

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.15pm

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

17<sup>th</sup> July 2025

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

Also Present: Wiltshire Cllr H Greenman, 1 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**

There were no Questions raised.

#### **REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

- i) Wiltshire Cllr H Greenman provided a further update on the change in Wiltshire Council administration. He commented that the Parish Forum had held a successful meeting on the 25<sup>th</sup> June 2025 and this had exposed many similarities in Parish Councils' concerns on the performance of Wiltshire Council and others that would be taken forward. He remained concerned with the undetermined planning application that he had initially "called-in" for a Committee decision, but because of changes to Government policy he had needed to withdraw. Minute 25/036 (b) below refers.

There were no further Reports.

#### **25/033 APOLOGIES FOR ABSENCE**

All Council Members were in attendance. **(noted)**

#### **25/034 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)**

**The Council agreed** Dispensations under the Code of Conduct requested by Cllr A Hall and Cllr G Gamble in regards to Agenda item 7 (p), both being Members of the Jolly Huntsman Core Group. Both would speak during the consideration of the item but not vote.

#### **25/035 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 19<sup>th</sup> June 2025. **Cllr W Roe proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY**

**25/036 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/2025/05246 – Full Planning Permission  
Conversion of the existing farm building to provide 1 No new dwelling in variance of application PL/2024/11624, including the creation of a new access Barn at Prior 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 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/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

The Council remained concerned that this application would no longer be scrutinised and determined by the Wiltshire Council Northern Planning Committee, where Parish Council and public representations could be made, rather than be an Officer delegated decision. This defeated the concept of local decision making based upon community views. The Parish Council had highlighted contravention of both Local and National Planning Policies alongside potential damage to Heritage Assets. Since the Council had last met they had attended the Chippenham Community Area Parish Forum held on the 25<sup>th</sup> June 2025 and had shared their experiences that were reflected in other Parish Council's own experiences. In respect of the outstanding application the Council still felt that the application should be called in for a Planning Committee decision.

There were no further planning matters reported.

**25/037 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-17724 £ 1,738.04  
Playdale Playgrounds Ltd. Play Area repairs supplies. Inv 60928 part £ 1,998.83  
Glasdon UK Ltd. Durapol 2 bollards & sockets Inv S191726 £ 585.89

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

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

Soft Surfaces Ltd. Black wetpour repair kits etc. Inv 25739 09.07.25 £ 182.40

- c) **Receipts:** The Council **noted** that there had been no Receipts since the last Council Meeting.

- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5<sup>th</sup> July 2025 were:

HSBC Main Business A/c No 31545043	£ 55,576.96
HSBC Reserves A/c No 21545078	£ 47,871.97
HSBC Charities A/c No 71545051	£ 800.28
HSBC Defibrillator A/c no 51563041	£ 992.27

**25/038 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 15<sup>th</sup> July, 15<sup>th</sup> September, 15<sup>th</sup> October, 17<sup>th</sup> November and 10<sup>th</sup> December 2025. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

Cllr S Woodhead reported that he had now completed inspection walks on further routes and still planned to cover all routes in due course to provide a comprehensive report. As reported at the last Council Meeting he had noted that where KSTM3 intersects with KSTM4, the Bridle Way from this point to the galvanised gate is overgrown and impassable. The stile where KSTM4 intersects KSTM3 at the stream is broken and unsafe and where KSTM2 intersects KSTM1 and then goes to the dual carriageway is completely overgrown and impassable. The Council had previously agreed that this was an occasion when one of the new Wiltshire Rights of Way template letters could be sent to the local land-owner/s as part of the Wiltshire Council "Improving the Rights of Way Network at a Local Level" scheme. The Clerk would send the communication and seek the land owners assistance.

There were no further 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 25/028 (c) (i). There had been no change in circumstances since the last Council Meeting as the local contractor had still to carry out the works. **(noted)**
- ii) Grove Lane highway junction visibility. A Parishioner had raised the issue of a black and white post at the junction blocking good vision in the left direction meaning that car drivers had to pull forward more

than was necessary. The Council's views had been requested. Cllr P Macdonald confirmed that he had already moved the post to improve the situation. **(noted)**

- iii) The Ham – visibility splay. The Council understood that the visibility splay adjacent to The Ham was to have been reinstated and maintained by the Owner of 1 The Ham under a Wiltshire Legal Agreement. The reinstatement works were incomplete leading to an eyesore situation. The Council had been unhappy that Wiltshire Highways had agreed a maintenance agreement for this visibility splay and an area of land opposite without the Council's knowledge although they had been comforted by the fact that they could still site the Jubilee bench and re-site a waste bin on that land. **The Council agreed to inform** Wiltshire Highways that should the reinstatement and maintenance not be conducted in a satisfactory manner then the Legal Agreement should be rescinded.
- iv) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/029 (a) (iv). The Council was aware that a HGV trailer lorry had parked on the pavement and had crushed a manhole cover and surround leaving the footway in a dangerous condition. Immediate action had been taken to rectify the situation and that once the local contractor's invoice for the works had been received it would be forwarded to the HGV Company to seek reimbursement. Since the work had been completed more damage had occurred and would need rectifying. **The Council agreed that** this should be completed as soon as possible. In addition the Council considered the issue of parking in the area generally and the need to improve safety. With this in mind the solution was to install highway Durapol bollards and sockets similar to that recently purchased. Council Members would view the on-site situation and ascertain the number required and inform the Clerk who would place the order.

#### 25/039 UPDATE ON STANDING ITEMS

##### a) Recreation Ground –

- i) QE2 Recreation Field Group. Cllr G Gamble advised that the provision of storage facilities was under investigation. The Council raised the issue of the provision of toilets and electricity supply to enhance the facilities. It was understood that an underground supply network had been installed and there appeared to be a junction box. Both would need further investigation. Cllr P Macdonald asked if there had been any discussion on the offer of free Oak trees. **(noted)**
- ii) QE2 Recreation Field Capital Works. Cllr G Gamble advised that replacement play equipment was installed and the remedial works to soft play surfaces was being carried out to complete the planned work. **(noted)**.
- iii) QE2 Recreation Field Maintenance. Cllr O Mead had proceeded with the removal of the fly-tipped settee but could not find any evidence of a fly-tipped TV. The issue of fly-tipping could become a major concern and the provision of No fly-tipping signs could be

beneficial. The Parish Forum had produced suitable signs a couple of years ago and would be asked if any remained that could be used. **(noted)**

- iv) **QE2 Recreation Field – Adjacent Highway Pavement.** Minute 25/038 (c) (iv) above refers. **(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** – Pursuant to Minute 25/029 (d) there remained a need for all Council Members to review their contact details and information that appeared on the Council website. There was also the need to confirm if any Members wished their gov.uk email addresses diverted to a preferred email address. The Clerk reminded the Council that there were FOI and GDPR implications should a diversion be in place. Cllrs A Hall, G Gamble, P Macdonald, J Newton, W Roe and S Whitehead requested the diversion for their convenience and Cllrs O Mead, T Mead and F Twisse preferred to use a gov.uk address. **(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** – Minute 25/040 (l) below refers to the provision of a speaker/hearing system to be gifted to the Village Hall. The Hall Committee would be advised of the Council's proposals. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – The Council received a report on the potential costs of employing the Steering Group's Consultants to complete the Neighbourhood Planning process to the Referendum stage in the knowledge that the Locality UK grant regime had ended. Having come this far in the process and acknowledging the benefits of an adopted Neighbourhood Plan, **the Council agreed that a budget of £4,000.00** be provided to cover costs. **Cllr P Macdonald proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**
- h) **Kington St Michael Emergency Plan** – The Council's Emergency Planning Coordinator, Cllr F Twisse, advised that there had been no change in circumstances since the last Council Meeting. **(noted)**
- i) **Village Newsletter** – The Council considered whether there was a need to seek a small change in editorial submission date to allow the Clerk to prepare a synopsis of the most recent Council Meeting that would update Parishioners on Parish Council news and actions. Cllr P Macdonald would discuss this with the Editor. **(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. The selection of an RICS Surveyor

was still required and there was a suggestion that a Kington Langley Surveyor could be approached. **(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 25/029 (o). There had been no change in circumstances since the last Council Meeting. It was likely that the local contractor would carry out this work in conjunction with the moving of the waste bin. Minute 25/028 (c) above refers. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** Cllr A Hall, on behalf of the Jolly Huntsman Core Group, updated the Council on recent circumstances advising that the Public House had now closed and was now only being run as a Bed & Breakfast business. He reminded the Council that the Group's objective had always been to purchase the premises and run a community pub. With the recent business changes this may well have affected the market value of the property and this was being investigated as were remodeled business plans. With Government changing the possibility of public loans/grants for community groups this meant that there needed to be an increase in financial involvement and commitment from the community itself. The major influence would now be the potential provision of a Public Works Loan Board (PWLB) low interest loan that the Parish Council would need to secure and service over a loan period. In order to facilitate this the Parish Council would need to be certain of the viability of any proposal before seeking community views. At this time there was no decision for the Council to make until the Core Group produced and provided their proposals for the Council to consider. **(noted)**

#### 25/040 **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).** As reported at the last Council Meeting the last LHFIG Meeting had been held on the 9<sup>th</sup> June 2025. The Note Tracker/Agenda had been received and circulated. The next LHFIG Meeting was scheduled for the 16<sup>th</sup> October 2025 at 10.00am to be held in Committee Room A, Monkton Park Council Offices. The Note Tracker will be provided when available. **(noted)**
- b) **Wiltshire Operational Flood Group North.** As reported at the last Council Meeting the Flood Group had met on the 29<sup>th</sup> May 2025 10.00-12.30 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). Notes from the Meeting were now available. The next Meeting was scheduled for the 24<sup>th</sup> July 2025 and the Agenda and joining details had been circulated. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** Pursuant to Minute 25/030 (c). The Council had been advised of a special offer from EVOLIS ElanCity for a twin pack of SIDs, including solar panels, etc. It was understood that there had been a relaxation on the rules for SID installations and that they could now be permanently fixed rather than needing to be moved from pole to pole. This had distinct management advantages

**and the Council agreed to take advantage of the limited time offer. Cllr P Macdonald proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

- d) **Pavement Parking-Provision of Bollards.** Pursuant to Minute 25/030 (d). The bollards had now been delivered and the contractor could now proceed with the works. **(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.** As reported at the last Council Meeting the Area Board had met on Monday 2<sup>nd</sup> June 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The Draft Minutes had been published online. The next was scheduled for the 15<sup>th</sup> September 2025 at the same venue. Further dates were scheduled for the 10<sup>th</sup> November 2025 and 9<sup>th</sup> February 2026. The Parish Forum had met on Wednesday 25<sup>th</sup> June 2025 at 7.00pm in Kington Langley Village Hall. The Guest Speakers had been from the Wiltshire Police Neighbourhood Team and Emily Malcolm of Yesterday's Story CIC who had explored how local Parishes could be involved in a new Chippenham Heritage Project. Cllr S Woodhead had attended the Meeting and reported that the networking opportunity was worthwhile and that it was noticeable that other Councils faced similar circumstances as this Council, relating to amongst other things, planning, speeding, highway and policing issues. The next Forum Meeting was scheduled for Wednesday 24<sup>th</sup> September 2025 at 7.00pm in Kington St Michael Village Hall. **(noted)**
- g) **School Travel Plan and Safe Place.** 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's Rights of Way Warden, Cllr S Woodhead, provided a further update on work carried out to date. Minute 25/038 (b) above refers. **(noted)**
- i) **Wiltshire Council and Wiltshire Climate Alliance.** Pursuant to Minute 25/030 (i). The Council had received notification and information relating to the Climate and Environment Summit held at County Hall, Trowbridge on the 20<sup>th</sup> and 21<sup>st</sup> June 2025. The Council's Climate & Ecological Emergency Member, Cllr O Mead, updated the Council on his attendance. **(noted)**
- j) **Kington St Michael United Charities (KSMUC).** Pursuant to Minute 25/030 (j). The Council had written to the KSMUC on the 5<sup>th</sup> June 2025 seeking their views on the circumstances of the Parish Council nominee. The Council had written again on the 20<sup>th</sup> June 2025 providing further comment. A response had been received confirming that the term of office of the present incumbent ended on the 12<sup>th</sup> March 2026 and prior to this the KSMUC would contact the Council seeking a nominee for the next 4-year term of office in accordance with the Charities Constitution. **(noted)**
- k) **Community Consultation.** Pursuant to Minute 25/030 (k). It had been agreed that Council Members would provide the Clerk with suggestions to allow a draft questionnaire to be considered at this Council Meeting, including suggestions as to how a survey might be conducted. At the time of Agenda publication there had been only three suggestions received and to make progress **it was agreed that a**

small working group, Cllr A Hall, Cllr S Woodhead and Cllr F Twisse, should consider suggestions and confirm the content of and how the questionnaire should be designed and distributed to attract a good response.

- l) **Village Hall Acoustics-Hearing Difficulties.** Pursuant to Minute 25/030 (l). It had been agreed that a speaker/microphone system would be trialed at the Council Meeting. Since the last Council Meeting Cllr T Mead and Cllr S Woodhead had identified standalone bluetooth speech/hearing systems that might provide a solution that would benefit the Council and also Village Hall users. **It was agreed that** this would be pursued further and delegation was given to the Clerk to purchase the selected system, which would be gifted to the Village Hall. **Cllr F Twisse proposed, Cllr O Mead seconded and RESOLVED UNANIMOUSLY.**
- m) **OPPC Road Safety Conference – Friday 4<sup>th</sup> July 2025.** Pursuant to Minute 25/030 (n). The Council had been notified by the Police and Commissioner that an “improving road safety” conference was to be held on Friday 4<sup>th</sup> July 2025 at Tidworth Garrison Theatre 10am to 4pm. One representative, from each Parish Council was invited and from Community Speedwatch teams across the Force area. The event had been cancelled. A survey was now being carried out on future arrangements and Council Members were encouraged to respond. **(noted)**
- n) **Wiltshire Council Briefing Note 25-04.** The Council noted receipt of a Briefing Note in regards to the Wiltshire’s Housing Land Supply Statement and noted the potential implications if there was a change in planning policy to address the shortfall in housing provision. **(noted)**
- o) **Wiltshire Council Briefing Note 25-05.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Air Network. **(noted)**
- p) **Wiltshire Council Briefing Note 25-06.** The Council noted receipt of a Briefing Note in regards to the Launch of the fourth Solar Together Scheme for Wiltshire and Swindon. **(noted)**
- q) **Flood Wardens Newsletter.** The Council noted receipt of the July 25 edition of the Environment Agency Flood Wardens Newsletter. **(noted)**

#### **25/041 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- i) Wiltshire Council PEAS 25/26. The Clerk advised that the Council had received the annual request for the coming winter season planning requirements. This would appear on the next Agenda and in the interim period Council Members should consider what emergency equipment/materials are required and where stocks could be held.
- ii) Council Standing Orders and Council Code of Conduct. The Clerk advised that in recent weeks he had received a number of questions relating to both Council Policies. It was his intention to circulate the Policies to Council Members for their perusal as a reminder of the requirements that need to be met.
- iii) Member Training. The Clerk advised that there were a number of Training Courses offered by WALC for both old and new Council



Members that could be valuable. He would circulate related information.

There were no further matters raised.

**25/042 DATE OF NEXT MEETING**

The next Council Meeting would be held at **7.15pm, on Thursday 18<sup>th</sup> September 2025.**

Signed:

Chair, Kington St Michael Parish Council

Date: **18<sup>th</sup> September 2025**