

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

13th March 2020 (Re-issued 19th March 2020)

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 19th March 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
Apologies have been received from **Cllr P Macdonald, Cllr J Newton and Cllr R Sealy**

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 February 2020 (**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) 19/09333/VAR
Variation of Conditions 1 and 2 of Application N/13/01808/S73A
1 Lakeside Park, Kington Lane, Station St Quintin SN14 6HE
For Mr Kevin Stinchcombe **(see online) (see attached) (For Decision)**

* The Council considered this application at their Meeting held on the 17th October 2019 and determined that they had no objections to raise. The Council has been re-consulted and at this time the documentation online is similar to that considered previously. **Wiltshire Council has advised that application form details have changed.**

- b) 20/01987/TCA
Fell 1 Acer (T2) and 1 Cedar (T4)
Home Farmhouse, Kington St Michael, Chippenham, Wiltshire 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) 18/01134/CLPLB
Certificate of Lawfulness for Works to Roof
The Jolly Huntsman Public House, Kington St Michael, Chippenham, Wiltshire SN14 6JB
For The Jolly Huntsman Public House **Approved 28th February 2020**

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

Land Registry and associated Costs	£16.20	Reimbursement to Mrs S Eaton	£ 16.20
Clerks Expenses. Mr V A Vines Year 2019-2020 Claim Form 19.03.20			£ 938.30*
Clerks Net Salary Mr V A Vines Year 2019-2020 Claim Form 19.03.20			£ 3,281.83*
Clerks HMRC Year 2019-2020 PAYE 19.03.20			£ 820.45*
Information Commissioner. Data Protection Registration 20/21			£ 40.00
* single cheque issued for £5040.58			

(see attached) (For Decision)

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

- c) To note Bank Account balances as at 13th March 2020 **(to note)**

HSBC Main Business A/c No 31545043	£ 15,013.37
HSBC Reserves A/c No 21545078	£ 55,695.18
HSBC Charities A/c No 71545051	£ 763.88
Defibrillator A/c No 51563041	£ 456.19

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. Further Parish Steward visits are scheduled for 16th March and 13th April 2020. Cllr P Macdonald is the Parish Steward Link Member. To receive any updates. Notification has been received that there is a priority being given to pothole repairs, particularly caused by flooding. They stress that reporting should be done using the MyWiltshire App, so that they can be dealt with swiftly. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways March 2020 Newsletter and attachments. The date for the Annual Highways Meeting at Monkton Park Offices is the 4th May 2020 7.00pm to 9.00pm **(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)**
Members were circulated with details of a proposed lease arrangement for the vacant Old Village Hall to a local business and the arrangement terms. As these details are of a confidential nature between parties they are not explained further in this Agenda. There was a need to pursue matters as soon as possible and all Members responding to the circulation indicated that they had no objections. These informal views have been passed on to the Village Hall Committee who has now started the legal process to prepare the required lease etc. The Council is requested to formally confirm, for the public record, that they have no objections to the lease arrangements. **(For Decision)** The Parish Council is the Custodian Trustee of the Charity known as the Parish Room Charity of Kington St Michael and there will be a requirement for two Council Members to sign any legal documentation that is prepared. The Council may wish to delegate this to two Members who could sign documents without the need to await a Council Meeting, **(to note) (For Decision)**
- i) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
- i) To note that an Area Board Meeting was held on Monday 3rd February 2020 in Sheldon School, Chippenham. The next Area Board Meeting was scheduled for Monday 23rd March 2020 at 7.00pm in Yatton Keynell Village Hall, Biddestone Lane SN14 7EJ. **This Meeting has now been cancelled. The Meeting scheduled for Monday 27th May 2020 has also 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 was held on Wednesday 26th February 2020 in St Peter's Church Meeting Room, Lordsmead, Chippenham. To receive any updates. The next Forum Meeting was scheduled for Wednesday 22nd April 2020 at 7.30pm in Stanton St Quintin Parish Hall. **This Meeting has now been cancelled and no arrangements have been made for a further Meeting to date. (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 the Registration of land and buildings. **(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 - Novel Coronavirus (COVID-19) local stakeholders briefing 5th March 2020. The Council has received a briefing for information and will continue to receive updates. **(see attached) (to note) (For Decision)**
- b) Wiltshire Council - Novel Coronavirus (COVID-19) local stakeholders briefing 11th March 2020. The Council has received a further briefing for information and will continue to receive updates. **(see attached) (to note) (For Decision)**
- c) Wiltshire Council Rural Facilities Survey. The Council has been asked to take part in the Survey. Timescale for responses is given as 31st March 2020. **(see attached) (For Decision)**
- d) The Great British Spring Clean – 20th March – 13th April 2020. The Council has been advised of the dates of this year's mass-action environmental campaign. Council Members may wish to raise this as an Annual Parish Meeting Agenda item. More details are available at www.keepbritaintidy.org **(For Decision)** The Council had been advised that the KSM W.I. were organising a Litter Pick on Saturday 16th May 2020 at 9.30am. **This Litter Pick has now been cancelled. (to note)**
- e) CPRE Wiltshire- Best Kept Village Competition 2020. The CPRE has now issued invitations to all Wiltshire Towns and Parishes to enter this year's BKV Competition. The Council has not previously entered. The Council may wish to delay entering until after the Annual Parish Meeting to gauge Parishioners views. **(see attached) (For Decision)**
- f) Chippenham Area Transport Group (CATG). The Group last met on the 18th February 2020. Notes of the Meeting have been received and circulated to Members. It is noticeable that there are omissions from the Meeting Notes of major maintenance works previously proposed. A neighbouring Council has suggested that unless a Parish is in attendance to continually promote and argue for their project other schemes take their place. CATG next meet on the 5th May 2020 at 10.00am in Monkton Park Offices. To agree Council attendance. **(see attached) (For Decision)**
- g) Wiltshire Council Planning Online Portal. Council Members will have noted the difficulties of accessing planning documentation for several weeks arising from a major IT breakdown. This has placed extreme pressures on Councils, applicants and the general public. To receive any updates. **(to note) (For Decision)**
- h) Wiltshire Council Operational Flood Working Group North. The Group met on the 12th February 2020 in Chippenham Town Hall. The Council has yet to be advised of the date and venue of the next Meeting. As in the case of CATG Meetings it is worthwhile for Council attendance to promote and argue for local works with both the Local Authority and Environment Agency representatives. **(to note)**
- i) WiltshireOnline – High Speed Broadband – Gigaclear. To receive any further updates. It may be opportune to invite the Community Engagement Manager to the Annual Parish Meeting in April as a Guest Speaker so that the community is aware of the project details and programme timescales. **(to note) (For Decision)**
- j) Emergency/Flood Plan. Cllr A Cole is the Council lead Member. Wiltshire Council wrote to Parish Councils reminding them of the need to have an up to date Plan. To receive any updates and to consider any actions required. The Council has recently received a local stakeholder briefing on Novel Coronavirus (COVID-19). It reinforces the need for volunteer community involvement, with an appointed Parish coordinator in charge potentially having local area coordinators to assist. (Agenda Item 8 (a) and (b) also refer) **(For Decision)**
- k) Wiltshire Council - Briefing Note No 20-10. The Council has received a Briefing Note in regards to the Government's £220m "better deal for bus users" with a request for any suggestions by Friday 27th March 2020. See also Agenda item 8 (l) below) **(see attached) (For Decision)**
- l) Wiltshire Council - Briefing Note No 20-10A. The Council has received a further Briefing Note in regards to the Government's £220m "better deal for bus users" outlining how Councils can provide suggestions on what transport schemes might be considered. **(see attached) (For Decision)**
- m) Wiltshire Council - Briefing Note No 20-11. The Council has received a Briefing Note in regards to Working in Partnership with Town and Parish Councils, particularly the Rural Facilities Study and the Green Infrastructure and Open Space Study. A timescale for responses is given as 31st March 2020. An extension of time has been agreed for the Council as 14th April 2020. **(see attached) (For Decision)**
- n) Wiltshire Council – Green Infrastructure and Open Space Collaboration and Household Survey. The Council has been advised of the consultation with a request to promote to the wider population. Timescale for responses is given as 31st March 2020. An

extension of time has been agreed for the Council as 14th April 2020. **(see attached)**
(For Decision)

- o) Parish Defibrillator Training. Following a request from the Village Hall Committee the Council agreed to fund a Training Session and this was scheduled to take place on Monday 30th March 2020. Following discussion with the S W Ambulance Trust, associated with the potential spread of Coronavirus, the Session has been cancelled and will be re-arranged later in the year. **(to note)**
- p) Memorials to Former Council Members. To receive any updates. **(to note)**
- q) Wiltshire Local Plan Review. To raise general issues and to receive any updates. The Council has received the Notification of Adoption of the Wiltshire Housing Site Allocations Plan and should consider if there are any implications for the Parish. **(see attached) (to note) (For Decision)**

9. ANNUAL PARISH MEETING 2020:

The Annual Parish Meeting was scheduled for Thursday 2nd April 2020. Following concerns of holding possible well-attended public meetings, associated with the potential spread of Coronavirus, the Annual Parish Meeting has been postponed. By Law, the Annual Parish Meeting should be held during the period 1st March to 1st June each year. Subject to future health and safety advice nearer the time **it is recommended that the Annual Parish Meeting is held alongside the Annual Council Meeting, if still held on the 21st May 2020**, which would commence earlier than normal to accommodate any urgent matters. These arrangements could change depending on the Coronavirus situation and advice given. **(For Decision)**

When held there needs to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2020-2021 information. The opportunity should also be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda can be flexible and is in the hands of Parishioners in attendance. As a starting point the Council can suggest some Agenda items that might be appropriate in this instance they could cover:

- Keep Britain Tidy - Litter Pick
- Neighbourhood Plan
- Traffic Speeds/Community Speedwatch
- Rights of Way
- Gigaclear Broadband Network
- Neighbourhood Watch/Community Safety
- Parish Council Elections May 2021
- Community Emergency Plan

To consider and agree the Agenda and arrangements for the Annual Parish Meeting when held later in the year. **(For Decision)**

10. EMERGENCY AGENDA ITEM

Delegation to the Clerk and Responsible Officer:

The Council is well aware of the Coronavirus epidemic and the likely short and medium term options that may/will lead to the cancellation or postponement of Council Meetings. The Council's Standing Orders refer to the fact that all decisions should be made at a Council Meeting. The decision making process cannot be delegated to any individual Council Member but could be delegated to a Council Sub Committee. If it were then there would be no advantage as any Meeting would have to be properly called to allow the Public to attend. It is recommended that all decision making should be delegated to the Council Clerk, as the only Council employee. All decisions would be made after consultation and agreement by a simple majority of Council Members as a transparent process via Email. These working arrangements would remain in place until rescinded. **(For Decision)**

11. 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.

12. DATE OF NEXT MEETING:

The next **Council Meeting** scheduled to take place on **Thursday 16th April 2020** in Kington St Michael Village Hall, **is cancelled.**

The **Annual Council Meeting** is scheduled for **6.45pm Thursday 21st May 2020** and is normally followed by a **Full Council Meeting**. The Agenda will be restricted in size as far as possible to allow the Meeting to conclude by 7.45pm as it is possible that the Annual Parish Meeting will also be held on that evening to run alongside. Council Members and the Public and Press will be kept informed of the situation.