

KINGTON ST MICHAEL PARISH COUNCIL DRAFT MINUTES

Council Meeting

held at 7.30pm

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

20th June 2019

Present: Cllr G Gamble (Chairman), Cllr I Gray, Cllr P Macdonald, Cllr J Newton (Vice Chairman) and Cllr W Roe

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 suggested that there appeared to have been no work carried out by the Parish Steward since the last Meeting. There was now a need for leaf and debris clearance around The Riding's bus shelter. There may have been some work carried out by SSEN on replacing the "missing" streetlight, at last. She queried who was now responsible for the maintenance of the small garden area near on the corner of The Street and the Stubbs Lane road junction. She asked again that "fly posters" should be reminded to take down all posters after the event had taken place

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

19/023 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs S Eaton, Cllr Mrs E Hocking and Cllr R Sealy. Apologies were also received from Wiltshire Councillor H Greenman.

19/024 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared.

19/025 MINUTES Members had previously been circulated with the Minutes.

i) The Council received, approved and signed as a true record the Minutes of the Parish Council Annual Meeting held 16th May 2019. **Cllr P Macdonald proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY**

ii) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 16th May 2019. **Cllr P Macdonald proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY**

18/026 **PLANNING**

Planning Applications:

There were no Planning Applications considered.

Planning General:

There were no Planning related matters reported.

19/027 **FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100613 Idverde Limited. Inv GM768313 31.04.19	£ 148.37
100614 Idverde Limited. Inv GM768696 31.05.19	£ 148.37
100615 Community First Membership renewal 2019/20	£ 40.00
100616 Digiprint. Inv. DIGI-10281 28.05.19	£ 55.80*
100617 Mrs L Durno. Website Management Contract 2019/20	£ 600.00

* Cheque was payable to Mr V A Vines as reimbursement of petty cash fund

Cllr W Roe proposed, seconded Cllr I Gray and RESOLVED UNANIMOUSLY

b) **Receipts:**

There were no Receipts since the last Council Meeting. (noted)

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 13th June 2019 were:

HSBC Main Business A/c No 31545043	£ 49,738.42
HSBC Reserves A/c No 21545078	£ 15,639.44
HSBC Charities A/c No 71545051	£ 762.72
HSBC Defibrillator A/c no 51563041	£ 869.53

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

The Council, in previous years, had been required to submit an Annual Return to the External Auditor, now PFK Littlejohn LLP, who would carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils could now apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31st March 2019. Parish Council Members had been circulated with and considered the End of Year Accounts 31st March 2019 and had noted that figures exceeded the income limit, income being £26,486.72 (Precept being £23,207.28 plus a QE2 Field Group donation of £3,279.44) and expenditure being £14,241.75.

The Parish Council could not therefore agree to issue a Certificate of Exemption to the External Auditor as it did in the previous year (2017/2018). The External Auditor therefore was required to carry out the limited assurance review.

The Parish Council needed to complete the Annual Governance process with the Internal and External Auditors and on completion, publish on the Parish Council website. There was also the need consider relevant Sections of the Annual Return, to include:

- i) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be published on the Council website.
- ii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2019 accounts spread sheet for adoption and submission to the auditor. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be published on the Council website.

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

19/028 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. The Parish Steward had visited on 11th June and further visits were scheduled for 15th July and 16th September 2019. **(noted)** A Parishioner had raised the issue of toxic Giant Hogweed growth beside the silver birch tree in the Stubbs Lane Village Green. Cllr P Macdonald reported that action had already been taken with the area now fenced off and Wiltshire Council contractors would soon be dealing with the matter. The Council noted receipt of (Cllr Wayman's) Local Highways May 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. The Clerk confirmed that the new Contract with Idverde Limited included works to Rights of Ways and Bridleways that the Council had specified. **(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. The Council was aware of the Wiltshire Sewer and Land Drainage Team invitation to identify gullies causing concern within the Parish and Cllr P Macdonald had already reported some requirements that had been outstanding for a considerable time. **(noted)**

19/029 UPDATE ON STANDING ITEMS

- a) Recreation Ground –
- i) QE2 Recreation Field Group. Cllr G Gamble updated the Council on proposals now in place to use the Section 106 funding, which included the installation of a concrete table tennis table. This would need some realignment of a timber fence. Other proposals were being considered including 3 metre high climbing equipment. **(noted)**
 - ii) QE2 Recreation Field Maintenance. The Clerk confirmed that the new Contract with Idverde Limited was now in place and that various repairs and works required by RoSPA and the provision of the replacement entrance gates would also be carried out by them. **(noted)**
 - iii) Kington Fieldfest 2019. It had been noted that the publicity signs did not emphasize that the event had free entry by ticket only. It was also noted that some Parishioners had still not been notified of the event and the free entry offer. The organisers should be notified of this. **(noted)**
 - iv) Brook at Nymph Hay. A Parishioner had reported that the brook was not flowing and that it was blocked with branches and general rubbish. Responsibility for the brook might be shared with The Woodland Trust, but a few years ago there was a community brook clear out day. The Council considered that the QE2 Field Group may wish to assist in clearance and that community support could be gained from a Newsletter item.
- 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 the project was registered as Community Issue 7169 and would be considered by CATG at a Meeting on the 25th June 2019. **(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 3rd June 2019 in Café Spero, Wood Lane, Chippenham SN15 3EB. Wiltshire Councillor H Greenman had stood down as Area Board Chair and replaced by Cllr P Hutton. A further Meeting was scheduled for Wednesday 17th July 2019 in Sutton Benger Village Hall, which was likely to be a joint meeting with the Parish 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. **(noted)**

- j) Kington St Michael Neighbourhood Plan – Cllr J Newton updated the Council on progress. An Open Day had been held on 18th May 2019 at the KSM Club to seek views from the community, landowners and local organisations. There had been a steady stream of visitors. The Steering Group could now consider views and representations made. Members of the Group had attended a Wiltshire Council Neighbourhood Planning Surgery Session and Presentation on the 19th June 2019. **(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 by Wiltshire Council Emergency Services, using a template provided. **(noted)**
- l) Village Newsletter – There were several issues that the Council considered should be Newsletter items referred to in various Minutes. **(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 was unable to be present and any further update, if available, would be provided at the next Council Meeting. **(noted)**
- o) Community Safety/Neighbourhood Watch. The Clerk reported that he been approached by a Parishioner who was interested in becoming involved in a Scheme. There was need for a Coordinator to be found in order to resurrect the NW Scheme and the Council felt that the Parishioner might take on the role. The Clerk would enquire. In the meantime an item should be included again in the Newsletter seeking volunteers.
- p) Data Protection. GDPR - There was no update. **(noted)**

19/030 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) Wiltshire Council Operational Flood Working Group North. The Council noted that the Working Group had met on the 15th May 2019 in Malmesbury Town Hall SN16 9BZ. A further Meeting was scheduled for 17th July 2019 in Devizes Corn Exchange. The Council had been invited to a Tea & cake Event held on the 11th June 2019 in the Ceremonies Room, Trowbridge to celebrate the Group's 10 year Anniversary. **(noted)**
- b) Neighbouring Planning Surgery. Wiltshire Council had invited Neighbourhood Planning Groups to Surgery Sessions and a Presentation to be held on Tuesday 16th July 2019 from 9.00am to 2.00pm at County Hall, Trowbridge. **(noted)**
- c) 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. **(noted)**
- d) Wiltshire Neighbourhood Watch. The Council had been invited to the WNW Annual General Meeting to be held on 13th July 2019. No Council Member was available to attend **and they agreed to keep a watching brief on further news and events.** There was need for a Coordinator and volunteers to be found in order to resurrect the local NW Scheme. **(noted)**

- e) Website Management Contract. The Agreement with the Contractor was due for renewal for the period 1st July 2019 to 30th June 2020. The Council's budget was £600.00 and **the Council readily agreed that Mrs L Durno should continue in the role.**
- f) Chippenham CATG. The Council had recently been advised of changes to the CATG issues system by the Chippenham Community Engagement Manager. **(noted)**
- g) 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 matter **was deferred to the next Meeting** for input from Cllr A Cole.
- h) Village Shop Parking Bay. Cllr Mrs S Eaton had successfully completed the work. She was thanked for her efforts. Signage had been agreed and was still to be erected. There had been comment made on the difficulty of access over kerbs for wheelchairs and prams in the area. There had been suggestions on how to solve this and options were considered. At this time **the Council agreed that no further action** would be taken and to assess the situation in the future when the full extent of the perceived problems were known.
- i) Operation London Bridge. The Council had previously agreed to protocol requirements in the sad event of the passing of Her Majesty The Queen. The website Home Page would be over written with a black page carrying a portrait of HM Queen with a tab link to the normal Home Page. After the Queen's Funeral the Website would be restored to normal. The Council had been asked by VisionICT the Website provider to consider similar arrangements for the deaths of Prince Philip (Operation Forth Bridge) and Prince Charles (Operation Menai Bridge). **The Council agreed not to proceed** with this.
- j) Community Speedwatch Scheme. There had been support at the Annual Parish Meeting and there was still a need to seek volunteers to receive the necessary training and administer the Scheme. **It was agreed that** another item should be included in the Newsletter seeking volunteers.
- k) Memorials to Former Council Members. There was no update. **(noted)**
- l) Member Training. The Council had agreed to host a Member Training Session as a requirement for the Council Award Scheme. Responses were awaited from Neighbouring Councils. **(noted)**
- m) Wheelie Bin Speed Stickers. There was no update. **(noted)**
- n) Wiltshire Local Plan Review – Consultation Event 17th July 2109. The Council had been invited to attend this event to be held in Chippenham Town Hall 4.00pm – 6.00pm. Cllr J Newton, Cllr W Roe and Mr John Hall (Steering Group Member) would attend. **(noted)**

19/031 **COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no matters raised.

19/032 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **7.30pm, Thursday 18th July 2019** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

Date: **18th July 2019**