

# KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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Chippenham  
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SN14 0PA

14<sup>th</sup> February 2020

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 20<sup>th</sup> February 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 W Roe

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 16<sup>th</sup> January 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)

At the time of Agenda publication there are no Planning Applications to consider.

**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.

At the time of Agenda publication there are no Planning related matters to consider.

**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

Digiprint. Newsletter costs. Inv DIGI-12060	23.01.20	£ 55.80**
WALC. Neighbourhood Planning Training. Inv WALC3730.	29.01.20	£ 156.00
Land Registry Costs	£14.00. 13.02.20 Reimbursement to Mrs S Eaton	£ 14.00
Idverde Ltd. Inv GM776774 Grass/Path Maintenance	01.05.19 to 31.12.19	£ 3,097.99
Idverde Ltd. Inv GM776775 Grass/Path Maintenance	Jan-20 14.02.20	£ 431.76
Idverde Ltd. Inv GM776776 Grass/Path Maintenance	Feb-20 14.02.20	£ 431.76
Community Heartbeat Trust. Inv 5417 Defib battery.	14.02.20	£ 282.00

\*\* Cheque for £55.80 made payable to Mr V A Vines as petty cash reimbursement  
**(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 13<sup>th</sup> February 2020 **(to note)**

HSBC Main Business A/c No 31545043	£ 19,494.48
HSBC Reserves A/c No 21545078	£ 55,686.33
HSBC Charities A/c No 71545051	£ 763.76
Defibrillator A/c No 51563041	£ 456.10

**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. A Parish Steward visit was scheduled for 20<sup>th</sup> January 2020. Cllr P Macdonald is the Parish Steward Link Member. To receive any updates. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways January 2020 Newsletter and attachments. The date for the Annual Highways Meeting at Monkton Park Offices is the 4<sup>th</sup> 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)**

- i) The Ridings – School Traffic. A Parishioner has raised the issue of inconsiderate parking. **(see attached)**
- ii) White Lines – Re-painting. A Parishioner has raised the issue of re-instating white lines. **(see attached)**

**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)**
- i) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
  - i) To note that an Area Board Meeting Meeting was held on Monday 3<sup>rd</sup> February 2020 in Sheldon School, Chippenham. To receive any updates. The next Area Board Meeting is scheduled for Monday 23<sup>rd</sup> March 2020 at 7.00pm in Yatton Keynell Village Hall, Biddestone Lane SN14 7EJ **(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 is scheduled for Wednesday 26<sup>th</sup> February 2020 at 7.30pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. This will include refreshments. **(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 Operational Flood Working Group North. The Group met on the 12<sup>th</sup> February 2020 in Chippenham Town Hall. The Council has yet to be advised of the date and venue of the next Meeting. **(to note)**
- b) Wiltshire Council - Briefing Note No 20-04. The Council has received a Briefing Note in regards to the Wiltshire Site Allocations Plan - Receipt of Inspector's Report. **(see attached) (to note)**
- c) Buckingham Palace Garden Party – 27<sup>th</sup> May 2020. The Council has been advised that the Council nominations were unsuccessful in the WALC County draw for this Year's Royal Garden Party. **(to note)**
- d) The Nymph Hay Wood Management Plan. The Woodland Trust Site Manager (Wiltshire and North & East Dorset) has undertaken a 5-year review of the management of the site and has requested any comments by Thursday 5<sup>th</sup> March 2020. **(see attached) (For Decision)**.
- e) Community Area Transport Group (CATG). The Council has been notified that the next CATG Meeting is to take place on 18<sup>th</sup> February 2020 at 10.00am in Monkton Park Council Offices, Chippenham. **(to note)**
- f) Wiltshire Council - Briefing Note No 20-05. The Council received a Briefing Note in regards to the Community Area Transport Groups (CATGs) – Survey ending Wednesday 12<sup>th</sup> February 2020. Council Members were circulated with the Note in order for the "survey link" to be followed, with any comments made during the consultation period. **(see attached) (to note)**
- g) Wiltshire Council - Briefing Note No 20-06. The Council received a Briefing Note in regards to the Young Carers Awareness Day – 30<sup>th</sup> January 2020. Council Members were circulated with the Note so that they were aware of the event/s. **(see attached) (to note)**
- h) CPRE Wiltshire- Best Kept Village Competition 2020. The CPRE has written to all Wiltshire Towns and Parishes regarding this year's Competition. The Council has previously declined the invitation to enter. The communication is not the invitation to enter but to provide information for those who have not taken part in the past. **(see attached) (to note)**

- i) Wiltshire Council - Briefing Note No 20-09. The Council has received a Briefing Note in regards to the Changes to Kerbside Recycling Collections throughout Wiltshire. **(see attached) (to note)**
- j) Parish Defibrillators. Council Members will note (Item 5 (c) above) that the Defibrillator Bank A/c No 51563041 stood at £456.10 on 13<sup>th</sup> February 2020. The Council holds the funds raised by volunteers. The Parish purchased defibrillators from the Community Heartbeat Trust and owning them need to pay for all maintenance costs. In the last few days it has been necessary for a new battery to be ordered and the Council will pay this invoice at the Meeting. This will deplete the Bank A/c further. The matter is raised for Members information at this Meeting as, unless there is significant local fundraising specifically towards the facility, there will be a need for the Council to ensure that the defibrillators are maintained to the required standard for the communities benefit. **(to note)**
- k) Street Lighting at Night – 2 Rose Cottages. The Council recently considered a request for a streetlight to be disconnected/turned off and agreed that it should be retained. Minute 19/081 (i) refers). Since that decision the Council has been requested by another Parishioner to consider the issue of street lighting generally. The Council is reminded that an energy saving survey was carried out in the village in 2010/11 when it was decided that peripheral lights could be switched off at night (around midnight/1am), but that ones through the main street should remain on. A plan is provided again showing lights marked in yellow that could be switched off and those in pink to remain on for safety reasons. Wiltshire Council now has a project to change all lights to LED. To consider and agree any action/s. **(see attached) (For Decision)**
- l) Memorials to Former Council Members. There is no update. **(to note)**
- m) FOSMAA (Friends Of St Michael And All Angels). A request for grant funding has been received from a Committee Member of FOSMAA. To consider the request. **(see attached) (see S137 information) (For Decision)**
- n) WALC – Neighbourhood Planning Training. The Council received notification that a Training Day was to be held on 4<sup>th</sup> February 2020 at Pinetrees Community Centre, Pinehurst, Swindon. To receive any updates from attendees. **(to note)**

## 9. 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.

## 10. DATE OF NEXT MEETING:

The next **Council Meeting** will take place at **7.30pm, Thursday 19<sup>th</sup> March 2020** in Kington St Michael Village Hall.