

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.45pm

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

21st February 2019

Present: Cllr Mrs E Hocking (Vice Chairman), Cllr Mrs S Eaton, Cllr I Gray and Cllr W Roe

Also Present: Wiltshire Cllr H Greenman, 3 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

Mrs M Pratley raised two issues. She reported that there was a blocked highway drain halfway between The Priory and Honey Knob Hill. The Parish Steward would need to be advised. She also reported concerns in regards to Fly Posting, particularly in regards to posters not being removed after the date of the event. This applied to both individuals, groups and businesses and in order to retain a well kept village appearance there was a need to remind all who put up posters, which in itself was illegal, to remove them immediately or as soon as was possible.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

18/083 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Cole (Chairman), Cllr G Gamble, Cllr P Macdonald, Cllr J Newton and Cllr R Sealy

18/084 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared.

18/085 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 17th January 2019. **Cllr W Roe proposed, Cllr Mrs S Eaton seconded and RESOLVED UNANIMOUSLY**

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) 19/00545/FUL
Erection of Drive-Thru Building, together with Associated Drive-Thru Lane and remodelling of Landscape Island including a new Long Load Bay
Leigh Delamere Motorway Services Westbound, Southern Side of M4 Motorway at Leigh Delamere Service Area, Leigh Delamere SN14 6LB
For Moto Hospitality Limited

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

Cllr Mrs E Hocking proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY

- b) 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

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

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

- c) 19/01116/FUL
Installation of Solar Panels
55, Kington St Michael SN14 6JE
For Mr Stewart Smith

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

Cllr Mrs S Eaton proposed, seconded Cllr I Gray and RESOLVED UNANIMOUSLY

- d) 19/01189/LBC
Installation of Solar Panels
55, Kington St Michael SN14 6JE
For Mr Stewart Smith

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

Cllr Mrs S Eaton proposed, seconded Cllr I Gray and RESOLVED UNANIMOUSLY

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

- a) 18/10039/FUL
Conversion of Stallion Boxes to Holiday Cottage
Cromhall Farm, Easton Piercy, Kington St Michael SN14 6JU
For Mr & Mrs T Royal **Approved with Conditions 22nd January 2019**
- b) 18/11606FUL
Change of Use of Ancillary D2 Assembly & Leisure Space to a C3 Residential Use
12, Kington St Michael SN14 6JB
For Kington St Michael Club **Approved with Conditions 31st January 2019**

18/087 FINANCE The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100586 Idverde Limited. Inv GM765483 31.01.19	£ 148.37
100587 National Archives. Invoices as Agenda	£ 106.20***
100588 Digiprint. Inv. DPCH/19444 Public Sign 14.02.19	£ 48.00**

** Cheque was payable to Mr V A Vines as reimbursement of payment made

***Cheque was payable to Mrs S Eaton as reimbursement of payments made

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

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

Allison Cator. Website Image Rights costs reimbursement	£ 216.00
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c) **Bank Accounts:**

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

HSBC Main Business A/c No 31545043	£ 45,624.93
HSBC Reserves A/c No 21545078	£ 15,629.15
HSBC Charities A/c No 71545051	£ 762.21
HSBC Defibrillator A/c no 51563041	£ 868.96

18/088 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Parish Steward had visited on 11th February 2019 and was scheduled to visit again on 11th March and 8th April 2019. The Clerk reported that Cllr P Macdonald, the Council Link Member, had asked the Parish Steward to look at the Tor Hill resurfacing that had still left untouched areas and also the dip on the Easton Piercy road to resolve the flooding issue. In addition, pot holes both sides of the small bridge beyond the stables in the M4 direction. 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 drain raised by Mrs M Pratley earlier in the Public Session. **(noted)**
The Council noted receipt of (Cllr Wayman's) Local Highways January 2019 Newsletter. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

There were no issues raised.

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

i) The Clerk reported that the Council Chairman had recently been approached by a Parishioner, concerned about the number of heavy good vehicles using the local roads and driving through the village and that HGV weight limit restriction signs should be erected. The Clerk advised of the Parish Council could not arbitrarily erect highway signage, as this was a Highway Authority matter that followed a technical and legal process. Briefly, there would need to be a local campaign supported by community surveys and speedwatch to substantiate the case that would then be taken to Wiltshire Council who would themselves carry out the necessary surveys and proper processes, possibly involving CATG who, if the priority was agreed would request financial assistance from the Parish Council towards the costs, including the legal work. Any weight limit would not deter all HGV traffic, as that with a legitimate reason for access would not be controlled. The first stage would be for the whole community to become involved with the creation of a speedwatch team to gather evidence. This could also include issues of speed limits and parking often discussed and **it was agreed that the matter should be included on the Annual Parish Meeting Agenda.**

There were no further issues raised.

18/089 UPDATE ON STANDING ITEMS

- a) Recreation Ground –

- i) QE2 Recreation Field Group. There was no update. **(noted)**
- ii) QE2 Recreation Field Maintenance. There was no update. **(noted)**
- iii) Section 106 Funds. Wiltshire Council had provided a S106 Funds Statement as at 30th January 2019. They had drawn the Parish Council's attention to expiration dates and if the Funds were not claimed/used by then they would be lost. Of particular concern were funds of £7,400.00 in regards to planning application N/13/01254/FUL expiring on 21st August 2019. There was now an urgent need for the Field Group to bring forward proposal/s for a project that could be agreed and commenced within the timescale so that the funds were not lost. **(noted)**

- b) Notice Boards – There was no update. **(noted)**

- c) Flooding & Drainage – There was no update. **(noted)**

- d) Parish/Community Website/Social Media – There was no update. **(noted)**
- e) Asset Register – The Clerk confirmed that now it was installed the new Tor Hill Footpath bench/seat would be added to the Register. **(noted)**
- f) Insurance – The Clerk confirmed that now it was installed the new Tor Hill Footpath bench/seat would be added to the Insurance Policy. **(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 the 4th February 2018 at Monkton Park, Chippenham. The Police and Crime Commissioner and Deputy had been in attendance. The next Meeting was scheduled for Monday 25th March 2019 to be held at Monkton Park, Chippenham. This would include a Cyber Crime Workshop. The Parish Forum had met on 20th February 2019 in The Union Chapel, Middle Common, Kington Langley. The Guest Speaker had been from Wiltshire Neighbourhood Watch. Cllr Mrs S Eaton had attended the Meeting and updated the Council. The next Forum Meeting was scheduled for Wednesday 17th April 2019, likely to be in Biddestone Village Hall. Guest Speakers were likely to be representatives from LYN (Local Youth Network) and the Blue Bus Scheme. **(noted)**
- j) Kington St Michael Neighbourhood Plan – Cllr W Roe updated the Council on progress. The Steering Group had met on a number of occasions and would be meeting again shortly. An Open Day was planned for 13th April 2019 at the KSM Club to seek views from the community and local organisations but this could depend on whether the Housing Needs Survey Report had been published. He reported that four Steering Group Members had attended a Bluestone Planning seminar that had proved very useful. **(noted)**
- k) Kington St Michael Emergency Plan – There was no update. There remained a need to provide the Wiltshire Council with the Emergency Plan for their records and use. **(noted)**
- l) Village Newsletter – Cllr Mrs S Eaton confirmed that an article to inform Parishioners of the budget making process and Precept setting had been prepared and submitted. The issue of Fly Posting had been raised earlier in the Meeting and it was suggested that in addition to the website an article reminding Fly posters to remove their posters after the event date would be worthwhile. **(noted)**
- m) Council Award Scheme – There was no update. **(noted)**
- a) 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 through Land Registry and National Archives. Cllr Mrs Eaton asked Council Members for assistance with local knowledge, particularly names of present and former inhabitants and landowners. A further update, if available, will be provided at the next Council Meeting. **(noted)**

18/090 **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 a Meeting was scheduled for 13th March 2019 at Monkton Park Chippenham. The Council was aware that this Group could be advantageous to the Parish and efforts should be made to attend if there were any major issues that needed resolving. **(noted)**
- b) Chippenham Community Area Engagement Manager. The Council had become aware that Vicky Welsh, the Chippenham Community Area Engagement Manager, was leaving Wiltshire Council. The Clerk had sent a letter of thanks and good wishes to her. Her replacement was Mr Oliver Phipps "Ollie" who for a number of years had been the Malmesbury Community Area Engagement Manager. **(noted)**
- c) Electoral Review of Wiltshire. Local Government Boundary Commission: Draft Recommendations. The Council had received the draft recommendations on the future electoral arrangements for Wiltshire Council. The proposal was that there should be 98 one-Councillor Divisions across the Wiltshire Council area and that the Parish should remain in the Kington Division. In the circumstances there was no need for the Council to respond to the Consultation commencing on 5th February 2019 and ending on 15th April 2019. **(noted)**
- d) Wiltshire Council - Briefing Note No 375 – Polling District and Polling Place Review. The Council noted receipt of a Briefing Note in regards to the Review. **(noted)**
- e) CPRE Wiltshire and Hills Group Best Kept Village Competition 2019. Advance notification had been received advising the Council that entries would be requested by 22nd April 2019. The Council had not previously entered the Competition. **The Council agreed not to enter the Competition. Cllr Mrs E Hocking proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**
- f) Wiltshire Council - Briefing Note No 19-002 – The Council noted receipt of a Briefing Note in regards to a Consultation on Children's Centre Rationalisation, closing 20th March 2019. **((noted)**
- g) Involve Swindon. The Council had been advised of the volunteer scheme opportunities. The Council agreed that in principle there could be advantages in discussing potential work in the Parish. Members would consider potential projects. **(noted)**
- h) Wessex Flood Warden Newsletter – January 2019. The Council noted receipt of the latest online edition. This included notification of flood warden training events taking place throughout 2019. **(noted)**
- i) Keep Britain Tidy - Great British Spring Clean. The Council had received notification that this annual event would take place between 22nd March and 23rd April 2019 and support was requested to "help clean up this country". The Council had recently been informed that the KSM Women's Institute had agreed to take part in the event again this year and planned this for Saturday 30th March 2019 meeting at The Ridings at 10.00am. **(noted)**
- j) Community Led Housing. The Council had been notified that Wiltshire Council, Community First and Wiltshire Community Foundation had entered into a partnership project to deliver Community Led Housing advice and information to the communities of Wiltshire. The Project Manager had advised that promotion sessions would be held at locations across Wiltshire. **(noted)**

- k) Housing Needs Survey. The Council was reminded that the Survey was posted to all households in the Parish on the 7th January 2019 with a return date of 11th February 2019. **(noted)**
- l) Drone Flying Request. The Council had received a request from a Parishioner for permission to practice drone flights at the QE2 Recreation Field. The Parishioner had assured the Council that the flights would remain more than 50 metres away from any houses and people at all times. The practice was part of his job and he needed an open area to practice flying outside. The Council considered the request and were pleased that they had been asked to give permission. The Council was mindful of recent bad press that drone flying often received and the potential implications on privacy of property and people. Subject to the Parishioner behaving in a sensible and legal manner and complying with the terms he had stated **the Council agreed to the request. Cllr Mrs E Hocking proposed, Cllr I Gray seconded and RESOLVED UNANIMOUSLY**
- m) Northern Area Planning Committee. Wiltshire Council had been advised that the Meeting scheduled for Wednesday 27th February had been rescheduled to Wednesday 6th March 2019, 3.00pm in the Council Chamber, Monkton Park, to accommodate arrangements for key agenda items. **(noted)**
- n) Memorials to Former Council Members. The Council had decided to mark the service of two former Council Members. Cllr Mrs E Hocking reported that the Tor Hill bench/seat had now been installed. This would now allow the planting of the commemorative trees and the Clerk would contact former Councillor W Isaac to agree the planting program. **(noted)**
- o) Operation London Bridge. The Council had been asked by VisionICT the Website provider to consider protocol requirements in the sad events on the passing of Her Majesty The Queen. An action to be considered was the Home Page being over written with a black page carrying a portrait of HM Queen and a tab link to the normal Home Page. After the Queen's Funeral the Website would be restored to normal. The cost was £35.00 plus VAT. **The Council agreed that this was appropriate. Cllr Mrs S Eaton proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**
- p) The Pound. Pursuant to Minute 18/081 (i) Cllr R Sealy asked that The Pound restoration and costs should be discussed. Cllr R Sealy was not in attendance and the matter was deferred to the next Council Meeting **(deferred)**
- q) Parking at Lych Gate/Village Shop/Hall, etc. The Council had purchased and would soon erect the advisory parking sign on the small verge opposite the Church wall in order to advise traffic to park alongside the Church wall. Further suggestions had been made to ease the parking congestion, including the creation of a lined parking space to make obvious the expected parking position. In addition a former hatched area originally designated as no parking and had been convenient for mobility scooters had been removed. There was potential for this to be reinstated together with signage limiting parking in front of the area that could prevent parallel parking. The Village Shop/Hall would need to agree any proposals and Cllr Mrs S Eaton would approach them. The matter would be considered further at the next Council Meeting. **(noted)**
- r) Chippenham Area Board Issue 6210. The Council had been notified on the 29th January 2019 that the Issue had been closed **(noted)**
- s) Kington St Michael CE Primary School Newsletter – February 2019. The Council noted receipt of the latest edition of the School Newsletter. **(noted)**
- t) Wiltshire Council – Briefing Note 19-004. The Council noted receipt of a Briefing note in regards to the Final Stages of the Draft Wiltshire Housing Site Allocations Plan. **(noted)**

18/091 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

i) Wiltshire Cllr H Greenman asked the Council to confirm if it wished to install any No Fly Tipping hotspot signs. The Council had previously agreed that a required location was Draycott Lane.

ii) Wiltshire Cllr H Greenman wished to draw attention to the fact that the Special Schools Children's Centre Rationalisation, would undoubtedly mean the closure of the St Nicholas School that Kington St Michael had supported, particularly the provision of the hydrotherapy pool. He also was pleased to see that the Parish had entered into the spirit of the Keep Britain Tidy-Great British Spring Clean.

iii) Wiltshire Cllr H Greenman reported his concerns over the future of CATG and that recent assurances given that it would continue may not reflect the actual position and turn out to be the case. There was doubt over the future Officer support, particularly from an administration aspect. There would be a need to keep an eye on future announcements.

iv) Wiltshire Cllr H Greenman advised that he would not be able to attend the next Council Meeting.

There were no further matters raised.

18/092 DATE OF NEXT MEETING

The next Council Meeting is scheduled for **7.45pm, Thursday 21st March 2019** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

Date: **21st March 2019**