

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

18th September 2025

Present: Cllr G Gamble, Cllr T Mead, Cllr W Roe, Cllr F Twisse and Cllr S Woodhead.

Also Present: Wiltshire Cllr H Greenman, 2 members of the public (Patricia Adkins and 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.

25/043 ELECTION OF MEETING CHAIR

As neither the Council Chair, nor Vice-Chair, were in attendance, Cllr S Woodhead was elected to Chair the Meeting. **Cllr T Mead proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

PUBLIC QUESTION TIME

- i) Patricia Adkins raised her concerns in regards to speeding traffic, including HGV vehicles in the entire length of Stanton Lane. There had been many “near misses” and she wondered if there was anything the Parish Council could do about it? The Council acknowledged her concerns and would raise the matter with LHFIC to seek support for warning signage as a very minimum. It was also suggested that Stanton St Quinton PC could also raise the issue to raise the priority.
- ii) Margaret Pratley asked that the damage to The Ridings sign be reported. It was likely that there would be need for a replacement. She was also concerned at the condition of The Ridings road surface.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

- i) Wiltshire Cllr H Greenman reminded the Council that the Chippenham Community Area Parish Forum would meet on Wednesday 24th September 2025 at 7.00pm in Kington St Michael Village Hall with The Bobby Van Trust as the Guest Speakers. He reported that the Post Office Green Paper Consultation had commenced and that his message to all was to “use it or lose it”. He emphasised that the Post office could provide many additional services to seek profitable turnover including banking, car taxing, etc. The online Consultation was available to all.

There were no further Reports.

25/044 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Macdonald (Chair), Cllr A Hall (Vice Chair), Cllr O Mead and Cllr J Newton.

25/045 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)**

25/046 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 July 2025. **Cllr W Roe proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

25/047 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/2025/06545 – Householder Planning Permission
Restoration & Extension of Existing Farmhouse
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr and Mrs Chris Swarder

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

Cllr S Woodhead proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY

- b) PL/2025/06907 – Works to a Listed Building
Restoration & Extension of Existing Farmhouse
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr and Mrs Chris Swarder

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

Cllr S Woodhead proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY

- c) PL/2025/06996 – Listed Building Consent (Alt/Ext)
Replacement Front Door and Rear Window
86-87, Kington St Michael, Chippenham SN14 6HX
For Mr James Daniel Willment

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

Cllr W Roe proposed, Cllr F Twisse seconded and RESOLVED

UNANIMOUSLY

There were no further Planning Applications considered.

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

- d) PL/2025/06279 – Householder Planning Permission
Internal and External Alterations to Rear Conservatory
47, The Ridings, Kington St Michael, Chippenham SN14 6JG
For Mr Edward Uden **Approved with Conditions 29th August 2025**

There were no further planning matters reported.

25/048 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-17816	£ 1,738.04
Greenscape Services Ltd. Grass maintenance contract.	Inv SI-17871	£ 1,738.04
M P Singer. Broken Drain Cover repairs.	Inv 30498	01.08.25 £ 498.86
M P Singer. Broken Drain Cover repairs.	Inv 30504	26.08.25 £ 202.20
M P Singer. Tor Hill Footpath tree and hedge cutting.	Inv 30478	£ 1,725.60
ElanCity UK. Solar Evolis Vision SID etc.	Inv SO-UK06161	£ 5,615.98
Mr A Hall. SID installation parts etc.	02.09.25 reimbursement	£ 19.90

Cllr G Gamble 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 25781	22.07.25	£ 160.20
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- c) **Receipts:** The Council **noted** that there had been the following no Receipt since the last Council Meeting.

Community Shop. The Kingtons Book sales	03.08.25	£ 50.00
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- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5th August 2025 were:

HSBC Main Business A/c No 31545043	£ 52,765.89
HSBC Reserves A/c No 21545078	£ 47,937.55
HSBC Charities A/c No 71545051	£ 801.38
HSBC Defibrillator A/c no 51563041	£ 993.63

25/049 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, the Council link member had advised that the Steward had been requested to clear gullies, check salt bins and cut brambles/hedges as required. He had also been asked to check the pavement outside No 88 KSM and to advise on repairs. It may be necessary to report this to Wiltshire Highways. Further Parish Steward visits were

scheduled for 15th October, 17th November and 10th December 2025. A Parish Steward Scope of Works sheet was circulated for information. **(noted)**

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

Cllr S Woodhead reported that he had continued his inspection walks and would provide a comprehensive report on each route in due course. Pursuant to Minute 25/038 (b), using the “Improving Rights of Way at a Local level” scheme the Council had written to the landowner seeking assistance. On this occasion the landowner had responded within 24 hours and advised that he would be dealing with the issues once they had harvested and planted again. Any further issues arising he was happy for the Council to make contact with him. **(noted)**

- 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 and because of ongoing disputes a new contractor needed to be found to carry out the works. **(noted)**
- ii) Tor Hill Footpath. The Council had commenced work on the maintenance of the roadside hedgerow and trees adjoining the footpath including the reduction in height earlier in the year but needed to stop during the bird-nesting season. The period that work could commence again was arriving and the contractor had advised that the exact amount of work required could not be quantified and it had been suggested that the remaining work be carried out on a day rate basis. The work needed to be completed but the Council could not proceed on the basis of an open-ended commitment. **It was agreed that** further discussions should be carried out with the contractor to reach agreement on potential maximum costs, including day rates.
- iii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/038 (iv) the Council had agreed to improve safety with a potential solution being the introduction of removable Durapol bollards and sockets. Members had viewed on site and ascertained that there was a need for at least 3 bollards to prevent trucks/large vans from blocking the pavement, causing damage and creating highway footpath safety issues. **The Council agreed to purchase and install 4 bollards in agreed locations. Cllr F Twisse proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

25/050 UPDATE ON STANDING ITEMS

- a) **Recreation Ground –**

- i) QE2 Recreation Field Group. Later Agenda items referred. **(noted)**
- ii) QE2 Recreation Field Capital Works. The Council had for some time promoted the possibility of providing storage facilities at the QE2

Field that could also act as a secure storage facility for emergency supplies and equipment. It had often been suggested that a storage container be provided to address the need. With the winter period arriving it was understood that the QE2 Field Group was supportive of the provision and they had sourced quotations for the purchase of the storage container £10,040 plus vat and installation costs of £1,934.00 plus vat, totaling £11,974.00 plus vat. **The Council agreed**, subject to criteria to be agreed with the QE2 Field Group that the storage container be purchased and installed. **Cllr F Twisse proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

- iii) QE2 Recreation Field Maintenance. Since the Council had last met there had been a need for some remedial work at the MUGA to control deep rotted weeds. **(noted)** The Council had planned to resurface the pedestrian path from the QE2 Field gate to the bridge leading to the Nymph Hay for a number of years. Since the Council had last met the opportunity had arisen for this work to be carried out by the Council's contractor working on site and a quotation of £3,398.00 plus vat had been received. In order to take this opportunity during the good weather period instructions were given for the work to be carried out. The Council confirmed the decision. **Cllr F Twisse proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY**
- iv) QE2 Recreation Field – Adjacent Highway Pavement. Minute 25/039 (a) (iv) referred. The Council had now received the contractor's invoices for the required reinstatement works and financial compensation was now being sought, from the third party. **(noted)**
- v) Bonfire & Fireworks Night – 1st November 2025. The Council as owner needed to agree the use of the QE2 Field for the event. The Council also needed to increase their insurance cover for the evening, pay for the St John's Ambulance presence and also purchase the fireworks. In addition the Council usually notified livestock owners in the vicinity who could be affected. **The Council agreed** to the use of the Recreation Ground and the associated costs and would inform livestock owners. **Cllr W Roe proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY**
- vi) QE2 Recreation Field – Fly Tipping. The Council was aware that there had been instances of fly tipping recently and as landowner the responsibility for clearance fell to the Council and ultimately the Tax Payer. Information had been received suggesting who the culprit might be. It could also be the case that the culprit had future intentions of further fly tipping. The Parish Council could not control the activities of an individual's private life but they could consider what actions could be implemented to control further tipping. **The Council agreed that** closing any access points in boundary fences to prevent trespass would be beneficial. In addition to raise the profile by erecting clear signage. Before considering the installation of CCTV camera/s and the costs and legal implications in so doing **the Council agreed** they should write to properties in the area and encourage the Neighbourhood Policing Team to visit properties in

the area. **Cllr S Woodhead proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY**

- b) **Notice Boards** – There were no issues raised. **(noted)**
- c) **Flooding & Drainage** – The Discretionary Gully Service was scheduled to visit the Chippenham area including Kington St Michael from Monday 29th September to Friday 3rd October 2025. Parish Council's had been requested to submit their top 5 priority single gullies at least one week before the crew's arrival. The crew could not work where any form of traffic management was required. Council Members would consider any requirements and inform the Clerk in time for submission. **(noted)**
- d) **Parish/Community Website/Social Media** – There still remained a need for all Council Members to review their contact details and information that appeared on the Council 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**
 - i) Since the Council had last met the Village Hall had asked the Council if they could change their historic Meeting day to accommodate potential bookings from Classes and Clubs. The Calendar of Council Meetings was set at the Council AGM in May each year. It did not compete with other Parish Councils meeting dates and allowed the attendance of the Wiltshire Council Member. The Village Hall had offered alternatives as being the third Wednesday or Tuesday. To accommodate the request Members had been circulated and it was found that the Tuesday dates could be acceptable. Since then this had become problematic and at the present time Council Meetings were still scheduled as already booked. **(noted)**
 - ii) The Village Hall Trustees were considering engaging a roofing contractor to carry out maintenance work on the leaking annex roof. They were also considering engaging a landscape gardener to carry out substantial clearing of vegetation around the playground including walls. Potential costs were around £2,200.00 and £1,900.00 respectively potentially plus vat. As the Village Hall was a significant village asset **the Council considered and agreed that** they should fund the works, subject to agreed criteria. **Cllr W Roe proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY**
 - iii) Village Hall Acoustics-Hearing Difficulties. Pursuant to Minute 25/040 (1) the Council had identified stand alone bluetooth speech/hearing systems that might provide a solution that would benefit the Council and also Village Hall users. It had been 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 T Mead had investigated further and there were three options available. **The Council agreed their preference** being mindful that this equipment would be used in a public setting and needed to be fit for purpose. The necessary

orders would now be placed. **Cllr T Mead proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

- g) **Kington St Michael Neighbourhood Plan** – Cllr W Roe advised that here had been no change in circumstances since the last Council Meeting. **(noted)**
- 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 that fly-tipping issues should be highlighted in a future edition. **(noted)**
- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – There was no update required. **(noted)**
- l) **Registration of Land and Buildings/Village Hall etc.** There was no change in circumstances since the last Council Meeting. An RICS Surveyor was still required and an approach had been made. **(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.** There had been no change in circumstances since the last Council Meeting. Because of ongoing disputes a new contractor needed to be found to carry out the works. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** There was no updates on this occasion. **(noted)**

25/051 **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 9th June 2025. The Note Tracker/Agenda had been received and circulated. The next LHFIG Meeting was scheduled for the 16th 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.** The Flood Group had last met on the 24th July 2025 10.00-12.30 as a Hybrid Meeting. (Council Chamber, Monkton Park/Teams). The next Meeting was scheduled for the 18th September 2025 and the Agenda and joining details had been circulated. A future date was scheduled for the 20th November 2025. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The Council had now installed the two ElanCity SIDs and were already

receiving favourable comments from Parishioners. Cllr A Hall had produced initial data. **(noted)**

- d) **Pavement Parking-Provision of Bollards.** The Council had now installed the bollards in Grove Lane and the High Street and had completed the project. **(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 15th September 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. Further dates were scheduled for the 10th November 2025 and 9th February 2026. The Parish Forum was scheduled for Wednesday 24th September 2025 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker/s would be from The Bobby Van Trust. It was hoped that Members, if available, could attend. **(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 25/049 (b) above refers. **(noted)**
- i) **Community Consultation.** Pursuant to Minute 25/040 (k). It had been agreed that a group of Council Members would consider and recommend a draft questionnaire to be considered at this Council Meeting, including suggestions as to how a survey might be conducted. Following consideration **the Council agreed** that there were amendments to make and additional information included before distribution and a final decision would be made at the next Council Meeting.
- j) **Wiltshire Council – Application to Stop-up Highway under Section 116, Highways Act 1980 – 1 The Ham KSM.** The Council had commented on this proposal on several occasions and had been concerned with the future maintenance of the area in general. Subsequently, the Council had raised no objections to this proposal. Following legal procedure the Stopping-up Order had now been confirmed on the 20th June 2025. **(noted)**
- k) **Wessex Water – Community Drop-in.** The Council had been advised that Wessex Water were holding sessions to allow customers to come and talk to them about water related issues, including bills. Local sessions were planned for 16th September and 18th November 2025 at 10-12am and 1-2pm in Chippenham Library, Market Place, Chippenham. **(noted)**
- l) **Wiltshire Council PEAS 25/26.** The Council had received the annual request for the coming winter season planning requirements. At this time the Council did not foresee any requirements other than checking that the grit bins were full. Council Members would consider further. **(noted)**
- m) **Wessex Water – Wiltshire Flood Warden Workshops.** The Council had been advised that Wessex Water and Wiltshire Council were running two flood warden workshops during September. The sessions would be on 16th September, Marlborough and 30th September, Salisbury 10.00am to 15.30pm. **(noted)**

- n) **Community First AGM & Awards.** The Council had been advised that this would take place on Wednesday 8th October 2025, 5.30 to 7.30pm in Devizes Town Hall. The Council was also advised that Community First were seeking additional Trustees and a Trustee Chair. **(noted)**
- o) **Wessex Water – Lunch & Learn sessions.** The Council had been advised that Wessex Water run sessions and following one held on the 17th July provided information and guidance on flood resilience and flash flooding and future online meeting dates. A session was planned for the 18th September 2025 and more were planned for the remainder of the year. **(noted)**
- p) **Community Governance Review (CGR).** Notification had been received that the Electoral Review Committee of Wiltshire Council would be considering future CGR's that should be conducted every 10-15 years or as circumstances require. The Council was not being asked for their opinion on potential changes but for the Clerk to provide factual information to advise if their Parish should be prioritised for review. Also if they wished to request any changes. The CGR would take place whether the Council wished it to, or not, and the Council could be proactive rather than re-active in suggesting changes that may reduce negative situations. The response was required by the 8th October 2025 **and it was agreed that the Clerk would advise Wiltshire Council that no review was necessary at this time. Cllr S Woodhead proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**
- q) **KSM Community Shop – Grant Request.** The Council had received a request for funding towards the installation of air conditioning in the Shop (£2,690.00) and the provision of an outside storage facility (£649.00). The total request was £3,339.00. The Council was reminded that they could provide Section 137 grants that are of benefit to the whole community. There was a limitation on the amount that could be given each year and the Council had included the sum of £3,750.00 in their budget for grants and donations covering the period ending 31st March 2026. Following consideration the Council agreed a Section 137 Grant of £3,339.00. **Cllr W Roe proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY**
- r) **Defibrillator Provision.** The Community had installed two defibrillators some years ago, one at the School the other at The Jolly Huntsman. The Council had held the remaining funds and from time to time had purchased replacement batteries and pads as required through the Community Heartbeat Trust (CHT). Both were Cardiac Science Powerheart G3 models and had been registered on "The Circuit" the national database. Recently problems associated with the unit at The Jolly Huntsman had been noted and the defibrillator was out of action and had been temporarily taken off the database. Investigations showed that the unit was well over 8 years old and out of warranty period and it was nearing the end of its life. The Council wished to ensure that this emergency equipment was replaced as soon as possible and following advice chose their preferred option, which included children's facilities. Following further consideration the Council also agreed that the defibrillator at the School should also be changed. **Cllr T Mead proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**
- s) **Wiltshire & Swindon Local Nature Recovery Strategy (LNRS).** Wiltshire Council had provided an update for Parish Councils. From previous reports and

consultations the Council was aware of the lengthy process to date and had now been advised that the LNRS was now progressing to its adoption and publication process. During October Wiltshire Council would consider its adoption, publication and submission to DEFRA. Once adopted the LNRS would enter its delivery stage. **(noted)**

t) **Chair's Update.** Since the Council had last met a considerable amount of planned work had been carried out to complete projects. These included;

- The safety bollards had been installed in Grove Lane and in the High Street.
- The SID posts and devices had been installed in time for the new School term.
- The hedge bordering the QE2 field with Honeyknob had been reduced in height and to give 2 metre clearance with garden walls.
- The path from the picnic area to the bridge over the stream to Nymph Hay had been resurfaced.
- The picnic area had been cleared and resurfaced.
- The stone bridge was slippery and dangerous when wet with the handrail giving way. Instructions had been given to carry out repairs/install handrails on both sides of the bridge.

The Council Chair, Cllr P Macdonald, was praised for his commitment in achieving these successful outcomes and the Council asked for this to be recorded. **Cllr T Mead proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

25/052 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

25/053 DATE OF NEXT MEETING

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

Signed:

Chair, Kington St Michael Parish Council

Date: **16th October 2025**