

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

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

14th October 2021

Present: Cllr G Gamble (Chairman), Cllr Elizabeth Allen, Cllr A Hall, Cllr Emily Hocking (Vice Chairman), Cllr Victoria Ingham, Cllr W Roe and Cllr Fiona Twisse.

Also Present: Wiltshire Councillor H Greenman, 3 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.

FORMER PARISH COUNCIL MEMBER: Since the Council had last met a community stalwart and longstanding former Parish Council Member, William (Bill) Isaac, had passed away. The Council had previously acknowledged his service to the Kington St Michael Parish Council and the whole Parish community by the planting of his chosen tree (Holm Oak) within the QE2 Field Recreation Ground to honour his service.

PUBLIC QUESTION TIME

- i) Mrs Avril Balmforth asked why the tree to honour the Late Bill Isaac had been planted in the Recreation Ground and who had chosen the position? The Council Chairman advised that the original intention had been to plant the tree alongside the Tor Hill Footpath but that ground conditions were not suitable. With the agreement of Bill it had been decided that the Recreation Ground was an ideal position and it had been planted as a start of a forward program to provide a shaded area within the grounds and Bill had been present at the planting ceremony just a short while ago.
- ii) Mrs Margaret Pratley asked if the Parish Steward could be requested to clear the public footpath of weeds and brambles at the top of The Ridings leading to Town Close. The matter would be included in the priority works for the Parish Steward.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor H Greenman briefly reported on Wiltshire Council matters, reporting that recent discussions had centred on another Management Restructuring that would bring similar services under one Council Director that could be beneficial. He referred to changes in the MyWilts App reporting system that would provide updated information on requests, other than “matter closed” as this had previously suggested the work had been completed whereas it had only meant that the works had been passed on to a contractor for action. He indicated that staff shortages in the

Planning departments, particularly in the north of the County, would be benefiting from the appointment of temporary staff to assist.

There were no further Reports received.

21/053 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Macdonald and Cllr J Newton.

21/054 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

Cllr A Hall declared an Interest in all matters involving the Asset of Community Value application for The Plough Inn, Kington Langley.

There were no further Interests declared.

21/055 MINUTES Members had previously been circulated with the Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 16th September 2021. **Cllr Elizabeth Allen proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

21/056 PARISH COUNCIL VACANCY

The Council had appointed an Interview Panel to interview applicants wishing to be considered to fill the remaining Vacancy and recommend to Council. The interviews had taken place and the Council was invited to consider and agree the Interview Panel’s recommendation and co-opt the chosen candidate. Council Members had been circulated with a report on the interviews and the Panel had recommended that Dr Victoria Ingham be co-opted to fill the Vacancy. Following consideration the Council agreed to co-opt Dr Ingham. During consideration of the matter Cllr A Hall indicated that, although raising no objections, he would abstain from voting as he had persuaded the unsuccessful candidate to apply for the position and felt that this was the appropriate thing to do. **The Council agreed** that Dr Victoria Ingham should be co-opted to the Council. **Cllr W Roe proposed, Cllr Elizabeth Allen seconded and RESOLVED BY MAJORITY**

Following the adoption of the Interview Panel’s recommendation and the decision there was a requirement for Dr Victoria Ingham to sign a Declaration of Office before she could take the position. Councillor Victoria Ingham signed her Declaration and was welcomed to the Council.

21/057 PLANNING

Planning Applications: Prior to the consideration of the Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. No representations were received.

- a) PL/2021/08891 – Proposed Works to Trees in a Conservation Area
Pollard Lime Tree. Fell Yew Tree. Fell Lime Tree. Crown Lift up to 2.5 metres to all Lime Trees
The Church, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HY
For Colin Labouchere

Following consideration of the application the Council resolved to raise no objections to the proposals.

Cllr Elizabeth Allen proposed, Cllr Emily Hocking seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

Planning General: Planning Decisions received and other Planning related Matters.

- b) PL/2021/07251 – Householder Application
Replace Existing Conservatory with Permanent Structure over Same Footprint
6, Kyneton Way, Kington St Michael SN14 6RF
For Hooper **Approved with Conditions 16th September 2021**

There were no further matters reported.

21/058 FINANCE The Council considered financial matters.

- a) **Payments to make:** The Council considered and approved the following Payments:

Idverde Ltd. Grounds Maintenance 01/09/21-30/09/21	Inv 10817337	£ 431.76
PKF Littlejohn LLP. Annual Audit Year End 31.03.21	Inv SB20212687£	360.00
St John Ambulance. Bonfire Night 06.11.21	First Aid provision	£ 115.20
Community First Trading. Zurich Special Event Premium Fireworks		£ 98.00

Cllr G Gamble proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

- b) **Payments made:** The Council noted the following Payments made since the last Council Meeting. **(noted)**

Mrs Avril Balmforth. Section 137 Grant (minute 21/050 (r) refers)	£ 110.98
M P Singer. Kick walls and repairs. QE2 Rec. Inv 30266	£ 8,404.13

- c) **Receipts:** The Council noted the following Receipts that had been received since the last Council Meeting. **(noted)**

HMRC VAT reclaimed payment	08.09.21	£ 7,282.20
Wiltshire Council. Parish Precept 21/22 (Tranche 2)	28.09.21	£ 21,496.66

- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5th October 2021 were:

HSBC Main Business A/c No 31545043	£ 59,021.95
HSBC Reserves A/c No 21545078	£ 45,727.85
HSBC Charities A/c No 71545051	£ 764.41
HSBC Defibrillator A/c no 51563041	£ 851.53

- e) **Annual Governance and Accountability Return Year Ending 31st March 2021**

The Parish Council had completed the Annual Governance process, submitted to PKF Littlejohn LLP the appointed Auditors and published on the Parish Council website as required. The process had now been completed with the confirmation

letter and report received on the 18th September 2021. No issues had been raised. As required the Council had published the Notice of Conclusion of Audit with inspection details on the website. **(noted)**

21/059 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, the Council Link Member, continued to report all works identified and pursued the Wiltshire Council on outstanding matters. Parish Steward visits had been scheduled for 4th October, 1st November and 29th November 2021. The new issue raised in regards to the public footpath clearance at The Ridings would be reported. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
 - i) The Idverde Limited maintenance contract. The QE2 Field Group had been asked to consider what maintenance requirements should be included in an updated contract. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
 - i) A350 dual carriageway-essential works. The Council had been notified that Wiltshire Council was undertaking essential work to refurbish and upgrade the traffic signals north of Chippenham at The Plough Crossroads, from 3rd October until 5th November 2021. The Council had agreed that a letter should be written to Atkins. A response had been received. The Council acknowledged the content and requested that additional Businesses Open As Usual signage should be provided.

21/060 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. It was reported that a Community Area Grant of £2,294.34 had been given towards the Kickball Area Extension at the Chippenham and Villages Area Board Meeting held on the 27th September 2021.

It was reported that “Field Fest 22” was planned for the 18th June 2022. **(noted)**
- ii) QE2 Recreation Field Capital Works. There was no update. **(noted)**
- iii) QE2 Recreation Field Maintenance. There was no update. **(noted)**
- iv) QE2 Recreation Field Multi-Purpose Waste Bin & Dog Poo Bag Dispenser. A site meeting was to take place with the installation contractor. **(noted)**
- v) QE2 Recreation Field Notice Board. Delivery was expected later in the month. **(noted)**

- vi) QE2 Recreation Field RoSPA Inspection. The Annual RoSPA play area inspection report was awaited. **(noted)**
 - vii) QE2 Recreation Field Bonfire Night 2021. The event would take place on Saturday 6th November 2021. The Clerk confirmed that the Council had written to local livestock keepers and emergency services, had also arranged for the increased insurance cover for the event and had paid for the first aid cover. **(noted)**
- b) **Notice Boards** – There were no new issues raised. **(noted)**
 - c) **Flooding & Drainage** – There were no new issues raised. **(noted)**
 - d) **Parish/Community Website/Social Media** – The new Council website still remained in the design process. Council Members were reminded that photographs had been requested and that they had been asked to search for suitable views of the Parish and buildings. Council Members were also reminded that Parish Council Membership details were required (photo, address, telephone number and email address) for inclusion. Members' responses within 7 days were requested. **(noted)**
 - e) **Tor Hill Footpath Project** – Cllr G Gamble reported that there was a need to re-engage with the consultants to make progress. **(noted)**
 - f) **Kington St Michael Village Hall** – There was no update on this occasion. **(noted)**
 - g) **Kington St Michael Neighbourhood Plan** – Cllr Emily Hocking reported that further Groundwork UK grant funding had now been agreed and their consultants could now move forward. **(noted)**
 - h) **Kington St Michael Emergency Plan** – The Council had deferred consideration until all Member Vacancies were filled when a Council Lead could be agreed. Cllr Fiona Twisse agreed to take the lead role and the Clerk would provide the Wiltshire Council Emergency Plan template, which would also be circulated to all Members. **(noted)**
 - i) **Village Newsletter** – The Editor advised that the deadline for the next edition would be after the Council's next Meeting. **(noted)**
 - j) **Council Award Scheme** – There was no update. **(noted)**
 - k) **Asset Register** – There was no update required. **(noted)**
 - l) **Insurance** – There was no update required. **(noted)**
 - m) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. Cllr G Gamble reported that following the recent Village Newsletter he had been approached by a local person who may be able to assist with historic information. Several in attendance reflected on their historic knowledge and would seek further local views for confirmation. **(noted)**
 - n) **Community Safety/Neighbourhood Watch**: Following completion of the Emergency Plan update it was hoped that volunteer area coordinators could be

found. Following the recent Village Newsletter several Parishioners had asked to be included in an email database and the Clerk confirmed that they were now receiving community messages and the like. **(noted)**

- o) **Data Protection. GDPR** – There was no update required. **(noted)**
- p) **Queen’s Platinum Jubilee 2022.** There was no update on this occasion. **(noted)**

21/061 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) **WiltshireOnline – High Speed Broadband – Gigaclear.** There were no issues raised. **(noted)**
- b) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The Council had been advised that there were a number of outstanding traffic surveys and that there could be a delay in providing the survey. The Council felt that the importance should be pointed out, as the survey was required in order to progress other proposals. **(noted)**
- c) **Pavement Parking-Provision of Bollards.** A site meeting was to take place with the installation contractor. **(noted)**
- d) **Community Area Transport Group.** Kirsty Rose, Wiltshire Council Highway Officer had yet to visit to assess the Advisory pedestrian crossing matters. **(noted)**
- e) **CPRE Neighbourhood Planning Webinar.** The Council had been invited to join this free event to be held on 9th November 2021 at 10.00am. Tickets to join were available from the 1st October. The invitation and agenda had been circulated. **(noted)**
- f) **The Down Gospel Trust.** The Council had been advised by Mr Andy Turner that they would be happy to donate litter picking equipment and provide volunteers to assist with Saturday morning litter picking or some grass cutting within the Parish as part of their outreach projects. The information had been circulated and was welcomed and a response would need to be made in regards to storage of the equipment, possibly in the Village Hall storeroom. **(noted)**
- g) **Emergency/Flood Plan.** Wiltshire Council had reminded Parish Councils of the need to have an up to date Plan. It had been accepted that there was a need to be commitment to produce an up to date Plan and that a Lead Member would be required. Cllr Fiona Twisse had volunteered earlier in the Meeting. **(noted)**
- h) **Asset of Community Value - The Plough Inn, Kington Langley.** There was no update on this occasion. **(noted)**
- i) **Parish Council Database.** The Council had agreed the need to involve Parishioners more in local matters, to raise enthusiasm levels and increase involvement and participation. The Clerk had earlier reported that some Parishioners had joined an email database as a result of the Village Newsletter article and were now receiving information. **(noted)**

- j) **Wiltshire Council Climate Strategy.** The Clerk reminded Council Members that they had been notified that the Council was consulting on its' draft Climate Strategy from the 1st September 2021 for a period of 6 weeks until 17th October 2021. Its' aim was to meet their pledge to be carbon neutral by 2030. The consultation documents and information was available at www.wiltshire.gov.uk/green-economy from the 1st September 2021. **Council Members had agreed to view online and submit individual responses. (noted)**
- k) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on Monday 27th September 2021. The next Area Board Meeting was scheduled for Tuesday 13th December 2021 at 7.00pm. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- l) **Kington St Michael Parish Council Policies.** Pursuant to Minute 21/050 (o). The Council had received the draft Parish Council Code of Conduct based upon Model Templates prepared by NALC and the LGA at the last Council Meeting. The matter had remained for final consideration until this Council Meeting. **The Council agreed to adopt the updated Code of Conduct and associated Addendum. Proposed Cllr Elizabeth Allen, seconded Cllr A Hall and RESOLVED UNANIMOUSLY**
- m) **Kington St Michael Parish Council Policies.** At the Annual Council Meeting, held on the 20th May 2021, the Council had agreed to consider any changes required to existing Adopted Policies at future Meetings. There was a proper process to be followed. Any changes proposed/suggested needed to be agreed by the Council and then finally agreed at the following Council Meeting having given time for reflection. It was normal practice, to ensure correctness, to follow national guidelines as far as possible. The Parish Council's Standing Orders and Financial Regulations when last adopted followed national guidelines at that time with small changes to accommodate local circumstances. There was a need to consider updating both Policies following the most recent guidance given. There were a number of Model Templates prepared by NALC and the LGA and the updated Standing Orders and Financial Regulations circulated by the Clerk were based upon these for Members consideration. Further consideration and agreement can be given at the next Council Meeting. Members discussed particular difficulties they anticipated in regards to a Quorum requirement to hold a Council Meeting. The legal position was that a Quorum should be a third (minimum of three) for a Council of nine Members. Members felt that this was too low and preferred a higher number. The Clerk suggested that the Orders should include the minimum number but also state that in Kington St Michael's case the minimum would be four. The Clerk would draft a suitable wording and circulate. Subject to this the **Council agreed that the draft update was acceptable and further consideration and agreement would be given at the next Council Meeting. Proposed Cllr G Gamble, seconded Cllr A Hall and RESOLVED UNANIMOUSLY**
- n) **Section 137 Funding Request.** The Council had received a request for financial assistance from the KSM Village Shop. The request related to the provision of interchangeable double side posters, total cost being £250.00. The Council was asked to consider a Section 137 Grant to cover this cost as it would benefit the whole community in support of the Village Shop. **The Council agreed to a Section 137 grant be given for this sum. Proposed Cllr Elizabeth Allen, seconded Cllr Fiona Twisse and RESOLVED UNANIMOUSLY**

- o) **Council Member Retirement.** Pursuant to Minute 21/029 (n). The Council had previously noted the work of long standing Council Members following their retirement from Council. Cllr Roger Sealy had stood down at the May 2021 Council Elections. The Council had agreed that a suitable award should be made and the recipient be asked for his views on what might be appropriate. Former Cllr Sealy had responded by saying that he would be honoured to receive recognition and would be pleased to have a similar specimen tree (*Quercus ilex*-Holm Oak) as that presented to the Late Bill Issac, possibly planted at the Recreation Ground. **The Council agreed to proceed** with the works and make any necessary arrangements. **Proposed Cllr G Gamble, seconded Cllr Emily Hocking and RESOLVED UNANIMOUSLY**
- p) **Wiltshire Council - Briefing Note No 21-16.** The Council had received a Briefing Note in regards to Proposed Changes to the Taxi Tariff Schedule for Hackney Carriages and subject to the consultation process they would take place on 4th January 2022. **(noted)**
- q) **Wiltshire Local Plan Review Consultation.** The Consultation was held between 13th January and 9th March 2021. The Council had submitted representations. The latest edition of Wiltshire News (22/09/21) reported that the Full Consultation Report together with the submitted responses was now available online. Also the statement on the Gypsy and Traveller Plan Consultation, which took place at the same time. **(noted)**
- r) **Wiltshire Council - Briefing Note No 21-18.** The Council had received a Briefing Note in regards to the Community Governance Review Process beginning on the 22nd September 2021. The Kington St Michael Parish was not included in the Review. **(noted)**
- s) **Wiltshire Council - Briefing Note No 21-19.** The Council had received a Briefing Note in regards to the transfer of 10 Leisure Centres currently managed by Places Leisure to Wiltshire Council taking place the 1st October 2021. From that date Wiltshire Council would manage 20 Leisure Centres in total. **(noted)**

21/062 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Cllr J Newton had advised that he would be unable to attend the next Council Meeting.

There were no further issues raised.

21/063 DATE OF NEXT MEETING

The next Council Meeting was confirmed as **7.00pm, Thursday 18th November 2021.**

Signed:

Chairman, Kington St Michael Parish Council

Date: **18th November 2021**