Wiltshire Local Plan requirements and that a draft

Plan was written and would be considered by the Steering Group at their next meeting. **(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 24/067 (o). There had been no change in circumstances since the last Council Meeting. The Council was aware that although the preferred site was maintained under a Section 142 agreement this did not prevent the installation of the bench and Wiltshire Council, as land owner, 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. However, Cllr A Hall advised that the Community Ownership Fund scheme had closed. New funding streams would need to be sought. **(noted)**

24/078 **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 9th January 2025. The Note Tracker had been received and circulated. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 21st November 2024. Minutes had been received and circulated. The date of the next Meeting was scheduled for 16th January 2025. It was possible to join by TEAMS. **(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 a quotation would be requested. The Council agreed that they would purchase a single Elancity SID Device. **(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. Minutes had been circulated. Future Area Board Meetings were scheduled for 10th February, 20th May and 2nd June 2025. The Parish Forum had met on Wednesday 27th November 2024 in The Goss Croft Hall, Upper Seagry. The Notes from the Meeting had been received and circulated. The next Parish Forum Meeting was scheduled for Wednesday 26th February 2025 at 7.00pm in Christian Malford Village Hall. The Guest Speakers would be the Wiltshire Chief Constable and the Bobby Van Trust. **(noted)**
- g) **School Travel Plan and Safe Place.** Pursuant to Minute 24/068 (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) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** Minute 24/068 (k) referred). There was a need for the Council to review their emergency planning situation to ensure it is fit for purpose. **(noted)**
- i) **Emergency Planning for Emergency Services.** Pursuant to Minute 24/069 (iii). Cllr F Twisse had raised the issue of a 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. Cllr Twisse had asked the Council to consider if the matter should be raised with emergency services so that they could plan for such a situation. The **Council agreed that** this was a sensible thing and the Clerk would write accordingly.
- j) **Proposed Application to stop-up Highway – 1 The Ham, Kington St Michael.** The Council had been requested to consider a proposal by the Owner of No 1, The Ham, Kington St Michael to Stop-Up a section of highway land adjacent to the property under Section 116, Highways Act 1980. A copy of the Wiltshire Council Legal Services letter of the 2nd December 2024 was circulated. This included a plan of the area of land involved. The Council was mindful of recent matters involving the address, including boundary infringement on the highway verge visibility splay and other associated matters on open space land. The Council acknowledged that the request was a legal matter and after consideration **reluctantly agreed to** the principle of the Stopping-Up of the Wiltshire Council land involved. In reaching this conclusion the Council wished to inform Wiltshire Council that the agreement was conditional on a number of matters that they required to be resolved to prevent continuing disagreements with the Owner that were not in the public interest, particularly the siting of a waste bin and bench on public land.

- k) **CPRE Wiltshire Best Kept Village Competition 2025.** The Council had been advised of the proposals for this year's Best Kept Village Competition with outline details. Further details and entry forms would be provided later in the year. **(noted)**
- l) **Local Government Reform.** The new Government had proposals for Local Government reform and potential devolution to Combined Authorities or Mayoral Combined Authorities, which would potentially be separate legal bodies with their own funding from Government. All major Councils had been invited to express interest and Wiltshire, Dorset and Somerset had indicated a preference for working together through a Heart of Wessex Combined Authority, keeping the door open for Swindon and Bournemouth, Christchurch and Poole to join. At this time it was understood that individual Councils would not have to merge budgets. Setting up any such body would involve public consultation on its governance and decision-making. A Devolution White Paper was expected shortly with further discussions taking place. Parish Councils would not be directly involved in the work of a Combined Authority but could be a consultee on project delivery. There had been suggestions that Council Elections in May 2025 may be postponed but it was now understood that as Wiltshire was already a Unitary Authority this would not apply. **(noted)**
- m) **DEFRA's Property Flood Resilience (PFR) Repair Grant Scheme.** The Council had been reminded of the grant scheme arising from Storm Babet and Storm Henk and the closing dates for requests. **(noted)**

24/079 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr J Newton advised that he could not attend the Council's next Meeting and proffered his apologies.

There were no further matters raised.

24/080 DATE OF NEXT MEETING

The next Council Meeting would be held at **7.15pm, on Thursday 20th February 2025.**

Signed:

Chair, Kington St Michael Parish Council

Date: **20th February 2025**