

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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6th January 2018

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 11th January 2018** commencing at **7.45pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**

Yours faithfully,

Vivian Vines Parish Clerk

FULL COUNCIL MEETING

NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

PUBLIC QUESTION TIME: an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES: an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

AGENDA

1. **APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members.
2. **Declaration(s) of Interest - in accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

3. **MINUTES:** To receive and sign as a true record the Minutes of the meeting/s held

Parish Council Meeting held 16th November 2017 (see attached Draft Minutes)

4. **PLANNING:**

Planning Applications: To make observations on Planning Applications received

Prior to the consideration of each Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

- a) 17/12048/FUL
New Glazed Link to connect the main Farm House with the Falconry Barn following recent planning permission to refurbish both. The Recent applications were 17/08983/LBC and 17/08604/FUL
Cromhall Farm, Easton Piercy, Kington St Michael SN14 6JU
For Mr & Mrs Royal (see online) (For Decision)

- b) 17/12189/LBC
 New Glazed Link to connect the main Farm House with the Falconry Barn following recent planning permission to refurbish both. The Recent applications were 17/08983/LBC and 17/08604/FUL
 Cromhall Farm, Easton Piercy, Kington St Michael SN14 6JU
 For Mr & Mrs Royal **(see online) (For Decision)**
- c) 17/10768/FUL
 Proposed Two-Storey Side Extension & Rear Dormer
 3 Kyneton Way, Kington St Michael SN14 6RF
 For Mr & Mrs Roberts **(see online) (For confirmation) ****

** In order to meet the timescale of Wiltshire Council, Parish Council Members were circulated with the application. Members agreed that the Clerk should respond within the required timescale advising that there were no objections to raise and agreed that this would be confirmed at the next Council Meeting.

No further Planning Applications have been received within the timescale for Agenda inclusion.

Planning General: To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications. To receive notification and consider any other Planning related matters, including updates on any Planning Applications that have not yet been determined to date.

- a) 17/08604/FUL
 Change of Use of Barn from Agricultural Store to Ancillary Accommodation, Demolish Rear Porch and Alterations
 Cromhall Farm, Easton Piercy, Kington St Michael SN14 6JU
 For Mr & Mrs T Royal
Approved, subject to Conditions 6th December 2017
- b) 17/08983/LBC
 Demolish Rear Porch and Interior & Exterior Alterations
 Cromhall Farm, Easton Piercy, Kington St Michael SN14 6JU
 For Mr & Mrs T Royal
Approved, subject to Conditions 6th December 2017

5. FINANCE: To consider financial matters and to receive notification of any receipts and invoices for payment

- a) To consider and approve any payments required

Ideverde Limited. Inv GM754287	29.11.17	£	148.37
Digiprint. Inv DPCH/17903	16.11.17	£	49.60
Parish Online Annual Renewal Fee. Inv POL-2018-02981	18.12.17	£	18.00
Community Heartbeat Trust Ltd. Inv 1962	21.12.17	£	75.60
KSM Village Hall. Hire of Hall	01.01.18	£	24.00
Ideverde Limited. Inv GM754885	29.12.17	£	148.37

(see attached) (For Decision)

- b) To note any receipts received since the last Council Meeting

QE 2 Field Group. Recreation Field donation.	18.12.17	£	972.74
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- c) To note Bank Account balances as at 7th January 2018 **(to note)**

HSBC Main Business A/c No 31545043	£	29,133.28
HSBC Reserves A/c No 21545078	£	15,608.49
HSBC Charities A/c No 71545051	£	761.18
HSBC Defibrillator A/c no 51563041	£	867.81

- d) Council Budget: To consider the Council Budget and Budget proposals for the Council Year 2018- 2019 and required Precept.

Wiltshire Council has advised that the deadline for submitting the Council's Precept request is the 19th January 2018. Council therefore needs to consider and agree their spending proposals for the next Financial Year.

The Council should be mindful of Government consultations and austerity measure policies on the future of Local Government spending and the possibility that Parish Councils may be considered under capping and referendum proposals. There are no proposals being suggested at the present time but the situation could change in the lifetime of this Parliament.

The Council will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit and in addition Wiltshire Council may well ask for further Parish Council financial support for any works proposed within the Parish, such as CATG Area Board requests.

The Council will be provided with a DRAFT Year Ending 31st March 2018 Receipts and Payment Schedule at the Meeting. Payments already made, including those made at the Meeting will be shown.

Council Members will need to bring forward suggestions for the forward Revenue Budget, which could include increased grass cutting by possibly taking over the cutting of grass verges throughout the Parish as Wiltshire Council reduce this service and any other priorities such as Rights of Way clearance and possibly to suggest any potential savings.

The Council has placed great reliance on the work of Elected Members and local community volunteers all of whom can and should be applauded for their efforts and commitment. However, not only is there an aging population but less and less will be able to provide long term assistance and the Council should be mindful of this when considering the future, so that the Parish is supported both practically and financially by all rather than the few.

As mentioned above the Council and Parishioners will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit.

A Budget Proposals 2018/19 spreadsheet showing this years Budget and recent years budgets to give Members some guidance on future budgets will be provided at the Meeting. Although a reduction or small increase in Precept may be welcomed by the Tax Payer, Council Members need to be mindful of the fact mentioned earlier that the Government could introduce measures limiting increases to low percentages, although there has been a suggestion in the past that if increases were required in order to take on devolved services from a Higher Authority then they would not be included in a percentage figure. Circumstances and Government Policy may of course change and Members will need to consider if there are any local priorities that should be addressed during the lifetime of this Council. **(see attached) (For Decision)**

6. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. The Council has been advised that Parish Steward visits are scheduled for 22nd January, 19th February, 19th March and 16th April 2018. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways December 2017 and January 2018 Newsletters and attachments. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues and to receive any updates.

7. UPDATE ON STANDING ITEMS:

- a) Recreation Ground – To raise general issues and to receive any updates.
 - i) QE2 Recreation Field Group. To receive any update/s since the last Council Meeting **(to note)**

- ii) RoSPA Annual Inspection Report 2017. To receive any update/s since the last Council Meeting **(to note)**
- iii) QE2 Recreation Field Grass Cutting. To receive any update/s since the last Council Meeting **(to note)**
- b) Notice Boards – To raise general issues and to receive any updates. **(to note)**
- c) Flooding & Drainage – To raise general issues and to receive any updates **(to note)**
- d) Parish/Community Website/Social Media – To raise general issues and to receive any updates. **(to note)**
- e) Asset Register – To raise general issues and to receive any updates. **(to note)**
- f) Insurance – To raise issues and receive updates as required. **(to note)**
- g) Tor Hill Footpath Project – To raise general issues and to receive any updates. **(to note) (For Decision)**
- h) Kington St Michael Village Hall – To raise general issues and to receive any updates **(to note)**
- i) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
 - i) To note that the next Area Board Meeting is scheduled for Monday 15th January 2018 at 7.00pm in the Council Chamber, Monkton Park, Chippenham. **(to note)**
 - ii) To consider any new, and review any previous local issues within the Parish, which have been, or should be raised, with the Chippenham Area Board at their next Meeting **(For Decision)**
 - iii) To note that a Meeting of the Chippenham Community Area Parish Forum is to be held on Wednesday 31st January 2018 at 7.30pm in the Goss Croft Hall, Upper Seagry and to consider any new issues that should be raised. **(to note)**
- j) Kington St Michael Neighbourhood Plan – To receive and consider any updates. See Agenda item 8 (b). **(to note)**
- k) Kington St Michael Emergency Plan. . To receive and consider any updates. **(to note)**
- l) Village Newsletter – To raise general issues and agree editorial if necessary. **(For Decision)**
- m) Council Award Scheme – To raise general issues and to receive any updates. **(to note)**

8. CLERKS REPORT: To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s

- a) Chippenham Town Council. The Town Council invited the Council Chairman and Clerk and similar representatives from neighbouring Parishes to a “round table catch-up” on matters that impacted on all. The meeting was held on Tuesday 14th November 2017 in the Town Hall, Chippenham. Notes from the Meeting have now been received and are attached. **(see attached) (to note)**
- b) Kington St Michael Neighbourhood Plan. The Neighbourhood Plan Steering Group met on the 13th December 2017 and has now asked the Council to consider two issues. Firstly that in order for the Steering Group to apply for grant aid towards the preparation of the Plan the Steering Group needs to have an action plan and a degree of definition on the scope that the Plan might take. This can only be produced through “community engagement” which will require publicity and almost certainly a Parish Meeting. The Steering Group requires some financial assistance to carry out this work and are requesting that the Parish Council consider approving a grant of £100.00 for these purposes. Secondly, there is a need to raise the profile of the Neighbourhood Plan process and the Kington St Michael Parish website will require updating, particularly as the Plan is developed through the consultation process. The Steering Group asks if the Parish Council is content for them to contact and deal direct with the Webmaster on the issues.
Council Members are reminded that the Council took the initiative to achieve the Neighbourhood Plan Area Designation and accepted that some costs would be involved in the initial stages before Government Grant funding was available. Council Members also need to be mindful of the fact that they need to be at “arms length” from the Steering Group and the process, which needs to be “community” led. **It is recommended that the Council agree** to the Steering Group’s requests. **(For Decision)**
- c) Wiltshire Council - Briefing Note No 336 – The Council has received a Briefing Note in regards to the Wiltshire Pension Fund. **(see attached) (to note)**
- d) Wiltshire Council Operational Flood Working Group North. To note that a Meeting was held on the 13th September 2017 in Corsham Town Hall Notes of this Meeting are available online. A further Meeting was scheduled for the 15th November 2017 in Purton Village Hall but no Notes from that Meeting have been circulated or available online. To

receive any updates from attendees. To note that the next Working Group North is to meet on Wednesday 17th January 2018 in Malmesbury Town Hall, 9.30am to 1.00pm. **(to note)**

- e) WALC. The Council has received the Wiltshire Association of Local Councils Annual Report and Accounts for the Year 2016-2017. **(see attached) (to note)**
- f) WRFCC Strategy 2017-2021. The Council has been notified of the Wessex Regional Flood and Coastal Committee (WRFCC) Strategy for 2017-2021 and years beyond. **(see attached) (to note)**
- g) Wiltshire Council - Briefing Note No 338 – The Council has received a Briefing Note in regards to the Wiltshire Local Transport Plan (LTP) 2011-2026. **(see attached) (to note)**
- h) Wiltshire Council - Briefing Note No 339 – The Council has received a Briefing Note in regards to the Wiltshire Council's Brownfield Land Register. **(see attached) (to note)**
- i) Smaller Authorities Audit Appointments. The Council has been notified that their external auditor for 2017/18 and onwards to 2021/22 will be PFK Littlejohn LLP who replaces Grant Thornton UK LLP. The Council should note that if they are below the £25,000.00 threshold they are not subject to an annual external audit but still have an appointed external auditor in the event that an audit is required. **(see attached) (to note)**
- j) Community First AGM. The Council has received the Minutes of the AGM that took place on 11th October 2017 in The Town Hall, Devizes. **(see attached) (to note)**
- k) GDPR Briefing. The Council was notified that WALC had arranged a General Data Protection Regulations for Local Councils Briefing to be held on Thursday 25th January 2018 at Warminster Civic Centre. The event became "sold out" in a very short time but the Clerk has been able to secure a booking and will represent the Council. **(see attached) (to note)**
- l) Variation of Charges. Wiltshire Council has provided the Council with the Variation Notice relating to changes in charges for off-street and on-street pay and display parking places within Calne, Chippenham, Devizes, Malmesbury, Marlborough and Royal Wootton Bassett. The changes will be published on the 11th January 2018 and will come into effect from 1st February 2018. **(see attached) (to note)**
- m) Great Somerford (incorporating Startley) Neighbourhood Plan. The Council received notification on the 5th December 2017 that Wiltshire Council had taken the decision to "make" the Seagry Neighbourhood Plan on the 27th November 2017 which now forms part of the Wiltshire Council Development Plan and will be given full weight when assessing planning applications that affect land within the Neighbourhood Area. There is/was a 6 week period within which legal challenges could be made against the decision. **(see attached) (to note)**
- n) Police and Crime Commissioner for Wiltshire and Swindon. The Council has been notified, by the Commissioner that he has launched his Consultation on the Policing Precept for 2018/2019 (2nd January 2018) and he has asked that this be shared with as many residents as possible. The Consultation runs until mid-day on 31st January 2018. **(see attached) (For Decision)**
- o) Buckingham Palace Garden Party 5th June 2018. The Council has been invited by WALC to make nominations to this year's Garden Party. Names will be drawn randomly from those entered in the Wiltshire draw. **(see attached) (For Decision)**
- p) Flood Warden Newsletter. The Council has received the Environment Agency Winter 2017/2018 Edition of the Flood Warden Newsletter. **(see attached) (to note)**
- q) The Pound. The Council agreed that the land should be retained for public benefit and that it should be included in any future maintenance contract. There was a need to inspect the trees/saplings to ascertain their condition with a view to their removal if found necessary. Cllr W Isaac confirmed that an inspection had been made and that the trees/saplings involved were of a Sycamore species. The Council had previously agreed the sum of £250.00 to carry out any necessary felling and removal and Cllr Isaac was asked to proceed with the required works. To receive any updates. **(to note)**

9. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues, which the Clerk cannot deal with, and which do not require a policy decision other than referral to the next meeting.

10. DATE OF NEXT MEETING: The date of the next Council Meeting is scheduled for **7.45pm, Thursday 15th February 2018** in Kington St Michael Village Hall.

PART 2 AGENDA

As the following Item relates to Confidential Matters, in regards to a request for the Council to consider financial assistance, in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it is 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 that they are instructed to withdraw.

To note and to consider a request made. **(For Decision)**