

# **KINGTON ST MICHAEL PARISH COUNCIL DRAFT MINUTES**

## **Council Meeting**

**held at 7.45pm**

**Kington St Michael Village Hall, Kington St Michael SN14 6HX**

**13<sup>th</sup> September 2018**

Present: Cllr Mrs E Hocking (Vice Chairman), Cllr G Gamble, Cllr I Gray, Cllr W, Isaac, Cllr J Newton, Cllr W Roe and Cllr R Sealy

Also Present: 4 Members of the Public and Mr V Vines MBE Clerk of the Council

**NOTICE OF MEETING – Public Notice of the meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

### **PUBLIC QUESTION TIME**

Mrs M Pratley raised the issue of temporary highway warning signage still remaining in Honey Knob Hill that should be removed. It was agreed to ask the Parish Steward to remove them. Mr P Macdonald raised the issue of continuing gulley and drain flooding in the Grove Lane area, possibly caused by a running spring and the Parish Steward would be asked to investigate.

### **REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

Cllr W Isaac announced that this would be his last Council Meeting as, after over 40 years, he wished to retire from the Council, which would allow others to take on the role that was of such importance to the Parish. He advised that he had never regretted the time commitment and responsibilities involved in all those years and that he still intended to “keep an eye” on what the Council was doing and would probably still attend Meetings and assist whenever he could. On hearing the news Council Members were fulsome in their praise and gratitude not only on behalf of the Council but also on behalf of the many Parishioners who had benefited from Cllr Isaac’s work over the years. He was and would remain a community stalwart and at a later date there must be a fitting tribute made to commemorate his long service.

Wiltshire Councillor H Greenman briefly updated the Council on the significant financial issues faced by Wiltshire Council, particularly resulting from a continuing increase in adult and childcare service needs, exacerbated by the needs of immigrant children that had been welcomed to the County.

There were no further Reports.

#### **18/043 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr A Cole (Chairman).

#### **18/044 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders**

There were no Interests declared.

18/045 **MINUTES** Members had previously been circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 14<sup>th</sup> June 2018. **Cllr Mrs E Hocking proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**
- b) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 19<sup>th</sup> July 2018. **Cllr W Isaac proposed, Cllr R Sealy seconded and RESOLVED UNANIMOUSLY**

18/046 **PLANNING**

**Planning Applications:** Prior to the consideration of each Planning Application the Council provided the opportunity for Applicants and their Representatives and interested parties to address the Council. There were no representations received.

- a) 18/06826/FUL  
Erection of a Single-Storey Rear Extension with the installation of 3 skylights, windows, bi-folding door, double door and single door (replacing a square window). The proposal will include landscape changes & Perimeter Wall  
Hillside House, 94 Honey Knob Hill, Kington St Michael SN14 6HX  
For Mr Alan Ingham

Following consideration of the application the **Council resolved that they had no objections to raise. Cllr G Gamble proposed, Cllr R Sealy seconded and RESOLVED UNANIMOUSLY**

- b) 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

Following consideration of the application the **Council resolved that they had no objections to raise. Cllr G Gamble proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**

- c) 18/075971/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

Following consideration of the application the **Council resolved that they had no objections to raise. Cllr G Gamble proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**

- d) 18/08328/FUL  
Single Storey Extension to rear and attached Garage to side  
12 Town Close, Kington St Michael SN14 6JN  
For Mr & Mrs Neil and Juliette Huddleston

Following consideration of the application the Council resolved that they had no objections to raise. Cllr I Gray proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

**Planning General:** The Council received notification of Planning Decisions received and other Planning related matters.

- 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 **Approved 1<sup>st</sup> August 2018**
- b) 18/01510/FUL  
Change of use of Paddock to Domestic Curtilage. Garage/Outbuilding. Vehicular Access & Parking/Turning Area  
Westbank, Cromhall Lane, Easton Piercy, Kington St Michael SN14 6JU  
For Dr J Astin **Approved, with Conditions 3<sup>rd</sup> August 2018**
- c) 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 **Approved, with Conditions 8<sup>th</sup> August 2018**

**18/047 FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100562 Idverde Limited. Inv GM760447 31.07.18	£ 148.37
100563 Idverde Limited. Inv GM761281 31.08.18	£ 148.37
100564 Neighbourhood Plan Costs. Mr J Hall reimbursement	£ 66.00
100565 Notice Board repairs. Mr M Hocking reimbursement	£ 21.16
100566 Citizens Advice Wiltshire. Donation 2018/2019	£ 100.00

**Cllr W Isaac proposed, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY**

b) **Receipts:** No Receipts had been received since the last Council Meeting. **(noted)**

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 6<sup>th</sup> September 2018 were:

HSBC Main Business A/c No 31545043	£ 34,550.77
HSBC Reserves A/c No 21545078	£ 15,616.06
HSBC Charities A/c No 71545051	£ 761.56
HSBC Defibrillator A/c no 51563041	£ 868.23

## 18/048 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. A Parish Steward visit was scheduled for the 10<sup>th</sup> September 2018. There was no update available. Former Councillor Mrs Avril Balmforth had agreed to continue as the Parish Steward Link following her retirement from the Council to provide continuity and had now indicated that sufficient time had passed for the Council to agree a replacement Elected Member. The Council considered the appointment and agreed that it would be appropriate to consider any volunteer following the co-option of the additional Council Member at a later Agenda item. The Council had not yet been notified of planned Parish Steward visits for the remainder of 2018. The Council would need to advise the new Link with any priority works in good time to liaise with the Parish Steward. **(noted)** See later Agenda item Clerk's Report 18/050 (a). Mr P Macdonald volunteered to become the Parish Steward Link, which would be dependent on signing his Declaration of Office and becoming a Council Member.

The Council noted that (Cllr Wayman's) Local Highways May 2018 Newsletter still remained the latest edition. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

- i) No Parking Signage. Pursuant to Minute 18/038 (b). At the Council Meeting held 19<sup>th</sup> July 2018 the Council had agreed to proceed with the production of a sign/s and fixing post/s that emphasised the need for considerate parking, particularly to retain clear access for wide and emergency vehicles. The Council considered that ideally parking should take place along the Church wall leaving the remaining width clear and so any signage should make that clear. However, there was a need to gain the agreement of the relevant landowners. From previous consideration in regard to highway improvements it had been accepted that the Wiltshire Council was not a landowner and therefore all land was presumed to be in private ownership. Following consideration **the Council agreed** to proceed with the signage and the Clerk would place an order for a sign and fixing post that emphasised the need for considerate parking, particularly to retain clear access for wide and emergency vehicles.

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

- i) The Clerk reported that the Idverde contract negotiations were still continuing in regard to the Tor Hill Footpath and The Pound maintenance and additional QE2 recreation field cutting. The Clerk had been given authority to reach agreement with Idverde and reported the latest position on the present contract performance. A further update would be provided at the next Council Meeting. **(noted)**

## 18/049 UPDATE ON STANDING ITEMS

- a) Recreation Ground –

- i) QE2 Recreation Field Group. There was no update. **(noted)**

- ii) Damaged Entrance Gate. Pursuant to Minute 18/039 (a) (ii). The Council had agreed to install a new vehicular gate. However, at the last Meeting it had been suggested that there could be two gates requiring attention, one being the vehicular gate the other a pedestrian gate, the former being usually padlocked. The Clerk confirmed that this was the situation. The Clerk was given delegation and an order would now be placed for the replacement of both gates and fixing arrangements with an approved budget of £1000.00 including VAT. **Cllr W Isaac proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**
  - iii) QE2 Recreation Field Sign. The QE2 Field Group had reported that a warning sign had been damaged, by a recent roadside hedge trimming. The original cost of the sign had been £48.00 and **the Council agreed to fund its replacement. Cllr Mrs E Hocking proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**
- b) Notice Boards – Cllr Mrs E Hocking confirmed that repairs had recently been completed to the High Street Notice Board by her husband and **the Council readily agreed to reimburse the related cost of materials and thanked him for his efforts.**
  - c) Flooding & Drainage – There was no update. **(noted)**
  - d) Parish/Community Website/Social Media – There was no update required. **(noted)**
  - e) Asset Register – There was no update required. **(noted)**
  - f) Insurance – There was no update required. **(noted)**
  - g) Tor Hill Footpath Project – Cllr G Gamble, Council Lead Member, updated the Council on progress and advised that Consultant Highway Engineer quotes were being sought. Progress was now being made on potential application/s to Wiltshire Council’s Chippenham Area Board for financial assistance towards the project. Advice indicated that the scheme could possibly be considered as a project for the Wiltshire Council Path Improvement Scheme (PIGS) where 50/50 financing could be a possibility. In conjunction with the project there was a need to consider highway safety generally and the lowering of the speed limit. Advice and information would be sought from Mr Mark Rose the Wiltshire Council Highway Engineer and the possibility of submission as an “Issue” to the Chippenham Area Transport Group (CATG) that could lead to grant funding and shared costs. **(noted)**
  - h) Kington St Michael Village Hall – There was no update since the last Council Meeting. **(noted)**
  - i) Wiltshire Council Chippenham Area Board and Parish Forum: An Area Board Meeting had been held Monday 23<sup>rd</sup> July 2018 in The Goss Croft Hall, Upper Seagry. It would meet again on Monday 8<sup>th</sup> October 2018 in The Neeld Hall, Chippenham with a further Meeting scheduled for 17<sup>th</sup> December 2018. The Parish Forum had met on Wednesday 15<sup>th</sup> August 2018 in St Mary Magdalene Church, Hullavington. The Guest Speaker was Chippenham Town Council. The Forum would meet again on Wednesday 24<sup>th</sup> October 2018 at 7.30pm in The

Goss Croft Hall, Upper Seagry, the Guest Speaker being a representative from the Neighbourhood Watch Scheme. **(noted)**

- j) Kington St Michael Neighbourhood Plan – Cllr J Newton updated the Council on progress. The Steering Group had recently met. The planned Open day event to engage community interest had been unsuccessful. Grants from Groundwork UK were being investigated. A Housing Needs Survey was planned with support from Wiltshire Council, which will require local assistance in distribution. The Survey will need advertising at the appropriate time so that people are aware of the process and the need to respond. The Steering Group sought reimbursement for some associated costs of £66.00 and **the Council agreed to fund this as Plan hosts. (noted)**
- k) Kington St Michael Emergency Plan – There was no update. **(noted)**
- l) Village Newsletter – Council Members remained concerned that many planning applications included and referred to Honey Knob Hill in the application form address title. It was acknowledged that the online Planning Portal submission system did not assist in this but the Council felt that owners/applicants should do their best to correctly address applications. The suggestion was made that perhaps a note in the Newsletter and online may assist and the Clerk would advise the Editor and Webmaster **(noted)**
- m) Council Award Scheme – There was no update. **(noted)**

#### 18/050 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) Parish Council Vacancy. The Council was aware that as a result of the resignation of a Council Member a Vacancy existed. Following the required Public Notice period and advertising the Vacancy the Council could fill the Vacancy by co-option. The Council had received 2 applications from interested Parishioners and could now consider and agree to co-opt a Council Member. However, at the commencement of the Meeting Cllr W Isaac had indicated that he wished to retire from the Council at the end of the Meeting. This would create a situation whereby the Council had 2 Vacancies to fill and the Clerk advised that the whole process followed for the one Vacancy to be filled would need to be followed but that in the interests of efficiency both in terms of cost and timescale for both the Council and Wiltshire Council the opportunity could be taken to fill the two Vacancies at this Meeting. Neither person co-opted would become a Council Member until they had completed a Declaration of Interest, which would allow Cllr W Isaac to remain a Council Member until the end of the Meeting. With this in mind the Council considered the applications submitted **and agreed that Mrs Sandra Eaton and Mr Peter James Sydney Duncan Macdonald should be co-opted** as Kington St Michael Council Members. Both would be asked to sign their Declaration of Office prior to the next Council Meeting.
- b) Wiltshire Council Operational Flood Working Group North. The Council noted that a Meeting had been held on 18<sup>th</sup> July 2018 in Devizes Corn Exchange and a recent Meeting held on 12<sup>th</sup> September 2018 in the Environment Agency Offices, Bath Road Industrial Estate, Chippenham. A further Meeting was scheduled for 14<sup>th</sup> November 2018 in St Margaret's Hall, Bradford on Avon. **(noted)**

- c) Wiltshire Council - Briefing Note No 362 – The Council noted receipt of a Briefing Note in regards to the Salisbury Plain Fire. **(noted)**
- d) Wiltshire Council. The Council had been provided with the Kington St Michael OF1 2018 Register of Electors. Updates would be provided when changes are made. Members had been circulated with the Register, subject to data protection and not for public use. **(noted)**
- e) National Planning Policy Framework (July 2018). The Council had been provided with the revised NPPF. Members had been circulated with a copy that was used as a material planning consideration alongside the Wiltshire Core Strategy (Development Plan) and adopted Neighbourhood Plans. **(noted)**
- f) Wiltshire Council. The Council had been notified that a Consultation had taken place on the Wiltshire Housing Site Allocations Plan from 13<sup>th</sup> August to 1<sup>st</sup> September 2018. **(noted)**
- g) Community First AGM 2018. The Council had been invited to attend the AGM to be held on Thursday 11<sup>th</sup> October 2018 in The Town Hall, Devizes from 5.30pm. **(noted)**
- h) Neighbourhood Alert. The Council had been notified of the Best Neighbour of 2018 nomination process, closing date for nominations being midnight 5<sup>th</sup> September 2018. **(noted)**
- i) Wiltshire Council - Briefing Note No 365 – The Council noted receipt of a Briefing Note in regards to the Social Housing Green Paper. **(noted)**
- j) Wiltshire Council - Briefing Note No 366 – The Council noted receipt of a Briefing Note in regards to the Electoral Review of Wiltshire Council. Council Members would be mindful of this process and timescales as this may have implications on future electoral arrangements. **(noted)**
- k) Local Government Boundary Commission. The Council had been notified that a Consultation on the Wiltshire Council division boundaries had begun, closing on the 5<sup>th</sup> 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. Council Members would be mindful of this process and timescales as this may have implications on future electoral arrangements. **(noted)**
- l) Wiltshire Council. Changes to Electoral Divisions and Area Boards. The Council had been reminded that the review, taking place now, may lead to the need for some Parishes to move from one Area Board to another as a result of forming the new Divisions. Comments had been requested before the end of September 2018. Council Members would be mindful of this process and timescales as this may have future implications. **(noted)**
- m) Bristol Avon Catchment Partnership. Notification had been received that the BACP Annual Forum was to be held on Wednesday 7<sup>th</sup> November 2018 in The Guildhall, Bath BA1 5AW. Further details were to be provided. BACP had given a presentation to the OFWG North Meeting held on the 18<sup>th</sup> July 2018 and the Council had now received a copy for information that had been circulated to Council Members. **(noted)**

- n) Wiltshire Council - Briefing Note No 367 – The Council noted receipt of a Briefing Note in regards to the Revised National Planning Policy Framework (NPPF) **(noted)** Minute 18/05 (e) also refers.
- o) Wiltshire Citizens Advice. The Council had received a request for grant aid towards the Service. Members considered the request details provided and considered that the request should be supported. **The Council agreed that a donation of £100.00 should be made. Proposed Cllr G Gamble, seconded Cllr J Newton and RESOLVED UNANIMOUSLY**
- p) Village Hall Committee. At the Annual Council Meeting Cllr I Gray was elected as the Parish Council representative. The Council had been reminded that under the Village Hall Constitution it was allowed to nominate two representatives. No Council Member had volunteered to take the additional position at the last Council Meeting. Cllr I Gray advised that he considered no additional Council Member was required and no further appointment was made. **(noted)**
- q) Chippenham Neighbourhood Plan. The Council had received notification that the Designation of the Chippenham Neighbourhood Area had been approved. Chippenham Town Council could now embark on the process of producing a Neighbourhood Plan. As discussed at the last Parish Forum Meeting the Town Council intended to involve neighbouring Councils in the process. The Council agreed at the last Meeting to invite the Town Council Planning Officer to a Council Meeting. **The Council agreed to invite members the Neighbourhood Plan Steering Group to that Meeting. The Planning Officer had been invited to attend the next Council Meeting and his confirmation was awaited. (noted)**
- r) RoSPA Play Safety. The Council had received notification that the annual inspection was scheduled to take place during September 2018. The Inspectors plan their own diaries and the date of the visit was not known. There was no price increase. It was noted that for an additional fee of £42.00 plus VAT it would have been possible to meet the Inspector. **(noted)**
- s) 20mph Speed Limit. The Council had received a communication from a Parishioner in regards to road speed and resulting pet deaths and asked if consideration could be given to the introduction of a lower speed limit. The Council was highly supportive of lowering the speed limit to 20mph throughout the village and that action should be taken. Members recalled that previous attempts had failed and that a long-term campaign may be required to achieve success. This may need to involve the whole community with the formation of a Community Speedwatch Team that had proved successful in other villages in North Wiltshire. At this stage an approach would be made to Mr Mark Rose the Wiltshire Council Highway Engineer and the possibility of submission as an “Issue” to the Chippenham Area Transport Group (CATG). Minute 18/49 (g) above also refers. **(noted)**
- t) Community Issue 6509. The Council had been advised, by the Chippenham Area Community Engagement Manager and Transport Group (CATG), that a Community Issue had been raised. The Council had been asked whether the request was supported, were there any comments on the request and, if not supported the reasons why not. If supported there would be financial implications, usually 40% of the costs. The issue related to the provision of additional highway signage at Tor Hill Crossroads in order to improve safety and **the Council agreed that they would support the request. During consideration the Council discussed the need for a lowering of speed limits generally. Minutes**



18/49 (g) and 18/50 (s) above also refer. **Proposed Cllr G Gamble, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY**

- u) Village Hall Hearing T-Loop. Minutes 18/030 (f) and 18/040 (k) referred. Cllr J Newton reported that although the T-Loop was installed and accessible he still had difficulties personally in using the system and that no further action need be taken. **(noted)**
- v) Wiltshire Council - Briefing Note No 361 – Minute 18/040 (h) referred. The Council had previously noted the Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process for 2018/19. It had been noted that this appeared to be an annual process and that the opportunity could exist for the Lych Gate/Manor Gates/Village Shop/Hall surface works to be included in a future bid. In this respect there would be a need to employ a consultant to advise the Council and to produce a scheme that could then be costed to allow a bid to be made. The Council had agreed that further advice should be sought that could lead to the submission of an Area Board grant application for assistance with consultant's fees. Cllr G Gamble had earlier updated the Council on Tor Hill Footpath progress and had advised that Consultant Highway Engineer quotes were being sought, also the progress being made on the potential application to Wiltshire Council's Chippenham Area Board for financial assistance towards the project. His advice was that that to proceed with a further capital project and request for grant aid could complicate the consideration of the Tor Hill project and in addition the Council themselves did not have the capacity to manage both projects at the same time. With this in mind **the Council agreed that no further action be taken until the financial situation on Tor Hill was known.**
- w) Memorial for Maureen. Minute 18/040 (m) referred. The Council had agreed at the last Meeting to purchase an Oak bench seat for the Parish that would include a memorial plaque in memory of former Councillor Maureen Hall, to be sited adjacent to the existing Tor Hill path with views across the open fields. It had been agreed that Council Members would consider and agree suitable wording for the plaque, in order for the order to be placed, as the supplier required the plaque details. Council Members were asked to advise the Clerk of suggestions for the plaque wording within 7 days. **(noted)**
- x) Broadband Speed. The Council, via the website administrator, had received a communication from a Parishioner who lived in Easton Piercy Lane in regards to Broadband provision. The Council was aware that although the Wiltshire Online project was intended to cover the whole County there were outlying areas that remained unimproved because of physical distances and technical conditions. The Council noted the problem but could only suggest that the Parishioner may receive an improved service if a connection was made to the Yatton Keynell distribution box rather than the Kington St Michael as it may be a slightly shorter distance. **(noted)**

**18/051 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no matters raised.

Cllr J Newton advised that he would need to give his apologies for the next Council Meeting.

**18/052 DATE OF NEXT MEETING**

The next Council Meeting is scheduled for **7.45pm, Thursday 18<sup>th</sup> October 2018** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

Date: **18<sup>th</sup> October 2018**