

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

20th March 2025

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

Also Present: Wiltshire Cllr H Greenman, three members of the public (Simon Chambers, Margaret Pratley, Tim Royal) 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 asked if the Parish Council could give consideration to the planting of additional daffodil bulbs in areas that were thinning out.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

- i) Wiltshire Cllr H Greenman was welcomed to the Meeting, his first since his health problems had occurred. While absent it had been noted that he had still been able to play a significant role in local matters from his Hospital bed.

He had been unable to attend the Chippenham Community Area Parish Forum held in the Christian Malford Village Hall on Wednesday 26th February 2025 but he understood that there had been some successful outcomes.

He looked forward to attending the Annual Parish Meeting scheduled for the 10th April 2025 and giving his Annual Report.

There were no further Reports.

24/092 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Hall, Cllr V Ingham and Cllr M-C Simpson.

24/093 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)

24/094 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 20th February 2025. **Cllr P Macdonald proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

24/095 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/2025/02164 – Householder Planning Permission
Extension to Dwelling
34B, Honey Knob Hill, Kington St Michael, Chippenham SN14 6JJ
For Mr Alistair Morelli

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/2025/02360 - Householder Application
Remove existing conservatory and replace with single storey side extension
34 The Ridings, Kington St Michael, Chippenham SN14 6JG
For Charlotte Sparkes

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

- c) PL/2025/02425 – Outline Planning Application – Some Matters Reserved
Outline Planning Application (main access from Scotland Hill and highways Works on A429, not reserved) for phased commercial industrial/logistics development (Use Classes B2 and B8) with ancillary offices, green infrastructure and associated works (including site clearance and demolition works)
Land North East of Junction 17 of the M4, Chippenham
For Stoford Alderley (Chippenham) Ltd

Following consideration of the application **the Council resolved to strongly object to the proposals** and to advise Wiltshire Council that the Council had significant concerns and recommended that the application be refused.

Wiltshire Council would already be aware from the Parish Council's previous consultation responses relating to M4 Junction 17 proposals that they contend that Wiltshire Council's Local Plan should contain planning policies that lead to Plan-led decision making, rather than any decisions being made on an ad-hoc basis, as was the case of planning decisions already made on land areas south and east of the M4 at this Junction.

Consequently, there were fundamental objections in principle to the development of "greenfield" land in the northern and western segments of Junction 17, which

would result in a detrimental impact on the rural character and landscape of these areas. In the long term it could be prudent for policy makers to conclude that the M4 Motorway in this location should become the physical barrier to prevent northern development. The adoption of such a policy would reflect situations that existed on other Motorway junctions that were intended to avoid urban sprawl.

Therefore, from a visual appearance and land use perspective the proposals failed.

Notwithstanding the fact that to propose Use Classes that lead to huge warehousing space and few jobs, a situation that existed following recent, still unoccupied, developments to the south of Junction 17 there appeared to be no benefit to the local area economy from the proposal as it was simply a convenient storage facility close to the major road network that in reality could be sited anywhere along the M4 route.

Therefore, from a local economy perspective the proposals failed.

A major concern reflected the serious highway consequences of the proposal on both the major highway routes and on the local highway network. It appeared to the Council that the highway assessments produced were little more than desk top studies based upon present circumstances that did not reflect today's actual situation, nor importantly the future. The substantial work being proposed to overcome the inadequacy of the Scotland Hill/A429 road junction and its' connection to the Junction 17 may, on paper, suggest that there was a well-conceived highway scheme that could accommodate the development did not pass local scrutiny.

From a local perspective all that can be seen was more traffic, more congestion, more inconvenience for existing users and more damage to existing local lanes. There could be no doubt that despite suggestions otherwise the additional traffic on the A429 from the north would increase traffic levels and bottlenecks would occur as commercial traffic negotiated the short stretch from the Scotland Hill road junction to the M4 and onwards to the A350. This would reflect badly on the major A350 through route being upgraded as the preferred north-south connection. In addition there were grave concerns as to the impact on the local road network, which was almost single width as the Scotland Hill road led eastwards towards the local villages of Seagry, Great Somerford, Startley and the like north of the M4, as there could be no doubt that rat runs would become the norm as drivers gained local lane knowledge. A similar situation existed westwards, south of the M4, where Sutton Benger, Christian Malford and Lyneham would suffer alongside Kington Langley and Kington St Michael to the south. In a nutshell these local networks were at breaking point today and to increase traffic levels at Junction 17 could not be tolerated.

Therefore, from a local transport perspective the proposals failed.

In summing up the Parish Council considered that further piecemeal development of the rural land areas surrounding Junction 17 should be prevented.

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

There were no further Planning Applications considered.

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

- d) 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 **Approved with Conditions 20th February 2025**
- e) 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 **Approved with Conditions 20th February 2025**
- f) 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 **Approved with Conditions 20th February 2025**
- g) 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 Swarder **Approved with Conditions 7th March 2025**

There were no further planning matters reported.

24/096 FINANCE The Council considered financial matters.

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

Information Commission. Data Protection renewal 24/25	£ 52.00
Clerks Expenses. Mr V A Vines Year 24-25 Claim Form 10.03.25	£ 1,037.00
Clerks Net Salary Mr V A Vines Year 24-25 Claim Form 10.03.25	£ 5,657.60
Clerks HMRC Year 2024-2025 PAYE 10.03.25	£ 1,414.40
St Michael & All Angels Church PCC. Section 137 Grant	£ 500.00
Citizens Advice Wiltshire. Section 137 Grant	£ 500.00

Cllr G Gamble proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

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

KSM Village Shop. “The Kingtons” book sales. A/c 31545043 01.03.25 £ 44.85

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

HSBC Main Business A/c No 31545043	£ 65,915.74
HSBC Reserves A/c No 21545078	£ 47,601.86
HSBC Charities A/c No 71545051	£ 795.76
HSBC Defibrillator A/c no 51563041	£ 986.67

- e) **Receipts:** At the last Council Meeting (Minute 24/085 (c) referred) it was recorded that the Council had received a £100.00 donation from the KSM Book Recycling Scheme deposited into account No 51563041. For clarification this account was the Defibrillator Funds holding account. **(noted)**

f) **Parish Council Clerk & Responsible Officer's Salary:**

The Council noted that the present Clerk's salary had not been raised in accordance with Local Authority Pay Awards over a number of years and was actually below national minimum pay levels. The present incumbent had been in post for some years and carried out duties in excess of the agreed working hours. The Council was mindful that should the incumbent consider retirement then to source a replacement a competitive salary would need to be offered to secure an experienced Clerk & Responsible Officer. In recognition of the work and knowledge of the present incumbent **the Council agreed that** the hourly rate should increase to £17.00 per hour (8 hours per week) and to be backdated for the 24/25 year. The Clerk's salary and working conditions would be re-accessed during the next 12 months or should the position become vacant. **Proposed Cllr G Gamble, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY**

24/097 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. Cllr Macdonald made reference to his conversations with Danny Everett, Senior Drainage Engineer, and progress made to date. Parish Steward visits had been scheduled for 17th March and the 15th April 2025. **(noted)**

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

There were no issues raised.

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

- i) Replacement Waste Bins. Pursuant to Minute 24/086 (c) (i). The Parish Council will move the waste bin to the original position at The Ham. **(noted)**
- ii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/086 (c) (iii). There had been no change in circumstances since the last Council Meeting. The timescale for completing this work was now important to avoid the bird-nesting season. **(noted)**
- iii) The Ridings – Cones on highway verges. The Council had been asked if the cones erected were a permanent fixture, intended to stop School drop off cars driving on the grass? The question had also been raised as to what was a more appropriate fixed solution? The Council was aware that they had no Powers available to them in this respect and when approaching the School in regards to a potential

Travel Plan the issue of drop off and collection parking would be raised.

24/098 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 reported that** there was a need to replace the defective timber swings play equipment as identified in the 2024 RoSPA Report with metal being the preferred material. **(noted)**
- iii) QE2 Recreation Field Maintenance. The existing grass cutting contractors, Greenscape Ltd, had provided a quotation for the 2025 cutting season. This included the Recreation Ground, the Village Green, The Ham Track, Tor Hill and The Haha footpaths and would be a slight cost reduction on the 2024 season. The overall cost was within the Council's approved budget for 25/26. In these circumstances, as the cutting season was to commence shortly, the contract had been agreed. **(noted)**
- iv) QE2 Recreation Field – Honey Knob Hill boundary. Minute 24/087 (a) (iv) referred. The timescale for completing this work was now important to avoid the bird-nesting season **(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 –** The KSM Village Website, www.kingtonstmichael.com was designed and had been hosted by Vision ICT Ltd since its inception over 10 years ago. The website was well valued within the community and notice had been given that as it is running on V4 and V5 technology there was a need to decommission the website on the 31st January 2026. Briefly the reasons given were technical obsolescence, security concerns and cost inefficiency. Vision ICT Ltd had offered support to create a seamless transition tailored to a new website to KSM requirements retaining all existing content. The Clerk was the Council's link with the Web Controller and together would ensure that there was the seamless link between the existing and new website prior to the decommission date. There were no further 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 –** There were no issues raised. **(noted)**

g) **Kington St Michael Neighbourhood Plan –** Cllr S Woodhead on behalf of the Steering Group reported that there was no change in circumstances since the last Council Meeting on the issue of site allocations that remained under

consideration. Progress had been made on the Design Statement that was to be included within the Plan. **(noted)**

- h) **Kington St Michael Emergency Plan** – There had been no change in circumstances since the last Council Meeting. **(noted)**
- i) **Village Newsletter** – There were no issues raised. **(noted)**
- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – There was no updated required. **(noted)**
- l) **Registration of Land and Buildings/Village Hall etc.** There was no change in circumstances since the last Council Meeting. **(noted)**
- m) **Community Safety/Neighbourhood Watch:** There had been no change in circumstances since the last Council Meeting. The Clerk continued to circulate Community Messaging to those on the Council's Database. **(noted)**
- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen's Platinum Jubilee – Celebration Bench.** Pursuant to Minute 24/087 (o). There had been no change in circumstances since the last Council Meeting. The Council would proceed with the installation at The Ham and would need to secure the quotation for installation on a concrete base. **(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)**

24/099 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 at 10.00am in Committee Room D, Monkton Park. The Note Tracker for this Meeting had been received. The next LHFIG Meeting was scheduled for 22nd April 2025 at 10.00am in the same venue. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 16th January 2025. The date of the next Meeting was scheduled for Thursday 20th March 2025, 10.00am to 12.00pm. It was possible to join by TEAMS. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** Pursuant to Minute 24/088 (c). The Clerk had reported that two SID posts were held in stock. A local contractor had indicated that he could carry out the necessary works and a quotation was still required. **(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 3rd March 2025 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The next was scheduled for the 2nd June 2025 at a venue to be notified. The Parish Forum had met on Wednesday 26th February 2025 in Christian Malford Village Hall. The Guest Speaker had been the Wiltshire Chief Constable. The next Parish Forum Meeting was scheduled for Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. **(noted)**
- g) **School Travel Plan and Safe Place.** Pursuant to Minute 24/088 (g). There had been no change in circumstances since the last Council Meeting. The School was to be asked if they had any plans to produce a Travel Plan that could lead to safer environment for School children and the community generally. The issue of drop off and collection parking discussed earlier in the Meeting would also be raised. **(noted)**
- h) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** Minute 24/088 (h) referred). There remained a need for the Council to review their emergency-planning situation to ensure it is fit for purpose. The new Council would need to consider this as a high priority. **(noted)**
- i) **Parish Council Elections – 1st May 2025.** The Council was reminded that the Wiltshire Society of Local Council Clerks had received a presentation from the Wiltshire Council Elections Team regarding the forthcoming Elections in May 2025 that would include 2,118 Town and Parish Council seats. The Elections Act 2022 brought in some changes for the Elections this time and Clerks had been asked to ensure candidates attended the online webinar and read Election packs in full, even if they had been through the process several times before. Nomination forms would be accepted at three hubs – Chippenham, Trowbridge and Salisbury. A copy of the presentation had been circulated. **(noted)**
- j) **St Michael & All Angels Church PCC.** The Council had received a request from the PCC for financial support towards the grass upkeep of the open burial ground. The Council had previously determined that a Section 137 grant could be given for this community purpose. Following consideration **the Council agreed** that a Section 137 grant of £500.00 should be given. **Proposed Cllr G Gamble, seconded Cllr J Newton and RESOLVED UNANIMOUSLY**
- k) **Wiltshire Council – Briefing Note 25-01.** The Council noted receipt of a Briefing Note in regards to the Electronic Refuse Collection Vehicle (eRCV) trial. **(noted)**
- l) **Flood Warden Newsletter – Winter 2024-25 (Jan 25).** The Council noted receipt of the latest Environment Agenda Flood Wardens Newsletter. **(noted)**
- m) **Wiltshire Council – Briefing Note 25-02.** The Council noted receipt of a Briefing Note in regards to the Management of Council Business and Publicity during the pre-election period. **(noted)**
- n) **Citizens Advice Wiltshire.** The Council had received a request to consider a financial donation towards the service costs. The Council had previously provided assistance to the Charity and following consideration **agreed that** a Section 137 Grant of £500.00 should be given. **Proposed Cllr S Woodhead, seconded Cllr Fiona Twisse and RESOLVED UNANIMOUSLY**

- o) **Wiltshire Council – Briefing Note 25-03.** The Council noted receipt of a Briefing Note in regards to the Local Nature Recovery Strategy (LNRS) update. **(noted)**
- p) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** The Council had received details of how Parish Councils could contribute to the maintenance and improvements to paths within their Parish boundaries. Several letter templates had been provided. The new Council would need to consider how they could secure local support. **(noted)**

24/100 ANNUAL PARISH MEETING 2025

The Annual Parish Meeting was scheduled for Thursday 10th April 2025 at 7.30pm. (Minute 24/089 referred). The Council had agreed the Agenda at the last Council Meeting, that refreshments would be provided for attendees and that the Village Shop should be asked to assist. **(noted)**

24/101 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr J Newton advised that he would be unable to attend the next Council Meeting.

There were no further matters raised.

24/102 DATE OF NEXT MEETING

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

PART 2 AGENDA

The following Item related to Confidential Matters and in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it was considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and they were instructed to withdraw.

- a) Kington St Michael Neighbourhood Plan – Site Allocation/s and related matters.

The Council received a presentation from a local landowner and his consultants in regards to potential site allocations to meet the Wiltshire Council Local Plan housing requirement for the village.

Signed:

Chair, Kington St Michael Parish Council

Date: **17th April 2025**