

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

20th November 2025

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

Also Present: Wiltshire Cllr H Greenman, 3 members of the public (Keith Bustin, Patsy Boyd 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.

PUBLIC QUESTION TIME

- i) Keith Bustin and Patsy Boyd asked for the Council's views on the Developer's proposals for the Tor Hill housing development, the subject of a public Exhibition recently carried out in the Village. They suggested that the Council had already given their support to the scheme. The Council explained that they could only give a formal view when they were consulted on any future planning application. It was explained that as part of the Neighbouring Planning process there was a need to find land to meet the Wiltshire Local Plan Housing requirement and that acknowledging that there were no genuine infill sites within the village the Council favoured extending the village towards the East so that traffic associated with any development would not need to pass through the village to gain access to the A350 and M4. In accepting the Housing requirement the Council would look to achieve planning gains from any development through legal agreements.

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 26th November 2025 at 7.00pm in the St Mary Magdalene Church, Hullavington when a representative of SSEN would be the Guest Speaker. He advised that he had been successful in securing a senior Wiltshire Planning Officer for the next Forum Meeting. He was pleased that the Parish Council had been well represented at the recent Development Control Committee when a refusal of planning permission had been achieved in regards to the 86-87, Kington St Michael planning application. Cllr H Greenman was thanked for his assistance in supporting the local community and calling-in the application for a Committee decision. He reminded all that there may well be limited opportunities for call-ins in the future as a result of Government changes to Local Government decision making.

There were no further Reports.

25/064 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr O Mead.

25/065 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)**

25/066 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 16th October 2025. **Cllr A Hall proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY**

25/067 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/2025/08864 – Notification of proposed works to trees in a Conservation Area
T1 Silver Birch – Crown reduce by up to 3m. Crown raise to 3m over neighbours driveway. Prune clear of property
Manor Cottage, Kington St Michael, Chippenham SN14 6JA
For Mr Paul Gardner

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

Cllr J Newton proposed, Cllr P Macdonald and RESOLVED UNANIMOUSLY

- b) PL/2025/08804 – Full Planning Permission
Creation of hard-standing area and erection of equipment cabinets to facilitate an extension to existing EV charging hub
Car Park, Leigh Delamere Motorway Services Westbound, Leigh Delamere
SN14 6LB
For The Electric Highways Company Ltd
(GRIDSERVE Sustainable Energy Ltd)

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.

- c) PL/2025/00485 – Householder Planning Permission
Single storey extension side and rear extensions to existing garage
86-87, Kington St Michael, Chippenham SN14 6HX
For Mr James Willment **Refused by Wiltshire Council 6th November 2025**
- d) PL/2025/00998 – Permission in Principle
Erection of up to 8 No Dwellings
Kington Langley Garage, Malmesbury Road, Kington Langley, Chippenham
SN15 5PY
For KLD Property Investments Ltd **Approved on Appeal 31st October 2025**
- e) Wiltshire Gypsies and Travellers Development Plan Document Update (DPD).

Notification had been received that Wiltshire Council were re-commencing the process following the deferment of a decision and as part of the review they were re-opening their “call for sites” until the 21st November 2025 giving the opportunity for landowners to submit sites for assessment and potential allocation in the revised DPD. **The Council agreed that** there were no suitable sites that they could suggest, acknowledging that there were existing sites within the Parish that would need including in Wiltshire Council’s assessments, including un-authorized sites.

- f) Notice of Acceptance of an application for a Development Consent Order (DCO) by the Planning Inspectorate (on behalf of the Secretary of State) under Section 56 of the Planning Act 2008 Lime Down Solar Park.

Notification had been received that proposals (EN010168) for Five Solar Array Sites, etc. had been submitted to the Secretary of State on the 19th September 2025 and had been accepted for examination on the 17th October 2025. Hard copy details could be viewed at Malmesbury, Chippenham, Corsham, Melksham and Yate Libraries. Representations and PINS Registration could be submitted by 23:59pm Friday the 9th January 2026. **The Council agreed that** they would re-submit their previous views within the timescale to receive PINS Registration..

There were no further planning matters reported.

25/068 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-17989	£1,738.04
St John Ambulance. Bonfire Night first aid cover. Inv SP25007186	£ 137.28
Shenzen Trading. Inv DS-AEU-INV-GB-2025-520756766	£ 22.93
TMP Products. Inv DS-AEU-INV-GB-2025-520756847	£ 8.99
Place Studio Ltd. Neighbourhood Plan costs. Inv 065 18.11.25	£ 684.00

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.

Black Nova Designs. Website hosting renewal 25/26 Inv 28912	£ 112.80
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- 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 5th November 2025 were:

HSBC Main Business A/c No 31545043	£ 56,340.46
HSBC Reserves A/c No 21545078	£ 48,119.08
HSBC Charities A/c No 71545051	£ 804.41
HSBC Defibrillator A/c no 51563041	£ 997.39

25/069 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, updated the Council on completed and ongoing works, including footpath works at The Ridings and clearance of leaves from gullies generally. He advised that planned works for Stanton Lane would now take place next year during School term closures. Parish Steward visits had been scheduled for 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 updated the Council on his continued inspection walks. He made reference to the condition and stiles on KSTM12 and route KSTM40, the latter requiring significant clearance. **(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 25/059 (c) (i). There was no change in circumstances since the last Council Meeting. **(noted)**
 - ii) Tor Hill Footpath. Pursuant to Minute 25/059 (c) (ii). Before carrying out further works to the highway hedgerow and footpath the Council had required a quotation rather than an open ended commitment. The quotation had now been received and **the Council agreed to proceed** with the work during the cutting season. **Cllr G Gamble proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY.**
 - iii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/059 (c) (iii). The Council had agreed to purchase and install 4 verge bollards and to seek Wiltshire Highways agreement to install. Since the Council had last met the HGV Company involved had advised that they had instructed the local driver not to park in the area. The proposal had therefore been deferred to await any change in circumstances that might solve the problem without need for the capital expense. Negotiations continued in regards to the claim for reimbursement of damage costs. **(noted)**

- iv) The Ham – northwest highway visibility splay. Pursuant to Minute 25/059 (c) (iv). The matter had been raised and Wiltshire Highways had advised that they would be contacting the third party involved to raise the issues and find a solution. **(noted)**

25/070 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. Later Agenda items referred. **(noted)**
- ii) QE2 Recreation Field Capital Works. Field Capital Works. Pursuant to Minute 025/60 (ii). The QE2 Field Group had written to the Council seeking support towards a number of improvements to the playground area equipment. The proposals suggested a 4 Stage approach with overall costs in the region of £26,500.00. They had been keen to discuss with the Council how this could be funded. The Council had commented at the last Council Meeting that from an initial point of view the Group would need to source funding from others, such as the Area Board, the National Lottery Fund, Landfill Grants and perhaps seek Community First advice with the Council potentially acting as a supporter. Other possibilities suggested included seeking grants from SSEN and Sport Aid. The Council confirmed that this was the appropriate route. **(noted)**
- iii) QE2 Recreation Field Maintenance. The Council had received the Annual RoSPA Report that would need consideration by the QE2 Field Group and any required actions taken. **(noted)**
- iv) QE2 Recreation Field – Adjacent Highway Pavement. Minute 25/069 (c) (ii) above refers. The Clerk would continue negotiations with the third party. **(noted)**
- v) QE2 Recreation Field – Fly Tipping. Pursuant to Minute 25/060 (a) (vi). In addition to fly-tipping problems the Parish Council had also received a request for help in regards to anti-social behaviour. The Parish Council had limited Powers to assist but had agreed that it would act as a conduit and alongside the tipping issues it had been hoped that the Neighbourhood Policing Team may assist in resolving the matters. The Police had responded and had advised that fly-tipping issues were not something the Police could deal with and issues needed to be reported to Wiltshire Council for enforcement. In regard to the anti-social behaviour they were aware of the address of the person involved, as were Greensquare Accord Housing Association and advised that should any criminal offences be committed then Parishioners should contact the Police directly through normal channels. **(noted)**

b) Notice Boards – There were no issues raised. (noted)

- c) **Flooding & Drainage** – The Council would need to write to property owners advising that they would need to check and clear blocked surface water drainage crossing their land. **(noted)**

- d) **Parish/Community Website/Social Media** – There still remained a need for several 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** There was no report on this occasion.
 - i) Village Hall Acoustics-Hearing Difficulties. Pursuant to Minute 25/060 (f). The equipment had now been installed and was tested. There was a need to adjust to become fit for purpose. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead advised that the draft Neighbourhood Plan was being finalised and could be considered at the next Council Meeting for Council approval. **(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 editorial should be provided to highlight Council business. **(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.** The Clerk reported that there had been no change in circumstances since the last Council Meeting. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** Cllr A Hall reported that an experienced person had joined the Group and it was likely that a proposal would be tabled at the next Council Meeting. **(noted)**

25/071 **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 last LHFIG Meeting had been held on the 16th October 2025 at 10.00am in Committee Room A, Monkton Park Council Offices. The Note Tracker had been provided. The next LHFIG Meeting was scheduled for the 8th January 2026 at 10.00am in the same venue. **(noted)**

- b) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 18th September 2025 10.00-12.00 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). A further Meeting was scheduled for Wednesday 19th November 2025, 10.00-12.00. The Agenda, venue and hybrid meeting details had been provided. The date scheduled for the next Flood Group Meeting was the 21st January 2026. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The data produced could be forwarded to LHFIG in due course in support of a reduction in speed limit request. **(noted)**
- d) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on Monday 10th November 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The Agenda and Draft Minutes were circulated. A further date was scheduled for the 9th February 2026. As reported at the last Council Meeting the Parish Forum had met on Wednesday 24th September 2025 in Kington St Michael Village Hall. The next Parish Forum Meeting was scheduled for Wednesday 26th November 2025 at 7.00pm in the St Mary Magdalene Church, Hullavington. The Guest Speaker would be from SSEN (Scottish & Southern Electricity Networks). **(noted)**
- f) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. It was expected that the Clerk would be writing to the School in the near future. **(noted)**
- g) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** The Council's Rights of Way Warden, Cllr S Woodhead, had provided a further update earlier in the Meeting. Minute 25/069 (b) above refers. **(noted)**
- h) **Wiltshire & Swindon Local Nature Recovery Strategy (LNRS).** From previous reports and consultations the Council was aware of the lengthy process to date and had been advised that the LNRS was now progressing to its adoption and publication process. During October Wiltshire Council considered its adoption, publication and submission to DEFRA. Now adopted the LNRS would enter its delivery stage. **(noted)**
- i) **Wiltshire Council Briefing Note 25-08.** The Council noted receipt of a Briefing Note in regards to the Gypsies and Travellers DPD and a call for sites. **(noted)**
- j) **Wiltshire Council Strategic Planning – Call for Sites.** The Council, further to Minute 25/071 (i) above, had received further information and a call for sites. A response was required by the 21st November 2025. The Council confirmed that they were unaware of any suitable sites. It was noted that there were existing sites within the Parish that included an unauthorised site. **(noted)**
- k) **Flood Wessex Lunch & Learns Sessions.** The Council had received invitations to future online Sessions planned for the 27th November 2025 and the 22nd January 2026 and details had been provided. **(noted)**
- l) **Community Consultation.** Pursuant to Minute 25/061 (l). The draft questionnaire was circulated and contents agreed. It would now be published

online and hard copies delivered to all households. The deadline for returns was agreed as the 14th December 2025.

- m) **Chair's Update.** The Chair reported on his attendance at the WALC Annual General Meeting since the Council had last met. **(noted)**

25/072 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) Parish Council Budget and Precept Requirement 2026-2027. The Clerk advised that to meet the Wiltshire Council timescale the Council would need to consider their Budget at the next Council Meeting and provide Wiltshire Council with their Precept Requirement for the year. Members would be circulated with Budget consideration details.

There were no further matters raised.

25/073 DATE OF NEXT MEETING

The next Council Meeting would be held at **7.15pm, on Thursday 15th January 2026.**

Signed:

Chair, Kington St Michael Parish Council

Date: **15th January 2026**