

KINGTON ST MICHAEL PARISH COUNCIL DRAFT MINUTES

Council Meeting

held at 7.30pm

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

19th September 2019

Present: Cllr J Newton (Vice Chairman), Cllr Mrs S Eaton, Cllr I Gray, Cllr P Macdonald, 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

Mrs M Pratley asked that the Parish Steward be thanked for work completed since the last Meeting. She also advised that a Parishioner had queried the condition of The Pound and asked who was now responsible for upkeep. The Council advised her that if the Parishioner contacted the Council a full update could be provided.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

The Chairman was pleased to report that the Book Recycling Scheme had chosen the Kington St Michael Community Defibrillator Fund as the sixty-sixth beneficiary of the scheme. A donation of £50.00 had been given. All beneficiaries were encouraged to “Pay it Forward”, by doing something kind or supportive for another village organisation, rather than simply accepting the donation. Examples given included the donation of surplus fruit, vegetables or flowers to the village shop or possibly to offer some time, to mow the Churchyard or even help the School in some way. Encouragement was given to Council Members to use and recommend the Book Recycling Scheme to others to help it continue to be a success.

There were no further Reports.

19/043 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Cole, Cllr G Gamble (Chairman) and Cllr Mrs E Hocking. Apologies were also received from Wiltshire Councillor H Greenman,

19/044 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

Cllr Mrs S Eaton and Cllr R Sealy declared interests in two planning applications appearing later in the Agenda. There were no further interests declared.

19/045 MINUTES Members had previously been circulated with the Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 18th July 2019. **Cllr Mrs S Eaton proposed, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY**

19/046 **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) 19/06481/FUL

Erection of New Permanent Agricultural Workers Dwelling & Associated Works
Land adjacent to Henleys, Days Lane, Kington Langley SN14 6BL
For D H & B J Sealy

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 agreed that this would be confirmed at the next Council Meeting. The Council had advised Wiltshire Council that on the basis that there was a proven essential agricultural need, as argued by the applicants, the Council had no objections to raise and supported the proposals, subject to the inclusion of an agricultural occupancy condition on any permission given. **The Council confirmed the decision.**

Cllr R Sealy declared an interest in the application and took no part in the consideration and decision making process.

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

b) 19/07567/TCA

Fell 1 Sycamore (T1)
Magpie Cottage, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX
For Subsidence Management Services

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 agreed that this would be confirmed at the next Council Meeting. **The Council confirmed the decision.**

Cllr W Roe proposed, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY

c) 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

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 agreed that this would be confirmed at the next Council Meeting.

Cllr Mrs S Eaton declared an interest in the application and took no part in the consideration and decision making process.

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

- d) 19/08039/VAR
Variation of Conditions 1, 5, 6 and 7 of Application 18/07826/REM (Reserved Matters for Development comprising the Erection of 147 Dwellings and Associated Landscaping on the Land at North Chippenham, Parcels B3 and B5 following Outline Planning Consent ref: N/12/00560/OUT)
Land at North of Hill Corner Road, Land Parcel B3 & B5, Chippenham
For Pegasus Planning Group Ltd

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

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

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

- a) 18/09873/OUT
Redevelopment involving demolition of existing garage buildings, retention and refurbishment of Existing Bungalow and Erection of 4 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 Gwilym **Refused 1st August 2019**
- b) 19/04559/FUL
Install Canopy to Front Door
Laburnum House, 22 High Street, Kington St Michael SN14 6JE
For Mr Tom Estcourt **Approved with Conditions 30th July 2019**
- c) 19/05374/LBC
Install Canopy to Front Door
Laburnum House, 22 High Street, Kington St Michael SN14 6JE
For Mr Tom Estcourt **Approved with Conditions 30th July 2019**
- d) 19/05556/FUL
Remove Conservatory and Replace with Double Sided Rear Extension
4 Paddock End, Kington St Michael SN14 6QL
For Mrs Sarah Harriman **Approved with Conditions 7th August 2019**

19/047 **FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100620 Idverde Limited. Inv GM768354 31.05.19	£ 148.37
100621 Community Heartbeat. Inv 3830 04.10.18	£ 73.00
100622 Community Heartbeat. Inv 4433 04.09.19	£ 282.00
100623 B & Q Fixings and WSHC photography fee	£ 13.33*

100623 Amazon. Disabled Parking Sign	£ 15.25*
100623 Land Registry fee	£ 6.00*
100624 Thrings Solicitors. Legal Charges. 31.07.19	£ 1,040.00*
100625 Digiprint. Inv. 10717 Newsletter printing 19.07.19	£ 55.80**
100626 Playsafety Limited. RoSPA Report 19. Inv 45092 09.09.19	£ 111.60
100627 WALC. Chairing Skills Course. Inv No WALC3668 17.09.19	£ 78.00
* Cheques made payable to Mrs S Eaton as reimbursement	
** Cheque made payable to Mr V Vines as reimbursement	

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

b) Receipts:

The Council noted that £50.00 had been received during the Meeting from the Book Recycling Scheme. **(noted)**

c) Bank Accounts:

The Council noted that the Council's Bank Account balances at 4th September 2019 were:

HSBC Main Business A/c No 31545043	£ 48,534.81
HSBC Reserves A/c No 21545078	£ 15,647.33
HSBC Charities A/c No 71545051	£ 763.11
HSBC Defibrillator A/c no 51563041	£ 869.97

19/048 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 who had visited on 16th September 2019. Cllr P Macdonald advised that weed clearance and tree work had been completed, also many potholes filled, including works in Honey Knob Hill. He reminded all that it was necessary to report issues to him otherwise he could not advise the Parish Steward of required works. Mrs M Pratley mentioned that work was still required on the "hidden" gulley/drain on the highway corner near Priory Stud previously reported. Mention was made that this may involve continually flowing spring water. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways July and August 2019 Newsletters. **(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.

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

19/049 UPDATE ON STANDING ITEMS

- a) Recreation Ground –
- i) QE2 Recreation Field Group. There was no update on Section 106 funding. Mrs M Pratley advised that the Bonfire Night would take place on Saturday 2nd November 2019. The Clerk would need to advise local owners and emergency services as usual. **(noted)**
 - ii) QE2 Recreation Field Maintenance. There was no update. **(noted)**
 - iii) Brook at Nymph Hay. There was no update. It was suggested that the QE2 Field Group should ascertain what works were required and seek community volunteers to assist. The Woodland Trust ought to be asked to assist. **(noted)**
 - iv) RoSPA Play Safety Inspection. The Annual Inspection Report had been received and the Council noted the contents and asked that the QE2 Field Group should consider the details to see how it affected their proposals and to comment generally. The Council could then consider further at their next Meeting. **(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 – There was no update required **(noted)**
- e) Asset Register – There was no update required. **(noted)**
- f) Insurance – There was no update required. **(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: A Chippenham Area Board Meeting was held on Wednesday 17th July 2019 in Sutton Benger Village Hall. The Meeting was worthwhile as County Council Area Board Members and the County Council Portfolio Holder were briefed on the usefulness of and need for the Forum. A Chippenham Community Area Parish Forum was held on Wednesday 19th June 2019 in Stanton St Quintin Village Hall SN14 6DE. The Guest Speaker had been Diane Ware of Wiltshire Council Highways. The next Forum Meeting 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 5th August and intended to meet again on 1st October 2019. The skill set of the Group was being assessed to ascertain if there was a need for external consultant support, particularly as there was a recent Village Plan for guidance and a consultation already carried out. **(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 had been 18th September 2019. Cllr Mrs S Eaton had submitted an article requesting anyone who still held any historic Parish paperwork to return it for use and collation for 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 legal advice. She advised that Freedom of Information requests had been made to Wiltshire Council and that varying opinions existed on re-search results. There may be a need to agree and expend a further budget to finally resolve matters but at this stage she would be preparing the case to enter into further discussions with Wiltshire Council. The Council thanked her for her work to date and agreed that she should proceed as far as she could confidently go and report to Council on potential costs for professional assistance when necessary. **Cllr P Macdonald proposed, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY.** A further update, if available, would be provided at the next Council Meeting. **(noted)**

Pursuant to Minute 19/039 (n). 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 Council agreed that** the matter should be pursued further and would consider potential costs involved when known.
- o) Community Safety/Neighbourhood Watch. Refer to Minute 19/050 (u). **(noted)**
- p) Data Protection. GDPR - There was no update. **(noted)**

19/050 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 17th July 2019 in Devizes Corn Exchange SN10 1HS. A further Meeting was scheduled for 16th October 2019 in St Margaret's Hall, Bradford on Avon. **(noted)**
- b) Wiltshire Council - Briefing Note No 19-019. The Council noted receipt of a Briefing Note in regards to the Polling District and Polling Place Review Consultation. Timescale for response had been given as 9th September 2019. There appeared to be no implications for the Parish. **(noted)**
- c) PEAS. Wiltshire Council had requested that Parish Councils consider their winter emergency stock and equipment. Reference was made to the need to have an active Flood or Snow Plan (Emergency Plan). The Council was in the process of updating their Plan. **The Council agreed that** there would be no request made this year and the matter would be considered again next year. It was reported that

Wiltshire Council had recently filled all of the salt bins in the Parish and Parishioners should be made aware that this was available for their use in times of emergency, through the Newsletter and website.

- d) Wiltshire Council - Briefing Note No 19-020. The Council noted receipt of a Briefing Note in regards to their Ofsted Report (July 2019). **(noted)**
- e) Community Governance Review. Wiltshire Council had invited Parish and Town Councils to submit any requests for changes, including naming of Parishes, or its Wards, total number of Councillors, creation of Wards, changes to external boundaries of the Parish, or the creation/abolition/merger/grouping of Parishes and other such changes. The timescale for comment was by end of October 2019. The Council was mindful that any proposals made from other organisations/authorities/bodies would have an impact on the Parish and their preference was for the status quo. However, looking at possibilities the Council wondered if it was sensible, in the longer term, for agreement to be reached with Kington Langley Parish Council for a land swap to be considered whereby the A350 became the sensible boundary between the two Parishes, with the land to the east of the A350 within Kington S Michael Parish being exchanged with the land to the west, presently in Kington Langley Parish. The Council would not wish to pursue this if the suggestion was not acceptable to Kington Langley Parish Council and the Clerk was asked to discuss the idea with them and report to the next Meeting.
- f) NALC Policy E-Briefing PC8-19 – Draft Data Sharing Code of Practice. WALC had advised that a Consultation was taking place on the Information Commissioner’s update of the original code published in 2011. NALC had sought the sector’s views. The timescale for comment was Friday 16th August 2019. The Council Members had been circulated with the proposals and no adverse comment received. **(noted)**
- g) Wiltshire Council Chippenham Community Engagement Manager. Mr Oliver Phipps (Ollie) had written to Parish Councils to advise that he was “happy to attend a Parish Council Meeting to introduce himself to Councillors and to talk about any way he could support the Council’s endeavours”. **The Council agreed that he should be invited to a future Council Meeting.**
- h) St John Ambulance. The Council had received a request for financial aid in regards to a donation towards the cost of the service in Wiltshire. **The Council agreed that on this occasion no support should be given. Cllr J Newton proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**
- i) Wiltshire Council - Briefing Note No 19-022. The Council noted receipt of a Briefing Note in regards to the Wiltshire Housing Land Supply update. **(noted)**
- j) Community First AGM 2019. The Council had been invited to attend the AGM to be held on Wednesday 9th October 2019 in The Town Hall, Devizes from 5.30pm. Relevant papers had been circulated. **(noted)**
- k) Wiltshire Council - Briefing Note No 19-023. The Council noted receipt of a Briefing Note in regards to Representations on Special School Provision in North Wiltshire. Responses were required by 30th September 2019. **(noted)**
- l) SW Ambulance Trust Defibrillator Training. Chippenham Without PC lease their defibrillators from the SW Trust. Part of the agreement was an Annual Training

session. This would take place on Wednesday 30th October 2019 at 7.45 pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. They had invited all neighbouring Parishes to attend so that they could benefit from the knowledge gained. **(noted)** The Council suggested that a Notice advertising the session should be placed on notice boards and the website as some Parishioners might like to attend.

- m) Community Led Housing. The Council had been advised that the Wiltshire Community Led Housing Partnership were hosting an event for those interested in Community Led Housing on Tuesday 10th September 2019 **(noted)**
- n) WiltshireOnline – High Speed Broadband – Gigaclear. The Council had been advised that Mr Christopher Morris had taken over the role of Community Engagement Manager for Wiltshire, replacing Mr Stephen Harris. **(noted)**
- o) 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)**
- p) Wiltshire Local Plan Review. The Council had been invited to a further consultation session, local session being Tuesday 1st October 2019 in Calne Library, The Strand, Calne SN11 0JU 6.00pm to 8.00pm. **(noted)**
- q) Tor Hill Crossroads. Minute 19/040 (h) referred. The Council had agreed that there was a need to raise the profile with CATG and Highway Officers by holding an urgent on-site meeting to determine what actions could be taken. The Clerk had written to CATG and adjacent Councils and Wiltshire Councillor H Greenman had made arrangements for an on-site meeting. Both adjoining Councils had acknowledged the serious nature of the safety concerns and had offered to assist and meet the Council. Subsequently, Wiltshire Council had carried out the renewal of white lining in the area and introduced warning safety road markings, which was welcomed by the Council. However, there remained other issues to be resolved. This included the introduction of warning safety road markings on minor roads entering the crossroads, which had been considered the greater priority than those on the C154, and also the removal of 50mph and de-restriction speed signs on the C154 in close proximity to the crossroads that created the impression of higher speeds being acceptable. These issues would need forwarding to Wiltshire Councillor H Greenman for his further assistance.
- r) Neighbouring Planning Surgery. Wiltshire Council had invited Neighbourhood Planning Groups to Surgery Sessions and a Presentation held on Tuesday 16th July 2019. Details of the presentations given had now been received and circulated to Council Members. **(noted)**
- s) Chippenham CATG Issues 6509 and 7169. Minute 19/040 (i) referred. Minute 19/050 (q) above concerned Issue 6509. There was no update on Issue 7169 as CATG had not met. **(noted)**
- t) Village Shop Parking Bay. The works had been completed and no further action was required. **(noted)**
- u) Community Speedwatch Scheme. Pursuant to Minute 19/040 (l). There remained a need to seek volunteers to receive the necessary training and administer the Scheme. The Council had recently been advised of an AutoSpeedwatch tool that

may make Speedwatch easier, safer and more efficient. At the present time Wiltshire Police and Wiltshire Highway Authority were considering its' legitimacy, it had, however, been successfully introduced in Somerset. The Clerk also provided details of the ElanCity Evolus Radar Speed Sign for consideration. **Council Members agreed that** in principle both would be of benefit to community safety and asked the Clerk to investigate further so that this could be considered as a future Council Project.

- v) Memorials to Former Council Members. There was no update. **(noted)**
- w) Wiltshire Council - Briefing Note No 19-025. The Council noted receipt of a Briefing Note in regards to Changes to Code of Conduct Complaints. The Clerk emphasised the need for Council Members to be aware of the new procedures. **(noted)**
- x) Wiltshire Local Plan Review shaping plans to 2036. The Council had received an invitation to a Consultation Event held on Wednesday 17th July 2019 at Chippenham Town Hall. Wiltshire Council has recently circulated the Meeting Notes. **(noted)**
- y) 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. Minute 19/040 (b) referred. The whereabouts of any sign/s provided was unknown and Wiltshire Councillor H Greenman would be asked if any replacements were available. **(noted)**
- z) Wiltshire Housing Site Allocations Plan – Consultation on Further Modifications. Wiltshire Council had advised that a 6-week Consultation commenced on Thursday 12th September and ended on Friday 25th October 2019. This could have significant implications for the Parish and Members needed to consider the online information and agree any Council response at the next Council Meeting to be held on 17th October 2019. **(noted)**
- aa) Wiltshire Resilience Day. The Council had been invited to attend the event, organised by Wiltshire Council and the Environment Agency for flood wardens and community volunteers, to be held on Wednesday 9th October 2019 at Warminster Civic Centre from 10.00am to 4.00pm. There was a need to book places. **(noted)**

19/051 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

19/052 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **7.30pm, Thursday 17th October 2019** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

Date: **17th October 2019**