

# KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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Chippenham  
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SN14 0PA

7<sup>th</sup> September 2018

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 13<sup>th</sup> September 2018** commencing at **7.45pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**

Yours faithfully,

*Vivian Vines*

Vivian A Vines MBE 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
  - a) Parish Council Meeting held 14<sup>th</sup> June 2018 (see attached Draft Minutes)
  - b) Parish Council Meeting held 19<sup>th</sup> July 2018 (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) 18/06826/FUL  
Erection of a Single-Storey Rear Extension with the installation of 3 skylights, windows, bi-folding door, double door and single door (replacing a square window). The proposal will include landscape changes & Perimeter Wall  
Hillside House, 94 Honey Knob Hill, Kington St Michael SN14 6HX  
For Mr Alan Ingham **(see online) (For Decision)**
- b) 18/07462/FUL  
Convert Garage area to Bedroom and en-suite, widen rear Kitchen door to French door, Conservation new roof light to rear elevation, alter west facing window deeper cill  
Willow Barn, Easton Piercy, Kington St Michael SN14 6JT  
For Ms J Frankland **(see online) (For Decision)**
- c) 18/07597/LBC  
Convert Garage area to Bedroom and en-suite, widen rear Kitchen door to French door, Conservation new roof light to rear elevation, alter west facing window deeper cill  
Willow Barn, Easton Piercy, Kington St Michael SN14 6JT  
For Ms J Frankland **(see online) (For Decision)**
- d) 18/08328/FUL  
Single Storey Extension to rear and attached Garage to side  
12 Town Close, Kington St Michael SN14 6JN  
For Mr & Mrs Neil and Juliette Huddleston **(see online) (For Decision)**

**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) 18/04484/CLE  
Certificate of Lawfulness for Use of Part of the Agricultural Building as a Dwelling  
Land at Honey Knob Hill, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JX  
For Mr A Hughes **Approved 1<sup>st</sup> August 2018**
- b) 18/01510/FUL  
Change of use of Paddock to Domestic Curtilage. Garage/Outbuilding. Vehicular Access & Parking/Turning Area  
Westbank, Cromhall Lane, Easton Piercy, Kington St Michael SN14 6JU  
For Dr J Astin **Approved, subject to Conditions 3<sup>rd</sup> August 2018**
- c) 18/04831/FUL  
Remove Existing Parapet Wall from Garage Roof and Construct Small Mono Pitched Roof at Front. Existing Flat Roof to be covered with PIR Insulation Boards and GRP Flat Roof System and Flat Roof Light to be fitted above Ground Floor Bathroom  
2, The Orchard, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HJ  
For Mr Graham Knight **Approved, subject to Conditions 8<sup>th</sup> August 2018**

**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

Idverde Limited. Inv GM760447	31.07.18	£ 148.37
Idverde Limited. Inv GM761281	31.08.18	£ 148.37

**(see attached) (For Decision)**

- b) To note any receipts received

There have been no receipts since the last Council Meeting

- c) To note Bank Account balances as at 6<sup>th</sup> September 2018

HSBC Main Business A/c No 31545043	£ 34,550.77
HSBC Reserves A/c No 21545078	£ 15,616.06
HSBC Charities A/c No 71545051	£ 761.56
HSBC Defibrillator A/c no 51563041	£ 868.23

## 6. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. A Parish Steward visit was scheduled for the 10<sup>th</sup> September 2018. Former Councillor Mrs Avril Balmforth agreed to continue as the Parish Steward Link following her retirement from the Council to provide continuity and has now indicated that sufficient time has passed for the Council to agree a replacement Elected Member. To consider and appoint a Parish Steward Link Member. **(For Decision)** (Cllr Wayman's) Local Highways May 2018 Newsletter and attachments, remains the latest Newsletter. **(to note)**
- b) Rights of Way – To raise general issues and to receive any updates
- i) Pursuant to Minute 18/038 (b). At the Council Meeting held 19<sup>th</sup> July 2018 the Council agreed to proceed with the production of a sign/s and fixing post/s that emphasised the need for considerate parking, particularly to retain clear access for wide and emergency vehicles. The Council considered that ideally parking should take place along the Church wall leaving the remaining width clear and so any signage should make that clear. However, any posts and signage cannot be erected on public or private land without the agreement of the relevant owners. From previous consideration in regard to highway improvements it has been accepted that the Wiltshire Council is not a landowner and therefore the land must be in private ownership. The Council needs to agree to approach relevant owners to gain permission/s. **(For Decision)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues and to receive any updates. **(For Decision)**

## 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) Damaged Entrance Gate/s. Pursuant to Minute 18/039 (a) (ii). The Council has agreed to install a new vehicular gate. However, at the last Meeting it was suggested that there could be two gates requiring attention, one being the vehicular gate the other a pedestrian gate, the former being usually padlocked. Members were unable to confirm this at the last Meeting and the Clerk can now confirm that this is the situation. The Clerk was given delegation and an order had been placed for the vehicular gate and a revised quotation is now awaited to include the pedestrian gate and fixing arrangements. **(to note)**
- iii) QE2 Recreation Field Sign. The QE2 Field Group has reported that a warning sign, recently erected, has been damaged by a recent hedge trimming and suggested that a claim should be made against the "culprit". The original cost of the sign was £48.00 and the Council may wish to agree to fund its replacement or take any necessary action. **(see attached) (For Decision)**
- 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)**
- 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 an Area Board Meeting was held on Monday 23<sup>rd</sup> July 2018 in The Goss Croft Hall, Upper Seagry and to receive any updates. Area Board Meetings have been scheduled for Monday 8<sup>th</sup> October 2018 in The Neeld Hall, Chippenham and 17<sup>th</sup> December 2018. **(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 was held on Wednesday 15<sup>th</sup> August 2018 in St Mary Magdalene Church, Hullavington. The Guest Speaker was Chippenham Town Council. To receive any updates. The next Forum Meeting is to be held on Wednesday 24<sup>th</sup> October 2018 at 7.30pm in The Goss Croft Hall, Upper Seagry. The Guest Speaker will be a representative from the Neighbourhood Watch Scheme. **(to note)**
- iv) To consider any new, and review any previous local issues within the Parish, which have been, or should be raised, with the Community Area Parish Forum at their next Meeting **(For Decision)**
- j) Kington St Michael Neighbourhood Plan – To receive and consider any updates. **(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 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) Parish Council Vacancy. To note that as a result of the resignation of a Council Member a Vacancy exists. Following the required Public Notice period and advertising the Vacancy the Council can fill the Vacancy by co-option. The Council has received 2 applications from interested Parishioners. To consider and to agree to co-opt a Council Member. It is recommended that the Council form an Interview Panel of 3 Members to meet both applicants and to bring forward a recommendation for co-option to the next Council Meeting. **(see attached confidential papers) (For Decision)**
- b) Wiltshire Council Operational Flood Working Group North. To note that a Meeting was held on 18<sup>th</sup> July 2018 in Devizes Corn Exchange. A further Meeting was held on 12<sup>th</sup> September 2018 in the Environment Agency Offices, Bath Road Industrial Estate, Chippenham. To receive any updates. The next Meeting is scheduled for 14<sup>th</sup> November 2018 in St Margaret's Hall, Bradford on Avon. **(see attached) (to note)**
- c) Wiltshire Council - Briefing Note No 362 – The Council received a Briefing Note in regards to the Salisbury Plain Fire. **(see attached) (to note)**
- d) Wiltshire Council. The Council has been provided with the Kington St Michael OF1 2018 Register of Electors. Updates will be provided when changes are made. Members have been circulated with the Register, subject to data protection and not for public use. **(to note)**
- e) National Planning Policy Framework (July 2018). The Council has been provided with the revised NPPF. Members have been circulated with a copy that is used as a material planning consideration alongside the Wiltshire Core Strategy (Development Plan) and adopted Neighbourhood Plans. **(to note)**
- f) Wiltshire Council. The Council was notified that a Consultation was to take place on the Wiltshire Housing Site Allocations Plan from 13<sup>th</sup> August to 1<sup>st</sup> September 2018. **(to note)**
- g) Community First AGM 2018. The Council has been invited to attend the AGM to be held on Thursday 11<sup>th</sup> October 2018 in The Town Hall, Devizes from 5.30pm. **(see attached) (For Decision)**
- h) Neighbourhood Alert. The Council was notified of the Best Neighbour of 2018 nomination process, closing date for nominations being midnight 5<sup>th</sup> September 2018. **(see attached) (to note)**
- i) Wiltshire Council - Briefing Note No 365 – The Council has received a Briefing Note in regards to the Social Housing Green Paper. **(see attached) (to note)**
- j) Wiltshire Council - Briefing Note No 366 – The Council has received a Briefing Note in regards to the Electoral Review of Wiltshire Council. **(see attached) (For Decision)**
- k) Local Government Boundary Commission. The Council has been notified that a Consultation on the Wiltshire Council division boundaries has begun, closing on the 5<sup>th</sup> November 2018. It is understood that draft recommendations will be published in

- February 2019 for a further consultation with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. **(see attached)(For Decision)**
- l) Wiltshire Council. Changes to Electoral Divisions and Area Boards. The Council has been reminded that the review, taking place now, may lead to the need for some Parishes to move from one Area Board to another as a result of forming the new Divisions. They request any comments before the end of September 2018. **(see attached) (For Decision)**
  - m) Bristol Avon Catchment Partnership. Notification has been received that the BACP Annual Forum is to be held on Wednesday 7<sup>th</sup> November 2018 in The Guildhall, Bath BA1 5AW. Further details are to be provided. BACP gave a presentation to the OFWG North Meeting held on the 18<sup>th</sup> July 2018 and the Council has received a copy for information. **(previously circulated) (to note)**
  - n) Wiltshire Council - Briefing Note No 367 – The Council has received a Briefing Note in regards to the Revised National Planning Policy Framework (NPPF) **(see attached) (to note)**
  - o) Wiltshire Citizens Advice. The Council has received a request for grant aid towards the service. **(see attached) (For Decision)**
  - p) Village Hall Committee. At the Annual Council Meeting Cllr I Gray was elected as the Parish Council representative. The Council is reminded that under the Village Hall Constitution it is allowed to nominate two representatives. The matter was deferred at the last Council Meeting **(For Decision)**
  - q) Chippenham Neighbourhood Plan. The Council has received notification that the Designation of the Chippenham Neighbourhood Area has been approved. Chippenham Town Council can now embark on the process of producing a Neighbourhood Plan. As discussed at the last Parish Forum the Town Council intends to involve neighbouring Councils in the process. The Council agreed at the last Meeting to invite the Town Council Planning Officer to a Council Meeting. Minute 18/040 (n) refers. The Council may wish to consider inviting the Neighbourhood Plan Steering Group to that Meeting. **(see attached) (to note) (For Decision)**
  - r) RoSPA Play Safety. The Council has received notification that the annual inspection is scheduled to take place during September 2018. The Inspectors plan their own diaries and the date of the visit is not known. There is no price increase. For an additional fee of £42.00 plus VAT it was possible to meet the Inspector. **(to note)**
  - s) 20mph Speed Limit. The Council has received a communication from a Parishioner in regards to road speed and resulting pet deaths and asks if consideration could be given to the introduction of a lower speed limit. **(see attached) (For Decision)**
  - t) Community Issue 6509. The Council has been advised, by the Chippenham Area Community Engagement Manager and Transport Group (CATG), that a Community Issue has been raised. The Council has been asked whether the request is supported, are there any comments on the request and, if not supported the reasons why not. If supported there will be financial implications, usually 40% of the costs. **(see attached) (For Decision)**
  - u) Village Hall Hearing T-Loop. Minutes 18/030 (f) and 18/040 (k) refer. To receive any updates and to consider any actions required. **(For Decision)**
  - v) Wiltshire Council - Briefing Note No 361 – Minute 18/040 (h) refers. The Council noted receipt of the Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process for 2018/19. It was noted that this appeared to be an annual process and that the opportunity may exist for the Lych Gate/Manor Gates/Village Shop/Hall surface works to be included in a future bid. There would be a need to employ a consultant to advise the Council and produce a scheme, possibly to adoption standard, that could then be costed to allow a bid to be made. The Council had agreed that further advice should be sought from Wiltshire Councillor H Greenman on how best to proceed to meet timescales and that a first stage might be to submit an Area Board grant application for assistance with consultant's fees. To receive any updates and to consider and actions. **(For Decision)**
  - w) Memorial for Maureen. Minute 18/040 (m) refers. The Council agreed at the last Meeting to purchase an Oak bench seat including a memorial plaque to be sited adjacent to the existing Tor Hill path with views across the open fields. It was agreed that Council Members should consider and agree suitable wording for the plaque. In order for the order to be placed the supplier requires the plaque details. To agree the plaque wording. **(For Decision)**
  - x) Broadband Speed. The Council, via the website administrator, has received a communication from a Parishioner who lives in Easton Piercy Lane in regards to

Broadband provision. To consider any action/s the Council might take. **(see attached)**  
**(For Decision)**

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

An opportunity to raise items and issues which cannot be dealt with by the Clerk 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 18<sup>th</sup> October 2018** in Kington St Michael Village Hall.