

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE
Clerk of the Council

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3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

9th June 2018

Dear Councillor,

You are summoned to **Meeting/s of the Kington St Michael Parish Council**, to be held on **Thursday 14th June 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 J Newton
- 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 19th April 2018 (see attached Draft Minutes)
Parish Annual Council Meeting held 17th May 2018 (see attached Draft Minutes)
Parish Council Meeting held 17th May 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) 18/04484/CLE
Certificate of Lawfulness for Use of Part of the Agricultural Building as a Dwelling
Land at Honey Knob Hill, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JX
For Mr A Hughes **(For Decision)**

No further Planning Applications have been received within the timescale for Agenda inclusion. Planning Applications received within the next 3 weeks will be considered at the Parish Council's Meeting scheduled for Thursday 19th July 2018.

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) 18/03819/TCA
Remove 13 Trees of Various Species. Move Magnolia to New Location
Hillside House, 94 Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX
For Mr Alan Ingham **Approved 31st May 2018**

There are no further Planning related matters to report.

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 GM758689 31.05.18	£ 148.37
Community First Membership Renewal 2018/2019	£ 40.00
(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 11th June 2018

HSBC Main Business A/c No 31545043	£ 35,644.65
HSBC Reserves A/c No 21545078	£ 15,613.02
HSBC Charities A/c No 71545051	£ 761.41
HSBC Defibrillator A/c no 51563041	£ 868.06

- d) Annual Governance and Accountability Return Year Ending 31st March 2018

The Council agreed at the last Council Meeting to issue a Certificate of Exemption to the External Auditor.

The Parish Council still needs to complete the Annual Governance process themselves with the Internal Auditor and publish on the Parish Council website. **(see attached) (For Decision)**

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. Parish Steward visits are scheduled for 18th June, 16th July and 10th September 2018. Mrs Avril Balmforth has agreed to remain the Parish Steward Link. **(to note) (For Decision)** To note receipt of Local Highways May 2018 Newsletter and attachments. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates
- 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. **(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 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 21st March 2018 in the North Wraxall Community Hall, The Shoe and to receive updates. The next Forum Meeting is to be held on Wednesday 20th June 2018 at 7.30pm in the Stanton St Quintin Parish Hall, Church Road, Stanton St Quintin SN14 6DE. Guest Speaker/s will be The Bobby Van Trust. **(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) Kington St Michael Village Shop Ltd. The Council has received a letter, dated 8th May 2018, from the Kington St Michael Village Shop thanking the Council for the financial support for the Post Point service. **(to note)**
- b) Parish Council Vacancy. To note that as a result of the resignation of a Council Member a Vacancy exists and Public Notice has been given of the Vacancy on the 18th May 2018. To receive any updates. **(to note)**
- c) Village Hall Committee. At the Annual Council Meeting Cllr I Gray was elected as the Parish Council representative. The Council has been reminded that under the Village Hall Constitution it is allowed to nominate two representatives. **(For Decision)**
- d) Flood Warden Newsletter (Spring 2018). The Council has received the latest Environment Agency Newsletter that includes notification that the Floodline telephone number has been changed and is now 0345 988 1188 **(see attached) (to note)**
- e) Wiltshire Council - Briefing Note No 355 – The Council has received a Briefing Note in regards to the Wiltshire Housing Site Allocations Plan. **(see attached) (to note)**
- f) Village Hall Hearing T-Loop. At the last Council Meeting a brief discussion took place on the need for a hearing loop system in the Village Hall and whether the Council should consider installing a system. It has been confirmed that a public announcement system including T-Loop is already available. **(to note)**
- g) Wiltshire Council - Briefing Note No 356 – The Council has received a Briefing Note in regards to Homelessness. **(see attached) (to note)**
- h) Wiltshire Council – Town and Parish Councils Training and Networking Day. The Council has been reminded that this event will take place on Friday 15th June 2018 from 9.00am to 4.00pm at Trowbridge Civic Centre. Attendance is limited to a maximum of two representatives from each Council with booking required by 11th June 2018. However, it is unlikely that any Council would be discouraged from attending. **(to note)**

- i) Chippenham Older Peoples Forum. The Forum has invited over 55's to "Have Your Say" on the future of the Forum to be held on Friday 22nd June 2018 at the Neeld Community & Arts Centre 11.00am to 1.00pm. Refreshments will be provided. **(to note)**
- j) Wiltshire Council - Briefing Note No 357 – The Council has received a Briefing Note in regards to future CATG Meetings. **(see attached) (to note)**
- k) Dropped Kerb Exercise 2018. Chippenham Area Board through CATG is requesting Councils to consider the provision of dropped kerbs. Contributions of 40% towards the costs of provision would be expected. **(see attached) (For Decision)**
- l) Wiltshire Council. Emergency Weather 2018/19. The Council was advised at the last Meeting that Wiltshire Council were planning for the 2018/19 winter season and had requested that Parish Councils undertake an audit of their salt bins and requirements for the forthcoming winter. It has been confirmed that there are 4 grit bins in the Parish being at Tor Hill, just past Magpie Cottage, the crossing by The Close, at the junction by the notice board in The Ridings and in Stanton Lane, just past The Orchard. **(to note)**
- m) Kissing Gates Project. Wiltshire Council has written to Chippenham Community Area Parish Councils inviting them to submit proposals for Kissing gates in their areas. Contributions of 25% towards the costs of provision would be expected. **(see attached) (For Decision)**
- n) Wiltshire Council - Briefing Note No 358 – The Council has received a Briefing Note in regards to a Consultation on the Proposed Closure of the Everleigh Household Recycling Centre. **(see attached) (to note) (For Decision)**
- o) Chippenham Neighbourhood Plan. The newly appointed Planning Officer for Chippenham Town Council is tasked with producing a Neighbourhood Plan for Chippenham and is just embarking on the process. He has approached the Clerks of several surrounding Parishes inviting the Clerk to meet individually to explore as part of the process any potential for joint working and to "get a feel" of any issues the Parish Council might have. To consider and agree a Council approach to the arrangements and nominate representatives. **(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 19th July 2018** in Kington St Michael Village Hall.