

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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9th November 2018

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 15th November 2018** commencing at **7.45pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**

Yours faithfully,



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

Parish Council Meeting held 18th October 2018 (see attached Draft Minutes) (For Decision)

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) 18/09873/OUT
Comprehensive Redevelopment involving Demolition of Existing Garage Buildings, Retention and Refurbishment of Existing Bungalow and Erection of 8 Dwellings and Associated Works (Access not Reserved)

Kington Langley Garage, Malmesbury Road, Kington Langley SN15 5PY
For Mrs C Fry, Mr J Fry & Mrs S Gwilym **(see online) (For Decision)**

- b) 18/10039/FUL
Conversion of Stallion Boxes to Holiday Cottage
Cromhall Farm, Easton Piercy, Kington St Michael SN14 6JU
For Mr & Mrs T Royal **(see online) (For Decision)**
- c) 18/10506/TCA
Re-pollard 22 Lime Trees
St Michaels Church, Stubbs Lane, Kington St Michael SN14 6HX
For Mr Colin Labouchere **(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) 18/08328/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 **Approved with Conditions 15th October 2018**
- b) 18/01692/OUT
Erection of 3 New Dwellings and Access
Land to Rear of 35, Honey Knob Hill, Kington St Michael SN14 6JJ
For Mr & Mrs R Hatherall **Approved with Conditions 31st October 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 GM763123 31.10.18	£ 148.37
Playsafety Limited. RoSPA Report 2018. Inv 39099 23.10.18	£ 109.20
Crackerjack Fireworks. Bonfire Night 2018. Inv 02054 20.10.18	£1,042.20
(see attached) (For Decision)	

- b) To note any receipts received

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

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

HSBC Main Business A/c No 31545043	£ 45,270.28
HSBC Reserves A/c No 21545078	£ 15,621.28
HSBC Charities A/c No 71545051	£ 761.82
HSBC Defibrillator A/c no 51563041	£ 868.52

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 took place on 5th November 2018. A further Parish Steward visit is scheduled for the 3rd December 2018. Cllr P Macdonald is the Parish Steward Link Member. To receive any updates. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways October 2018 Newsletter. **(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. **(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) QE2 Recreation Field Maintenance. The Field Group reported that a timber panel required re-fixing and a number of timber posts and other elements needed attention. The RoSPA Report 2017 had highlighted issues relating to rotting timber. Members agreed to consider, as a matter of urgency, maintenance issues following receipt of the RoSPA Report 2018. This has now been received and circulated. See also Agenda item 8 (m). **(previously circulated) (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 Area Board Meeting was held on Monday 8th October 2018 in The Town Hall, Chippenham. To receive any updates. The Council has been informed that the Area Board Meeting scheduled for 17th December 2018 has been cancelled and that the next Meeting is scheduled for 4th February 2019. **(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 24th October 2018 in The Goss Croft Hall, Upper Seagry. The Guest Speaker was Mr Andrew Conroy, Planning Officer, Chippenham Town Council who updated all on the progress of the Chippenham Neighbourhood Plan. To receive any updates. The Forum agreed that the next Meeting should be held on the 5th or 12th December 2018 depending on the availability of the Chippenham Community Area Manager who wished to address the Forum. Since the Meeting information has recently been received that the future of Area Boards is under review. Consequently, the date of the next Forum Meeting is likely to be in February 2019 following the Area Board Meeting and Forum Members will be advised. **(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) Wiltshire Council Operational Flood Working Group North. The next Meeting is scheduled for 21st November 2018 at 9.30am in St Margaret's Hall, Bradford on Avon. **(to note)**
- b) Wiltshire Association Local Councils (WALC). The Council was advised that the AGM would take place on Monday 22nd October 2018. Following the AGM was a discussion on "The Magic Money Tree" funding for local Councils. To receive any updates from attendees. **(to note)**
- c) Wiltshire Council - Briefing Note No 368 – The Council received a Briefing Note in regards to the Wiltshire Local Plan Review Update. 27th September to 9th November

2018. The Note included an invitation to consultation events taking place during October 2018. To receive any updates from attendees and consider any views. **(to note) (For Decision)**

- d) Environment Agency Wessex Flood Warden Newsletter (Autumn 2018) The Council has received the latest edition of the Newsletter. **(previously circulated) (to note)**
- e) Community First AGM 2018. The Council had been invited to attend the AGM to be held on Thursday 11th October 2018 in The Town Hall, Devizes. To receive any updates from Council attendees. **(to note)**
- f) National Police Chief's Council (NPCC). The Council has received a copy of the NPCC Rural Affairs Strategy 2018-2021. **(previously circulated) (to note)**
- g) Wiltshire Council – Focusing on the Future. The Council has been invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session will take place on Thursday 22nd November 2018 in the Council Chamber, Monkton Park, Chippenham 5.30pm – 7.00pm. To agree Council representation. **(see attached) (For Decision)**
- h) Neighbourhood Plan. The Council received an invitation from Bluestone Planning Consultancy to attend a free-of-charge event to discuss fundamental issues and technical aspects of preparing and delivering a Neighbourhood Plan. The Neighbourhood Plan Steering Group was informed and advised that attendance would be beneficial. To consider and receive any updates. **(see attached) (For Decision)**
- i) Wiltshire Council Tax Setting Programme 2019/2020. Councils have been advised of the Setting Timetable providing key dates including the deadline for Parish/Town Councils to return approved 2019/2020 precept requests to Wiltshire Council by 25th January 2019. Attached to the advice was a Government Technical Consultation on Local Government Finance that suggests that they intend to continue the deferral of setting referendum principles for Town and Parish Councils, encouraging a continuing downward trend in spending that will be "kept under active review". The Council will meet on the 17th January 2019 to agree a forward budget and set a Precept. In the interim period Council Members should consider proposals for the forward budget and inform the Clerk as soon as possible to allow the budget financial forecast spreadsheet to be prepared and circulated. **(see attached) (to note) (For Decision)**
- j) OFWG Newsletter (Oct 2018). The Council received details of a Flood Warden Workshop to be held on the 14th November 2018 at the Wiltshire & Dorset FRS Training Centre, Hopton, Devizes. To receive any reports from attendees. **(see attached) (to note)**
- k) Wiltshire Council - Briefing Note No 369 – The Council has received a Briefing Note in regards to HomeRun a smartphone app. **(see attached) (to note)**
- l) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade. Pursuant to Minute 18/061 (a) The Council was advised that Cllr Mrs S Eaton would like to act for the Council in taking the project forward so that at an appropriate time, with the background groundwork done, such as land ownership matters, it would enable the Council to more easily move forward. To received any updates. **(to note)**
- m) RoSPA Play Safety. The Council has received the Annual Inspection Report (Oct 2018) in regards to the QE2 Recreation Field and equipment. To consider and agree a forward plan and any actions required. **(previously circulated) (For Decision)**
- n) Military-Civilian Integration. The Council has been advised that the Integration Partnership Task Group is conducting a survey regarding the impact on Town and Parish communities of the growing military presence. A request is made for the return of survey forms by 30th November 2018. **(see attached) (to note)**
- o) The Nymph Hay. The Woodland Trust has advised the Council of a Barberry Carpet Moth-Back from the Brink event taking place on Monday 12th November 2018, 11.00am-2.00pm. **(see attached) (to note)**
- p) Festival on The Farm 2019. The Council has been informed that the Festival will be held on the 21st to 23rd June 2019 at Manor Farm, Easton Piercy. This year's event raised £4,000.00 for the RUH Bath Cancer Unit. Around 200 people attended throughout the event. The organiser, Penny Tenerife, has asked if the Council is aware, or can suggest, any KSM Charity or Project in the Parish that would benefit from funding. **(For Decision)**
- q) Community Infrastructure Levy (CIL). As the Council is to receive payments there will be a need for the Council to consider a policy on Community Infrastructure Levy (CIL) spending in accordance with the Wiltshire Council Guidelines in order for the local community to benefit from the Levy. **(see attached) (For Decision)**
- r) Wiltshire Council - Briefing Note No 370 – The Council has received a Briefing Note in regards to the Council Tax Single Person Discount Review. **(see attached) (to note)**

- s) Wiltshire Council - Briefing Note No 371 – At a previous Meeting the Council received a Briefing Note 365 in regards to the Social Housing Green Paper. The Council has now received a Briefing Note 371 providing the Wiltshire Council responses to the Consultation. **(see attached) (to note)**

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 17th January 2019** in Kington St Michael Village Hall.

PART 2 AGENDA

As the following items relate to Confidential Matters, 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.

See attached Confidential Paper