

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.45pm

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

18th April 2019

Present: Cllr Mrs S Eaton, Cllr G Gamble, Cllr I Gray, Cllr J Newton, and Cllr R Sealy

Also Present: 3 Members of the Public, Mr Stephen Harris (Gigaclear) 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 raised two issues. She reported that no work had yet been done to blocked highway drains. The mess under and around the Village Hall bench still needed removal. She wondered if the Parish Steward had actually visited the Parish on the 8th April 2019 as no work appeared to have been done. She reminded the Council of the issue of the missing SSEN street lamp.

ii) Mr David West and Mr Ian Pitman, on behalf of the KSM Club, were in attendance as organisers of Kington Fieldfest 2019. Following the request to allow camping at the event the Council had written to the KSM Club requesting more information on the event and why camping was necessary if the attendees were from the local community. David and Ian were in attendance to provide information on the event that had confused Council Members at the last Meeting. Members, in giving permission, had the understanding that it was a low key community event for groups and clubs from the village, subject to a limitation of a maximum 500 attendance and closure at mid-night (12.00pm). They were now concerned that the relatively small scale event that they had envisaged may have escalated out of control. David and Ian advised that being the first event organised there were unknown factors, such as exact attendance numbers and where attendees would come from. They were still in the planning stage and would be applying for required Licenses. As a result of the Council's concerns they withdrew the request to allow camping at the event. The Council thanked David and Ian for attending and acknowledged that they had given permission for the QE2 Field to be used but remained concerned of the potential detrimental impact on the community as a whole.

iii) Mr Stephen Harris, Gigaclear Community Engagement Manager, was in attendance and explained the planned works within the Parish in regards to the provision of high speed fibre broadband. Their role was to install an open access network with a provision point in close proximity to every property. This would allow all households to have a choice of ISP that was using the network. There would be a list provided of all ISP companies using the network. At the present time the list did not include the major ISP companies, such as TalkTalk, Virgin, BT Open Reach, but it was likely that they would be included at the time the network goes live.

Stephen answered questions from Council Members and Mr Stephen Eades, a resident, and was thanked for his attendance.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

18/104 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Cole (Chairman), Cllr Mrs E Hocking (Vice Chairman), Cllr P Macdonald and Cllr W Roe. Wiltshire Councillor H Greenman had also tendered his apologies.

ELECTION OF CHAIRMAN OF THE MEETING: As both Cllr A Cole (Chairman) and Cllr Mrs E Hocking (Vice Chairman) had given Apologies there was a requirement to propose and agree a Chairman for the Meeting. **Cllr R Sealy proposed, seconded Cllr Mrs S Eaton that Cllr G Gamble be elected Chairman and RESOLVED UNANIMOUSLY**

18/105 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

There were no Interests declared.

18/106 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 21st March 2019. **Cllr Mrs S Eaton proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**

18/107 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) 19/03607/TCA
Fell 1 Ash Tree; 10% Crown Reduction to Shape Following Removal of 1 Limb from Oak Tree
The Croft, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE
For Mr Brian Taylor

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

Cllr Mrs S Eaton proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY

- b) 19/03639/TCA
Fell 1 Oak and 1 Ash Tree (T1 & T2) Fell Conifer Trees (G3) Fell 2 Ash Trees (T4 & T5) Fell

Willow Tree (T6)
Magpie Cottage, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX
For Mr Lock

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

Cllr Mrs S Eaton proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY

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

- a) 19/00434/FUL
Re-model and Extend Existing Bungalow, demolish Garage and Side Extensions to Front of Property
41 Kington St Michael SN14 6JL
For Mr O Bailey **Approved with Conditions 22nd March 2019**
- b) 19/01116/FUL
Installation of Solar Panels
55, Kington St Michael SN14 6JE
For Mr Stewart Smith **Approved with Conditions 26th March 2019**

18/108 FINANCE The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100601 PicRights UK Ltd. Website Image Rights Validation	£ 432.00
100602 KSM Village Hall. Hire of Room. Invoice 28.03.19	£ 36.00
100603 Mrs S Eaton. Land Registry purchases. reimbursement	£ 18.00*
100603 Mrs S Eaton. Wilts & Swindon History Images reimbursement	£ 8.50*
100604 Mrs S Eaton. Batt Broadbent Inv 42137 reimbursement	£ 120.00
100605 WALC. Annual Subscription 19/20-135 01.04.19	£ 286.20
100606 KSM Village Shop. APM refreshments	£ 42.45
* issued as one cheque of £26.50	
100581 PicRights UK Ltd. Website Image Rights Validation.VOIDED	£ 432.00

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

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

There had been no receipts since the last Council Meeting. **(noted)**

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 15th April 2019 were:

HSBC Main Business A/c No 31545043	£ 39,145.24
HSBC Reserves A/c No 21545078	£ 15,634.24

HSBC Charities A/c No 71545051	£	762.24
HSBC Defibrillator A/c no 51563041	£	869.24

18/109 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Parish Steward had visited on 8th April 2019. The Clerk advised that Cllr P Macdonald, the Council Link Member, had reported all works identified. Council Members were reminded that Cllr Macdonald should be advised of any additional works to add to the priority list. This should include the issue regarding the blocked highway drains and bench raised by Mrs M Pratley earlier in the Public Session. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways March 2019 Newsletter. This advised that the nearest Annual Town & Parish Council Highways Meeting would take place on 1st May 2019 (7.00pm to 9.00pm at Monkton Park, Chippenham. **(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.

- 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.

18/110 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. 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 would be meeting 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)**
- b) Notice Boards – There was no update required. **(noted)**
- c) Flooding & Drainage – There was no update. **(noted)**
- d) Parish/CommunityWebsite/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 there was no update at this time as he had needed to re-submit grant request information to Area Board following the change in Community Area Manager. **(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 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. Notification had also been received that the Meeting scheduled for Monday 22nd July 2019 had been changed to Wednesday 17th July 2019 at 7.00pm in The Goss Croft Hall, Upper Seagry SN15 5HD. The next Parish Forum Meeting was scheduled for Wednesday 17th April 2019 at 7.30pm in Biddestone Village Hall. Guest Speaker was likely to be representatives from LYN (Local Youth Network). **(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 and local organisations. The draft Housing Needs Survey Report had been received and the Steering Group had considered this and advised Wiltshire Council that they could complete the Report for publication. **(noted)**
- k) Kington St Michael Emergency Plan – There was no update. **(noted)**
- l) Village Newsletter – It was hoped that the timescale for submission of articles could be altered slightly to accommodate the Council Calendar of Meetings agreed at the Annual Council Meeting in May. **(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, including the continuing investigation of land ownership in the area. There appeared to be some unregistered areas and she was hopeful of tracing title deeds. At this stage further legal advice had not been sought until all documentation was available. She updated the Council on the PC involvement as Custodian Trustees and management of the Village Hall. A further update, if available, will 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. **(noted)**

18/111 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) Gigaclear Online. As part of the WiltshireOnline broadband rollout programme Gigaclear were getting ready to commence work in the area. Mr Stephen Harris,

the Community Engagement Manager had attended the Public Session earlier in the evening and had explained the works that would be carried out. This had allowed Council Members and the public to ask questions. **(noted)**

- b) Wiltshire Council Operational Flood Working Group North. The Working Group had met on the 13th March 2019 at Monkton Park Chippenham. The next Meeting was scheduled for 15th May 2019, 9.30am to 1.00pm at Malmesbury Town Hall SN16 9BZ. **(noted)**
- c) Wiltshire Council - Briefing Note No 19-009. The Council noted receipt of a Briefing Note in regards to the Future of the Calne to Chippenham Cycle Path. **(noted)**
- d) Wiltshire Council - Briefing Note No 19-010. The Council noted receipt of a Briefing Note in regards to the Freight Strategy and Freight Management Update. **(noted)**
- e) Wiltshire Council - Briefing Note No 19-011. The Council noted receipt of a Briefing Note in regards to the Extended Consultation of Vision for Special Schools. **(noted)**
- f) Kington St Michael Village Shop Ltd. Pursuant to Minute 18/100 (o). The Council had deferred a decision at the previous Meeting and had agreed to write to the Village Shop for further details, particularly stressing that previous grant support had been towards the provision of the Post Point and not the Village Shop. A response had been received and the Council would now be able to consider a donation at the next Council Meeting. **(noted)**
- g) Kington Fieldfest 2019. Pursuant to Minute 18/100 (v). The Club had asked for permission to allow camping on the Field during the event. At the last Meeting Council Members had been concerned that the relatively small scale event that they had envisaged may have escalated out of control and before determining the matter had asked the Clerk to write to the Club to ascertain more details of the event. Mr Ian Pitman, on behalf of the Club had withdrawn the request during the Public Session earlier in the Meeting and therefore the Council no longer needed to make a decision. However, the Council remained concerned that the event could expose the Council to criticism as Landowner and to ensure that community interests were protected **they asked the Clerk to arrange a meeting with the organisers to discuss matters further.** The Council were mindful of the fact that they had given approval for the event to be held on the understanding that it was a low key community event for groups and clubs from the village, subject to a limitation of a maximum 500 attendance and closure at mid-night (12.00pm).
- h) The Salvation Army Trading Company Ltd. The Council had been approached by the Salvation Army Company in regards to the possible siting of a clothing recycling bank within the Parish. Following consideration **the Council decided not to support the idea. Cllr G Gamble proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**
- i) Housing Needs Survey. Pursuant to Minute 18/100 (h). The draft Housing Needs Survey results and report had been received from Wiltshire Council and at the present time the report was not in the public domain and was now being checked for any typos or errors in the draft document as a proof read. The Steering Group had proof read the report and responded to Wiltshire Council. **(noted)**

- j) Community Speedwatch Scheme. Pursuant to Minute 18/100 (k). 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 would be a need to find a Coordinator and volunteers to proceed. **(noted)**
- k) Memorials to Former Council Members. The Council had decided to mark the service of two former Council Members. Cllr Mrs E Hocking the Lead Member was not in attendance and the item was deferred to the next Council Meeting. **(noted)**
- l) The Pound. Pursuant to Minute 18/100 (m). The Council had agreed to investigate land ownership. Cllr Mrs S Eaton advised that her update would include matters that should remain confidential at the present time it was agreed to consider the matters as a Confidential Item. **Cllr G Gamble proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**
- m) Parking at Lych Gate/Village Shop/Hall, etc. Pursuant to Minute 18/100 (n). The Council had purchased and erected the advisory parking sign. Other options had been considered, including the re-painting of the disabled parking space and the erection of signage. The approval of other parties had now been obtained. The sign could be purchased through Digiprint. Cllr Mrs S Eaton volunteered to purchase the required white paint and carry out the work. A budget of £85.00 to cover material costs was approved. **Cllr R Sealy proposed, seconded Cllr I Gray and RESOLVED UNANIMOUSLY**
- n) Member Training. The Council had agreed to host a Member Training Session as a requirement for the Council Award Scheme. Neighbouring Councils were now being advised, including the Parish Forum to seek additional attendees. An update would be given at the next Council Meeting. **(noted)**
- o) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping from known hot spots. The Council considered that Draycot Lane was possibly the worst area in the Parish and had advised Wiltshire Councillor Greenman.
- p) Wheelie Bin Speed Stickers. The Council had considered the provision of 30 mph stickers for Parishioners to stick on wheelie bins highlighting the speed limit throughout the main High Street and any other areas considered necessary. The matter had been discussed at the Annual Parish Meeting and had been supported. **The Council agreed to investigate costs involved.**
- q) Working in Partnership. Wessex Water & SSEN had invited the Council to an event to promote a working partnership to support customers in vulnerable circumstances to be held on Thursday 9th May 2019 at Wessex Water Operation Centre, Bath 10.00am to 3.00pm. No Council Member was available to attend. **(noted)**
- r) Town and Parish Council Training and Networking Day. Wiltshire Council had invited each Council (max 2 representatives) to the event to be held on Thursday 9th May 2019 in the Guildhall, Salisbury – 9.30am to 3.45pm. No Council Member was available to attend. **(noted)**

- s) Annual Parish Meeting 2019. The APM had taken place on Thursday 4th April 2019 at 7.45pm in the Kington St Michael Village Hall. Minutes from the APM would be prepared and distributed in due course. **(noted)**
- t) Seagry Neighbourhood Plan Regulation 14 Consultation. The Neighbourhood Plan had reached the Consultation stage and the Draft Neighbourhood Plan had been published. The 6-week Consultation Period was 9th April to 24th May 2019. The Draft Plan and related documents could be viewed at www.seagryparishcouncil.gov.uk The **Council agreed that** there was no action to take.
- u) Wiltshire Council – Annual Town and Parish Council Report 2018-19. The Council noted receipt of a Report from the Leader of the Council and Cabinet Members. **(noted)**
- v) Wiltshire Council – CIL Guidance. The Council noted receipt of a revised Guidance Note for Parish and Town Council on receiving and use of CIL Funds. **(noted)**

18/112 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

18/113 DATE OF NEXT MEETING

The Annual Council Meeting and next Council Meeting was scheduled for **7.45pm, Thursday 16th May 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. Cllr Mrs S Eaton updated the Council on progress to date and the Council agreed to consider further at their next Meeting.

Signed:

Chairman, Kington St Michael Parish Council

Date: **16th May 2019**