

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

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

17th October 2019

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

Also Present: 1 Member 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

Mr Ian Pitman was in attendance and spoke briefly on proposals for the Fieldfest 2020 event planned for the 4th July 2020 and the requirement for Council permission to use the QE2 Recreation Field. The request would be considered by the Council at the 21st November 2019 Council Meeting.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

19/053 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Cole and Cllr Mrs E Hocking. Apologies were also received from Wiltshire Councillor H Greenman,

19/054 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared.

19/055 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 19th September 2019. **Cllr Mrs S Eaton proposed, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY**

19/056 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) 19/09333/VAR
Variation of Conditions 1 and 2 of Application N/13/01808/S73A
1 Lakeside Park, Kington Lane, Stanton St Quintin SN14 6HE
For Mr Kevin Stinchcombe

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

Cllr P Macdonald proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY

- b) 19/09555/VAR
Variation of Condition for Application 18/08446/REM – Approval for all matters reserved by Condition 2 attached to 17/03417/OUT including Appearance, Landscaping, Layout and Scale for “Phases 1 & 2” and the “Strategic Landscaping” element at the boundaries of the site
Land south-east of Junction 17 of M4 Motorway, Kington Langley, Nr Chippenham, Wiltshire
For St Modwen Developments

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

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

Planning General: The Council noted the following Planning Application decisions.

- a) 19/07567/TCA
Fell 1 Sycamore (T1)
Magpie Cottage, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX
For Subsidence Management Services
No objections decision 17th September 2019
- b) 19/08034/TCA
1 Metre Height Reduction and up to 2 Metre Lateral Reduction to Yew Tree
The Dairy, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JA
For Mrs Sandra Eaton
No objections decision 3rd October 2019

19/057 **FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100628 Digiprint. Inv. 11157 Newsletter printing	23.09.19	£	65.10*
100629 Community First. Zurich Insurance Firework Event premium		£	98.00
100630 KSM Village Hall. Meeting Room Hire.	01.10.19	£	39.00
100631 PFK Littlejohn LLP. Annual Audit Fee. Inv SB20194274		£	240.00

* Cheque made payable to Mr V Vines as reimbursement

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

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

Wiltshire Council. Parish Precept 19/20 Tranche 2 23.09.19 £ 13,376.14

- c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 11th October 2019 were:

HSBC Main Business A/c No 31545043	£ 20,159.42
HSBC Reserves A/c No 21545078	£ 55,649.90
HSBC Charities A/c No 71545051	£ 763.24
HSBC Defibrillator A/c no 51563041	£ 870.11

The Clerk reported that he had transferred £40,000.00 from the Main Business A/c to the Reserves A/c on the 10th October 2019 **(noted)**

- d) **Annual Governance and Accountability Return Year Ending 31 March 2019**

The Council was required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP, to carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. On the 30th September 2019 the Auditors, had initially advised that they had not been able to complete their review. On that same date they had further advised that they had completed their review and had reported that there were no matters of concern and that relevant legislation and regulatory requirements had been met. The standard audit fee was applicable with no extra charges made. **(noted)** The Parish Council was required to complete the Annual Governance process by publishing the Notice of Conclusion of Audit. The Clerk confirmed that this had been done and that he had already displayed on the notice board. **(noted)**

19/058 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 and updated the Council on outstanding matters. He had met the Parish Steward on the morning of the last scheduled visit, 14th October 2019, and discussed works. However, the Steward was called away on County Flood Watch and was unable to do any work in the Parish. Further visits were scheduled for 11th November and 9th December 2019 and 20th January 2020. Cllr P Macdonald identified works required including potholes, blocked gulleys, flooding and had provided Wiltshire Council with a Google Map of the Parish identifying problem areas so that there could be no confusion as to requirements. He reminded all again that it was necessary to report issues to him otherwise he could not advise the Parish Steward of required works. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways September 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. **(noted)**

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
- a) Pothole-The Manor Gates. The Clerk reported that he had received a communication from a Parishioner in regards to a large pothole situated outside of The Manor Gates that was causing serious and expensive damage to cars of regular users, requesting that the Council fill the hole as a temporary measure until ownership issues were established. Council Members were unsure of the exact position of the pothole, as they had not noted it themselves. The Council was aware that a local landowner had been filling holes in the roadway in the last few days and that this may have already solved the problem. Cllr Mrs S Eaton suggested that it would be best if the Parishioner contacted her to confirm the exact position so that a decision on the legal position and any precedent could be considered and any further action required. The Clerk would advise the Parishioner accordingly. **(noted)**
- b) Town Close/The Ridings-Footpath. Cllr P Macdonald reported that a large overhanging shrub/bush, possibly privately owned, was intruding and partially blocking the Public Footpath. For community benefit there was a need for trimming back and **the Council agreed that** the Parish Steward should be requested to do this work.
- c) Fluorescent Jackets. Cllr R Sealy raised the issue of high visibility jackets that had been distributed to Council Members some years ago for use in times of emergency. The majority of the recipients were no longer Members of the Council and had not returned the jackets and it was suggested that after the passing of time it was unlikely that they would now do so. With this in mind, as part of the Emergency Community Plan requirements, there was a need to source and distribute new jackets to all those who are part of the community volunteer team. The Clerk would investigate whether Wiltshire Council emergency services would provide jackets. **(noted)**

19/059 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. There was no update available on the present position on the Section 106 funding. **(noted)**
- ii) QE2 Recreation Field Maintenance. The Clerk reported that he had “chased” Idverde to complete the installation of the new entrance gates. Mr Ian Pitman asked if it would be possible to bolt floodlight pole/s to the timber gateposts. A better alternative was thought to be the incorporation of 100mm dia steel post sockets, with removable capping and the Clerk would request Idverde to provide these when carrying out the works. **(noted)**
- iii) Bonfire Night 2nd November 2019. The Clerk confirmed that effected landowners and emergency services had been informed and the additional Event Insurance was in place. As in previous years the Council would purchase the fireworks and would be reimbursed by the Field Group. Cllr R Sealy asked when it would be acceptable for bonfire materials to be taken to the Field and was informed that it

was likely that a notice would be displayed informing all of the suitable times, likely to be on the Thursday and Friday prior to the event. It was understood there may be difficulties in sourcing sufficient timber pallets this year, as they were short in supply and had become costly. Mr Ian Pitman advised that he could assist in providing pallets if required. **(noted)**

- b) Notice Boards – There was no update required. **(noted)**
- c) Flooding & Drainage – There was no update required. **(noted)**
- d) Parish/Community Website/Social Media – The Website now carried the Council's request for anyone who held historic records, materials, deeds, documentation, etc relating to Parish Council matters to return them to the Council for use, recording and later safe archiving. To date there had been no response and as a further search the Clerk would contact former Council Members to ask if they held anything that should be in the safekeeping of the Council. **(noted)**
- e) Asset Register – There was no update required. **(noted)**
- f) Insurance – There was no update required. **(noted)**
- g) Tor Hill Footpath Project – The Project had reached a stage where there was a need to consider whether or not to continue with the scheme that had been a Council priority for a number of years. The Project was a huge financial commitment and at this stage the overall costs were still unknown. The final costs had to be weighed against the perceived benefits to community safety. It was clear that there needed to be a significant initial financial commitment, in the region of £20,000.00, for Consultants Fees, to reach a stage where necessary permissions could be secured and a tendering process carried out that would ascertain the likely cost of works leading to the need to secure any available grants and Public Works Board loan/s. At that time there would be a requirement for a Public Meeting to be held to seek opinions and approval to long-term loan/s that would require budget commitment for possibly 25 years to cover payments. The Council had built up and held a Capital Fund that was likely to cover the Consultants Fees, which if expended could be considered by some as a significant waste of public money should the Project never proceed to fruition. There was a need for the Council to take a decision based on facts, possibly at the next Meeting if available, and Cllr G Gamble, the Lead Member would seek updated figures from the Consultants. **(noted)**
- h) Kington St Michael Village Hall – There was no update. **(noted)**
- i) Wiltshire Council Chippenham Area Board and Parish Forum: A Chippenham Area Board Meeting was held on Monday 7th October 2019 in The Neeld/Town Hall, Chippenham. The next Area Board Meeting was scheduled for Monday 16th December 2019 at 11.00am at Chippenham Borough Lands Charity, Jubilee Building, Market Place, Chippenham SN15 3HP. Council Members commentated that this was an unfortunate timing, as it undoubtedly would impact on attendance numbers. A Chippenham Community Area Parish Forum was scheduled for Wednesday 23rd October 2019 at 7.30pm in The St Mary Magdalene Church, The Street, Hullavington SN14 6DU. The topic for the evening would be Cyber Crime. **(noted)**

- j) Kington St Michael Neighbourhood Plan – Cllr W Roe updated the Council on progress since the last Meeting. The Steering Group had met on 1st October and intended to meet again on 4th November 2019. Discussions had been held with Sophie Davies, their Wiltshire Council Link Officer in regard to progress and procedure and whether there would be a need for an Environmental Impact Study and further local consultation/s. **(noted)**
- k) Kington St Michael Emergency Plan – There was no update. Cllr A Cole was the Council Lead Member on the Review of the existing Plan that was required for local use and by Wiltshire Council Emergency Services. **(noted)**
- l) Village Newsletter – The deadline for submission of articles for the next edition was unknown but it was essential for the article to be published requesting anyone who still held any historic Parish related paperwork and documentation to return it for use and collation for future forwarding on to the Wiltshire Archive Centre for safe keeping. **(noted)**
- m) Council Award Scheme – There was no update. **(noted)**
- n) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU). Cllr Mrs S Eaton updated the Council on further progress since the last Council Meeting, including continuing investigations and discussions with Wiltshire Council that had resulted in the need to gather enough evidence to challenge Wiltshire Council’s own records. There appeared to be no legal event that extinguished the public highway and Wiltshire Council had invited the Parish Council to submit evidence supporting the case. At the present time Cllr Mrs Eaton was searching Council Minutes for the past 60 years for any evidence, but was lacking Minutes from around 1991 and onwards that still needed tracing. The Clerk would assist with the search. Cllr Mrs Eaton felt that there was a need to seek the thoughts of former Councillors to complete research. A further update, if available, would be provided at the next Council Meeting. **(noted)**

Registry of Land and Buildings. The Council had agreed that for long-term security land ownership matters should be resolved. Cllr Mrs S Eaton updated the Council on the present position following her research to date. The request for the return of any deeds, documentation, etc held within the Parish by former Councillors or Parishioners had not resulted in any responses to date, although the request had yet to appear in The Newsletter and had only appeared on the Website. There was a significant difference in costs if locally held papers were not available and to hasten the process the Clerk would contact former Council Members to ascertain if they could assist at all.

- o) Community Safety/Neighbourhood Watch. There was no update. **(noted)**
- p) Data Protection. GDPR - There was no update. **(noted)**

19/060 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 Working Group had met on the 16th October 2019 in St Margaret’s Hall, Bradford on Avon. The

Agenda had been published and circulated to Council Members. **(noted)**

- b) Community Governance Review. Pursuant to Minute 19/050 (e). The Council had agreed that a status quo response should be submitted to the Consultation. The Council had also agreed that in the long term it might be sensible to use the A350 as the party boundary with Kington Langley and they should be approached for their thoughts. At the present time there had been no response from Kington Langley Parish Council. **(noted)**
- c) Wiltshire Council Chippenham Community Engagement Manager. Pursuant to Minute 19/050 (g). Mr Oliver Phipps (Ollie) had been invited and had agreed to visit the Council on Thursday 21st November 2019. **(noted)**
- d) KSM Village Green. The issue of the future maintenance and land ownership had been discussed briefly during the last Council Meeting and it had been agreed that Cllr Mrs S Eaton would investigate land ownership matters and report to a future Council Meeting. Cllr Mrs Eaton updated the Council on ownership and confirmed that the Council did not own the land. However, during research it had become evident that the land had been Registered under The Commons Act 2006 as a Village Green in September 2014. It appeared that no Council Member had been aware of or recalled this at the time the matter had been discussed at the previous Council Meeting. The Clerk also made reference to the fact that several Council Members may lack historic knowledge that would be beneficial to Council decision-making, drawing particular reference to the Kington St Michael Parish Plan published in 2007. This contained principles, policy and guidance that was still relevant today and should be used as a working reference until the Neighbourhood Plan was adopted. The Clerk made reference to Page 32 of the Village Design Statement that showed Valued Open Spaces and Vistas that included the Village Green and Pond that would have aided discussion at that time and confirmed that the Council should be committed to the maintenance of valued spaces as shown either by direct or third party involvement. To date the maintenance of the Village Green and Pond had been carried out by volunteers and notwithstanding ownership issues the Council had now agreed to include the area as part of the Idverde contract. **The Clerk agreed to circulate the Parish Plan 2007 to Council Members for their knowledge and future use. (noted)**
- e) SW Ambulance Trust Defibrillator Training. A reminder was given that Chippenham Without PC lease their defibrillators from the SW Trust and part of the agreement was an Annual Training session. This would take place on the Wednesday 30th October 2019 at 7.45 pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. Cllr Mrs S Eaton advised that she intended to attend. **(noted)**
- f) Financial Planning. Wiltshire Council had advised that their Council Tax Setting Timetable required Parish Councils to submit their Precept requirement for Year 2020/2021 no later than 24th January 2020. The Council would meet on the 16th January 2020 and could comply with the requirements. **(noted)**
- g) Tor Hill Crossroads. Minute 19/040 (h) and 19/050 (q) referred. Cllr P Macdonald reported that he had reminded Wiltshire Councillor H Greenman of actions outstanding. Also that he was in discussion with Wiltshire Highways on the provision of temporary signage until permanent signage was available. **(noted)**

- h) Chippenham CATG Issues 6509 and 7169. Minute 19/040 (i) and 19/050 (s) referred. There was no update. **(noted)**
- i) Memorials to Former Council Members. There was no update. **(noted)**
- j) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. The Council had previously considered “hot spots” within the Parish, in particular Draycott Lane. The whereabouts of any sign/s provided was unknown and Wiltshire Councillor H Greenman would be asked if any replacements were available. **(noted)**
- k) Wiltshire Housing Site Allocations Plan – Consultation on Further Modifications. Minute 19/050 (z) referred. Wiltshire Council had advised that a 6-week Consultation commenced on Thursday 12th September and ended on Friday 25th October 2019. The Council had deferred the item at the last Meeting to consider the online information and to consider any response required. **The Council agreed that** there appeared to be no issues involving the Parish and that no response was required.
- l) Wiltshire Council - Briefing Note No 19-026. The Council noted receipt of a Briefing Note in regards to the Wiltshire Housing Site Allocations Plan Consultation. **(noted)**
- m) Wiltshire Council-Our Community Matters. The Council had been notified of an Online Survey to inform Wiltshire Council of local needs to influence policies through the Joint Strategic Needs Assessment and Area Boards. The Survey ended on 13th October 2019. Council Members had been circulated with the details and responses had been required from individuals rather than the Council. **(noted)**
- n) Local Government Boundary Commission. Pursuant to Minutes 18/050 (k) and 18/060 (g). The Council had been notified of the Consultation on the Wiltshire Council Division Boundaries with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. The Council had submitted representations that they wished to stay in the Kington Division rather than be incorporated into any other Division. The Boundary Commission had now published their final recommendations and following Parliament approval, although there were changes to the boundaries of 89 of the 98 Divisions, the Parish was to remain in the Kington Division. **(noted)**
- o) Wessex Flood Warden Newsletter (Oct 19). The Council had received a copy of the latest Environment Agency online Newsletter. **(noted)**
- p) KSM Village Fayre. The Council had been notified that the Village Hall Community Christmas Fayre would be held on Saturday 7th December 2019 from 10.00am to 2.00pm. User Groups had been invited to book a table. **(noted)**
- q) Wiltshire Council - Briefing Note No 19-026. The Council noted receipt of a Briefing Note in regards to the new Mental Health Campaign. **(noted)**
- r) Memorial Request. The Council had been approached by the daughter and brother of late Parishioners for permission to plant a tree, with a memorial plaque, in the Parish, possibly in the area of the Recreation Field. **The Council considered the request and agreed that they had no objections** but asked the

Clerk to advise the QE2 Field Group of the decision so that there was no conflict with anything they were proposing.

- s) Keep Britain Tidy-Fight Back Against Dog Fouling. The Council had been notified that the dark nights bring dark dog owner behaviour, increasing incidents of dog fouling. An award winning solution had been offered. **The Council agreed that** no further action was required.
- t) Member Training. The Council had previously agreed to host a Member Training Session. All neighbouring Parishes had been advised that a session was to be held. The WALC Training Officer had recently advised that they were now taking bookings for early 2020 for sessions of 2 hours in length (Monday-Thursday) evenings. Charges were dependent on attendance numbers. The Council asked the Clerk to make the necessary arrangements and agree a suitable date.
- u) Wiltshire Council - Briefing Note No 19-028. The Council noted receipt of a Briefing Note in regards to the Carers in Wiltshire Joint Strategy 2017-22. **(noted)**
- v) SID Deployment. Wiltshire Council had recently provided a revised SID Deployment Criteria Note for local Town and Parish Councils. The Council had been advised that Wiltshire Council were continuing to explore options to allow volunteers to receive appropriate training in lieu of the need to have Streetworks Accreditation. **(noted)**

19/061 **COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

KSM Fieldfest 4th July 2020. The Clerk reported that following Agenda publication the Council had received a request to grant approval for the use of the QE2 Recreation Field as the venue for the proposed Fieldfest 2020 Event. The organizers had provided information to assist Council consideration as follows:

- The event would be all ticket
- The event would be sold online, with priority given to villagers initially
- The times would be 15.00 to 23.30
- There would be maximum 600 paying patrons
- The parking would be in the opposite field as the previous year
- There would be fewer Acts with less downtime
- There would be better Acts to increase numbers attending
- There would be no camping
- The event would be fully insured as necessary
- There would be volunteer staffing as the previous year

The matter had been briefly raised in the earlier Public Session and the Council would consider the request at their next Council Meeting.

19/062 **DATE OF NEXT MEETING**

The next Council Meeting was scheduled for **7.30pm, Thursday 21st November 2019** in Kington St Michael Village Hall. Wiltshire Council Chippenham Community

Engagement Manager. Mr Oliver Phipps (Ollie) will be the Guest Speaker in the Public Session.

Signed:

Chairman, Kington St Michael Parish Council

Date: **21st November 2019**