

KINGTON ST MICHAEL PARISH COUNCIL DRAFT MINUTES

Council Meeting

held at 8.15pm

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

16th May 2019

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

Also Present: 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.

PUBLIC QUESTION TIME

- i) Mrs M Pratley reported that no work had appeared to have been carried out by the Parish Steward in the Parish since March. An issue had arisen at The Ridings where the grass verge had not been cut by the contractor, possibly using daffodil bulb damage as an excuse. Cllr P Macdonald would be discussing issues with the Steward and it might be helpful if a plan was prepared indicating the various areas she had identified that required action.
- ii) Mr David West and Mr Ian Pitman, on behalf of the KSM Club, were in attendance as organisers of Kington Fieldfest 2019. A later Agenda item was brought forward to allow discussion on areas of concern (Minute 19/019 (b) refers). The Council had agreed to meet representatives from the KSM Club at the last Meeting, as Council Members had been concerned that the relatively small scale event that they had envisaged might have escalated out of control and as landowners they wished to be assured that fit and proper arrangements were in place. There was agreement that the event attendance would now be limited to 500, including participants, stewards, etc. That the event would be well stewarded and would end at midnight, with the stewards clearing the whole site of all visitors and cars that night, excluding stage vehicles. Consequently, as agreed previously, there would be no overnight camping. In addition leaflets/application forms would be issued to all villagers inviting them to apply for free event tickets. Also that the emergency services had been notified and that adequate insurance for the event had been taken out to cover both injury and damage. The KSM Club (the Organisers) confirmed that all arrangements were or would be in place and that the Council's concerns had been addressed.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

19/013 **APOLOGIES FOR ABSENCE**

There were no Apologies received.

19/014 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

There were no Interests declared.

19/015 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 18th April 2019. **Cllr J Newton proposed, Cllr R Sealy seconded and RESOLVED UNANIMOUSLY**

18/016 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) 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

Cllr J Newton declared an Interest in the matter and took no part in the discussions or decision making.

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

Cllr P Macdonald proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY

Planning General:

There were no Planning related matters reported.

19/017 FINANCE The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100607 Fields in Trust Membership 19/20	£ 65.00
100608 Vision ICT Ltd. Website hosting Inv 9445 01.05.19	£ 270.00
100609 Community First Zurich Insurance Plc renewal 1 st June 2019	£ 933.54
100610 Mr J Hall. NPlan Steering Group cost reimbursement	£ 70.56
100611 KSM Community Shop. Post Point donation 19/20	£ 450.00
100612 Mrs S Eaton. Decorating purchases. reimbursement	£ 84.95

Cllr R Sealy proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY

- b) **Receipts:** The Council noted the following receipts:

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

- c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 10th May 2019 were:

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

19/018 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, the Council Link Member, had reported all works identified. Parish Steward visits were scheduled for 14th June, 15th July and 16th September 2019. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways April 2019 Newsletter. **(noted)**

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

There were no issues raised that the Council was not aware of and had not been previously reported to Wiltshire Council. The Clerk confirmed that he met Idverde on 3rd May 2019 to discuss a new contract that included works to Rights of Ways and Bridleways. **(noted)**

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

There were no issues raised that the Council was not aware of and had not been previously reported to Wiltshire Council. **(noted)**

19/019 UPDATE ON STANDING ITEMS

- a) Recreation Ground –

- i) QE2 Recreation Field Group. Cllr G Gamble advised that a decision had been taken not to drain the field and to create a wetland area instead. Plans were now in place to use the Section 106 funding, which included the installation of a concrete table tennis table. The Castle Combe Colts FC had recently offered a £50 donation towards funds. The Council readily agreed that the Colts could use the Field, which would be maintained to the required standard for training and matches. **(noted)**
- ii) QE2 Recreation Field Maintenance. The Clerk confirmed that he met Idverde on 3rd May 2019 to discuss a new contract together with various repairs and works required. **(noted)**
- iii) Kington Fieldfest 2019. A later Agenda item referred. **(noted)**

- iv) Annual Fun Day – 17th August 2019. The KSM Club had asked permission to use the QE2 Recreation Field for their Annual Fun Day from 1pm to 5pm. **The Council agreed that the Field could be used.**
 - v) Nordic Walking-Trek Fit Training (outdoor circuit training). A request had 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 would vary, ranging from three to six and would involve no impact on the soil from walking. **The Council agreed that the Field could be used.**
- b) Notice Boards – There was no update required. **(noted)**
 - c) Flooding & Drainage – There was no update. **(noted)**
 - d) Parish/Community Website/Social Media – There was no update. **(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 advised that the project was now registered as Community Issue 7169 and would be considered by CATG and Highway Officers. **(noted)**
 - h) Kington St Michael Village Hall – Cllr I Gray advised that the Village Hall AGM had been held recently and reported that although bookings were slightly down funds were healthy. **(noted)**
 - i) Wiltshire Council Chippenham Area Board and Parish Forum: A Chippenham Area Board Meeting had been held on Monday 25th March 2019 at Monkton Park, Chippenham. This had included a Cyber Crime Workshop. The next Meeting was scheduled for Monday 3rd June 2019 at 7.00pm in Café Spero, Wood Lane, Chippenham SN15 3EB. A further Meeting was scheduled for Wednesday 17th July 2019 at 7.00pm in Sutton Bengier Village Hall SN15 4RP. A Parish Forum Meeting was held on Wednesday 17th April 2019 in Biddestone Village Hall. Guest Speaker had been a representative from LYN (Local Youth Network). The next Forum Meeting was scheduled for Wednesday 19th June 2019 at 7.30pm at a venue to be notified. **(noted)**
 - j) Kington St Michael Neighbourhood Plan – Cllr J Newton updated the Council on progress. An Open Day was planned for 18th May 2019 at the KSM Club to seek views from the community, landowners and local organisations. **(noted)**
 - k) Kington St Michael Emergency Plan – There was no update. **(noted)**
 - l) Village Newsletter – There were several issues that the Council considered should be Newsletter items, although it was unlikely they could appear in the next edition as the timescale for submission of articles had passed. **(noted)**
 - m) Council Award Scheme – There was no update. **(noted)**

- n) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade. Cllr Mrs S Eaton updated the Council on progress since the last Council Meeting, A further update, if available, would be provided at the next Council Meeting. **(noted)**
- o) Community Safety/Neighbourhood Watch. A Coordinator would need to be found in order to resurrect the NW Scheme. There was no further update. **It was agreed that** an item should be included in the Newsletter seeking volunteers.

19/020 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) Wiltshire Council Operational Flood Working Group North. The Council noted that the Working Group had met on 15th May 2019 in Malmesbury Town Hall. A further Meeting was scheduled for 17th July 2019 in Devizes Corn Exchange. **(noted)**
- b) Kington Fieldfest 2019. The Council had 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. Of particular concern was confirmation that the event would run from 3.00pm to 12.00pm (mid-night), that satisfactory insurance was in place, that sufficient numbers of stewards were available both on the site and covering parking arrangements and that all neighbours and animal owners in the locality had been notified. The KSM Club (the Organisers) confirmed that all arrangements were or would be in place and that the Council's concerns had been addressed. With this in mind the Council wished them every success in the venture.
- c) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager had attended the last Council Meeting. There was no further update. **(noted)**
- d) Wiltshire Council - Briefing Note No 19-015. The Council noted receipt of a Briefing Note in regards to the Spatial Planning Update. **(noted)**
- e) Dorset & Wiltshire Fire and Rescue Authority. The Authority had informed the Council of upcoming Wiltshire Local Performance & Scrutiny Committee Meeting dates and invited attendance. **(noted)**
- f) Wiltshire Neighbourhood Watch. The Clerk reminded Council Members that the Neighbourhood Watch Scheme had been resurrected across the whole of Wiltshire. Areas were based upon the corresponding Community Policing Team area. The Chippenham Community Area was therefore within the Wiltshire North Community Policing Team area that also included Chippenham. **It was agreed that** an item should be included in the Newsletter seeking volunteers.
- g) Planning Demystified Training Day – Saturday 15th June 2019 in Sutton Benger Village Hall. The Council had been notified of this session organised by Sutton Benger Parish Council. **(noted)**

- h) Wiltshire Council Highways Meetings. The Council had been notified of the session held on 1st May 2019 at Monkton Park, Chippenham. Further sessions were available, the nearest being Kennet House, Devizes on 13th June 2019 7.00pm to 9.00pm. **(noted)**
- i) Post Point - Kington St Michael Village Shop Ltd. The Council had deferred a decision at the last Meeting to advise the Shop that previous grant support had been given towards the provision of the Post Point and not the Village Shop itself. The Council considered and agreed a donation of £450.00 towards the costs of providing the Post Point service for the community. **Cllr G Gamble proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**
- j) Housing Needs Survey. The Neighbourhood Plan Steering Group had received the Housing Needs Survey results and report. The Council had now received a copy and was requested to note the contents and to agree that it can be published. The Council confirmed their agreement. **Cllr G Gamble proposed, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY**
- k) Community Speedwatch Scheme. The Council had agreed that the matter should be raised at the Annual Parish Meeting to gauge community views and seek support. There had been support and there was now a need to seek volunteers to receive the necessary training and administer the Scheme. **It was agreed that an item should be included in the Newsletter seeking volunteers.**
- l) Memorials to Former Council Members. The Council had decided to mark the service of two former Council Members. The memorial bench seat had been installed adjacent to the Tor Hill footpath and there was now a need to plant the 2 specimen trees. Cllr Mrs E Hocking updated the Council on the present position and that it was likely that Mr M Singer would carry out the planting when the trees had been purchased. **(noted)**
- m) Member Training. The Council had agreed to host a Member Training Session as a requirement for the Council Award Scheme. Neighbouring Councils had now been advised, including the Parish Forum to seek additional attendees. A further update would be given at the next Meeting. **(noted)**
- n) Wheelie Bin Speed Stickers. The Council had agreed to purchase stickers. However, there had been some concern voiced over potential consequences and **it was agreed that Kington Langley Parish Council should be asked how successful the provision of speed limit stickers had been in their Parish.**
- o) Wiltshire Council - Briefing Note No 19-016. The Council noted receipt of a Briefing Note in regards to Highway Improvements and Traffic Survey Requests. **(noted)**

19/021 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) Chippenham CATG. The Clerk reported that the Council had recently been advised of changes to the CATG issues system, by the Chippenham Community Engagement Manager.
- b) PEAS. The Clerk reported that the Wiltshire Council had requested that Parish Councils consider their winter emergency stock and equipment. Reference was made to the need to have an active Flood or Snow Plan (Emergency Plan).

- c) Village Shop parking Bay. Cllr Mrs S Eaton reported that she had sourced the paint for the disabled parking bay and had decided to carry out the work on Bank Holiday Monday (27th May 2019). She may require a power supply, which she could obtain through arrangements with the Shop or Hall. She had decided that there was no requirement for any stencil/s, as she felt confident of doing the work freehand.

There were no further matters raised.

19/022 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **7.30pm, Thursday 20th June 2019** in Kington St Michael Village Hall.

PART 2 AGENDA

As the following Items related to Confidential Matters, in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it was 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 they were instructed to withdraw.

- i) The Pound.

The Council had agreed to investigate ownership of The Pound. A report had been prepared and circulated and the Council had a number of options to available to them. Although historically the Council, through volunteer involvement, had maintained The Pound the land was not in public ownership. Following consideration **the Council agreed that no further action should be taken** and that adjacent landowners should be advised of this decision.

Cllr P Macdonald had declared a personal and pecuniary interest in the matter as an adjacent landowner and had left the Meeting, prior to the consideration of the Agenda item.

Signed:

Chairman, Kington St Michael Parish Council

Date: **20th June 2019**