

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.00pm

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

17<sup>th</sup> March 2022

Present: Cllr Gamble (Chairman), Cllr Allen, Cllr Hall, Cllr Ingham, Cllr Macdonald, Cllr Roe and Cllr Twisse.

Also Present: 6 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) There were no Questions.
- ii) The Council heard representations from the Applicant and Agent in regards to Agenda item 4 (d) advising that following the advice of Wiltshire Highways the highway access arrangements had been changed. Council Members were able to ask questions that included the requirement of adequately controlled diversion routes and the possibility of a community grant fund being put in place.

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

There were no Reports.

#### **21/094 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Hocking (Vice Chairman) and Cllr Newton.

#### **21/095 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

Cllr Macdonald declared an Interest in Agenda Item 6 (c) (ii) in relation to Grove Lane. Cllr 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.

#### **21/096 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 17<sup>th</sup> February 2022. **Cllr Macdonald proposed, Cllr Ingham seconded and RESOLVED UNANIMOUSLY**

**Planning Applications:** Prior to the consideration of the Planning Application/s, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. The Council had received no representations on Agenda items 4 (a), (b), (c), (e) and (f). The Council heard representations from the Applicant and Agent in regards to Agenda item 4 (d) advising that following the advice of Wiltshire Highways the highway access arrangements had been changed. Council Members were able to ask questions that included the requirement of adequately controlled diversion routes and the possibility of a community grant fund being put in place.

- a) PL/2022/01287 – Full Planning Permission  
Renovation of Existing Steel Frame Barn to Form a New Dwelling House using the Existing Footprint of the Barn  
Plantation Barn, Land at Honey Knob Hill, Kington St Michael SN14 6JX  
For Mr Tony Hughes

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

**Cllr Allen proposed, Cllr Twisse seconded and RESOLVED BY MAJORITY**

- b) PL/2022/01923 – Tree Consent Notification  
Jelecote Pine Tree-Fell  
3A, Kington St Michael, Wiltshire SN14 6JB  
For Mr Nathan Simpson

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

**Cllr Gamble proposed, Cllr Macdonald seconded and RESOLVED UNANIMOUSLY**

- c) PL/2021/11545 – Full Planning Permission  
Removal of Modern Farm Buildings and Provision of 4 Poultry Houses  
Morshall Farm, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JX  
For Bybrook Agriculture Ltd

Following The Council had previously considered this application and had submitted comments. Amended details had now been received and the Parish Council had been re-consulted. Following consideration **resolved that the Council would object to the proposals** as the fundamental objections remained and, as before, related to health, location and traffic.

Despite the re-positioning of the poultry houses further away from the nearest un-associated residential property in the long term the potential nuisance arising from smell and noise still existed. As before the suggestion that traffic controls could be put in place that would restrict traffic through the village and the narrow road network could not be guaranteed as there were few alternative routes available.

The Council determined that there remained serious reservations in regards to potential hazards from smell, disease transmission, noise, waste/effluent disposal,

proximity to existing property and loss of residential amenity, unsightly panoramic views given that the buildings were still away from the existing built form and importantly traffic and highway safety.

As before, additional large vehicle traffic adding to the existing high traffic volumes throughout the village where the High Street, with no passing spaces, was filled with parked vehicles 24 hourly and often needing to park on pavements to retain the narrowest of driving widths was impractical and unacceptable.

**Cllr Macdonald proposed, Cllr Twisse seconded and RESOLVED UNANIMOUSLY**

d) PL/2021/06100

The Installation of a Solar Farm of up to 49.9MW of Generating Capacity, comprising of the Installation of Solar Photovoltaic Panels and Associated Infrastructure including Customer Cabin, Customer Substation, DNO Substation and Equipment, Inverter and Transformer Substations, Spare Part Container, Associated Battery Storage, Access Tracks, Fencing, Security Cameras, Landscape Planting and Associated Works  
Land to the South of the M4 at Leigh Delamere, to the West of Leigh Delamere Motorway Services, Chippenham  
For Eden LD Solar Ltd

The Council had previously considered this application and had submitted comments. Amended details had now been received and the Parish Council had been re-consulted. Following consideration of the application **the Council resolved to raise no objections and supported the proposals.**

In reaching this conclusion the Council was again mindful of the information provided with the application with particular reference to the landscaping proposals and also the revised access arrangements, using the A420 and B4039 albeit they affected the rural lanes/roads of the neighbouring Parishes. The Council wished to ensure that suitable Conditions regarding landscaping and also highway diversion routes were included in any permission given and that they would be well enforced by your Council.

Finally, it would be sensible if before and after surveys/photographs were produced to determine reinstatement of any damage caused by the works to highways and verges.

**Cllr Macdonald proposed, Cllr Allen seconded and RESOLVED UNANIMOUSLY**

- e) PL/2022/01826 – Householder Planning Permission  
Reconfiguration of Existing Dwelling and Replacement of Existing Garage  
95, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX  
For Mr Bustin & Ms Summers

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

**Cllr Gamble proposed, Cllr Macdonald seconded and RESOLVED UNANIMOUSLY**

- f) PL/2022/02193 – Tree Consent Notification  
Fell 1 Lawson Cypress Tree  
4, Lilac Cottage, Kington St Michael, Wiltshire SN14 6JB  
For Mr Steve Isherwood

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

**Cllr Gamble proposed, Cllr Roe seconded and RESOLVED UNANIMOUSLY**

There were no further applications considered.

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

- g) PL/2021/11886 – Prior Approval Part 3 Class Q: Agricultural Buildings to Dwellinghouses  
Renovation of Existing Steel Frame Barn to Form a New Dwelling House using the Existing Footprint of the Barn  
Plantation Barn, Land at Honey Knob Hill, Kington St Michael, Wiltshire SN14 6JX For Mr Tony Hughes **Application withdrawn**
- h) PL/2021/11217 – Householder Planning Permission  
Replacement of Existing Single-Storey Double Garage and Workshop with New Garden Room providing Home Office and Additional Ancillary Living Accommodation  
Hillside House, 94, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX  
For Mr & Mrs Ingham **Approved with Conditions 14<sup>th</sup> February 2022**
- i) PL/2021/08203 – Approval of Reserved Matters Application  
Reserved Matters application following Outline Permission 18/01692/OUT (appearance, landscape, layout and scale)  
Land to the rear of 35, Honey Knob Hill, Kington St Michael SN14 6JJ  
For QDOS Homes **Approved with Conditions 10<sup>th</sup> March 2022**

There were no further matters reported.

**21/098 FINANCE** The Council considered financial matters.

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

Idverde Ltd. Grounds Maintenance 01/02/22-28/02/22 Inv 10833959	£ 431.76
Clerks Expenses. Mr V A Vines Year 21-22 Claim Form 11.03.22	£ 1,008.54
Clerks Net Salary Mr V A Vines Year 21-22 Claim Form 11.03.22	£ 3,750.66
Clerks HMRC Year 2021-2022 PAYE 11.03.22	£ 937.66
Information Commissioner. Data Protection fee 22/23 ZA346597	£ 40.00

**Cllr Gamble proposed, Cllr Roe seconded and RESOLVED UNANIMOUSLY**

- b) **Payments made:** The Council noted that no Payments had been made since the last Council Meeting.

c) **Receipts:** The Council noted that no Receipts had been received since the last Council Meeting.

d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5<sup>th</sup> March 2022 were:

HSBC Main Business A/c No 31545043	£ 57,297.42
HSBC Reserves A/c No 21545078	£ 45,729.85
HSBC Charities A/c No 71545051	£ 764.46
HSBC Defibrillator A/c no 51563041	£ 851.58

#### 21/099 HIGHWAY MATTERS

a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr Macdonald, the Council Link Member, advised that he continued to report all works identified and pursued the Wiltshire Council on outstanding matters. Parish Steward visits were scheduled for 24<sup>th</sup> March and 25<sup>th</sup> April 2022. **(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 was still considering maintenance requirements. **(noted)**

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

i) Wiltshire News-10<sup>th</sup> February 2022. The Council had received a recent Newsletter from Wiltshire Council that advised of the "Wild About Wiltshire" initiative. The Council had agreed to defer consideration until this Council Meeting to give Members the opportunity to view, consider and bring forward proposals. Following consideration **the Council agreed to take no further action.**

ii) Grove Lane. Following an approach by Wiltshire Highways in regards to the potential obstruction of the public highway, by cultivation of the highway verge (planted flowers/shrubs/landscaping within the verge) the matters had been investigated and the Council could apply under Section 96 of the Highways Act 1980 for a License to retain the planting, being a Public Authority. Before a final decision the Council had agreed to defer consideration until this Council Meeting to give Members the opportunity to view, consider and bring forward proposals for any other highway verges that might be suitable for inclusion in any License application. Following consideration the Council agreed that Parishioners may have views on the matter **and agreed that it should** be an Annual Parish Meeting Agenda item to ascertain views.

#### 21/100 UPDATE ON STANDING ITEMS

a) **Recreation Ground –**

- i) QE2 Recreation Field Group. There was no update on this occasion. **(noted)**.
  - ii) QE2 Recreation Field Capital Works. There was no update on this occasion. **(noted)**
  - iii) QE2 Recreation Field Maintenance. There was no update on this occasion. **(noted)**
  - iv) QE2 Recreation Field RoSPA Inspection. There was no update on this occasion. **(noted)**
- b) **Notice Boards** – There were no issues raised. **(noted)**
- c) **Flooding & Drainage** – There were no issues raised. **(noted)**
- d) **Parish/Community Website/Social Media** – There was no update. **(noted)**
- e) **Tor Hill Footpath Project** – Cllr Hocking had updated Council Members at the last Council Meeting and had now received clarification from the consultants. The Clerk advised, on her behalf, that a staged approach could be adopted with the first phase being the topographic survey and feasibility/concept designs leading on to required planning approvals and detailed design/technical works and the tendering process phases. The first stage was costed at £15,100.00. This would develop the project further and **the Council agreed that this work should proceed. Cllr Gamble proposed, Cllr Roe seconded and RESOLVED UNANIMOUSLY**
- f) **Kington St Michael Village Hall** – Cllr Allen reported that a new Treasurer was required. She also mentioned some difficulties arising from the planting a Fir tree on the grass verge that needed to be resolved. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr Roe reported that the Steering Group continued with the Green Spaces study and the call for development site/s. **(noted)**
- h) **Kington St Michael Emergency Plan** – Cllr Fiona Twisse updated the Council on progress. There remained a need for area volunteers. **(noted)**
- i) **Village Newsletter** – The Editor advised of perceived difficulties in regard to the introduction of e-versions and the impracticalities for distribution of hard copy to some but not all. In any case The Newsletter was online via the Parish Website. **(noted)**
- j) **Council Award Scheme** – There was no update. **(noted)**
- k) **Asset Register** – There was no update. **(noted)**
- l) **Insurance** – There was no update. **(noted)**
- m) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. Cllr Gamble reported that the information was now available to hand to the Solicitor for the next stage/s. **(noted)**

- n) **Community Safety/Neighbourhood Watch:** There had been no change since the last Council Meeting. **(noted)**
- o) **Data Protection. GDPR –** There was no update required. **(noted)**
- p) **Queen’s Platinum Jubilee 2022.** Cllr Allen reported on further progress that now focused on the Sunday. There was a need to seek a road closure that would need to cover the setting up and clearing away periods, suggested as 11.00am to 4.00pm. The Clerk would provide Cllr Allen with a suitable Map for the application. Discussions had taken place with the Café, Pub and Club who would all support the day. The Village Hall would also be open.. The possibility of joining the national lighted beacon project remained under consideration and an offer was received at the Meeting to construct a beacon. The Queen’s Platinum Jubilee engraved commemorative bench had been ordered. This was to be installed on the public verge area at The Ham. An exact position still needed to be agreed. A local landowner had written to the Council supporting the idea and was willing to discuss a siting that may be on private land. Cllr Twisse, Cllr Roe and Cllr Macdonald would visit the area and recommend a suitable position. Cllr Allen advised that no Jubilee Committee had been formed and no banking facilities had been arranged. **The Council agreed that they could hold any funds raised (separately accounted for) to support the local volunteer efforts. The Council would also investigate any public insurance requirements for the day.**

#### 21/101 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 new issues raised. **(noted)**
- b) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There was no update on this occasion. **(noted)**
- c) **Community Speedwatch.** The Clerk reported that sufficient volunteers had now confirmed their agreement to form a Community Speedwatch Team and their names could be forwarded to Wiltshire Police to be registered and for the non-police personnel vetting level 1 (NPPV1). Following procedural requirements there was a need for the traffic survey to be completed before further progress. **(noted)**
- d) **Speed Indication Devices (SIDS).** The contractor had advised that there was a need for Wiltshire Highways to give their formal approval for the 2 solar/fixing post positions. Cllr Twisse, Cllr Roe and Cllr Macdonald would agree positions. **(noted)**
- e) **Pavement Parking-Provision of Bollards.** There was no update on this occasion. **(noted)**
- f) **Community Area Transport Group.** CATG had met on the 22<sup>nd</sup> February 2022. Notes of the Meeting had been received. Cllr Hall reported that issues raised included the Advisory Pedestrian Crossing that was now a Priority 1 item. **(noted)**

- g) **Asset of Community Value - The Plough Inn, Kington Langley.** Cllr Hall provided a brief update and advised that a further application for Registration was being considered. **(noted)**
- h) **Parish Council Database.** Council Members were reminded again to invite those within their own "Address Book" to register. **(noted)**
- i) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on Monday 14<sup>th</sup> March 2022. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- j) **Council Standing Orders.** Pursuant to Minutes 21/091 (j). The Council had agreed to consider the issue of Council Officer positions. Historically the Council has used the titles of Chairman and Vice-Chairman of Council. This was most recently reviewed on the 18<sup>th</sup> November 2021 when the Council adopted the updated version of Standing Orders. The Clerk advised that should the Council wish to change Standing Orders then a similar process to the recently completed review needed to be followed. There had been an indication given at the last Meeting that the Council may wish to move to a position of using Chair and Vice-Chair of Council. Should the Council wish to pursue this then it was recommended that the Clerk produced a draft update for consideration at the next Council Meeting. **The Council agreed that this should be done.**
- k) **Council Member Retirement.** Pursuant to Minute 21/091 (k). The Council had agreed to honour the work of former Councillor Roger Sealy by planting his choice of specimen tree at the Recreation Ground. Cllr Gamble confirmed that the necessary arrangements were now in place. **(noted)**
- l) **KSM Women's Institute-Litter Pick.** The Council had been notified that the Women's Institute "Litter Pick" around the village would take place on Saturday 12<sup>th</sup> March 2022 with assistance from the Downs Gospel Trust volunteers. It was reported that this had been a success. **(noted)**
- m) **Chippenham Neighbourhood Plan.** The Council had received notification of the Regulation 14 Consultation. Timescale for comments was from 28<sup>th</sup> February 2022 to 12<sup>th</sup> April 2022. Following consideration **the Council agreed that there were no comments to make.**
- n) **Wiltshire Council Briefing Note 22-05.** The Council noted receipt of Briefing Notes 22-02 and 22-04 in regards to possible Waste Collection Services industrial action. This has now been updated with Briefing Note 22-05. **(noted)**
- o) **Community Policing.** The Council had received details of the updated Community Policing Model, Policing Teams and Contact information. The opportunity existed to invite the Community Police officer to a Council Meeting or perhaps an Annual Parish Meeting. **(noted)**

#### 21/102 ANNUAL PARISH MEETING 2022

The Annual Parish Meeting was scheduled for Thursday 7<sup>th</sup> April 2022 at 7.30pm. There was a legal requirement to hold an Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> June each year.



There needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2022-2023 information. The opportunity would be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda would be flexible and be in the hands of Parishioners in attendance. As a starting point **the Council agreed** some Agenda items that might be appropriate:

- a. Recreation Ground Facilities
- b. Queen's Platinum Jubilee
- c. CPRE Best Kept Village Competition
- d. Community Safety/Neighbourhood Watch/Emergency Plan
- e. Traffic Speeds – the provision of Autospeedwatch Tools
- f. Community Speedwatch – the Speedwatch Scheme volunteers
- g. Speed Identification Devices (SIDS)- the provision of SIDs
- h. Covid-19 – Impact on the Parish
- i. Gigaclear- Super Broadband installation and reinstatement
- j. Rights of Way – Footpath maintenance – Community Warden
- k. KSM Neighbourhood Plan
- l. Affordable Housing/Self Build Housing Provision
- m. Planting of Parish Roadside Verges

The **Council agreed that the** KSM Community Shop should be asked to provide refreshments for the occasion.

#### **21/103 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- i) KSM Field Fest. Arrangements were being made for the Field Fest to take place on the QE2 Field later in the year. The Parish Council should give their permission for this to take place on Council owned land.
- ii) 20/09302/LBC  
Retrospective Repairs to Existing Stone Boundary Wall and Lintel  
Home Farmhouse, Kington St Michael SN14 6HX  
For Mr R Squires **Refused by Wiltshire Council 30<sup>th</sup> July 2021**

The Clerk reported that an appeal had been made to the Planning Inspectorate in respect of the refusal under Reference APP/Y3940/Y/22/3290461. The Parish Council had raised no objections to the application and the Appointed Inspector would be made aware of this.

There were no further issues raised.

#### **21/104 DATE OF NEXT MEETING**

The next Council Meeting was confirmed as **7.00pm, Thursday 21<sup>st</sup> April 2022.**

Signed:

Chairman, Kington St Michael Parish Council

Date: **21<sup>st</sup> April 2022**