

# 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

12<sup>th</sup> April 2018

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 19<sup>th</sup> April 2018** commencing at **7.45pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**

Yours faithfully,

*Vivian Vines* 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.  
Cllr W Roe and Cllr R Sealy have given Apologies
- 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 15<sup>th</sup> March 2018 (see attached Draft Minutes) (For Decision)

- 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) 18/02973/106

Modification of S106 Agreement attached to N/12/00560/OUT to increase number of dwellings, which can be occupied prior to various elements of highway works being carried out and to vary the details of the intermediate housing element to be either DMU or shared ownership  
Land at Hill Corner Road, Chippenham, Wiltshire

For Mr James Pryor – Persimmon Homes Limited **(see online) (For Decision)**  
**Note\*** This planning application is not within the Kington St Michael Parish and the Parish Council has been consulted as a neighbouring Authority.

- b) 18/03007/FUL  
Full Planning Permission for Groundworks and Drainage Proposals (to Facilitate the Delivery Programme of Outline Application 17/03417/OUT)  
Land South-East of J17 of M4 Motorway, Kington Langley, Chippenham, Wiltshire  
For St Modwen Developments **(see online) (For Decision)**

**Note\*** This planning application is not within the Kington St Michael Parish and the Parish Council has been consulted as a neighbouring Authority.

- c) 18/03146/FUL  
Proposed Side Extension and Dormers  
Hillview, Lower Swinley Farm, Kington Langley SN14 6BJ  
For Mr John Herbert **(see online) (For Decision)**

No further Planning Applications have been received within the timescale for Agenda inclusion.

**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) 18/01692/OUT  
Erection of 3 New Dwellings and Access  
Land to Rear of 35, Honey Knob Hill, Kington St Michael SN14 6JJ  
For Mr & Mrs R Hatherall

**Note\*** The Parish Council considered this Outline Planning Application at their last Council Meeting held on the 15<sup>th</sup> March 2018. The relevant Council Minutes are as follows:

**17/095 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders**

Cllr I Gray declared an interest in regard to Planning Agenda item 4 (b). There were no further Interests declared

**17/097 PLANNING**

**Planning Applications:** Prior to the consideration of each Planning Application the Council provided the opportunity for Applicants and their Representatives and interested parties to address the Council. The Council received representations from the applicants in regard to Agenda item 4 (b) application 18/01692/OUT

- b) 18/01692/OUT  
Erection of 3 New Dwellings and Access  
Land to Rear of 35, Honey Knob Hill, Kington St Michael SN14 6JJ  
For Mr & Mrs R Hatherall

Following consideration of the application the **Council resolved that they had no objections and supported the proposal. Cllr Mrs E Hocking proposed, Cllr Mrs A Balmforth seconded and RESOLVED UNANIMOUSLY**

The Parish Council observations were forwarded to Wiltshire Council on the 16<sup>th</sup> March 2018 and appear online.

Subsequently the Parish Council has received representations from Mr P Macdonald and Mr & Mrs C Marsh. Council Members have been previously copied into the representations and both parties at the Annual Parish Meeting made reference to the outline application and were advised that they should attend the next Council Meeting to raise the issues. Council Members should note that both

parties have submitted representations on the application to Wiltshire Council and these can be viewed online.

No decision has yet been made on the application by Wiltshire Council, the target date for decision being 1<sup>st</sup> May 2018. The Parish Council therefore has the opportunity of considering the application further and to determine if they wish to add to their views previously expressed. **(For Decision)**

- b) The Council has not been informed of any Planning Decisions or other planning related matters within the timescale for Agenda inclusion. **(to note)**

**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

|  |          |
|--|----------|
| Idverde Limited. Inv GM7557127 29.03.18                        | £ 148.37 |
| KSM Village Hall. Hire of Meeting Room Inv 03.04.18            | £ 24.00  |
| KSM Village Shop. Refreshments for APM Inv 05.04.18            | £ 38.88  |
| Fields in Trust Membership 2018-2019                           | £ 50.00  |
| Information Commissioner. Data Protection Registration 18/19   | £ 35.00  |
| Mr V A Vines. Petty Cash Fund (Reinstate Fund to £100.00       | £ 75.80  |
| KSM Village Shop. Post Point Grant 18/19                       | £ 450.00 |
| WALC Annual Subscription 2018/2019. Inv SUB 18/19-135 01.04.18 | £ 299.46 |
| Payment made from Petty Cash since last Meeting                |          |
| Digiprint. Inv DPCH/18386 22.03.18                             | £ 55.80  |

**(see attached) (For Decision)**

- b) To note any receipts received since the last Council Meeting

There have been no Receipts since the last Council Meeting **(to note)**

- c) To note Bank Account balances as at 12<sup>th</sup> April 2018 **(to note)**

|                                    |             |
|------------------------------------|-------------|
| HSBC Main Business A/c No 31545043 | £ 26,669.34 |
| HSBC Reserves A/c No 21545078      | £ 15,611.19 |
| HSBC Charities A/c No 71545051     | £ 761.32    |
| HSBC Defibrillator A/c no 51563041 | £ 867.96    |

- d) Council Receipt & Payments Schedule to Year End 31<sup>st</sup> March 2018 and Accounts

To confirm that the Council will receive a detailed Receipt & Payments Schedule to Year End 31<sup>st</sup> March 2018 to allow the adoption of the Annual Accounts for submission to the Internal Auditor at the next Council Meeting. **(to note)**

- e) Internal Auditor. To consider and agree the appointment of an Internal Auditor. The Parish Council's existing Internal Auditor is Mr Edward Ferguson. It is recommended that he be re-appointed by the Council. **(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. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways April 2018 Newsletter and attachments. **(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. Minute 17/099 c, refers to an overhanging hedge in the Priory Cottage area creating a highway danger. The owner was contacted and queries where this hedge is because his are all well maintained. **(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) Damaged Entrance Gate. It has been reported that a metal stake/post the wooden gate abuts is broken off at ground level and that there is a need to dig out the concrete base and replace the stake/post. To consider and agree what actions to take. **(see attached) (For Decision)**
  - iii) QE2 Recreation Field Use. To inform Council that on the 4<sup>th</sup> April 2018 a Parishioner asked the Council to allow her 18 year old son and 6 friends to pitch tents for a camp out night during a weekend of 7<sup>th</sup> April 2018. The request was similar to that made in September 2017 when permission was given. Permission was again given subject to there being no camp fires, adequate supervision and clearing up afterwards. **(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. **(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. **(to note) (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 was held on Monday 19<sup>th</sup> March 2018 in the Council Chamber, Monkton Park, Chippenham and to receive any updates. The next Area Board Meeting is scheduled for Monday 4<sup>th</sup> June 2018. **(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 21<sup>st</sup> March 2018 in the North Wraxall Community Hall, The Shoe and to receive updates. The next Forum Meeting is to be held on Wednesday 20<sup>th</sup> June 2018 at 7.30pm in the Stanton St Quintin Parish Hall, Church Road, Stanton St Quintin SN14 6DE **(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 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) Nymph Hay Wood. It has been reported that there is clear evidence of horse riding in the Nymph Hay against the Woodland Trust policy. There appears to be a gap in the hedge that allows access and a request is made to install some kind of barrier. **(see attached) (For Decision)**
- b) Kington St Michael Village Shop Ltd. The Council has received an application for grant aid from the Kington St Michael Village Shop committee in regards to support for the postal service offered by the Shop, which is part of the Post Point service that includes a five-day a week collection by Royal Mail costing in excess of £950.00 per year. The Council has supported the service for a number of years and gave a £450.00 grant in 2017. **(see attached) (For Decision)**
- c) Data Protection Registration. The Council has received information from the Information Commissioner's Office that the Council is legally required to register under the Data Protection Act 1998 and needs to renew the registration every year. As a Public Authority with less than 249 members of staff the cost is currently £35.00. There is a possibility that this will change with the introduction of GDPR but advice is that any new fee will be payable when any existing registration expires. **(For Decision)**

- d) National Planning Policy Framework Consultation. NALC has provided a Briefing Note (PC06-18) reminding Councils of the Consultation, containing 43 questions, ending 17.00 Friday 20<sup>th</sup> April 2018. **(see attached) (to note) (For Decision)**
- e) The Pound. To receive any updates. **(to note)**
- f) Wiltshire Council - Briefing Note No 344 – The Council has received a Briefing Note in regards to the Wiltshire Housing Land Statement 2017. **(see attached) (to note)**
- g) Review of Local Government Ethical Standards Consultation. NALC has provided a Briefing Note (PC05-18) reminding Councils of the Consultation ending 17.00 Friday 27<sup>th</sup> April 2018. **(see attached) (to note)**
- h) SSER Resilient Communities Fund 2018. An announcement has been made on a new round of funding designed to assist communities in becoming more resilient in emergency weather events. The Fund is worth £220,000.00 with applications invited for projects between £1,000.00 and £20,000.00. Deadline for applications is 16<sup>th</sup> May 2018 with awards made in November 2018. Forms and guidance notes from [www.ssen.co.uk/rcf/](http://www.ssen.co.uk/rcf/) **(to note) (For Decision)**
- i) Wiltshire Council - Briefing Note No 345 – The Council has received a Briefing Note in regards to the GDPR **(see attached). (to note)**
- j) Wilts Society of Local Clerks. The Council has received a copy of the Presentations by Microshade VSM – Data Security and Transparency and documents given to them at their last Meeting. **(see attached) (to note)**
- k) GDPR Briefing. The Council has been notified that following on from the Briefing held in Warminster in January 2018 WALC has arranged a further General Data Protection Regulations for Local Councils Briefing to be held on Wednesday 18<sup>th</sup> April 2018 at the Central Community Centre, Emlyn Square, Swindon 11.00am to 2.30pm. The previous event became “sold out” in a very short time but the Clerk has been able to secure a booking and will represent the Council. **(to note)**
- l) Wiltshire Council - Briefing Note No 346 – The Council has received a Briefing Note in regards to Outdoor Learning Centres in Wiltshire, specifically Braeside and Oxenwood that are to close at the end of August 2018. **(see attached) (to note)**
- m) Wiltshire Council - Briefing Note No 347 – The Council has received a Briefing Note in regards Ofsted Inspection of Wiltshire’s joint working to support Children and Young People with SEND (Special Educational Needs and/or Disabilities). **(see attached) (to note)**
- n) Annual Governance and Accountability Returns. The Council has been notified by PKF Littlejohn LLP that the (SAAA) Smaller Authorities’ Audit Appointments Ltd, has appointed them as the External Auditor for smaller authorities for 5 years from 2017/2018. (They replace Grant Thornton UK) Instructions, information and guidance has been provided and the Clerk will report to the Council at their next Meeting. **(to note)**
- o) GDPR Information Session. The Council has been notified that following on from Briefing Note 345 the Wiltshire Council will be hosting a free information and Q&A session in the Council Chamber, county Hall on Friday 20 April 2018 between 1pm and 4pm. There is/was a restriction of 2 places per Parish Council with a request for applications by Tuesday 17 April 2018. **(to note) (For Decision)**
- p) GDPR Update. The Council has been notified by WALC that the Data Protection Bill has now completed its Committee stage and that NALC continues to lobby MPs to mitigate the impact and cost on Councils including exemption for a limited period, providing funding support to meet the new cost burden and to work with NALC to develop a national cost effective DPO service. Discussions continue with the ICO Office and with 4 companies who might be interested in providing a national service. There is a recommendation that any Councils going ahead with the employment of DPO services might wish to consider short term contracts in case guidance changes or that more options become available. **(to note)**
- q) CIL Fund Guidelines. The Wiltshire Council has provided updated Guidance for Parish and Town Councils on receiving and use of CIL Fund payments. **(see attached) (to note)**
- r) Flood Warning Service. The Environment Agency has provided a Briefing for Councils and local Flood Wardens. **(see attached) (to note)**
- s) Localism Act 2011 – Standards. The Wiltshire Council has written to all Parish and Town Councils in connection with Code of Conduct, Registration of Interests, Ethical Standards consultation and Training. **(see attached) (For Decision)**
- t) Wiltshire Council - Briefing Note No 347 – The Council has received a Briefing Note in regards to the Electoral Review of Wiltshire Council – Update Consultation on New

Division Boundaries. A copy of the Wiltshire Council Preliminary Stage Submission to the Boundary Commission (March 2018) was also provided. **(see attached) (to note) (For Decision)**

**9. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:**

An opportunity to raise items and issues, which the Clerk cannot deal with, and which do not require a policy decision other than referral to the next meeting.

**10. ANNUAL PARISH MEETING:**

The Annual Parish Meeting was held on the 5<sup>th</sup> April 2018 with 28 in attendance. Draft Minutes will be prepared and published in due course. In addition to the Council Chairman's Report, Reports were received from Local Organisations and Wiltshire Councillor H Greenman. The Neighbourhood Plan Steering Group Chair also updated those present. There were no issues raised that require Council consideration. **(to note)**

**11. DATE OF NEXT MEETING:** The date of the Annual Council Meeting and next Council Meeting is scheduled for **7.45pm, Thursday 17<sup>th</sup> May 2018** in Kington St Michael Village Hall.