

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

9th March 2017

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, which will be held on **Thursday 16th March 2017** in the **Kington St Michael Village Hall, Kington St Michael SN14 6HX** commencing at **7.45 p.m.**

Yours faithfully,

Vivian Vines

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 20th October 2016 (see attached Draft Minutes)

Parish Council Meeting held 16th February 2017 (see attached Draft Minutes)
5. **PLANNING:**

Planning Applications: To make observations on Planning Applications received
 - a) 16/08756/FUL
Change of Use of Building and Land to Class B8 Use. Construction of New Vehicular Access
Springfield Farm, Kington Lane, Stanton St Quintin SN14 6DG
For CD Fencing (see online) (For Decision)

The Council considered this application at their meeting held on the 12th January 2017 and the attached response was submitted to Wiltshire Council. The application has been amended and the Council is re-consulted. **(see attached)**

Planning General: To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications and consider any other Planning related matters.

- a) 17/00907/TCA
Re-pollard 1 Poplar to 3 metres, Reduce Limb of Apple Tree to 2 metres from Neighbours Property, Fell 2 Apple Trees, 1 Cherry Tree and 1 Group of Elder Laburnum House, 22 Kington St Michael SN14 6JE
For Dr T Eastcourt **No Objections raised 1st March 2017**

6. FINANCE: To consider financial matters and to receive notification of any receipts and invoices for payment

- a) To consider and approve any payments required, including payments made between meetings

Ideverde Limited. Inv GM747695 28.02.17	£ 148.37
Clerks Expenses Mr V A Vines Year 2016-2017 Claim Form 01.03.17	£ 574.14
Clerks Net Salary Mr V A Vines Year 2016-2017 Claim Form 01.03.17	£ 2813.00
Clerks HMRC Year 2016-2017 PAYE 01.03.17	£ 703.24

(see attached) (For Decision)

- b) To note any receipts received

No receipts have been received the last Council Meeting

- c) To note Bank Account balances as at 9th March 2017

HSBC Main Business A/c No 31545043	£21,975.53
HSBC Reserves A/c No 21545078	£15,602.82
HSBC Charities A/c No 71545051	£ 760.86
HSBC Defibrillator A/c no 51563041	£ 867.49

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 priority template spreadsheet and inform Wiltshire Council Highways. The Council has been notified that the Parish Steward will visit on the 13th March and 10th April 2017. **(For Decision)** An updated Parish Steward priority works spreadsheet template has been received. **(see attached) (For Decision)** To note receipt of Local Highways (Cllr Mr Whitehead's) February and March 2017 Newsletters and attachments. **(see attached) (to note)**.
- b) Rights of Way – To raise general issues and to receive any updates
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues and to receive any updates.

8. UPDATE ON STANDING ITEMS:

- a) Recreation Ground – To raise general issues and to receive any updates.
- i) QE2 Recreation Field Group. To receive update/s since the last Council Meeting. **(to note)**
- ii) Castle Combe Football Club Under 8 Colts. The QE2 Recreation Field Group has been asked if the KSM Football Pitch would be available to use from 6.00 – 7.30pm every Tuesday evening from the End of March until October 2017. The Field Group understands that children from KSM Parish and the surrounding area attend the Colts and that to allow this would be fulfilling a local need. Parish Council, as Landlords, need to agree that such an agreement is acceptable, subject to final

arrangements at no cost to the Council, and the Council is asked to agree the principle and if acceptable agree to delegate to the Clerk any final matters as it is likely that an urgent decision may be required as the Council does not meet again until April. **(For Decision)**

- iii) Pursuant to Minute 16/089 (a) The Council were informed at the last Meeting that the Field Group wished to proceed with the scheme for the hardstanding and BBQ area, the installations of a water supply and picnic tables as soon as possible. A Chippenham Area Board Grant of £3,821.00 had been obtained and the remaining £3,811.30 would be drawn down from the available Section 106 funds held by Wiltshire Council. The Parish Council agreed to fund the entire works to allow it to proceed and would be reimbursed in due course, when grants were paid on completion of the works. At the present time a decision is still awaited from Wiltshire Council on the Section 106 funding held by them and this has delayed the commencement of works on site. The Field Group are nervous in instructing contractors in case some issue arises that prevents the grants being paid. The Council is asked to re-confirm the decision and to agree to delegate to the Clerk any final matters, as it might be that an urgent decision is required, as the Council does not meet again until April. **(For Decision)**
- b) Notice Boards – To raise general issues and to receive any updates.
- c) Flooding & Drainage – To raise general issues and to receive any updates
- d) Parish/Community Website/Social Media – To raise general issues and to receive any updates.
- e) Asset Register – To raise general issues and to receive any updates
- f) Insurance – To raise issues and receive updates as required
- g) Tor Hill Footpath Project – To raise general issues and to receive any updates.
- h) Kington St Michael Village Hall – To raise general issues and to receive any updates
- i) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
 - i) To note that the next meeting of the Wiltshire Council Chippenham Area Board will be held on Monday 13th March 2017 at 7.00pm in the Council Chamber, Monkton Park. The meeting originally scheduled for the 24th April 2017 is cancelled and will now be held on Monday 26th June 2017 at a venue to be announced. **(to note)**
To consider any new and review any previous local issues within the Parish that should be raised. **(For Decision)**
 - ii) To note that the next meeting of the Chippenham Community Area Parish Forum is to be held on Wednesday 15th March 2017 at 7.30pm in the Kington St Michael Club. **(to note)**
To consider any new and review any previous local issues within the Parish that should be raised. **(For Decision)**
- j) Kington St Michael Neighbourhood Plan – To receive any updates and to consider progress.
- k) Village Newsletter – To raise general issues and agree editorial if necessary.

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) Wiltshire Council. Briefing Note No 321. To note receipt of Briefing Note No 321 in regards to the Chippenham Site Allocations Plan – Inspectors Report. **(see attached) (to note)**
- b) Scottish & Southern Electricity Networks. To note that the SSEN are offering community grants of up to £20,000.00 from their Resilient Communities Fund for community projects. Projects include the protection of vulnerable customers, enhancing community facilities and improving communication during significant weather events. More information is available at www.ssen.co.uk/resilience **(to note)** To note that a Stakeholder Consultation is taking place ending 22nd March 2017. **(see attached) (For Decision)**
- c) Westerleigh Group. A Crematorium for North Wiltshire. The Council was invited to attend a public exhibition held on Thursday 2nd March 2017 at the Rugby Club, Royal Wootton Bassett to see proposals, ask questions and provide feedback on a proposal near Studley Grange Farm accessed from the A3102 near to M4 Junction 16. **(see attached) (to note)**
- d) Wiltshire Council. Parish and Town Evening Highways Meeting/s. To note that the nearest session will take place on the 17th May 2017 at Monkton Park, Chippenham, 7.00 to 9.00pm. **(to note)**

- e) Police and Crime Commissioner Crime Plan. The Council was notified of the Consultation on the Draft Police and Crime Plan for 2017-2021. The Crime Plan has now been published. **(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 the next meeting.

- a) Kington St Michael Annual Parish Meeting. The Council is reminded that the date of the Annual Parish Meeting is Thursday 6th April 2017 and is to be held in the Kington St Michael Village Hall.

11. ANNUAL PARISH MEETING:

The Annual Parish Meeting is scheduled for **Thursday 6th April 2017** at 7.45pm in Kington St Michael Village Hall. Last year the Agenda included the Parish Council Chairman's Report, the Parish Council Budget for 2016/17, Reports from Parish Council Representatives, Reports from Local Organisations, Report from the Wiltshire Councillor and a period of time for Public Questions and General Discussion of Parish Issues. To consider any Agenda items and invitations. **(For Decision)**

- 12. DATE OF NEXT MEETING:** The date of the next Council Meeting is scheduled for **7.45pm, Thursday 20th April 2017** in Kington St Michael Village Hall.