

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

19th June 2025

Present: 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

- i) Margaret Pratley raised the issue of unsightly fly posting on the timber boundary fence belonging to 19 The Close, Kington St Michael fronting The Street that had historically been used for notice displays and queried whether the owner of the fence had ever given permission. Whether permission given or not the matter would be difficult to enforce and a starting point could be an article in the Newsletter seeking the cessation.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

- i) Wiltshire Cllr H Greenman provided a brief update on the change in Wiltshire Council administration. He also reminded the Council that the Parish Forum would be meeting on the 25th June 2025 and the Council's attendance would be welcomed.. Cllr H Greenman again raised the issue of an undetermined planning application that he had "called-in" for a Committee decision that because of changes to Government policy he had needed to withdraw the request. Minute 25/026 (e) below refers.

There were no further Reports.

25/022 APOLOGIES FOR ABSENCE

Apologies were received and accepted by Cllr P Macdonald (Chair).

25/023 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 a Dispensation under the Code of Conduct requested by Cllr A Hall in regards to Agenda item 4, Notice of Motion. He would speak during the consideration of the item but not vote.

25/024 MINUTES Members had previously been circulated with the Minutes.

- i) The Council received, approved and signed as a true record the Minutes of the Annual Parish Council Meeting held 15th May 2025. **Cllr F Twisse proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**
- ii) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 15th May 2025. **Cllr T Mead proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

25/025 NOTICE OF MOTION

A Notice of Motion had been received under Council Standing Orders 7 and 9 regarding a Council decision made on the 15th May 2025. The Motion related to Council Minute 25/008 in regards to the Council representatives and nominations to outside bodies, in this instance the Kington St Michael United Charities. The Motion requested that the Council rescind the decision and proposed an alternative nominee. The Notice of Motion was signed by the required three Council Members being Cllr J Newton, Cllr W Roe and Cllr S Woodhead.

The Motion was moved by Cllr J Newton and seconded by Cllr W Roe.

Following consideration **the Council agreed** to rescind the original decision and to appoint Cllr G Gamble as the Parish Council's representative to the Kington St Michael United Charities.

A recorded vote was requested and Cllr G Gamble, Cllr J Newton, Cllr W Roe, Cllr F Twisse and Cllr S Woodhead voted in favour of the Motion with Cllr T Mead voting against. In accordance with Minute 25/023 Cllr A Hall did not vote on the Motion.

25/026 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/2025/04259 – Proposed Works to Trees in a Conservation Area
Proposal: T1-Salix Capera- Fell to ground level and poison stump.
T2-Acer pseudoplatanus- Fell to ground level and poison stump
Well Cottage, 56 Kington St Michael, Chippenham SN14 6JE
For Mr Brendan Halahan-Leat

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

Cllr J Newton 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.

- 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 **Prior Approval Granted 19th May 2025**
- b) 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 **No objection from Wiltshire Council 28th May 2025**
- c) Lime Down Solar Park – Statutory Consultation. The Council had previously commented on the proposals at each consultation stage. The Council had now received notification from Island Green Power/Lime Down Solar Park Limited that a Targeted Consultation was commencing on the 3rd June 2025 and ending on the 11th July 2025. The Consultation covered the refinement of previous plans and the cable route search corridor. It was suggested by the applicant that feedback would help to finalise the application for development consent likely to be submitted to the Planning Inspectorate later this year. Subject to obtaining consent, the earliest construction start would be in 2027. The Council considered the amended scheme and felt that these reflected minor technical detail and did not address the fundamental objections of principle the Council had previously raised and in these circumstances no further comment was necessary.
- d) PL/2025/00998 – Permission in Principle
Erection of up to 8 No Dwellings
Kington Langley Garage, Malmesbury Road, Kington Langley SN15 5PY
For KLD Property Investments Ltd

The Council had received notification that a written representation appeal had been submitted against the Wiltshire Council refusal decision. The Parish Council submitted consultation comments on the application and these would be made available to the Appeal Inspector. In these circumstances the Council felt that there was no further action to take.

- 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 had advised that although he had called-in the application for a Planning Committee decision, as a result in National Government planning policy changes he had reluctantly had to withdraw the call-in. He advised of the potential complications that could arise for Wiltshire Council if they were seen to over-turn an Officer's recommendation for approval if any refusal was appealed and was successful. At its worse Wiltshire Council could be put into "special measures". Consequently, there was no further action the Parish Council could take on this application. However, it was understood that other Parish Councils were facing similar problems in relationships with Officers and it was understood that the Community Area Parish Forum would be considering the issue at their next Forum Meeting on the 25th June 2025. The Council would attend to share their experiences

There were no further planning matters reported.

25/027 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-17677 £ 1,738.04
Playdale Playgrounds Ltd. Swing replacements/parts etc. Inv 60479 £ 5,750.40*
* Less deposit paid 19.05.25 £ 2,396.00 = £ 3,354.40
Community Heartbeat Trust. Defib Electrodes. Inv 26446 19.05.25. £ 61.14
Linda Durno. Renewal of website management contract 25/26 £ 700.00
KSM Primary School. Newsletter printing. Inv KSM20252205 £ 120.40

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.

Community First Insurance. Zurich renewal premium 25/26 15.05.25 £ 904.71
Groundwork UK. Locality Neighbourhood Plan grant return 19.05.25 £ 4,554.50
Playdale Playgrounds Ltd. Swing replacements/parts etc. 50% deposit £2,396.00

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

KSM Community Shop The Kingtons book sales. 10.05.25 £ 50.00

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

HSBC Main Business A/c No 31545043	£ 68,525.90
HSBC Reserves A/c No 21545078	£ 47,807.53
HSBC Charities A/c No 71545051	£ 799.20
HSBC Defibrillator A/c no 51563041	£ 990.93

- e) **Annual Governance and Accountability Return Year Ending 31st March 2025**

The Council was advised that last year (2023/2024) they had been required to submit an Annual Return to the External Auditor, PKF Littlejohn LLP, to carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This had been because both the Council's spending and income for Year Ending 31st March 2024 was above the threshold where a Parish Council could apply for a Certificate of Exemption from the external requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year. The Parish Council was advised that spending and income for Year ending 31st March 2025 exceeded both of the thresholds. A Receipts and Payments Accounts spreadsheet was circulated.

The Parish Council needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales. The Annual Return Part 3 documents were circulated, completed and signed where appropriate by the Clerk and Chair.

The Clerk advised that the Internal Audit had been carried out and no issues found. The Council, as in previous years was required to approve Sections 1 and

Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31st March 2025 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2025. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Council Chair and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been circulated with the Year End 31st March 2025 accounts spread sheet for adoption. Authority was given for the Council Chair and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

Cllr A Hall proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY

25/028 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 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.

Cllr S Woodhead reported that he had now completed inspection walks on five routes and planned to cover all routes in due course to provide a comprehensive report. He had noted that the Ham Track itself was well maintained (being part of the Parish Council contract) but on reaching its conclusion and entering the wood the route was overgrown and impassable. **The Council agreed that** this was an occasion when one of the new Wiltshire Rights of Way template letters could be served on the local land-owner/s as part of the Wiltshire Council "Improving the Rights of Way Network at a Local Level" scheme.

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 24/109 (c) (i). Instructions had now been given to the local contractor to carry out the works. **(noted)**

25/029 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.** Cllr G Gamble advised that remedial works to defective equipment had been completed by Playdale on the 18th June 2025. The delivery of replacement play equipment was expected soon, which would allow the local contractor to install and complete the planned work. **(noted)**.
 - iii) **QE2 Recreation Field Maintenance.** A Parishioner had noted that the Children's Play Area warning and information sign was led on the ground covered in grass cuttings, noting that the sign should be re-fixed in a prominent manner. In addition Cllr S Woodhead had noted other issues relating to a damaged BBQ trestle bench and numerous traffic cones scattered around the field. The latter may well have been the safety cones that had surrounded the Bonfire site. Cllr G Gamble advised that all of these matters would be addressed as would the issue of the removal of the fly-tipped settee and TV. **(noted)**
 - iv) **QE2 Recreation Field – Adjacent Highway Pavement.** It had been reported that a HGV trailer lorry (photographed) had parked on the pavement and had crushed a manhole cover and surround leaving the footway in a dangerous condition. Immediate action had already been taken to rectify the situation and once the local contractor's invoice for the works has been received it would be forwarded to the HGV Company to seek reimbursement. **(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 25/018 (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 a need to confirm if they wished their gov.uk email addresses diverted to a preferred email 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** – Cllr S Woodhead advised that the Village Hall and surrounds cleaning and maintenance contract was being reviewed and tenders for the work would be sought. **(noted)**
 - g) **Kington St Michael Neighbourhood Plan** – Cllr W Roe and Cllr S Woodhead reported that a number of days had been set aside by their consultants to advance the Draft Plan. Unfortunately, it was unlikely that further grants could be sourced to cover the costs and the Council would need to assist with funding. More details would be provided when available. **(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** – 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 25/019 (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.** There had been no change in circumstances since the last Council Meeting. **(noted)**

25/030 **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).** A LHFIG Meeting had been held on the 9th June 2025. The Note Tracker/Agenda had been received and circulated. The suggested date for the next LHFIG Meeting was the 16th October 2025. The Agenda and Note Tracker would be provided in due course. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 29th May 2025 10.00-12.30 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). There were no Minutes from the Meeting available yet. The date of the next Meeting was the 24th July 2025. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** Instructions had now been given to the contractor to carry out the works. **(noted)**
- d) **Pavement Parking-Provision of Bollards.** Instructions had now been given to the contractor to carry out 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.** The Area Board last met on Monday 2nd June 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The draft minutes

had now been published online. The next was scheduled for the 15th September 2025 in the same venue. The Parish Forum had last met on Wednesday 26th February 2025 in Christian Malford Village Hall. 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 Guest Speakers were from the Wiltshire Police Neighbourhood Team and Emily Malcolm of Yesterday's Story CIC who would explore how local Parishes could be involved in a new Chippenham Heritage Project. **(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's Rights of Way Warden, Cllr S Woodhead, provided an update on work carried out to date. Minute 25/028 (b) above refers. **(noted)**
- i) **Wiltshire Council and Wiltshire Climate Alliance.** Pursuant to Minute 15/019 (l). The Council had previously received notification and information relating to the 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, asked for the details to be provided. **(noted)**
- j) **Kington St Michael United Charities (KSMUC).** At the Annual Council Meeting held on the 15th May 2025 the Council had considered representatives and nominations to various outside bodies. Minute 25/008 referred. Cllr A Hall had been nominated as the Council representative on the KMSUC. The Charity had been informed of the Council decision on the 16th May 2025. A response had been received from the Charity on the 31st May 2025 advising that there was no vacancy at that time as there had been no Trustee resignations. The Parish Clerk reported that the Constitution of the KSMUC advised that of the 6 Trustees two were Parish Council representatives that served a 4-year term of office and on completion of the term the Charity should advise the Parish Council that a vacancy existed allowing the Council to re-nominate. It was possible for the Council to re-nominate the same person, who might not necessarily be a Parish Councillor. A copy of the Constitution was circulated for information. Noting this situation the Council had written to the KSMUC on the 5th June 2025 seeking their views on the present circumstances. No response had been received to date. **(noted)**
- k) **Community Consultation.** It had been suggested that the Council should consider consulting Parishioners on what was important and matters to them to assist in forward planning and decision-making. This evidence could allow the Council to become more pro-active rather than re-active. The Council had agreed to investigate this further and how this might be achieved with Members bringing forward ideas. Some ideas had been received. There was concern expressed that there could be a misunderstanding that any Council survey might be confused with previous and forthcoming Neighbourhood Plan consultations. Notwithstanding this the Council wished to pursue their own survey and Council Members would provide the Clerk with suggestions to allow a draft questionnaire to be considered at the next Council Meeting, including how a survey might be conducted.
- l) **Village Hall Acoustics-Hearing Difficulties.** At the last Council Meeting the Council had noted that several Members had indicated that they had hearing difficulties in the Village Hall and that there was a need to assess what facilities

existed in the Hall to accommodate them and to consider what improvements could be requested. It was understood that a hearing loop system existed but that it was not easily accessed. It was further understood that a speaker/microphone system was available and it was suggested that this be trialed at the next Council Meeting. **(noted)**.

- m) **Wiltshire Flood Wardens Newsletter.** The Council had received the first edition that provided links to updated flood risk maps, a reminder that Emergency/Flood Plans should be up to date, dates for Flood Warden Training Days and a Rural Runoff Project. **(noted)**
- n) **OPPC Road Safety Conference – Friday 4th July 2025.** The Council had been notified by the Police and Crime Commissioner that an “improving road safety” conference was to be held on Friday 4th July 2025 at Tidworth Garrison Theatre 10am to 4pm. One representative from each Parish Council had been invited and from Community Speedwatch teams across the Force area. Speeding traffic was a concern in the Parish but there was no Council Member able to attend on this particular conference date. **(noted)**

25/031 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

25/032 DATE OF NEXT MEETING

The next Council Meeting would be held at **7.15pm, on Thursday 17th July 2025.**

Signed:

Chair, Kington St Michael Parish Council

Date: **17th July 2025**