

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
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SN14 0PA

10th January 2020

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 16th January 2020** commencing at **7.30pm** 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 21st November 2019 **(see attached Draft Minutes) (For Decision)**

4. **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) 19/11669/FUL
Double Storey and Single Storey Rear Extension with Partial Garage Conversion
2 The Close, Kington St Michael SN14 6LE
For Mr & Mrs Maxwell **(see online) (see attached) (For Decision)**
- b) 19/11340/FUL
Conversion of Timber Agricultural Building to Holiday Cottage
1 Easton Piercy, Kington St Michael SN14 6JT
For Mr S Drummond **(see online) (see attached) (For Decision)**
- c) 20/00153/TCA
Fell T1 Yew and TG1 Tree Group of Buddleia, Pear and Sorbus
Home Farmhouse, 2 Kington St Michael SN14 6HX
For Mr R Squires **(see online) (see attached) (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) Application 19/06481/FUL
Erection of New Permanent Agricultural Workers Dwelling and Associated Works
Land adjacent to Henleys, Days Lane, Kington Langley SN14 6BL
For D H & B J Sealy **Approved with Conditions 5th December 2019**
- b) 19/10218/FUL
Retention of a Single Mobile Classroom with Toilets
Kington St Michael Primary School, The Ridings, Kington St Michael SN14 6JG
For Peter Slafford – Wiltshire Council **Approved with Conditions 11th December 2019**
- c) 19/10892/FUL
New Agricultural Buildings
Kington Farm, Allington Lane, Kington St Michael SN14 6DH
For Mr & Mrs A & S Smith **Approved with Conditions 2nd January 2020**
- d) 19/10587/FUL
Erection of Replacement Dwelling
Rooks Leaze Cottage, Allington Lane, Kington St Michael SN14 6LP
For Mr & Mrs A & S Smith **Approved with Conditions 23rd December 2019**
- e) 19/010016/TCA
Remove Lower Branch of Yew Tree
St Michaels Church, Stubbs Lane, Kington St Michael SN14 6HX
For Mr Colin Labouchere **No objections 28th November 2019**

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

Digiprint. Newsletter costs. Inv DIGI-11673	22.11.19	£	74.40**
KSM Village Hall. Meeting Room Hire.	01.01.20	£	15.00
Parish Online. Geosphere Ltd Annual subscription 20/21.	04.01.20	£	36.00
Vision ICT Ltd. Inv 10567. Renewal SSL 2020.	01.01.20	£	60.00
Land Registry/National Archives Costs	£102.00-£7.00 = £95.00	Mrs S Eaton	£ 95.00

** Cheque for £74.40 made payable to Mr V A Vines as petty cash reimbursement

(see attached) (For Decision)

- b) Receipts: There have been no Receipts received since the last Council Meeting **(to note)**

KSM QE2 Field Group. Donation towards cost of Bonfire Night fireworks 21.12.19 £ 912.72**

** Not included in HSBC Main Business A/c No 31545043 at 8th January 2020

c) To note Bank Account balances as at 8th January 2020 **(to note)**

HSBC Main Business A/c No 31545043	£ 18,454.06
HSBC Reserves A/c No 21545078	£ 55,676.87
HSBC Charities A/c No 71545051	£ 763.63
Defibrillator A/c no 51563041	£ 870.55

d) Council Budget: To consider the Council Budget and Budget proposals for the Council Year 2020- 2021 and required Precept.

The Council is required to submit any Precept requirement to Wiltshire Council by the 24th January 2020. At the 21st November 2019 Council Meeting Council Members were asked to consider Council spending plans and inform the Clerk of any suggestions for inclusion, or exclusion from the existing budget to include in the budget template. No suggestions have been received at the time of Agenda publication.

The Council should be mindful of the previous Government's consultations and austerity measure policies on the future of Local Government spending and the possibility that Parish Councils may be considered under capping and referendum proposals. There are no proposals being suggested at the present time but the situation could change in the lifetime of this Parliament. Latest information is 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 also need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit and in addition Wiltshire Council may well ask for further Parish Council financial support for any works proposed within the Parish, such as CATG Area Board requests. At the present time there is little room in the Council's budget that can support extra Revenue spending, without increasing the Precept, unless taking from savings.

Wiltshire Council Financial Planning has provided draft 2020/2021 Tax Base details to assist the Council with their Budget setting and Precept requirements. This is intended to assist Members in their budget setting. **(see attached)**

Attached is a DRAFT Year Ending 31st March 2020 Receipts and Payment Schedule. Payments already made are shown in black. Those that will be made at tonight's Meeting are shown in red. A number of assumptions, several committed already such as administration costs, are shown in green. If all come to fruition, then the Council will exceed the budget by around £900.00, if including the planned £9,000.00 set aside to the Capital Reserve Fund. The final figures may change slightly before the Year End. Council Members could reduce the set aside figures by £1,000.00 if they wish to stay within budget but this would have no affect on the Council's overall financial position.

Council Members will need to bring forward suggestions for the forward Revenue Budget, which could include increased grass cutting by possibly taking over the cutting of grass verges throughout the Parish as Wiltshire Council reduce this service and any other priorities such as Rights of Way clearance and possibly to suggest any potential savings.

The Council has placed great reliance on the work of Elected Members and local community volunteers all of whom can and should be applauded for their efforts and commitment. However, not only is there an aging population but less and less will be able to provide long term assistance and the Council should be mindful of this when considering the future, so that the Parish is supported both practically and financially by all rather than the few.

Similarly, Council Members will need to bring forward suggestions for the forward Capital Budget and set priorities and realistic timescales.

As mentioned above the Council and Parishioners will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the Capital tasks for the local community's benefit.

A Budget Proposals 2020/21 spreadsheet showing this year's Budget, the estimated outturn figures, the previous year's budget and Budget Options to give Members some guidance on future budgets is attached. Although a reduction or small increase in Precept may be welcomed by the Tax Payer, Council Members need to be mindful of the fact mentioned earlier that the Government could introduce measures limiting increases to low percentages, although there has been a suggestion in the past that if increases were required in order to take on devolved services from a Higher Authority then they would not be included in a percentage figure. Circumstances and new Government Policy may of course change and Members will need to consider if there are any local priorities that should be addressed during the remaining lifetime of this 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. To consider and update the top 5 priorities and inform Wiltshire Council Highways. A Parish Steward visit was scheduled for 9th December 2019. A further visit is scheduled for 20th January 2020. Cllr P Macdonald is the Parish Steward Link Member. To receive any updates. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways November 2019 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. To receive any updates. **(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. **(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 Meeting was held on Monday 16th December 2019 11.00am at Chippenham Borough Lands Charity, Jubilee Building, Market Place, Chippenham SN15 3HP. To receive any updates. The next Area Board Meeting will take place on Monday 27th April 2020 at 7.00pm in The Neeld Hall, Chippenham. Notification has recently been received that the Area Board Meeting scheduled for Wednesday 3rd June 2020 has been cancelled. **(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 is scheduled for Wednesday 26th February 2020 at 7.30pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. This will include refreshments, as a decision was taken to postpone the Meeting scheduled for December 2019. **(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)**
- n) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade. To receive any updates, including further consideration of the Registration of land and buildings deferred at the last Council Meeting. (Minute 19/070 (n) (i) refers). **(to note) (For Decision)**

- o) Community Safety/Neighbourhood Watch: To receive any updates. **(For Decision)**
- p) Data Protection. GDPR – 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. The Group met on the 11th December 2019 at the Wiltshire Air Ambulance Base, Semington, Melksham. The Agenda was published and circulated to Council Members. To receive any updates from attendees. The next Meeting is scheduled for 12th February 2020 at a venue to be advised. **(to note)**
- b) Wiltshire Council Budget 2020/21. The Council was notified that several opportunities were available to meet Cabinet Members. The nearest for the Council was held on Thursday 9th January 2020 in the Council Chamber, Monkton Park, Chippenham **(to note)**
- c) Wiltshire Council - Briefing Note No 19-037. The Council has received a Briefing Note in regards to the Special Educational Needs (SEND) Strategy consultations. **(see attached) (to note)**
- d) Buckingham Palace Garden Party – 27th May 2020. WALC has invited nomination/s to enter the County draw. Names will be drawn randomly from those entered in the Wiltshire draw. Council nominees for last year were Mr William Isaac and Mrs Patricia Isaac. They were unsuccessful in the 2019 draw and their names have been re-submitted for the 2020 draw. **(to note)**
- e) Community First AGM 2019. The Council was invited to attend the AGM held on Wednesday 9th October 2019 in The Town Hall, Devizes. The Minutes of the Meeting have been received and circulated. **(previously circulated) (to note)**
- f) Wiltshire Council - Briefing Note No 19-039. The Council has received a Briefing Note in regards to the Community Area Joint Needs Assessment. **(see attached) (to note)**
- g) NALC. The Council has received information for local Councils to prepare for website accessibility regulations. The Council's website designer/provider/manager will need to be aware of the requirements to that the Council can comply within the required timescales. **(see attached) (to note)**
- h) Community Governance Review. Wiltshire Council invited affected Parishes to meet their Electoral Review Committee on the 16th December 2019. The Council was only invited to attend as a consequence of the proposal, at the request of the owner, for Cedar Lodge, Allington Lane moving boundaries and to confirm that there was no objection from the Council. The Council Clerk attended on the Council's behalf. **(to note)**
- i) Street Light – 37 Upper Cottage SN14 6JJ. The owner of 37 Upper Cottage, Kington St Michael SN14 6JJ has written to Wiltshire Council requesting that, in order to save energy, the street light outside of his house rather than converting to LED in the Council Phase 4 programme be disconnected to save energy and reduce light pollution, leading to the possible removal of the light itself. A case is/was made that his house is the only one affected by the street light, as he is on the edge of the village with the nearest house 80-100 metres away with its own street light arguing that his light has no benefit or use to the community for foot traffic as it is not near any footpaths. In addition he concludes that other villages have no street lighting at all demonstrating that street lighting is not necessary. The rationale is that the idea will be beneficial in the desire to save energy. Wiltshire Council has advised him that they have no record of why the light was considered necessary at the time of installation and it would be preferable if any request for removal came from the Parish Council as they usually know the local circumstances. It is understood that an energy saving survey was carried out in the village in 2010/11 when it was decided that peripheral lights could be switched off at night (around midnight/1am), but that ones through the main street should remain on. A plan is provided showing lights marked in yellow that could be switched off and those in pink to remain on for safety reasons. The subject light is numbered 25 in the northwest Left hand) top corner of the plan. To consider and agree any action/s. **(see attached) (For Decision)**
- j) Memorials to Former Council Members. The Council decided to mark the service of two former Council Members. To receive updates since the last Meeting. **(to note)**
- k) WALC – Neighbourhood Planning Training. The Council has received notification that a Training Day is to be held on 4th February 2020 at Pinetrees Community Centre, Pinehurst, Swindon. To consider attendance. **(see attached) (For Decision)**

- l) Wiltshire Council - Briefing Note No 20-01. The Council has received a Briefing Note in regards to the Community Governance Review-Survey. **(see attached) (to note)**
- m) Neighbourhood Planning Policy Drafting Workshop. The Council has been notified that an online live workshop regarding policy drafting is to be delivered online on Wednesday 22nd January 2020. Registration is required that can accommodate 2 persons from each Parish Council to join in. **(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 next **Council Meeting** will take place at **7.30pm, Thursday 20th February 2020** in Kington St Michael Village Hall.