

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.45pm

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

17th January 2019

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

Also Present: Wiltshire Councillor H Greenman, 2 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 issues in regards to leaning trees in Honey Knob Hill, works to The Pound and the need for updated Council Membership contact lists in the Notice Boards. The Clerk confirmed that he would provide the necessary Notice Board updates. Cllr P Macdonald reported on The Pound works where at no cost to the Council he had cleared the area, as the Electricity Board had not yet returned to site and this would allow grass seeding in the coming Spring.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Cllr P Macdonald referred to recent actions taken by the Council since the last Council Meeting in regard to Traffic Order TTRO 5755 - Temporary Closure of: A429 (Part), Stanton St Quintin/Hullavington/Corston/Malmesbury. The planned Closure to all traffic and planned diversion routes would have severe implications on the Parish and the surrounding country lanes with the likely increase in traffic through the village, using short cuts from local knowledge or SAT NAV directions, reaching dangerous levels. Having received notification of the Order the Council had written to the Highway Authority raising the concerns and suggested that high profile advance warning signs were put in place at a number of strategic points to reduce the potential impact. As a result of the Council's actions, Cllr Macdonald was able to report that the Highway Authority had now agreed to additional signage as suggested by the Council, which should ease the problems associated with the works that were planned for the period 20th February to 26th February 2019.

There were no further Reports.

18/073 APOLOGIES FOR ABSENCE

All Council Members were present.

18/074 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

Cllr Mrs E Hocking declared an Interest in Agenda item 4 (a), Minute 18/076 (a).

There were no further Interests declared.

18/075 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 15th November 2018. **Cllr J Newton proposed, Cllr R Sealy seconded and RESOLVED UNANIMOUSLY**

18/076 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) 18/10633/FUL
New Side/Rear Extension with Associated Demolition, Landscaping Works
Mayfield, 98 Stubbs Lane, Kington St Michael SN14 6HY
For Mr & Mrs M Hocking

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that there were no objections to raise and had agreed that this would be confirmed at the next Council Meeting. Cllr Mrs E Hocking declared an Interest in the Agenda item. **The Council confirmed that they had no objections** to the proposals.

Cllr G Gamble proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY

- b) 18/11472/TCA
Fell 2 Main Stems of Bay Laurel on Side Boundary (T1), Pollard Willow to Previous Pruning Points (T2), Reduce Apple Tree to 3 Metres (T3), Fell Ash Leaved Maple (T4)
55 Honey Knob Hill, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE
For Mrs A Smith

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that there were no objections to raise and had agreed that this would be confirmed at the next Council Meeting. **The Council confirmed that they had no objections** to the proposals.

Cllr P Macdonald proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY

- c) 18/11606FUL
Change of Use of Ancillary D2 Assembly & Leisure Space to a C3 Residential Use
12, Kington St Michael SN14 6JB for Kington St Michael Club

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

Cllr P Macdonald proposed, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY

d) 18/09873/OUT

Comprehensive Redevelopment involving Demolition of Existing Garage Buildings, Retention and Refurbishment of Existing Bungalow and Erection of 5 Dwellings and Associated Works (Access not Reserved) Kington Langley Garage, Malmesbury Road, Kington Langley SN15 5PY
For Mrs C Fry, Mr J Fry & Mrs S Gwillym

Following consideration of the amended application **the Council resolved that they had no objections to raise and supported the proposals in principle.**

However, they considered that Wiltshire Council should be advised that the area generally suffered from speeding traffic at National speed limit and considering residential safety, consideration should be given to lowering this to 30 mph as part of the proposals.

Cllr Mrs S Eaton proposed, Cllr R Sealy seconded and RESOLVED UNANIMOUSLY

e) 18/08316/REM

Reserved Matters for the Erection of 132 Dwellings and Associated Landscaping and Infrastructure at Land North Chippenham (Parcels P1C and P1D). Following Outline Planning Consent Ref: N/12/00560/OUT
Land North of Hill Corner Road, Chippenham, Wiltshire
For Persimmon Homes (Wessex)

The Council considered that they did not wish to comment on the amended proposals.

f) 18/07826/REM

Reserved Matters for Development Comprising the Erection of 152 Dwellings and Associated Landscaping on the Land at North Chippenham (Parcels B3 and B5). Following Outline Planning Consent Ref: N/12/00560/OUT
Land North of Hill Corner Road, Land Parcel B3 & B5, Chippenham, Wiltshire
For Pegasus Planning Group Ltd

The Council considered that they did not wish to comment on the proposals.

g) 19/00547/TCA

Pollard 2 Lime Trees and Re-pollard 1 Lime Tree 1 metre under Previous Pruning Points
St Michaels Church, Stubbs Lane, Kington St Michael SN14 6HX
For Mr Colin Labouchere

The Council considered a late Agenda item to meet the timescale of Wiltshire Council. Following consideration of the application **the Council resolved to raise no objections** to the proposals.

Cllr R Sealy proposed, seconded Cllr A Cole and RESOLVED UNANIMOUSLY

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

- a) 18/08979/FUL
Erection of Drive-Thru Building, operated by Costa Coffee, together with Associated Drive-Thru Lane
Leigh Delamere Motorway Services Westbound, Southern Side of M4 Motorway at Leigh Delamere Service Area, Leigh Delamere SN14 6LB
For Moto Hospitality Limited **Approved with Conditions 18th December 2018**
- b) 18/11472/TCA
Fell 2 Main Stems of Bay Laurel on Side Boundary (T1), Pollard Willow to Previous Pruning Points (T2), Reduce Apple Tree to 3 Metres (T3), Fell Ash Leaved Maple (T4)
55 Honey Knob Hill, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE
For Mrs A Smith **Approved with No Objections 2nd January 2019**

18/077 **FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100575 Idverde Limited. Inv GM763636 31.11.18	£ 148.37
100576 Idverde Limited. Inv GM764805 31.12.18	£ 148.37
100577 KSM Village Hall. Hire of Meeting Room x 2 Meetings	£ 24.00
100578 KSM Community Shop. Housing Needs Survey Stamps	£ 415.80**
100579 CoridoUK. Balmoral 6ft Teak Bench and Plaque Inv 6176	£ 419.99**
100580 GeoXphere Ltd. Parish Online renewal 19/20	£ 36.00
100581 PicRights UK Ltd. Website Image Rights Validation.	£ 432.00
100582 National Archives. Inv 06.11.18	£ 8.40***
100582 National Archives. Inv 21.11.18	£ 3.02***
100583 Digiprint. Inv. DPCH/19184 Newsletter printing 21.11.18	£ 55.80**
100584 St Michael and All Angels Church Donation 18/19	£ 400.00
100585 Vision ICT Ltd. Website SSL security upgrade. Inv 8897	£ 150.00

** Cheques were payable to Mr V A Vines as reimbursement of payments made

***Cheques were payable to Mrs S Eaton as reimbursement of payments made

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

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

QE 2 Field Group. Recreation Field donation. 19.12.18 £ 3,279.44

c) **Bank Accounts:**

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

HSBC Main Business A/c No 31545043	£ 47,234.18
HSBC Reserves A/c No 21545078	£ 15,626.50
HSBC Charities A/c No 71545051	£ 762.08

d) Council Budget, Budget Proposals and Precept for Year 2019-2020

The Council considered Budget proposals for Year 2019-2020 together with background advice in regards to future Capital and Revenue spending requirements, including potential devolution costs. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale of 25th January 2019. The Council had previously placed great reliance on the work of Elected Members and local community volunteers all of whom were applauded for their efforts and commitment. However, not only was there an aging volunteer population but less and less would be able to provide long term assistance and the Council needed to be mindful of this when considering the future, so that the Parish is supported both practically and financially by all rather than the few. Detailed consideration was given to a forward budget and cost pressures and options were considered including a standstill budget. The Council was also mindful of the fact that any increases proposed needed the support of Parishioners who would need to be informed of the reasons for any increase in spending. In addition the Council acknowledged that with Wiltshire Council continuing to reduce services there could be a need for the Parish Council to carry out additional tasks. The Council agreed that there was a need to increase the Capital Fund as a number of projects needed support during the design stages and with necessary increases in Revenue Spending there was a need to increase the overall budget by £3,545.00. **It was agreed** to request a Precept requirement of £26,752.28 for the next Council Year. **It was agreed** that a KSM Newsletter article should provide an explanation to Parishioners on the Council's decision.

Proposed Cllr J Newton, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY

18/078 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Parish Steward had visited on 17th January 2019 and was scheduled to visit again on 11th February, 11th March and 8th April 2019. Cllr P Macdonald, the Council Link Member, updated the Council on his on-site meeting with the Parish Steward and works discussed including the collapsed surface water drain that the Parish Steward was investigating and land ownership issues. Council Members were reminded that Cllr Macdonald should be advised of any additional works to add to the priority list. **(noted)**

The Council noted receipt of (Cllr Wayman's) Local Highways November and December 2018 Newsletters. **(noted)**

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

There were no issues raised.

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

i) Cllr Mrs E Hocking updated the Council on progress made in regards to the installation of the Tor Hill Footpath seat/bench that was purchased and now in storage. She would be meeting Mr J Hall and Mr M Singer to agree a siting and the work should be completed in the near future. **(noted)**

ii) The Clerk raised the issue of Wiltshire Council's additional funding towards highway/streetscene works received from the Government and the request for each Parish to submit their top 5 priority works. The matter had been raised recently by a Wiltshire Council Cabinet Member, at a Meeting of an adjacent Council, but the KSM Parish Council had not been notified of the issue. Wiltshire Councillor H Greenman was not aware of the project, nor did he believe other Wiltshire Councillors were and would investigate. To assist the Clerk would provide details. The Clerk advised that the recommendation had been that a sensible submission would be to group together similar requests that could be carried out by one team rather than require a number of individual workforce teams. With this in mind the Council discussed what the local priorities were and listed them as: directional signage/signposts, collapsed highway drainage and re-painting of white line road marking, particularly at T junctions, but generally throughout the Parish, including speed roundels and road signage. In order to prioritise **the Council agreed that** the re-painting should be requested.

There were no further issues raised.

18/079 UPDATE ON STANDING ITEMS

- a) Recreation Ground –
 - i) QE2 Recreation Field Group. There was no update. **(noted)**
 - ii) QE2 Recreation Field Maintenance. The Clerk updated the Council on actions taken in regards to the RoSPA Report 2018 and that a quotation was awaited for the high priority issues. **(noted)**
 - iii) KSM Club. The Council had been advised that the Club wished to organise a Community Event on 29th June 2019. As the Council owned the Recreation Field the Club had requested that permission was given to hold the Event. The Club had confirmed that they will be insuring the event and notifying the Police and Fire Brigade, together with animal owners in the area. **The Council readily agreed to the proposal. Proposed Cllr Mrs S Eaton, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY**
- b) Notice Boards – The Clerk agreed to produce an updated Members' contact list for publication in the Notice Boards. **(noted)**
- c) Flooding & Drainage – There was no update. **(noted)**
- d) Parish/CommunityWebsite/Social Media – The website now had SLL Certification. **(noted)**
- e) Asset Register – The Clerk confirmed that when installed the new Tor Hill Footpath bench/seat would be added to the Register. **(noted)**
- f) Insurance – The Clerk confirmed that when installed the new Tor Hill Footpath bench/seat would be added to the Insurance Policy. **(noted)**
- g) Tor Hill Footpath Project – There was no update. **(noted)**
- h) Kington St Michael Village Hall – There was no update. **(noted)**

- i) Wiltshire Council Chippenham Area Board and Parish Forum: An Area Board Meeting was scheduled for the 4th February 2018 at Monkton Park, Chippenham. The Police and Crime Commissioner and Deputy would be in attendance. The Parish Forum would meet on 20th February 2019 at 7.30pm in The Union Chapel, Middle Common, Kington Langley. Guest Speaker was to be from Neighbourhood Watch. **(noted)**
- j) Kington St Michael Neighbourhood Plan – Cllr J Newton updated the Council on progress. The Steering Group had met, would be meeting again shortly and had planned an Open Day at the KSM Club for mid-April to seek views from the community and local organisations. The Housing Needs Survey was circulated on 7th January 2019 with a closing date for responses of 11th February 2019. There was a need for the Parish Council to approve the summary/introduction page for the final Survey document. The draft would be prepared by Mr J Hall, a Steering Group member, and would be circulated to Council Members for comment and responses were requested to the Clerk within 14 days. The Clerk would consider all responses and confirm the Parish Council views to the Steering Group.
- k) Kington St Michael Emergency Plan – There was no update. There remained a need to provide the Wiltshire Council with the Emergency Plan for their records and use. **(noted)**
- l) Village Newsletter – Cllr Mrs S Eaton agreed to submit an article on the Council’s behalf to inform Parishioners of the budget making process and Precept setting. **(noted)**
- m) Council Award Scheme – There was no update. **(noted)**

18/080 **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 the 21st November 2018 in St Margaret’s Hall, Bradford on Avon and that the next Meeting was scheduled for Wednesday 9th January 2019 at Trowbridge Rugby Club, Hilperton BA14 6JB. A further Meeting was scheduled for 13th March 2019 at Monkton Park Chippenham. **(noted)**
- b) Wiltshire Council – Focusing on the Future. The Council had been invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session took place on Thursday 22nd November 2018 in the Council Chamber, Monkton Park, Chippenham. Cllr Mrs S Eaton had attended on the Council’s behalf and updated the Council on the views expressed by Wiltshire Council. **(noted)**
- c) Wiltshire Housing Site Allocations Plan-Targeted Consultation. The Council had been notified of the consultation. Responses had been requested by 22nd January 2019. There appeared to be no impact on the Parish in this review and **the Council agreed** that no response was necessary. **Proposed Cllr J Newton, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**
- d) St Michael and All Angels Church, Kington St Michael PCC. The Council had received a request from the PCC to consider a donation towards the maintenance of the open Churchyard. No request had made in year 2017 and the Council last

gave a donation of £400.00 in year 2016. Following consideration **the Council agreed to** a Section 137 grant of £400.00 towards the cost of grass cutting of the open Churchyard. **Proposed Cllr W Roe, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY**

- e) Wiltshire Council - Briefing Note No 373 – The Council noted receipt of a Briefing Note in regards to Service Devolution and Asset Transfer to Town & Parishes. **(noted)**
- f) Wiltshire Council – Community Led Housing Newsletter. The Council noted receipt of the December 2018 update edition. **(noted)**
- g) Wiltshire Council - Briefing Note No 374 – The Council noted receipt of a Briefing Note in regards to the Wiltshire Housing Site Allocations Plan Focused Consultation. **(noted)**
- h) Wiltshire Council – Waiting and Parking Requests 2019-2020. The Council had been made aware that waiting and parking requests could be submitted by 31st January 2019. As this appeared to be an Annual process **the Council agreed** that the information should be noted and considered further during the year.
- i) Community First AGM 2018. The Council had been invited to attend the AGM held on Thursday 11th October 2018 in The Town Hall, Devizes. The Minutes of the AGM had now been received and circulated. **(noted)**
- j) Buckingham Palace Garden Party – 29th May 2019. WALC had invited nomination/s to enter the County draw by 4pm on Thursday 10th January 2019. Names would be drawn randomly from those entered in the Wiltshire draw. The Clerk reported that following consultation with Members he had submitted and **the Council confirmed that** the name of former Cllr W Isacc and Mrs P Isaac (as his spouse) should be submitted.
- k) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. The Board requested that Parishes notify them of Fly Tipping Hotspots so that priority areas could be identified. Notification was required by 31st January 2019. **The Council agreed that** the first priority would be Draycott Lane.
- l) Housing Needs Survey. Pursuant to Minute 18/069 (j). The Council was advised that the Survey was posted to all households in the Parish on the 7th January 2019 with a return date of 11th February 2019. A pre-paid envelope was provided. The Council was advised that the Survey was also available online for completion at www.wiltshire.gov.uk/housingneedssurvey **(noted)**
- m) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade. Cllr Mrs S Eaton updated the Council on progress since the last Council Meeting, including the investigation of land ownership in the area through Land Registry. To make further progress there was likely to be a need to take legal advice on the information obtained and **the Council agreed to** delegate to the Clerk a budget not exceeding £1000.00 to be expended on Lych Gate/Village Shop/Hall Road Area Upgrade (LGVSHRU) matters. **It was agreed that** the (LGVSHRU) matters should become an Update on Standing Items Agenda item as it was now a continuing Council Project. **Proposed Cllr A Cole, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY**
- n) Mr William Isaac. The Council had decided to mark the retirement of former Council Member “Bill” Isaac by the planting of a tree. He had been contacted and had suggested that an appropriate species would be an Evergreen Holm Oak. A copy of Mr Isaac’s letter of the 8th December 2018 was circulated in which he expressed his thanks to the Council for the kind thoughts. **The Council agreed to** purchase and plant at an appropriate time adjacent to the new seat/bench to be installed at the Tor Hill Footpath. **Proposed Cllr R Sealy, seconded Cllr Mrs E Hocking and RESOLVED UNANIMOUSLY**
- o) Kington St Michael Website. PicRights/Masterfile. Copyright. Following legal advice the Council was aware that as website owner to comply with Image Legal

Validation Rights of images appearing on the website there was need to make payment for the copyright. A potential infringement of copyright had been noted and the Council had sought to negotiate a reduction in the payment required. PicRights/Masterfile had now indicated that they were willing to reduce the payment figure by 20% to £432.00 if payment was made by 9th December 2018 (extended to 25th January 2019 to accommodate the Council Meeting schedule).

The Council agreed to make payment in order to close the matter. **Proposed Cllr A Cole, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**

- p) Mobile Fish & Chip Van. The Council had been approached for views on a proposed mobile van visit on one evening per week. The Council acknowledged that The Jolly Huntsman and the KSM Club provided meals, particularly the latter having a fish and chip evening on Friday evenings. Following consideration **the Council agreed that they supported the proposal subject to the visit not being on a Friday evening and that the Van should use The Ridings as a venue. Proposed Cllr Mrs E Hocking, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY**
- q) Chippenham Area Board Issue 6210. The Council was notified on the 10th December 2018 that the Issue Status had been updated. There was no action for the Council to take at this time. **(noted)**
- r) Wiltshire Council - Briefing Note No 19-001 374 – The Council noted receipt of a Briefing Note in regards to the Statutory Consultation on the Vision for Special Needs Schools, closing 1st March 2019. **(noted)**

18/081 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr R Sealy asked that The Pound restoration and costs should be discussed.
- ii) The Clerk suggested that the Operation London Bridge website issue should be discussed.
- iii) Cllr J Newton advised that he would not be able to attend the next Council Meeting.

There were no further matters raised.

18/082 DATE OF NEXT MEETING

The next Council Meeting is scheduled for 7.45pm, Thursday 21st February 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) Kington St Michael Website. The Council considered issues relating to Image Licence Validation Rights of a photo image that had appeared in an advertisement on the website. The Council had now settled the matter and agreed to equally share

associated costs with the advertiser. **Proposed Cllr Mrs E Hocking, seconded Cllr A Cole and RESOLVED**

- ii) Parking at Manor Close/ Village Hall, etc. The Council considered further the previously agreement to purchase and erect advisory “No Parking” style sign/s on the small verge opposite the Church wall in order to advise traffic to park alongside the Church wall. **The Council confirmed that** advisory sign/s should be erected on the small verge (in the region of the fire hydrant) requesting parking to be against the Church wall to retain a clear passage for emergency vehicle and access generally.

Signed:

Chairman, Kington St Michael Parish Council

Date: 21st February 2019