

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

Tel 01249 657695
Email ksmparishclerk@gmail.com

3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

12th October 2018

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 18th October 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 G Gamble, Cllr Mrs E Hocking (Vice Chairman), Cllr P Macdonald and Cllr J Newton
2. **Declaration(s) of Interest - in accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders:** To receive and note Declarations of Interest in accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders, including Dispensations required under the Code of Conduct. **(to note)**
3. **MINUTES:** To receive and sign as a true record the Minutes of the meeting/s held
 - a) Parish Council Meeting held 13th September 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) 18/08979/FUL
Erection of Drive-Thru Building, operated by Costa Coffee, together with Associated Drive-Thru Lane
Leigh Delamere Motorway Services Westbound, Southern Side of M4 Motorway at Leigh Delamere Service Area, Leigh Delamere SN14 6LB
For Moto Hospitality Limited **(see online) (For Decision)**
- b) 18/08446/REM
Approval of all matters reserved by Condition 2 attached to 17/03417/OUT including appearance, landscaping, layout and scale for 'phases 1 & 2' and the 'strategic landscaping' element at the boundaries of the site
Land South-East of Junction 17 of M4 Motorway, Kington Langley, Chippenham, Wiltshire
For St Modwen Developments **(see online) (For Decision)**
- c) 18/09293/ADV
Site Board – Advertisement Consent
Chippenham Gateway, Land South of J17 M4, Chippenham Gateway SN14 6BD
For Mr Ian Guy - St Modwen Developments **(see online) (For Decision)**
- d) 18/08316/REM
Reserved Matters for the Erection of 132 Dwellings and Associated Landscaping and Infrastructure at Land North Chippenham (Parcels P1C and P1D). Following Outline Planning Consent Ref: N/12/00560/OUT
Land North of Hill Corner Road, Chippenham, Wiltshire
For Persimmon Homes (Wessex) **(see online) (For Decision)**
- e) 18/08761/FUL
Wessex Water is proposing to install an orthophosphoric acid (Ortho-P) dosing plant at the existing Allington Services Reservoir. A planning application is required for the construction of the dosing kiosk. A delivery bund and safety shower, are to be constructed under permitted development rights. Temporary use of land adjoining the reservoir site as a construction compound will be constructed under permitted development rights
Allington Reservoir Distribution Site, Malmesbury Road, Kington Langley, Chippenham, Wiltshire SN15 5QA
For Wessex Water **(see online) (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) 18/07462/FUL
Convert Garage area to Bedroom and en-suite, widen rear Kitchen door to French door, Conservation new roof light to rear elevation, alter west facing window deeper cill
Willow Barn, Easton Piercy, Kington St Michael SN14 6JT
For Ms J Frankland **Approved with Conditions 20th September 2018**
- b) 18/07597/LBC
Convert Garage area to Bedroom and en-suite, widen rear Kitchen door to French door, Conservation new roof light to rear elevation, alter west facing window deeper cill
Willow Barn, Easton Piercy, Kington St Michael SN14 6JT
For Ms J Frankland **Approved with Conditions 20th September 2018**

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 GM762216	26.09.18	£ 148.37
KSM Village Hall. Hire of Hall x 2 meetings	Inv 30.09.18	£ 24.00
Digiprint. Inv DPCH/19015	Recreation Field Replacement Sign. 01.10.18	£ 58.80

Jessica Puddy reimbursement
 Digiprint. Inv DPCH/18981. KSM Newsletter printing 20.09.18. £ 55.80
 Mr V Vines reimbursement
(see attached) (For Decision)

b) To note any receipts received **(to note)**

Wiltshire Council Parish Precept 2018/19 (installment 2) 21.09.18 £ 11,603.64

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

HSBC Main Business A/c No 31545043	£ 45,665.01
HSBC Reserves A/c No 21545078	£ 15,618.63
HSBC Charities A/c No 71545051	£ 761.69
HSBC Defibrillator A/c no 51563041	£ 868.37

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. Parish Steward visits are scheduled for the 8th October, 5th November and 3rd December 2018. Cllr P Macdonald is the Parish Steward Link Member. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways September 2018 Newsletter. **(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. The Field Group have reported that a timber panel requires re-fixing and a number of timber posts and other elements need attention. The RoSPA Report 2017 highlighted issues relating to rotting timber and the RoSPA Report 2018 is expected soon following the planned inspection in September as advised at the last Meeting. Upon receipt the Report will be circulated to Members for consideration and a decision taken on what works should be carried out as a matter of urgency. **(For Decision)**
 - iii) QE2 Group Bonfire Night, Saturday 3rd November 2018 at 5.30pm. To agree that the event can take place on the Recreation Field, subject to agreement on clearing debris and reinstatement of ground, adequate stewarding and safety measures, etc and to insure the event under the Council's Insurance Policy. To agree to notify local livestock keepers and emergency services. **(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. **(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 Area Board Meeting was held on Monday 8th October 2018 in The Neeld Hall, Chippenham. To receive any updates. The Council has been informed that the Area Board Meeting scheduled for 17th December 2018 has been cancelled and that the next Meeting is scheduled for 4th February 2019. **(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 the next Forum Meeting is to be held on Wednesday 24th October 2018 at 7.30pm in The Goss Croft Hall, Upper Seagry. Parishes will be advised of the Guest Speaker in due course. **(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. The Council has been advised by the Steering Group that a Housing Needs Survey is to be carried out between 7th and 11th January 2019. **(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)**

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 - Briefing Note No 368 – The Council has received a Briefing Note in regards to the Wiltshire Local Plan Review Update. 27th September to 9th November 2018. The Note includes an invitation to consultation events taking place during October 2018 with registration by given dates. The Consultation document is also attached. To agree Council representation. **(see attached) (For Decision)**
- b) Wiltshire Association Local Councils (WALC). The Council has been advised that the AGM will take place on Monday 22nd October 2018 at 6.30pm at Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY. Following the AGM will be a discussion on "The Magic Money Tree" funding for local Councils. **(see attached) (to note)**
- c) Wiltshire Council Operational Flood Working Group North. The next Meeting is scheduled for 14th November 2018 in St Margaret's Hall, Bradford on Avon. Details will be provided in due course. **(to note)**
- d) WALC. The Council has been advised that the Association is consulting on a proposal to extend the Member Services to add employment services. Responses are required by 30th November 2018. The potential increase in subscription fees is 4% per year. **(see attached) (For Decision)**
- e) Wiltshire Council – Focusing on the Future. The Council has been invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session will take place on Thursday 22nd November 2018 in the Council Chamber, Monkton Park, Chippenham 5.30pm – 7.00pm. **(see attached) (For Decision)**
- f) Wiltshire Council - Briefing Note No 366. Pursuant to Minute 18/050 (j). The Council had received a Briefing Note in regards to the Electoral Review of Wiltshire Council. The Council agreed to be mindful of the process and timescales involved as this may have implications on future electoral arrangements. To receive any updates. Agenda items (g), (h) and (i) also refer. **(For Decision)**
- g) Local Government Boundary Commission. Pursuant to Minute 18/050 (k). The Council was notified that a Consultation on the Wiltshire Council division boundaries had begun, closing on the 5th November 2018. It was understood that draft recommendations would be published in February 2019 for a further consultation with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. The Council agreed to be mindful of the process and timescales involved as this may have implications on future electoral arrangements. To receive any updates. **(For Decision)**
- h) Wiltshire Council. Changes to Electoral Divisions and Area Boards. Pursuant to Minute 18/050 (l). The Council had been reminded that the review was taking place and may lead to the need for some Parishes to move from one Area Board to another as a result of forming the new Divisions. Wiltshire Council had requested any comments before the end of September 2018. The Council agreed to be mindful of the process and timescales involved as this may have future implications. To receive any updates **(see attached) (For Decision)**
- i) Trowbridge Town Council Consultation Response - Wiltshire Council. Changes to Electoral Divisions and Area Boards. Agenda items (f), (g) and (h) above also refer. **(see attached) (For Decision)**

- j) Chippenham Neighbourhood Plan. The Council agreed at the last Meeting to invite the Town Council Planning Officer to a Council Meeting. Minute 18/050 (q) refers. To receive any updates. **(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 date of the next Council Meeting is scheduled for **7.45pm, Thursday 15th November 2018** in Kington St Michael Village Hall.

PART 2 AGENDA

As the following Items relate to Confidential Matters, in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it is considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and that they are instructed to withdraw.

See attached Confidential Papers.