

# KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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3 Wardour Road  
Chippenham  
Wiltshire  
SN14 0PA

9<sup>th</sup> March 2018

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 15<sup>th</sup> March 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 15<sup>th</sup> February 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) 18/01510/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 (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.

- a) 18/00310/FUL  
Retrospective Change of Use from Shop to Cafe  
13 Kington St Michael SN14 6JB  
For Mrs Hilary Leek **Approved, subject to Conditions 19<sup>th</sup> February 2018**
- b) 18/00295/FUL  
Ground Floor Rear extension, 1<sup>st</sup> Floor Side Extension, Shed and  
Relocate Garden Gate  
5 The Close, Kington St Michael SN14 6LE  
For Mr & Mrs Turner **Approved, subject to Conditions 27<sup>th</sup> February 2018**
- c) 17/03417/OUT  
Outline Planning for the Erection of up to 1,000,000 sq ft of Class B8 (storage and distribution)  
Employment Space and Associated Infrastructure  
Land South-East of Junction 17 of M4 Motorway, Kington Langley, Nr Chippenham, Wiltshire  
For St Modwen Developments **Approved, subject to Conditions 28<sup>th</sup> February 2018**

No further 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 GM756440 28.02.18                            | £ 148.37   |
| Clerks Expenses. Mr V A Vines Year 2017-2018 Claim Form 01.03.18  | £ 730.04   |
| Clerks Net Salary Mr V A Vines Year 2017-2018 Claim Form 01.03.18 | £ 3,281.83 |
| Clerks HMRC Year 2017-2018 PAYE 01.03.18                          | £ 820.45   |

|   |         |
|---|---------|
| Payment made from Petty Cash since last Meeting<br>Mr T Robinson. Clearance of footpath outside Chapel 23.02.18 | £ 20.00 |
| <b>(see attached) (For Decision)</b>  |         |

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

|  |            |
|--|------------|
| HMRC DUTY/VAT Claim Repayment UB7168. 01.04.15 to 30.11.17 | £ 3,208.09 |
|--|------------|

- c) To note Bank Account balances as at 8<sup>th</sup> March 2018 **(to note)**

|                                    |             |
|------------------------------------|-------------|
| HSBC Main Business A/c No 31545043 | £ 31,657.08 |
| HSBC Reserves A/c No 21545078      | £ 15,610.26 |
| HSBC Charities A/c No 71545051     | £ 761.27    |
| HSBC Defibrillator A/c no 51563041 | £ 867.91    |

**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 19<sup>th</sup> March and 16<sup>th</sup> April 2018. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways March 2018 Newsletter and attachments. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates. To consider funding the maintenance of Definitive Public Rights of Way within the Parish. **(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)**
- 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 15<sup>th</sup> January 2018 in the Council Chamber, Monkton Park, Chippenham and to receive any updates. The next Area Board Meeting is scheduled for Monday 19<sup>th</sup> 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 31<sup>st</sup> January 2018 in the Goss Croft Hall, Upper Seagry and to receive any updates. The next Forum Meeting is to be held on Wednesday 21<sup>st</sup> 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 Operational Flood Working Group North. A Working Group North Meeting was scheduled for Wednesday 14<sup>th</sup> March 2018 9.30am to 1.00pm in St Margaret's Hall, Bradford on Avon BA15 1DE **(to note)**
- b) The Pound. To receive any updates. **(to note)**
- c) Buckingham Palace Garden Party 5<sup>th</sup> June 2018. The Council submitted nominations to WALC to be entered into a random Wiltshire draw. Notification has been received from WALC that the successful nominations were from the Corsham Town Council, Mere Town Council and Trowbridge Town Council. **(to note)**
- d) Power to Discharge Functions. The Council has received advice from WALC on how Councils should operate as decision-making bodies. Although previously circulated, for Members information is NALC Legal Topic Note LTN1(Aug2014) in regards to a Councils' Powers to Discharge their Functions. **(see attached) (to note)**
- e) Kington St Michael Annual Parish Meeting – Thursday 5<sup>th</sup> April 2018. The Annual Parish Meeting (APM) will take place at 7.45pm in the Village Hall. Although the Council calls the APM and hosts the event it is not a Council Meeting but a Parishioners Meeting. The only legal requirement will be for the Council to provide a report on the last 12 months activities, including financial matters and set an agenda that will allow public participation. To consider and agree the format of the APM. **(see attached) (For Decision)**
- f) NALC GDPR Toolkit. This Agenda item provides an update. On the 27 February 2018 WALC has circulated to Parish Councils in membership a copy of the NALC GDPR Toolkit for Local Councils (Feb 2018) on the New Data Protection Laws that take effect on the 25 May 2018. The Council needs to consider and to decide how they wish to proceed, possibly with a collective approach with other Parishes. The next Chippenham Community Area Board is to be held on the 14<sup>th</sup> March 2018 and the Council may wish

- to take that opportunity to raise the issue. **(previously circulated) (see attached) (For Decision)**
- g) Wiltshire Council - Briefing Note No 341 – The Council has received a Briefing Note in regards to Public Space Protection Orders. **(see attached) (to note)**
  - h) Carer Support Wiltshire. The Council has received a request for a donation towards Wiltshire's Community Connection Appeal aiming to raise £25,000.00 to tackle loneliness amongst carers. **(see attached) (For Decision)**
  - i) Wiltshire Council - Briefing Note No 342 – The Council has received a Briefing Note in regards to Chargeable Waste Collection and Disposal Arrangements. **(see attached) (to note)**
  - j) Festival on the Farm. The Council has been notified that Penelope Tenerife, Manor Farm Cottage, Easton Piercy is organizing a mini-festival at the farm to raise money for the Cancer Unit at RUH Bath. It is intended to be a local event of limited numbers with local neighbours invited and will take place on the 23<sup>rd</sup> June 2018. **(to note)**
  - k) Variation of Premises Licence Application – Moto Leigh Delamere M4 Eastbound. The Council has been notified of an application to vary an existing licence to include ON sales of Alcohol 0700hrs to 2300hrs daily and to amend the layout of the premises. The existing licence includes OFF sales of Alcohol from 0700hrs to 2300hrs daily and late night refreshment 2300hrs to 0500hrs. The site is open to the public 24hrs. Closing date for comments is 27<sup>th</sup> March 2018. **(For Decision)**
  - l) Fun in the Sun 2018. The QE2 Recreation Field has been chosen again by the Wiltshire Sports Development Team to host the local event on Mondays 30<sup>th</sup> July, 6<sup>th</sup> Aug, 13<sup>th</sup> Aug and 20<sup>th</sup> Aug from 2.30pm to 4.00pm. In previous years it has been very well supported by local children. In case of inclement weather an indoor space needs to be available, which in normal circumstances the Parish Council has funded by booking the Village Hall. This year the Hall is not available and it is intended that, if needed, use will be made of the Kington Club. **(to note)**
  - m) Parish Steward Visits. The Council has been notified that following the recent bad weather conditions a significant amount of extra work on the filling of highway potholes has been created. As the Wiltshire Council has the statutory duty to maintain the highway Parish Stewards have been directed to this work and visits have been suspended. **(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 19<sup>th</sup> April 2018** in Kington St Michael Village Hall.