

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

Tel 01249 657695
Email ksmparishclerk@gmail.com

10th September 2021

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 16th September 2021** commencing at **7.00pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**

Yours faithfully,



Vivian A Vines MBE
Parish Clerk

FULL COUNCIL MEETING

(Agenda Items for decision are marked as such)

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:** To receive and agree Apologies received from Council Members. **(For Decision)**
- 2. DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders, including any Dispensations required under the Code of Conduct. **(to note)**
- 3. MINUTES:** To receive, consider and to confirm the Minutes of the Parish Council Meeting/s held.

Parish Council Meeting held 15th July 2021 (see attached Draft Minutes) **(For Decision)**

4. REGULARISATION OF PARISH COUNCIL MEETINGS:

Council Members are aware that as from the 7th May 2021 Virtual Council Meetings were no longer allowed and the Council was expected to return to face-to-face Meetings. Following the Council Elections held in May the Council has been unable to hold Meetings in The Village Hall because it was unavailable for Council use. In addition continuing concerns were expressed by some Members in regards to their own personal Covid-19 concerns that could have resulted in difficulties in forming a quorum. It was agreed that the continued use of properly publicised virtual Meetings was necessary to continue Council business and that all decisions taken since the 18th May 2021 would be ratified at

the first available face-to-face Meeting. The Village Hall is now available for Parish Council use and the Council is now required to confirm all decisions made at Council Meetings held on the:

Council Annual Meeting held 20th May 2021
Full Council Meeting held 20th May 2021
Full Council Meeting held 17th June 2021
Full Council Meeting held 15th July 2021

(Subject to the acceptance of Item 3 above the Minutes of all Meetings have been previously approved) **(For Decision)**

5. 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) **PL/2021/06035 – Householder Application
Demolition and Replacement of an Existing Outbuilding and Small Garage
31, Honey Knob Hill, Kington St Michael SN14 6JE
For Mr Harvey Bull **(For Confirmation)**
- b) **PL/2021/07035 – Listed Building Application
Demolition and Replacement of an Existing Outbuilding and Small Garage
31, Honey Knob Hill, Kington St Michael SN14 6JE
For Mr Harvey Bull **(For Confirmation)**
- c) **PL/2021/07205 – Householder Application
Proposed Alterations to Rear Dormer including Replacement Windows & Cladding.
Replacement of Windows throughout 82 & 82a
82, Honey Knob Hill, Kington St Michael SN14 6JB
For Mr Gamble-Trustees of Kington St Michael United Charities **(For Confirmation)**
- d) **PL/2021/07251 – Householder Application
Replace Existing Conservatory with Permanent Structure over Same Footprint
6, Kyneton Way, Kington St Michael SN14 6RF
For Mr Hooper **(For Confirmation)**
- e) **20/10899/FUL
Erection of “Drive Thru” Building together with Associated “Drive Thru” Lane and Associated Signage
Leigh Delamere Motorway Services Westbound, Leigh Delamere SN14 6LB
For Moto Hospitality Limited **(For Confirmation)**

** In order to meet the timescale of Wiltshire Council, Parish Council Members were circulated with these applications. Members agreed that the Clerk should respond within the required timescale advising that there were no objections to raise and agreed that this would be confirmed at the next Council Meeting.

- f) PL/2021/08203 – Approval of Reserved Matters Application
Reserved Matters application following Outline Permission 18/01692/OUT (appearance, landscape, layout and scale) 3 New Dwellings and Access
Land to the rear of 35, Honey Knob Hill, Kington St Michael SN14 6JJ
For QDOS Homes **(see online) (For Decision)**

- g) *PL/2021/08242 – Removal/Variation of Conditions Application
Variation of Conditions 1, 5, 6 and 7 of application 18/07826/REM (Reserved Matters for Development comprising the Erection of 147 Dwellings and Associated Landscaping on the Land at North Chippenham, Parcels B3 and B5 following Outline Planning Permission N/12/00560/OUT)
Land North of Hill Corner, Land Parcels B3 & B5, Chippenham SN15 1DX
For Barratt David Wilson South West **(see online) (For Decision)**

* The Council is consulted by Wiltshire Council as a neighbouring Parish. The land involved, from April 2021, is within Chippenham Town boundaries. The Council has usually taken the view that as there is no effect on the Parish then no comment is needed.

There are no further applications to consider at the time of Agenda publication. **(to note)**

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.

- a) 20/09302/LBC
Retrospective Repairs to Existing Stone Boundary Wall and Lintel
Home Farmhouse, Kington St Michael SN14 6HX
For Mr R Squires **Refused 30th July 2021**
- b) PL/2021/06901
Pollard 1 Willow Tree within Conservation Area
Hillside House, 94 Kington St Michael SN14 6HX
For Mr Alan Ingham **No objections raised by Wiltshire Council 17th August 2021**

There are no further matters to report since the last Council Meeting at the time of Agenda publication. **(to note)**

6. **FINANCE:** To note any financial matters, any receipts and payments made

- a) Payments to make. **(see attached) (For Decision)**

Idverde Ltd. Grounds Maintenance 01/07/21-31/07/21	Inv 10813160	29.07.21	£ 431.76
Idverde Ltd. Grounds Maintenance 01/08/21-31/08/21	Inv 10814488	25.08.21	£ 431.76
Wiltshire Citizens Advice. Section 137 Grant. Minute 21/039 (o) refers			£ 250.00
Glasdon UK Ltd. Sack Dispenser/Jubilee Bin/Manchester Bollards. Inv	S1821485		£ 1,259.14
WALC. Member Training Session. Inv WWALCOO202		18.08.21	£ 30.00
WALC. Member Training Session. Inv WWALCOO203		18.08.21	£ 30.00

- b) Payments made **(to note)**

There have been no payments made since the last Council Meeting.

- c) Receipts **(to note)**

There have been no receipts since the last Council Meeting.

- d) To note Bank Account balances as at 5th September 2021 **(to note)**

HSBC Main Business A/c No 31545043	£ 40,940.86
HSBC Reserves A/c No 21545078	£ 45,727.47
HSBC Charities A/c No 71545051	£ 764.40
Defibrillator A/c No 51563041	£ 851.52

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 priorities and inform Wiltshire Council Highways. Cllr P Macdonald is the Parish Steward Link Member. Parish Steward visits were/are scheduled for the 6th September, 4th October, the 1st November and 29th November 2021. **(For Decision)**
- b) Rights of Way – To raise general issues and to receive any further updates. **(For Decision)**
 - i) Idverde Limited maintenance contract. The Council considered that this should be reviewed to include all requirements. The QE2 Field Group had been asked to consider what should be included in an updated contract. To receive any updates. **(For Decision)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues and to receive any updates. **(For Decision)**
 - ii) A350 dual carriageway-essential works. The Council has been notified that Wiltshire Council is undertaking essential work to refurbish and upgrade the traffic signals north of Chippenham at Plough Crossroads, Kington St Michael, from 3rd October until 5th November 2021. There will be a temporary speed limit of 30mph and the closure of side roads and diversions will enable the A350 to remain open and free of traffic signals for the majority of the work. Night-time road closure will be in operation for resurfacing work and delays are expected. Diversion routes will impact on the local road network. To raise general issues and consider any actions required. **(see attached) (For Decision)**

8. 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 Capital Works. To receive update/s since the last Council Meeting. **(to note)**
 - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. **(to note)**
 - iv) QE2 Recreation Field Multi-Purpose Waste Bin & Dog Poo Bag Dispenser. To receive update/s since the last Council Meeting. **(to note)**
 - v) QE2 Recreation Field Notice Board. To receive update/s since the last Council Meeting. **(to note)**
 - vi) QE2 Recreation Field RoSPA Inspection. The Council has been notified that the Annual RoSPA play area inspection will take place during September. **(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. There has been no change in circumstances in regards to the new Council website since the last Meeting and photographs and details are still required. **(For Members' Action)**
- e) Tor Hill Footpath Project – To receive and consider any updates. **(to note) (For Decision)**
- f) Kington St Michael Village Hall – To raise general issues and to receive any updates. **(to note)**
- g) Kington St Michael Neighbourhood Plan. To receive and consider any updates. **(to note)**
- h) Kington St Michael Emergency Plan. To receive and consider any updates. The Council has deferred the consideration of a Lead Member until all Vacancies are filled. **(to note)**
- i) Village Newsletter – To raise general issues and agree editorial if necessary. The Council has been advised that a new Editor is in position. Former Councillor Avril Balmforth has taken on the role. Her first edition will be October/November and the cut off copy date is Friday 24th September. A week later than normal to facilitate news from the Parish Council. Since taking over the role she has investigated printing costs and has asked the Council to consider funding all-colour production costs instead of the previous black and white. The Council has resisted this previously using the original printer on cost grounds but she is able to reach an agreement

with the KSM Primary School where the cost would be below £100.00 per edition. The Council's budget can accommodate this enhanced production cost and **it is recommended that this is agreed. (For Decision)**

- j) Council Award Scheme – To receive any updates. **(to note)**
- k) Asset Register – To raise general issues and to receive any updates. **(to note)**
- l) Insurance – To raise issues and receive updates as required. **(to note)**
- m) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHU). To receive any updates, including the Registration of Land and Buildings (RL&B). Mrs Sandra Eaton has advised the Council of the Planning Inspectorates (LGVSHU) Appeal decision and this was circulated to Members. It is attached again for information. In regards to RL&B to receive a progress report. **(see attached) (to note) (For Decision)**
- n) Community Safety/Neighbourhood Watch: To receive any updates. **(to note) (For Decision)**
- o) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**
- p) Queen's Platinum Jubilee 2022. To raise general issues and to receive any updates. **(to note) (For Decision)**

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) Parish Council Vacancies. As a result of the Parish Council Elections held on 6th May 2021 the Council is aware that there were 2 Council Member Vacancies and that the Council could co-opt eligible and suitable applicants to serve for the remainder of the 4-year term. At the last Meeting the Council gave delegated authority to the Clerk to co-opt two interested parties. One withdrew the interest and one co-option remained and the Clerk made the co-option. The Council has now received two requests for consideration to fill the remaining Vacancy and both are eligible candidates.

The Council needs to determine a transparent method of consideration. In these circumstances the Council should meet/interview both applicants and decide which they wish to co-opt. The Council is lucky in one respect that there is interest in filling the Vacancy as many other Councils have difficulty in finding candidates.

There is a need to make the co-option decision in the public forum. It is suggested that for the Full Council Membership to interview both candidates during a Council Meeting, debating and making a decision would be inappropriate and that a closed session would be more acceptable. However, bearing in mind no Council Member has faced an election process it could be considered excessive if all 8 Members "confronted" the applicants, who are volunteering to fill the role.

In these circumstances **it is recommended that** the Council form an Interview Panel of 3 Members to interview the applicants and recommend to the Council who they should co-opt. Their recommendation can be considered at the next Council Meeting. The Interview Panel can consider how to carry out the task but the use of virtual means rather than the need to meet in person could be the simplest means for privacy and ease.

It is suggested that both applicants are provided with similar questions in advance so that there is complete fairness. Supplementary questions during the interviews can be in the hands of the Interview Panel.

Following the adoption of the Interview Panel's recommendation at the next Meeting there will be a requirement for the successful applicant to sign a Declaration of Office before the person co-opted can take up the position. **(For Decision)**

- b) WiltshireOnline – High Speed Broadband – Gigaclear. To receive any updates since the last Council Meeting and any actions required. **(to note) (For Decision)**
- c) Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices. The Council asked for further information and potential costs acknowledging that all local volunteer efforts lead to convictions in some cases but also provide the statistics that support a case for a reduction in speed limits or other highway safety works

- i) Community Speedwatch (CSW). The Council has recently received offers of assistance from two Parishioners. There is a need to seek at least 6 volunteers to form a Community Speedwatch Team. Wiltshire Police have been advised and asked to provide the necessary training. The response indicates that one of the volunteers will need to be designated as the Team Leader and undergo non-police personnel vetting level 1 (NPPV1). They have supplied information in regards to traffic survey requirements, job description and registration of volunteers. **(see attached) (For Decision)**
 - ii) Autospeedwatch. Many nearby Parishes have trained Community Speedwatch Teams, regularly making a physical presence with speed gun recording and reporting. Several CSW Teams have progressed further by installing Autospeedwatch devices, details attached, which are in fixed positions constantly recording data for reporting. The purchase and installation of the device/s is simple. Recorded data would be downloaded to the CSW Team Leader, who would then prepare and submit reports to Wiltshire Police. Suitable site/s for the solar powered device/s would need to be agreed. It is normal for the device/s to be in fixed positions with warning signs to motorists. **(see attached) (For Decision)**
 - iii) Speed Indication Devices (SIDS). In addition to CSW and Autospeedwatch, mobile SIDS, such as the ElanCity Evolis solar radar speed signs, details attached, are now becoming frequently used. ElanCity has provided their latest information on costs. Wiltshire Council Highways has issued their formal requirements before work could commence on the ground. They have also re-issued their SID Deployment criteria 2019. SIDS are not installed in fixed positions and are of a temporary nature, being moved around the Parish by trained volunteers. Suitable site/s for the solar powered device/s would need to be agreed for maximum impact. **(see attached) (For Decision)**
- d) Pavement Parking-Provision of Bollards. The Council has agreed to purchase and install 2 bollards. To receive any updates since the last Council Meeting and any actions required. **(to note) (For Decision)**
 - e) Community Area Transport Group (CATG). CATG met, using Microsoft Teams, on the 14th September 2021. Cllr A Hall is the Council representative. To receive any updates since the last Council Meeting and any actions required. **(to note) (For Decision)**
 - f) Kington Langley Parish Council -Traffic Survey. Minute 21/039 (e) refers. The Council was approached by Kington Langley PC to support a survey request following complaints from residents of the Milk Marketing Board Cottages on the highway from the A350 to KSM Village (the C154) in regards to traffic speeds and increased levels of HGV traffic. The Council confirmed their support at the last Meeting and agreed that further consideration would be given on how to proceed in regards to the C154 towards the Tor Hill crossroads and into the village. Agenda items 8 (c) and 8 (r) also refer. **(For Decision)**
 - g) Wiltshire Operational Flood Group North (WOFGN). WOFGN met, using Microsoft Teams, on the 15th September 2021. Cllr A Hall is the Council representative. To receive any updates since the last Council Meeting and any actions required. **(to note) (For Decision)**
 - h) Emergency/Flood Plan. Wiltshire Council reminded all Parish Councils of the need to have an up to date Plan. There is no Council Lead Member. The Council has accepted that there would need to be commitment to produce an up to date Plan and that a Lead Member would be required. The Council has deferred consideration until all Member Vacancies were filled when a Council Lead could be agreed. **(to note)**
 - i) Asset of Community Value - The Plough Inn, Kington Langley. To receive any updates since the last Council Meeting. **(to note)**
 - j) Parish Council Database. The Council has agreed the need to involve Parishioners more in local matters, to raise enthusiasm levels and increase involvement and participation and that a communications strategy should be developed and would consider options. The Council considered that attendance at the Village event held on the 22nd August 2021 could be a starting point and that further methods of sourcing contact details would need to be considered. To consider actions required. **(For Decision)**

- k) Community First AGM 2021. The Council has been advised that the AGM will be held online by Zoom on Wednesday 6th October 2021 at 6.00pm. There is a need to register interest in attending to receive AGM papers and joining details. **(see attached) (to note) (For Decision)**
- l) Wiltshire Council Climate Strategy. The Council has been notified that the Council is consulting on its' draft Climate Strategy from the 1st September 2021 for a period of 6 weeks until 17th October 2021. Its' aim is to meet their pledge to be carbon neutral by 2030. The consultation documents and information are available at www.wiltshire.gov.uk/green-economy from the 1st September 2021. **(For Decision)**
- m) Wiltshire Council - Briefing Note No 21-15. The Council has received a Briefing Note in regards to the Climate Strategy and Natural Environment Plan-Consultation. The Note explains how the public can be involved and the role the Parish Council can play in supporting the consultation and raising awareness. **(see attached) (For Decision)**
- n) Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum. The next Area Board Meeting is scheduled for Monday 27th September 2021 at 7.00pm. Cllr P Macdonald is the Council representative although others are welcome to attend. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**
- o) Kington St Michael Parish Council Policies. At the Annual Council Meeting, held on the 20th May 2021, the Council agreed to consider any changes required to existing Adopted Policies at future Meetings. The matter should not be rushed with perhaps an intention to consider at least one at each Council Meeting throughout the year. There is a proper process to be followed. Any changes proposed/suggested need to be agreed by the Council and then finally agreed at the following Council Meeting giving time for reflection. It is normal practice, to ensure correctness, to follow national guidelines as far as possible. The Parish Council's Code of Conduct when last adopted followed national guidelines at that time with small changes to accommodate local circumstances. There is a need to consider updating the Policy following the most recent guidance given. There are a number of Model Templates prepared by NALC and the LGA and the attached updated Code of Conduct is based upon these for Members consideration. Further consideration and agreement can be given at the next Council Meeting. **(see attached) (For Decision)**
- p) Wiltshire Council Weather Team and Parish Emergency Assistance Scheme (PEAS). The Council was asked to undertake an audit of salt bins and to let the Weather Team know which ones required refilling or replacing due to damage prior to the forthcoming winter. In addition a Council Member had suggested that the Council might/should consider the provision of salt bins throughout the Parish as a CIL Project. The PEAS equipment/salt process had also been instigated and the Council agreed that Members would consider requirements at this Meeting. The PEAS information is re-circulated. **(see attached) (For Decision)**
- q) Wiltshire Council - Briefing Note No 21-08. Minute 21/039 (m) refers. The Council received a Briefing Note in regards to suggestions for improved or enhanced bus services in Wiltshire. The deadline for suggestions had passed but the Council agreed that the provision of public transport for the Parish should be considered further, as there were limitations on service levels, particularly at weekends. The Council agreed that the matter would be raised on future Agendas for further consideration. **(For Decision)**
- r) Wiltshire Council - Briefing Note No 21-12. Minute 21/039 (y) refers. The Council received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process. This provided the opportunity of proposing highway improvements and to submit to CATG for consideration. The Council felt that the issue of the C154 and Tor Hill crossroads was an obvious candidate and that perhaps a joint approach with Kington Langley PC might be considered. **(For Decision)**
- s) Section 137 Funding Request. The Council funds the costs of printing the Village Newsletter. The Council is aware that a new volunteer Editor is now in place. The Editor's computer arrangements have recently altered with a need to purchase a copy of Microsoft Office 2019 (Home & Student 1 user) for Windows 10 at a cost of £110.98 inc VAT. The Council is asked to consider a Section 137 Grant to cover this cost as it will benefit the whole community in the production of the Village Newsletter. **(For Decision)**

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 a future Full Council Meeting.

11. DATE OF NEXT MEETING:

The date of the next Full Council Meeting is scheduled for **7.00pm, Thursday 14th October 2021.**