

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

12th July 2018

Dear Councillor,

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

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
Apologies have been received from Cllr Mrs E Hocking
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
 - a) Parish Council Meeting held 19th April 2018 (see attached Draft Minutes)
 - b) Parish Council Meeting held 14th June 2018 (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) 18/04831/FUL
Remove Existing Parapet Wall from Garage Roof and Construct Small Mono Pitched Roof at Front. Existing Flat Roof to be covered with PIR Insulation Boards and GRP Flat Roof System and Flat Roof Light to be fitted above Ground Floor Bathroom
2, The Orchard, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HJ
For Mr Graham Knight **(For Decision)**
- b) 18/05851/FUL
Change Glass Conservatory Roof to Concrete Tiled Roof incorporating Velux window (raising roof plane by approx 200mm). Enlarge rear Dining Room Window
3, Rose Cottages, Honey Knob Hill South, (C154 through Village to Tor Hill) Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE
For Mr Tom Vaulters **(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.

There are no Planning Decisions or further Planning related matters to report within the timescale for Agenda inclusion. **(to note)**

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

Idverde Limited. Inv GM759533 29.06.18	£ 148.37
KSM Village Hall. Hire of Hall for Meetings 02.07.18	£ 48.00
Mrs L Durno. Website Management Contract 18/19	£ 600.00
(see attached) (For Decision)	

- b) To note any receipts received

There have been no receipts since the last Council Meeting

- c) To note Bank Account balances as at 12th July 2018

HSBC Main Business A/c No 31545043	£ 35,446.70
HSBC Reserves A/c No 21545078	£ 15,613.92
HSBC Charities A/c No 71545051	£ 761.45
HSBC Defibrillator A/c no 51563041	£ 868.11

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. A Parish Steward visit was scheduled for 16th July with the next being 10th September 2018. Mrs Avril Balmforth is the Parish Steward Link. **(to note) (For Decision)** (Cllr Wayman's) Local Highways May 2018 Newsletter and attachments, remains the latest Newsletter. **(to note)**
- b) Rights of Way – To raise general issues and to receive any updates
- i) At the Council Meeting held 16th November 2017, during the Public Question item, the issue of bad parking in and around the Lych Gate/Manor Gates/Village Hall area was raised and a suggestion made that the Council consider the provision of local signage of a Highway Authority standard/appearance. Attached is the relevant section of the Approved Minutes To consider and agree any action/s to be taken. **(see attached) (For Decision)**

- c) Highway & Footpaths Conditions and Maintenance – To raise general issues and to receive any updates.
 - i) Idverde Maintenance Contract. To receive any updates **(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)**
- 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. Following the introduction of GDPR there has been a requirement to publish a Privacy Statement on the KSM Village website. The Website Contractor and Service Provider has added this to the website. **(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. Minute 18/029 (g) refers. The Clerk under delegated authority following the agreement of Members instructed Cllr G Gamble to sign the letter of appointment on the Council's behalf. **(to note)**
- 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 4th June 2018 in the Council Chamber, Monkton Park, Chippenham and to receive any updates. Area Board Meetings have been scheduled for the 23rd July, 8th October and 17th December 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 20th June 2018 in the Stanton St Quintin Parish Hall. The Guest Speaker was The Bobby Van Trust. To receive any updates. The next Forum Meeting is to be held on Wednesday 15th August 2018 at 7.30pm in Hullavington Village Hall. The Guest Speaker is to be Chippenham Town Council **(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)**

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 Vacancy. To note that as a result of the resignation of a Council Member a Vacancy exists. Following the required Public Notice period Wiltshire Council has confirmed that the Council can fill the Vacancy by co-option. The Council should consider advertising the Vacancy using Notice Boards, the Website and Newsletter. **(see attached) (For Decision)**
- b) Wiltshire Council Operational Flood Working Group North. To note that a Meeting was held on Wednesday 16th May 2018 in Chippenham Town Hall. Notes of the Meeting have now been received. To note that the next Meeting is scheduled for 18th July 2018 at 9.30am in Devizes Corn Exchange. A further Meeting is scheduled for 26th September 2018 at Trowbridge Rugby Club. **(see attached) (to note)**
- c) Wiltshire Council - Briefing Note No 359 – The Council has received a Briefing Note in regards to the latest Employment Land Review (ELR) that will inform the Local Plan Review. **(see attached) (to note)**
- d) Village Hall Committee. At the Annual Council Meeting Cllr I Gray was elected as the Parish Council representative. The Council is reminded that under the Village Hall Constitution it is allowed to nominate two representatives. **(For Decision)**

- e) Wiltshire Council - Briefing Note No 360 – The Council has received a Briefing Note in regards to the New Recycling Collection Services from 30th July 2018. **(see attached) (to note)**
- f) Wiltshire Council – Kerbside Collections. The Council has been notified of changes that take place from 30th July 2018. **(see attached) (to note)**
- g) Website Management Contract. The Agreement with the Contractor is due for renewal for the period 1st July 2018 to 30th June 2019. The Council's budget is £600.00 and there will be no increase requested. **(see attached) (For Decision)**
- h) Wiltshire Council - Briefing Note No 361 – The Council has received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process for 2018/19. **(see attached) (For Decision)**
- i) Wiltshire Council – Town and Parish Councils Training and Networking Day. The Council was aware that this event would take place on Friday 15th June 2018 at Trowbridge Civic Centre. Presentation details and Questions answered have now been received. There appears to have been some significant issues raised and discussed on the future relationships between Wiltshire Council and Parish Councils. **(see attached) (to note)**
- j) Community First - Lace Up Wiltshire. The Council has been notified of a £80,000.00 grant funding pilot project to help inactive people become more active, through physical activity and sport. **(see attached) (For Decision)**
- k) Village Hall Hearing T-Loop. Minute 18/030 (f) refers. To receive any updates and to consider any actions required. **(For Decision)**
- l) Kissing Gates Project. Minute 18/030 (m) refers. Wiltshire Council has been advised that the Council wished their proposals to be considered as part of the project. **(to note)**
- m) Memorial for Maureen. Minute 18/031 refers. To receive any updates and to consider any actions required. **(For Decision)**
- n) Chippenham Neighbourhood Plan. Minute 18/030 (o) refers. To receive any updates and to consider any actions required. **(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 the next meeting.

11. DATE OF NEXT MEETING: The date of the next Council Meeting is scheduled for **7.45pm, Thursday 13th September 2018** in Kington St Michael Village Hall.