

# KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE  
Clerk of the Council

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3 Wardour Road  
Chippenham  
Wiltshire  
SN14 0PA

10<sup>th</sup> May 2019

Dear Councillor,

You are summoned to **Meeting/s of the Kington St Michael Parish Council**, to be held on **Thursday 16<sup>th</sup> May 2019** 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

## ANNUAL 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.**

- 1. ELECTION OF CHAIRMAN:** To elect a Parish Council Chairman for the next Council Year and for the elected Chairman to sign His/Her Declaration of Acceptance of Office. **(For Decision)**
- 2. ELECTION OF VICE CHAIRMAN:** To elect a Parish Council Vice Chairman for the next Council Year. **(For Decision)**
- 3. APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members
- 4. CONFIRMATION OF CHEQUE SIGNATORIES:** To confirm cheque signatories as being all Members of the Council, with any two to sign. **(For Decision)**
- 5. CALENDAR OF MEETINGS FOR 2019/2020:** To consider and agree a Calendar of Meeting Dates for Full Council Meetings for the next Council Year. **(For Decision)**

### 2019

20 June	7.45pm	Full Council Meeting
18 July	7.45pm	Full Council Meeting
19 September	7.45pm	Full Council Meeting
17 October	7.45pm	Full Council Meeting
21 November	7.45pm	Full Council Meeting

### 2020

16 January	7.45pm	Full Council Meeting
20 February	7.45pm	Full Council Meeting
19 March	7.45pm	Full Council Meeting
2 April	7.45pm	Annual Parish Meeting
16 April	7.45pm	Full Council Meeting
21 May	7.45pm	Parish Council Annual Meeting
21 May	7.45pm	Full Council Meeting

7. **ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS:** To consider and agree Membership of Council Sub-Committees and Working Groups for the next Council Year. **(For Decision)**
8. **ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES:** To consider and agree the appointment of Council Representatives for the next Council Year. **(For Decision)**
  - a) KSM PC Community Neighbourhood Watch Coordinator
  - b) KSM PC Community Emergency Planning Coordinator
  - c) KSM PC Community Rights of Way Warden
  - d) KSM PC Designated Highways and Flood Warden
  - e) KSM PC Neighbourhood Area Plan Steering Group (2 members)
  - f) KSM PC Village Hall Committee representatives (2 members)
  - g) KSM QE2 Recreation Field Group representative
  - h) KSM United Charities representative
  - i) KSM Website representative
  - j) Wiltshire Council Chippenham Area Board representative
  - k) Wiltshire Council Development Control North representatives (when required)
  - l) Chippenham & Villages Community Area Partnership representative (when required)
  - m) Chippenham Community Area Parish Forum representative
  - n) Wiltshire Council Northern Flood Working Group representative (when required)
9. **POLICIES:** To agree to consider any changes required to Adopted Policies. To include Standing Orders and Financial Regulations, Code of Conduct, Asset Register, Freedom of Information Act Publication Scheme and the Risk Assessment and Management Register. **(For Decision)**
10. **INTERNAL AUDITOR:** To consider and agree the appointment of an Internal Auditor. **(For Decision)**
11. **DATA PROTECTION REGISTRATION:** The Council is registered with the Information Commissioner, Registration Reference ZA346569. The Council is registered as a Data Controller under GDPR. Council Members are Data Processors as they hold personal information that should not be released into the public domain. **(to note)**
12. **DATE OF NEXT MEETING:** A Full Council Meeting is scheduled to commence on the closure of this Annual Council Meeting. Following the approval of the Calendar of Meetings the date of the following Council Meeting is scheduled for **7.30pm, Thursday 20<sup>th</sup> June 2019.**

## 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

**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 18<sup>th</sup> April 2019 (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) 19/03746/FUL  
Detached Timber Frame Building for use as Domestic Garage  
22 High Street, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE  
For Mr T Escourt (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.

There are no Planning related matters to report.

**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

Fields in Trust Membership 19/20	£ 65.00
Vision ICT Ltd. Website hosting Inv 9445 01.05.19	£ 270.00
Community First Zurich Insurance Plc renewal 1 <sup>st</sup> June 2019	£ 933.54
Mr J Hall. Neighbourhood Plan Steering Group cost reimbursement	£ 70.56
KSM Community Shop. Post Point donation 19/20	£ 450.00

(see attached) (For Decision)

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

Wiltshire Council (part) Precept 2019/2020 25<sup>th</sup> April 2019 £ 13,376.14

- c) To note Bank Account balances as at 10<sup>th</sup> May 2019 (to note)

HSBC Main Business A/c No 31545043	£ 51,601.93
HSBC Reserves A/c No 21545078	£ 15,636.78
HSBC Charities A/c No 71545051	£ 762.59
HSBC Defibrillator A/c no 51563041	£ 869.38

**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 14<sup>th</sup> June, 15<sup>th</sup> July and 16<sup>th</sup> September 2019. Cllr P Macdonald is the Parish Steward Link Member. To receive any updates. (For Decision) To note receipt of (Cllr Wayman's) Local Highways April 2019 Newsletter. (to note)

- b) Rights of Way – To raise general issues and to receive any updates. The new contract for maintenance works to Rights of Way is being negotiated. 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 new contract for maintenance works is being negotiated. To receive any updates. **(to note) (For Decision)**
  - iii) Kington Fieldfest 2019. See Agenda item 8 (b)
  - iv) Annual Fun Day – 17<sup>th</sup> August 2019. The KSM Club has asked permission to use the QE2 Recreation Field for their Annual Fun Day from 1pm to 5pm. **(For Decision)**
  - v) Nordic Walking-Trek Fit Training (outdoor circuit training). A request has been made to use the QE2 Recreation Field on Wednesday mornings starting at 11.30am, lasting about 1 hour perhaps once or twice a month. The number of participants will vary, ranging from three to six and would involve no impact on the soil from walking. The Nordic Walking Class would end with a visit to Folly Row Café for refreshments. **(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 an Area Board Meeting was held on Monday 25<sup>th</sup> March 2019 at Monkton Park Council Offices and included a Cyber Crime Workshop. The next Meeting is scheduled for Monday 3<sup>rd</sup> June 2019 at 7.00pm in Café Spero, Wood Lane, Chippenham SN15 3EB. A further Meeting is scheduled for Wednesday 17<sup>th</sup> July 2019 to be held in Sutton Benger Village Hall SN15 4RP. (This is likely to be a joint Meeting with the Community Area Parish Forum). **(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 17<sup>th</sup> April 2019 in Biddestone Village Hall. The Guest Speaker was from the Local Youth Network (LYN). The next Forum meeting is scheduled for Wednesday 19<sup>th</sup> June 2019 at 7.30pm at a venue to be notified. The Council may wish to consider and offer to host the Meeting. **(to note) (For Decision)**
  - 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. **(to note) (For Decision)**
- o) Community Safety/Neighbourhood Watch: To receive any updates. **(For Decision)**

## 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 Working Group met on the 13<sup>th</sup> March 2019 at Monkton Park Chippenham. Minutes have been circulated. The

next Meeting is scheduled for 15<sup>th</sup> May 2019, 9.30am to 1.00pm in Malmesbury Town Hall SN16 9BZ. A further Meeting is scheduled for 17<sup>th</sup> July 2019 in Devizes Corn Exchange. **(to note)**

- b) Kington Fieldfest 2019. The Council agreed to meet representatives from the KSM Club at the last Meeting as Council Members were concerned that the relatively small scale event that they had envisaged may have escalated out of control and as landowners they wished to be assured that fit and proper arrangements were in place, including all licences, security, emergency services, timescales etc. To receive any updates and consider further. **(For Decision)**
- c) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager attended the last Council Meeting. To receive any updates. **(For Decision)**
- d) Wiltshire Council - Briefing Note No 19-015. The Council has received a Briefing Note in regards to the Spatial Planning Update. **(see attached) (to note)**
- e) Dorset & Wiltshire Fire and Rescue Authority. The Authority has informed the Council of upcoming Wiltshire Local Performance & Scrutiny Committee Meeting dates, the next being 17<sup>th</sup> May 2019 at 10.00am in Devizes Training Centre SN10 2EU. **(see attached) (to note)**
- f) Wiltshire Neighbourhood Watch. The Neighbourhood Watch Scheme has been resurrected across the whole of Wiltshire. Areas and are based upon the corresponding Community Policing Team area. The Chippenham Community Area is therefore within the Wiltshire North Community Policing Team area that also includes Chippenham. To consider any updates. **(For Decision)**
- g) Planning Demystified Training Day – Saturday 15<sup>th</sup> June 2019 in Sutton Benger Village Hall. The Council has been notified of this session organised by Sutton Benger Parish Council. To consider Member attendance. **(see attached) (For Decision)**
- h) Wiltshire Council Highways Meetings. The Council was notified of the session held on 1<sup>st</sup> May 2019 at Monkton Park, Chippenham. Further sessions are available, the nearest being Kennet House, Devizes on 13<sup>th</sup> June 2019 7.00pm to 9.00pm. To consider Member attendance. **(For Decision)**
- i) Post Point - Kington St Michael Village Shop Ltd. The Council deferred a decision to advise the Shop that previous grant support has been given towards the provision of the Post Point and not the Village Shop itself. To consider and agree a donation of £450.00 towards the costs of providing the Post Point service to the community. **(For Decision)**
- j) Housing Needs Survey. The Neighbourhood Plan Steering Group has received the Housing Needs Survey results and report. The Council has now received a copy and is requested to note the contents and to agree that it can be published. **(see attached) (For Decision)**
- k) Community Speedwatch Scheme. The Council agreed that the matter should be raised at the Annual Parish Meeting to gauge community views and seek support. To receive and consider any updates. **(For Decision)**
- l) Memorials to Former Council Members. The Council decided to mark the service of two former Council Members. To receive updates since the last Meeting. **(to note)**
- m) Member Training. The Council agreed to host a Member Training Session as a requirement for the Council Award Scheme. Neighbouring Councils have been advised, including the Parish Forum to seek additional attendees. To receive any updates. **(to note)**
- n) Wheelie Bin Speed Stickers. To receive any updates and consider further action. **(For Decision)**
- o) Wiltshire Council - Briefing Note No 19-016. The Council has received a Briefing Note in regards to Highway Improvements and Traffic Survey Requests.**(see attached) (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 **7.45pm, Thursday 20<sup>th</sup> June 2019** in Kington St Michael Village Hall.

## PART 2 AGENDA

As the following Item 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.

## PART 2 CONFIDENTIAL AGENDA

16<sup>th</sup> May 2019

- i) The Pound. The Council agreed to investigate land ownership. The Council also agreed to consider any restoration costs for works carried out to date. Council Members views will be requested on how they wish the Council to proceed. **(For Decision)**