

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
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SN14 0PA

8th February 2018

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 15th February 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.
Cllr A Cole has given his apologies

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 11th January 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) 18/00295/FUL
Ground Floor Rear extension, 1st Floor Side Extension, Shed and Relocate Garden Gate
5 The Close, Kington St Michael SN14 6LE
For Mr & Mrs Turner (see online) (For Decision)

- a) 18/00310/FUL
Retrospective Change of Use from Shop to Cafe
13 Kington St Michael SN14 6JB
For Mrs Hilary Leek **(see online) (For Decision)**

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.

No information has been received within the timescale for Agenda inclusion.

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 GM755793	31.01.18	£	148.37
Digiprint. Inv DPCH/18136	22.01.18	£	55.80

(see attached) (For Decision)

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

There have been no Receipts since the last Council Meeting **(to note)**

- c) To note Bank Account balances as at 8th February 2018 **(to note)**

HSBC Main Business A/c No 31545043	£	28,686.06
HSBC Reserves A/c No 21545078	£	15,609.42
HSBC Charities A/c No 71545051	£	761.23
HSBC Defibrillator A/c no 51563041	£	867.86

- d) HSBC Bank Mandate

Following changes to Council Membership there is a need to alter the existing Mandate with the HSBC Bank. There is a requirement for the Council to approve a list of persons authorised to sign cheques and to provide specimen signatures. (Two signatures are required for each cheque the Council issues under Council Standing Orders/Financial Regulations). In addition there is a need to confirm that the Clerk holds the position of Proper Officer to act on behalf of the 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 19th February, 19th March and 16th April 2018. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways February 2018 Newsletter 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. See also Agenda item 8 (h)

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)**

- 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 an Area Board Meeting was held on Monday 15th January 2018 in the Council Chamber, Monkton Park, Chippenham and to receive any updates. The next Area Board Meeting is scheduled for Monday 19th March 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 31st January 2018 in the Goss Croft Hall, Upper Seagry and to receive any updates. The next Forum Meeting is to be held on Wednesday 21st March 2018 at 7.30pm in the North Wraxall Community Hall, The Shoe. To consider any new issues that should be raised. **(to note)**
- 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 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) Wiltshire Council - Briefing Note No 340 – The Council has received a Briefing Note in regards to the Impact of Universal Credit on Wiltshire Council. **(see attached) (to note)**
- b) Wiltshire Council Operational Flood Working Group North. To note that a Meeting was held on the 17th January 2018 in Malmesbury Town Hall. The next Working Group North Meeting is scheduled for Wednesday 14th March 2018 in Bradford on Avon. **(to note)**
- c) 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)**
- d) GDPR Briefing. The Council will recall that WALC arranged a Briefing on the General Data Protection Regulations for Local Councils on Thursday 25th January 2018 at Warminster Civic Centre. The Clerk was able to attend. The Briefing was delivered by the Head of Legal Services at NALC, Meera Tharmarajah. The Regulations become effective from 25th May 2018. General Data Protection Regulations (GDPR) require the Appointment of Data Protection Officer (DPO) for each Parish Council. At the present time there is conflicting advice between NALC and the Society of Local Council Clerks (SLCC) on whether the Clerk/RFO can act as the Appointed DPO. What is clear that a DPO has to be qualified and experienced in data protection. Similarly, Council Members cannot be appointed. In saying that, providing either has the required qualifications there is nothing to stop a Clerk/RFO or Councillor being appointed to the role for another Council. Matters at the present time remain unclear and further advice is being awaited from NALC and WALC. A Council Member from an adjacent Parish Council asked that the Forum discuss whether there was scope for a collective approach by Parishes. In other wards a DPO being appointed to serve a number of Councils with the costs shared. In the meantime Council Clerks are being inundated with approaches from data control services offering their services and training sessions. An example is attached. It is recommended that the Council note the present position and consider the matters further at their next Meeting when further advice has been received. **(see attached) (to note)**

- e) Section 137 Local Government Act 1972. The Council has already and will receive more and more requests for financial assistance as others, such as Wiltshire Council, withdraw financial support to the volunteer and charitable sectors. All Parish Councils have "free spending power" under the Act subject to limitations. Attached is a Guidance Note produced by NALC in 2014, which Council Members could find useful. The total spend each year is based on the number of electors in a Parish and the limit for 2017/2018 was set at £7.57 per elector. There are around 590 electors in the Parish (the figure changes at certain times) and this equates to $590 \times £7.57 = £4,466.30$ as a maximum spend under Section 137 for this year. The Council has spent or committed £1,922.74 in this financial year to date. Section 137 spending is not to be confused with the "powers of well-being" a Competent Council can use which could be financed if necessary through borrowing from the Public Works Loan Board. **(see attached) (to note)**
- f) CPRE Wiltshire Best Kept Village Competition 2018, sponsored by Hills Group. To note that the Council has been notified that an invitation to enter competition will be received to enter this years Competition. Closing date will be 20th April 2018. The Council has declined in previous years. **(see attached) (For Decision)**
- g) Great British Spring Clean 2018. Notification has been received that the "Spring Clean" takes place from 2nd – 4th March 2018. It is supported by Wiltshire Council who will/could provide bags and equipment to local groups. **(see attached) (to note)**
- h) Highway Maintenance. The Council has received a request from a Parishioner to assist in his request to Wiltshire Council regarding problems of litter/rubbish/tipping, highway potholes and flooding. **(see attached) (For Decision)**

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 March 2018** in Kington St Michael Village Hall.