

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
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Wiltshire
SN14 0PA

11th March 2016

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, which will be held on **Thursday 17th March 2016** 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 14th January 2016 (see attached Draft Minutes and Adopted Budget)

Parish Council Meeting held 18th February 2016 (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) 16/01951/LBC
 External and Internal Alterations including Replacement of Windows, Addition of Roof Lantern Light, Re-planning of Kitchen and WC and Conversion of Outbuilding to Home Office
 10, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JB
 For Mr Matthew Morris **(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.

There are no decisions or matters to report

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

Clerks Expenses Mr V A Vines Year 2015-2016 Claim Form 01.03.16	£ 454.20
Clerks Net Salary Mr V A Vines Year 2015-2016 Claim Form 01.03.16	£ 2637.18
Clerks HMRC Year 2015-2016 PAYE 01.03.16	£ 527.43
(see attached) (For Decision)	

- b) To note any receipts received

No receipts have been received within the timescale for Agenda inclusion.

- c) To note Bank Account balances as at 12th March 2016

HSBC Main Business A/c No 31545043	£15,552.39
HSBC Reserves A/c No 21545078	£15,594.12
HSBC Charities A/c No 71545051	£ 760.41
HSBC Defibrillator A/c no 51563041	£ 1,448.97

7. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To note receipt of Local Highways (Bill and Adrian) March 2016 Newsletter. **(previously circulated)**
- 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. Tor Hill Footpath and Fence. A further letter has been sent to the owner of the vehicle involved in the accident advising him of the reinstatement cost and a response is awaited. **(see attached Confidential Item)**

8. UPDATE ON STANDING ITEMS:

- a) Recreation Ground – To raise general issues and to receive any updates.
- i) Bonfire Night 2015. To note and consider any updates. **(For Decision)**
- ii) RoSPA Play Safety Inspection Repairs. To note and consider any updates. Following deferral at the last Council Meeting in regards to further work identified by Playdale Playgrounds which required the replacement of the top pole and front right pole of the junior swings and because of the urgency an order was placed for the works to proceed at a cost of £918.77 plus vat £183.75 totaling £1102.52. Members' retrospective approval is requested. **(For Decision)**

- iii) QE2 Recreation Field Community Volunteers. To further consider the Constitution of the QE2 Field Group as presented at the last Council. To consider grass cutting and general maintenance issues. **(see attached) (For Decision)**
- iv) QE2 Recreation Field Grant Applications. To note that the Clerk, using delegated powers, and acting for the Council as Landowner, agreed to the Field Group submitting applications to the Fields in Trust for grant aid. **(to note)**
- 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. Pursuant to Minutes 15/109 (c) and 15/120 (c). A further letter has been sent to the owner of the vehicle involved in the accident and a response is awaited in regards to the. Tor Hill Footpath and Fence. To note that Volunteers acting with the agreement of the Council are covered under the terms of the Council's Insurance Policy. **(to note)**
- 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 receive any reports and updates resulting from the Wiltshire Council Chippenham Area Board Meeting held on the 29th February 2016 **(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 which next meets on Monday 25th April 2016, 6.30pm for 7.00pm, at The History Centre, Cocklebury Road, Chippenham. **(For Decision)**
 - iii) To receive any reports and updates resulting from the Chippenham Community Area Parish Forum Meeting held on the 2nd March 2016. **(to note)**
 - v) To consider any new, and review any previous local issues within the Parish, which should be raised with the Chippenham Area Community Parish Forum which next meets on Wednesday 4th May 2016 at 7.30pm at the Union Chapel, Kington Langley. To agree Council representation. **(to note) (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 – Annual Town & Parish Council Involvement Evening. Notification has been received that this will take place on Tuesday 19th April 2016, 7.10pm-9.00pm at Monkton Park, Chippenham. Council representatives need to register. **(to note) (For Decision)**
- b) National Playing Fields Assoc. Fields in Trust Membership 2016-2017. To note that the Council is now in Membership and can now take advantage of management advice and information, discounts on sports and play equipment, news about grants, etc. **(to note)**
- c) Wiltshire Council Bus Service Consultation. The Council has been notified of the Consultation, which closes on 4th April 2016. **(see attached) (For Decision)**
- d) Wiltshire Council Statement. Good Neighbour Co-ordinator Scheme. The Council has been notified that the Scheme, run by Community First is to end in April 2016. **(see attached)**
- e) CPRE Wiltshire Best Kept Village Competition 2017, sponsored by Hills Group. To note invitation to enter competition. Closing date 16th April 2016. **(see attached) (For Decision)**
- f) Local Youth Network Chippenham Area (LYN). Young People's Questionnaire is now available for onward circulation. **(see attached)**
- g) Parish Council Vacancies. To note that two Vacancies exist, that the Council can co-opt eligible applicants and to consider advertising the Vacancies. **(For Decision)**
- h) Wiltshire Council-Councillors Briefing Note No 283. To note receipt of Briefing Note in regards to a Spatial Planning Update and to note that a workshop has been arranged for Thursday 7th April 2016, 6.00pm to 8.00pm in Monkton Park Council Chamber. To agree Council representation. **(see attached) (For Decision)**
- i) Kington St Michael C E Primary School. To note that the School is currently looking to recruit Governors and are seeking applications. **(to note)**

- j) Wiltshire Council. Draft Revised CIL & Planning Obligations Consultation. To note that a consultation is taking place from the 14th March 2016 until 5pm on 25th April 2016, which when finalised will replace those adopted in May 2015. **(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.

- 11. DATE OF NEXT MEETING:** The date of the next Council Meeting is scheduled for **7.45pm, Thursday 21st April 2016** in Kington St Michael Village Hall. Members should also note that the date of the Kington St Michael Annual Parish Meeting is scheduled for **7.45pm, Thursday 7th April 2016** in Kington St Michael Village Hall.