

# **KINGTON ST MICHAEL PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

held at 7.45pm

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

**21<sup>st</sup> March 2019**

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

Also Present: 2 Members of the Public, 2 Community Police Officers 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 four issues. She reported that no work had yet been done to the blocked highway drains near the equestrian centre. The mess under and around the Village Hall bench had re-appeared and would need removal. The Parish Steward would need to be advised. She also reported that the issue of the missing SSEN street lamp still needed addressing as a Parishioner had reported her concern to her and finally the condition of the Honey Knob Hill boundary wall was worsening and that remedial works had become urgent. The Clerk would report the SSEN light again and raise the walling issue with Wiltshire Council.

The Community Police Officer, Elizabeth Duncan, highlighted local concerns, particularly mentioning rogue traders. She advised that whenever possible she would try to attend Council Meetings.

There were no further Questions.

#### **REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

There were no Reports.

#### **18/093 APOLOGIES FOR ABSENCE**

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

#### **18/094 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

There were no Interests declared.

#### **18/095 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 21<sup>st</sup> February 2019. **Cllr Mrs S Eaton proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

**18/096 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) 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

The Council had considered this outline application on two previous occasions when the house numbers proposed had been 8 and 5 Dwellings. On both occasions the Council had raised no objects subject to consideration being given to lowering the speed limit to 30 mph in the area. **The Council confirmed that they had no objections** to the proposals, subject to a similar comment.

**Cllr A Cole proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**

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

- a) 18/10633/FUL  
New Side/Rear Extension with Associated Demolition, Landscaping Works  
Mayfield, 98 Stubbs Lane, Kington St Michael SN14 6HY  
For Mr & Mrs M Hocking **Approved with Conditions 26<sup>th</sup> February 2019**

**18/097 FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100589 Idverde Limited. Inv GM765959 28.02.19	£ 148.37
100590 Mr M P Singer. Inv 30088 Concrete base and gatepost	£ 705.72
100591 Mr M Hocking.Farzana Hawla. Angle Brackets purchase	£ 8.98
100591 Mr M Hocking. Boltworld. Bolts purchase 18.01.19	£ 5.95
100592 Mr M P Singer. Inv 15.03.19 Installation of parking sign	£ 80.56
100593 Vision ICT Ltd. Operation London Bridge Inv 9071	£ 42.00
100594 Clerks Expenses. Mr V A Vines Year 2018-2019	£ 888.23
100595 Clerks Net Salary Mr V A Vines Year 2018-2019	£ 3,281.83
100596 Clerks HMRC Year 2018-2019 PAYE 01.03.19	£ 820.45
100597 Information Commissioner. Data Protection Reg 19/20	£ 40.00
100598 Digiprint. Inv. DPCH/19360 Newsletter printing 17.01.19	£ 55.80
100599 Digiprint. Inv. DPCH/19558 Newsletter printing 21.03.19	£ 55.80
100600 Mrs S Eaton. Land Registry purchases. reimbursement	£ 37.00

**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 15<sup>th</sup> February 2019 were:

HSBC Main Business A/c No 31545043	£ 45,309.64
HSBC Reserves A/c No 21545078	£ 15,631.55
HSBC Charities A/c No 71545051	£ 762.33
HSBC Defibrillator A/c no 51563041	£ 869.09

**18/098 HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Parish Steward had visited on 11<sup>th</sup> March and was scheduled again for 8<sup>th</sup> 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 drain raised by Mrs M Pratley earlier in the Public Session. There was also concern raised in regards to the flooding occurring at the Junction of the Lane running south from the Priory Lodge area with Grove Lane. **(noted)**  
The Council noted that (Cllr Wayman's) Local Highways January 2019 Newsletter remained the latest edition. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. The Council noted receipt of a letter from Women Out Walking (WOW) in regards to access difficulties to three Footpaths. **The Council agreed** that this should be reported to Wiltshire Council Rights of Way.

There were no further issues raised.

- 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.

**18/099 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. Funds of £7,400.00 in regards to planning application N/13/01254/FUL expired on 21<sup>st</sup> August 2019 and the

Field Group were considering proposal/s for project/s that could be agreed and commenced within the timescale so that the funds were not lost. **(noted)**

- b) Notice Boards – Mrs M Pratley advised that were difficulties in opening The Ridings notice board and Cllr J Newton agreed to inspect. **(noted)**
- c) Flooding & Drainage – There was no update. **(noted)**
- d) Parish/Community Website/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 – 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 had been held on Monday 25<sup>th</sup> March 2019 at Monkton Park, Chippenham. This had included a Cyber Crime Workshop. The next Parish Forum Meeting was scheduled for Wednesday 17<sup>th</sup> 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 13<sup>th</sup> May 2019 at the KSM Club to seek views from the community and local organisations. The Housing Needs Survey Report would soon be published and the Steering Group would be considering this. There would be a need for the Council to consider and agree the content at the next Meeting. **(noted)**
- k) Kington St Michael Emergency Plan – There was no update. **(noted)**
- l) Village Newsletter – The deadline for submission of articles had been 20<sup>th</sup> March 2019. Unfortunately this was before the Council met and it was thought that perhaps the timescale for submission could be altered slightly to accommodate the Council Calendar of Meetings agreed at the Annual Council Meeting in May of each year. **(noted)**
- m) Council Award Scheme – A later Agenda item referred to Council Member Training an essential requirement of the Scheme. **(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 through Land Registry, National Archives and other sources. A further update, if available, will be provided at the next Council Meeting. **(noted)**

#### 18/100 **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 held 13<sup>th</sup> March 2019 at Monkton Park Chippenham. The next Meeting date was 15<sup>th</sup> May 2019 at a venue yet to be confirmed. **(noted)**
- b) Wiltshire Council - Briefing Note No 19-005. The Council noted receipt of a Briefing in regards to Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line. **(noted)**
- c) Data Protection Registration. The Council had received renewal information from the Information Commissioner's Office. The Council was legally required to register under the Data Protection Act 1998 and needed to renew the registration every year. As a Public Authority with less than 10 members of staff the cost was £40.00. **(noted)**
- d) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager for the northern Wiltshire area had recently updated the Dauntsey Parish Council (Malmesbury Community Area) on progress and the next stages. No contact had been made with the Parish Council and others within the Chippenham Community Area and following concerns the matter had been taken to the Parish Forum for discussion, particularly in regards to overall management responsibility, nuisance and reinstatement works. Although welcoming the much-needed project all Parishes had become concerned at the potential interruption during the works and damage caused and particularly the responsibility of management of the contract and reinstatement works. A later Agenda also referred to the issue. **(noted)**
- e) Fun in the Sun 2019. The QE2 Recreation Field had been chosen again by the Wiltshire Sports Development Team to host the local events. In previous years this had been very well supported by local children. In case of inclement weather an indoor space needed to be available and the Parish Council had funded this by booking the Village Hall. The Clerk confirmed that the bookings had been made. **(noted)**
- f) Healthwatch Wiltshire. A grants scheme for health and wellbeing projects had been launched to enable local groups to apply for up to £2,000.00 to start projects that made a difference in their local community. The deadline for applications was Friday 29<sup>th</sup> March 2019. More details and the application forms were available at [www.healthwatchwiltshire.co.uk/community-cash-fund.html](http://www.healthwatchwiltshire.co.uk/community-cash-fund.html) The **Council agreed that** no action would be taken on this occasion.
- g) Wiltshire Neighbourhood Watch. The Neighbourhood Watch Scheme had been resurrected across the whole of Wiltshire. Areas were based upon the corresponding Community Policing Team area. The Chippenham Community Area was therefore within the Wiltshire North Community Policing Team area that also included Corsham, Malmesbury and Royal Wootton Bassett. The WNHW Committee Member for the area was Mike Brandwood, who could be contacted at [mike.brandwood@wiltshirenhw.org](mailto:mike.brandwood@wiltshirenhw.org) WNHW had a new, user friendly, website that included a Post Code Search facility that allowed the public to find NW Schemes that were in existence. A problematic task for the resurrected Wiltshire Scheme was the identification of existing Schemes that may still be running or had ceased that could possibly be resurrected. There was a general feeling that NW Schemes had declined following the introduction of Community Messaging. The new website allowed people to sign up for regular NW updates and provided information to support the vision of NW and could be reached at [www.wiltshirenhw.org](http://www.wiltshirenhw.org) There was a need to raise awareness of community safety and WNHW was part of a national network of Schemes. To spread the word WNHW suggested that Parish Councils should include a Community Safety agenda item, or an item of a similar nature to highlight the local issues and to gain more community volunteers to help any appointed local coordinators. Outdated blue Police helmet signage and window signs had been replaced with modern signage with metal signs with fixings costing £30 each, but

it was possible to purchase vinyl overlays at £5 each that stuck over the existing metal signs. All these details and much more could be found on the WNHW website. Wiltshire Police had now funded a part time officer to assist NW. There was now a national initiative of Citizens in Policing Strategy. Put simply the NW Scheme was about bringing together neighbours and the Police to create areas where crime and antisocial behaviour was less likely to happen so that people are less likely to be afraid or isolated wherever they live. **The Council agreed that this should be an Annual Parish Meeting Agenda item.**

- h) Housing Needs Survey. The Council was reminded that the Survey was posted to all households in the Parish on the 7<sup>th</sup> January 2019 with a return date of 11<sup>th</sup> February 2019. The results and Report was expected soon. **(noted)**
- i) Wiltshire Council - Briefing Note No 19-007. The Council noted receipt of a Briefing Note in regards to a discretionary Retail Rate Relief Scheme for the High Street. **(noted)**
- j) Wiltshire Council - Briefing Note No 19-008. The Council noted receipt of a Briefing Note in regards to the Community Led Housing Project. **(noted)**
- k) Community Speedwatch Scheme. The Council were reminded that there had been considerable concern expressed from Parishioners in regards to highway matters, particularly traffic speeds, HGV traffic and Weight Limits, speed limits and signage and the general "rat run" traffic through the Village. In order to substantiate the concerns and move forward there was a need to provide evidence. Many neighbouring Parishes had introduced Community Speedwatch and also installed electronic signage. Council Members could take on the task but in all cases there needed to be community involvement and assistance. **It was agreed that** the issue should be included as an Annual Parish Meeting Agenda item to involve the whole community.
- l) Memorials to Former Council Members. There was no update as Cllr Mrs E Hocking the Council link Member was not in attendance. **(noted)**
- m) The Pound. Pursuant to Minute 18/081 (i). Cllr R Sealy had asked that The Pound restoration and costs should be discussed. **The Council agreed that** they should consider whether to pay for the works carried out and Cllr P Macdonald should be asked for his costs to date. The question of ownership was raised, a matter previously discussed by the Council, and **it was agreed that** an investigation of land ownership through Land Registry, National Archives and other sources be carried out. Cllr Mrs S Eaton would lead on the matter. **Cllr J Newton proposed, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY**
- n) Parking at Lych Gate/Village Shop/Hall, etc. The Council had purchased the advisory parking sign, which would be erected soon. Other options had been considered and the approval of other parties required. The former disabled parking space would require re-painting and a suitable sign erected. Cllr Mrs S Eaton would lead on the matter. **(noted)**
- o) Kington St Michael Village Shop Ltd. The Council had received a letter from the Secretary of the Village Shop Committee in regards to the postal service offered by the Shop. For several years the Council had given a grant towards the cost of the Post Point. **The Council deferred consideration** and asked the Clerk to write to the Village Shop advising them of the Council's views and seeking further clarification.
- p) Member Training. The issue of continuous Member Training was highlighted as a requirement for the Council Award Scheme. Over the last year Members had been invited to attend sessions organised by neighbouring Councils. Training Sessions were usually provided through the WALC Training Officer and there was an optimum number to fund a successful session. If all Council Members agreed to attend a session there would still be a need to seek additional attendees. **The Council agreed** to host a WALC Training Session and invite attendance of adjacent Parish Council Members to support the session. The Clerk would seek

costs involved and dates available. **Cllr G Gamble proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**

- q) Kington St Michael Village Hall Committee. The Council had been approached again in regards to representation. At the Annual Council Meeting Cllr I Gray had been elected as the Parish Council representative. The Council was reminded that under the Village Hall Constitution it was allowed to nominate two representatives. The matter had been considered on two occasions recently (19<sup>th</sup> July 2018 and 13<sup>th</sup> September 2018) and the Council had agreed that one representative was sufficient. Minute 18/050 (p) referred. The Council needed to ensure that their commitment to the Committee was satisfied. The Council **agreed that** the present representation was sufficient.
- r) Chippenham Neighbourhood Plan - Period until 2036. The Council had been consulted as a stakeholder on the initial public engagement phase. There had been an online survey for feedback enabling the Steering Group to develop a Vision for the Neighbourhood Plan. The survey closed on Friday 22<sup>nd</sup> March 2019. **(noted)**
- s) 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 9<sup>th</sup> May 2019 at Wessex Water Operation Centre, Bath 10.00am to 3.00pm. **(noted)**
- t) 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 9<sup>th</sup> May 2019 in the Guildhall, Salisbury – 9.30am to 3.45pm. **(noted)**
- u) Gigaclear Online. As part of the WiltshireOnline broadband rollout programme Gigaclear were getting ready to commence work in the area. The Community Engagement Manager had approached the Council requesting a local meeting to discuss the process. The Council suggested that a suitable date would be that of the Annual Parish Meeting if he were available. If not the next Council Meeting.
- v) Kington Fieldfest 2019. The Council had previously agreed that the KSM Club could hold their Annual Fun Day at the Recreation Field on 29<sup>th</sup> June 2019. The Club had now asked for permission to allow camping on the Field during the event. The Council Members were concerned that the relatively small scale event that they had envisaged may have escalated out of control and before determining the matter asked the Clerk to write to the Club to ascertain more details of the event and to report back to the next Meeting.
- w) Diversion of Footpaths No 15 and 40. Wiltshire Council Rights of Way had consulted the Council in regards to an application to divert footpaths within the Parish. A plan was provided showing the existing and proposed routes. The Council was asked to respond no later than 26<sup>th</sup> April 2019. **The Council agreed that they had no objections to the proposal** and asked the Clerk to write accordingly.

#### 18/101 ANNUAL PARISH MEETING 2019

The Annual Parish Meeting was scheduled for Thursday 4<sup>th</sup> April 2019 at 7.45pm in the Kington St Michael Village Hall.

The Clerk reminded the Council that there needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via the Council Chairman's Report and Budget 2019-2020 information. The opportunity should also be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda could be flexible and was in the hands of Parishioners in attendance. As a starting point the Council could suggest some Agenda items that might be appropriate. **The Council agreed that** items should include Community

Speedwatch, HGV restrictions, Neighbourhood Watch and a presentation from the Neighbourhood Plan Steering Group on progress. The **Council also agreed that** some refreshments and drinks should be provided and that these should be purchased from the KSM Village Shop. The Clerk would invite Local Organisations to the Meeting.

**18/102 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

Cllr A Cole raised the issue of 30 mph stickers being provided for Parishioners to stick on wheelie bins highlighting the speed limit. The Council would consider this at the next Meeting.

There were no further matters raised.

**18/103 DATE OF NEXT MEETING**

The next Council Meeting was scheduled for **7.45pm, Thursday 18<sup>th</sup> April 2019** in Kington St Michael Village Hall. Members noted that the Annual Parish Meeting was scheduled for 7.45pm Thursday 4<sup>th</sup> April 2019

Signed:

Chairman, Kington St Michael Parish Council

Date: **18<sup>th</sup> April 2019**