

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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8th October 2021

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 14th October 2021** commencing at **7.00pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**

Yours faithfully,



Vivian A Vines MBE Parish Clerk

FULL COUNCIL MEETING

(Agenda items for decision are marked as such)

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

FORMER PARISH COUNCIL MEMBER: an opportunity for Council Members and members of the public to pay respect and to remember the work of former Parish Councillor Bill Isaac who has recently passed away.

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:** To receive and agree Apologies received from Council Members. **(For Decision)**
Apologies have been received from Cllr P Macdonald
- 2. DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders, including any Dispensations required under the Code of Conduct. **(to note)**
- 3. MINUTES:** To receive, consider and to confirm the Minutes of the Parish Council Meeting/s held.

Parish Council Meeting held 16th September 2021 **(see attached Draft Minutes) (For Decision)**
- 4. PARISH COUNCIL VACANCY:** The Council appointed a Panel to interview both applicants wishing to be considered to fill the remaining Vacancy and recommend to Council. It is likely that the interviews will have taken place by the time of the Council Meeting. To consider and agree the Interview Panel's recommendation and to co-opt the chosen candidate. **(For Decision)**

Following the adoption of the Interview Panel's recommendation there is a requirement to sign a Declaration of Office before the person co-opted can take up the position. **(to note)**

5. PLANNING:

Planning Applications: To make observations on Planning Applications received.

Prior to the consideration of any Planning Application received, 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) PL/2021/08891 – Proposed Works to Trees in a Conservation Area
Pollard Lime Tree. Fell Yew Tree. Fell Lime Tree. Crown Lift up to 2.5 metres to all Lime Trees
The Church, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HY
For Colin Labouchere **(see online) (For Decision)**

There are no further applications to consider at the time of Agenda publication. **(to note)**

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.

- a) PL/2021/07251 – Householder Application
Replace Existing Conservatory with Permanent Structure over Same Footprint
6, Kyneton Way, Kington St Michael SN14 6RF
For Mr Hooper **Approved with Conditions 16th September 2021**

6. FINANCE: To note any financial matters, any receipts and payments made

- a) Payments to make. **(see attached) (For Decision)**

Idverde Ltd. Grounds Maintenance 01/09/21-30/09/21	Inv 10817337	23.09.21	£ 431.76
PKF Littlejohn LLP. Annual Audit Year End 31.03.21	Inv SB20212687	18.09.21	£ 360.00
St John Ambulance. Bonfire Night 06.11.21	First Aid provision		£ 115.20
Community First Trading. Zurich Special Event Premium Fireworks 06.11.21			£ 98.00

- b) Payments made **(see attached) (to note)**

Mrs Avril Balmforth. Section 137 Grant (minute 21/050 (r) refers)	16.09.21	£ 110.98
M P Singer. Kick walls and repairs. QE2 Rec. Inv 30266	12.08.21 17.09.21	£ 8,404.13

- c) Receipts **(to note)**

HMRC VAT reclaimed payment	08.09.21	£ 7,282.20
Wiltshire Council. Parish Precept 21/22 (Tranche 2)	30.09.21	£ 21,496.66

- d) To note Bank Account balances as at 5th October 2021 **(to note)**

HSBC Main Business A/c No 31545043	£ 59,021.95
HSBC Reserves A/c No 21545078	£ 45,727.85
HSBC Charities A/c No 71545051	£ 764.41
Defibrillator A/c No 51563041	£ 851.53

- e) Annual Governance and Accountability Return Year Ending 31st March 2021

The Parish Council completed the Annual Governance process, submitted to PKF Littlejohn LLP the appointed Auditors and published on the Parish Council website as required. The process has now been completed with the confirmation letter and report received on the 18th September 2021. No issues were raised. As required the Council has published the Notice of Conclusion of Audit with inspection details on the website. **(see attached) (to note).**

7. 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. Cllr P Macdonald is the Parish Steward Link Member. Parish Steward visits were/are scheduled for the 4th October, the 1st November and 29th November 2021. **(For Decision)**
- b) Rights of Way – To raise general issues and to receive any further updates. **(For Decision)**
 - i) Idverde Limited maintenance contract. The Council has considered that this should be reviewed to include all requirements and that the QE2 Field Group be asked to consider what should be included in an updated contract. To receive any updates. **(For Decision)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues and to receive any updates. **(For Decision)**
 - ii) A350 dual carriageway-essential works. The Council had been notified that Wiltshire Council was undertaking essential work to refurbish and upgrade the traffic signals north of Chippenham at Plough Crossroads, Kington St Michael, from 3rd October until 5th November 2021. The Council agreed that a letter should be written to Atkins. A response was received. To raise general issues and consider any actions required. **(see attached) (For Decision)**

8. 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) QE2 Recreation Field Capital Works. To receive update/s since the last Council Meeting. **(to note)**
 - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. **(to note)**
 - iv) QE2 Recreation Field Multi-Purpose Waste Bin & Dog Poo Bag Dispenser. To receive update/s since the last Council Meeting. **(to note)**
 - v) QE2 Recreation Field Notice Board. To receive update/s since the last Council Meeting. **(to note)**
 - vi) QE2 Recreation Field RoSPA Inspection. The Council had been notified that the Annual RoSPA play area inspection would take place during September. **(to note)**
 - vii) QE2 Recreation Field Bonfire Night 2021. The event will take place on Saturday 6th November 2021. The Council has written to local livestock keepers and emergency services and has also arranged for the increased insurance cover for the event. They will also pay for the first aid cover. **(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. There has been no change in circumstances in regards to the new Council website since the last Meeting and photographs and details are still required. **(For Members' Action)**
- e) Tor Hill Footpath Project – To receive and consider any updates. **(to note) (For Decision)**
- f) Kington St Michael Village Hall – To raise general issues and to receive any updates. **(to note)**
- g) Kington St Michael Neighbourhood Plan. To receive and consider any updates. **(to note)**
- h) Kington St Michael Emergency Plan. To receive and consider any updates. The Council has deferred the consideration of a Lead Member until all Vacancies are filled. **(to note)**
- i) Village Newsletter – To raise general issues and agree editorial if necessary. **(For Decision)**
- j) Council Award Scheme – To receive any updates. **(to note)**
- k) Asset Register – To raise general issues and to receive any updates. **(to note)**
- l) Insurance – To raise issues and receive updates as required. **(to note)**

- m) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHU). To receive any updates, including the Registration of Land and Buildings (RL&B). **(to note) (For Decision)**
- n) Community Safety/Neighbourhood Watch: To receive any updates. **(to note) (For Decision)**
- o) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**
- p) Queen's Platinum Jubilee 2022. To raise general issues and to receive any updates. **(to note) (For Decision)**

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

- a) WiltshireOnline – High Speed Broadband – Gigaclear. To receive any updates since the last Council Meeting and any actions required. **(to note) (For Decision)**
- b) Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices. There are no updates since the last Council Meeting. **(to note)**
- c) Pavement Parking-Provision of Bollards. There are no updates since the last Council Meeting. **(to note)**
- d) Community Area Transport Group (CATG). CATG met on the 14th September 2021. Cllr A Hall and Cllr Fiona Twisse attended the Meeting. The Notes from the Meeting have been received. The date of the next Meeting is to be confirmed. To receive any updates since the last Council Meeting and any actions required. **(see attached) to note) (For Decision)**
- e) CPRE Neighbourhood Planning Webinar. The Council has been invited to join this free event to be held on 9th November 2021 at 10.00am. Tickets to join are available from the 1st October. The invitation and agenda is attached. **(see attached) (to note) (For Decision)**
- f) The Down Gospel Trust. The Council was advised by Mr Andy Turner that they would be happy to donate litter picking equipment and provide volunteers to assist with Saturday morning litter picking or some grass cutting within the Parish as part of their outreach projects. The information was circulated to Members. **(to note)**
- g) Emergency/Flood Plan. Wiltshire Council reminded all Parish Councils of the need to have an up to date Plan. There is no Council Lead Member. The Council has accepted that there would need to be commitment to produce an up to date Plan and that a Lead Member would be required. The Council has deferred consideration until all Member Vacancies were filled when a Council Lead could be agreed. **(to note)**
- h) Asset of Community Value - The Plough Inn, Kington Langley. To receive any updates since the last Council Meeting. **(to note)**
- i) Parish Council Database. The Council has agreed the need to involve Parishioners more in local matters, to raise enthusiasm levels and increase involvement and participation and that a communications strategy should be developed. Several Parishioners have emailed the Clerk asking to be included in a database and they are now receiving Community Messaging, Neighbourhood Watch News, Community Area Newsletters. To consider any further actions required. It would be possible for each Council Member to email their address book contacts and invite them to email the Clerk to be included in the circulation. **(For Decision)**
- j) Wiltshire Council Climate Strategy. This is a reminder to Members that the Council has been notified that Wiltshire Council is consulting on its' draft Climate Strategy from the 1st September 2021 for a period of 6 weeks until 17th October 2021. Its' aim is to meet their pledge to be carbon neutral by 2030. The consultation documents and information are available at www.wiltshire.gov.uk/green-economy from the 1st September 2021. **(to note)**
- k) Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum. The Area Board met on Monday 27th September 2021. The Minutes of the Meeting have been received. The next Area Board Meeting is scheduled for Tuesday 13th December 2021 at 7.00pm. Cllr P Macdonald is the Council representative although others are welcome to attend. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**
- l) Kington St Michael Parish Council Policies. Pursuant to Minute 21/050 (o). The Council received the draft Parish Council Code of Conduct based upon Model Templates prepared by NALC and the LGA at the last Council Meeting. The matter has now remained for final consideration for the required timescale and the Council can now

- proceed with the adoption of the updated Code of Conduct and associated Addendum. The related documents are re-circulated. **(see attached) (For Decision)**
- m) Kington St Michael Parish Council Policies. At the Annual Council Meeting, held on the 20th May 2021, the Council agreed to consider any changes required to existing Adopted Policies at future Meetings. There is a proper process to be followed. Any changes proposed/suggested need to be agreed by the Council and then finally agreed at the following Council Meeting giving time for reflection. It is normal practice, to ensure correctness, to follow national guidelines as far as possible. The Parish Council's Standing Orders and Financial Regulations when last adopted followed national guidelines at that time with small changes to accommodate local circumstances. There is a need to consider updating both Policies following the most recent guidance given. There are a number of Model Templates prepared by NALC and the LGA and the attached updated Standing Orders and Financial Regulations are based upon these for Members consideration. Further consideration and agreement can be given at the next Council Meeting. **(see attached) (For Decision)**
 - n) Section 137 Funding Request. The Council has received a request for financial assistance from the KSM Village Shop. The request relates to the provision of interchangeable double side posters, total cost being £250.00. The Council is asked to consider a Section 137 Grant to cover this cost as it will benefit the whole community in support of the Village Shop. **(see attached) (For Decision)**
 - o) Council Member Retirement. Pursuant to Minute 21/029 (n). The Council had previously noted the work of long standing Council Members following their retirement from Council. Cllr Roger Sealy had stood down at the May 2021 Council Elections. The Council agreed that a suitable award should be made and the recipient be asked for his views on what might be appropriate. Former Cllr Sealy has responded by saying that he will be honoured to receive recognition and would be pleased to have a similar specimen tree (Quercus ilex-Holm Oak) as that presented to the late Bill Issac, possibly planted at the Recreation Ground. To consider and agree to make the necessary arrangements. **(For Decision)**
 - p) Wiltshire Council - Briefing Note No 21-16. The Council has received a Briefing Note in regards to Proposed Changes to the Taxi Tariff Schedule for Hackney Carriages and subject to the consultation process they will take place on 4th January 2022. **(see attached) (to note) (For Decision)**
 - q) Wiltshire Local Plan Review Consultation. The Consultation was held between 13th January and 9th March 2021. The Council submitted representations. The latest edition of Wiltshire News (22/09/21) reports that the Full Consultation Report together with the submitted responses is now available online. Also the statement on the Gypsy and Traveller Plan Consultation, which took place at the same time. **(to note)**
 - r) Wiltshire Council - Briefing Note No 21-18. The Council has received a Briefing Note in regards to the Community Governance Review Process beginning on the 22nd September 2021. The Kington St Michael Parish is not included in the Review. **(see attached) (to note)**
 - s) Wiltshire Council - Briefing Note No 21-19. The Council has received a Briefing Note in regards to the transfer of 10 Leisure Centres currently managed by Places Leisure to Wiltshire Council taking place the 1st October 2021. From that date Wiltshire Council will manage 20 Leisure Centres in total. **(see attached) (to note)**

10. 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 a future Full Council Meeting.

11. DATE OF NEXT MEETING:

The date of the next Full Council Meeting is scheduled for **7.00pm, Thursday 18th November 2021.**