

# **KINGTON ST MICHAEL PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

held at 7.00pm

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

**21<sup>st</sup> April 2022**

Present: Cllr Gamble (Chairman), Cllr Allen, Cllr Hall, Cllr Hocking (Vice Chairman), Cllr Roe and Cllr Twisse.

Also Present: Wiltshire Councillor H Greenman 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**

There were no Questions.

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

Wiltshire Cllr H Greenman had recently reported at the Annual Parish Meeting. He further reported that the Ukraine refugee situation was complex but Wiltshire had now accommodated 200 refugees to date with another 200 expected by end of the week. Wiltshire was 4<sup>th</sup> in the UK league table for numbers housed. In regards to Strategic Planning Committee matters he updated the Council on issues relating to the Westbury Waste Incinerator proposal that following the Government's decision to leave the decision to Wiltshire Council had meant that the Strategic Planning Committee had to resolve the issue. The Committee had deferred consideration until the end of July 2022 when further information required would be available.

There were no further Reports.

#### **21/105 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Ingham, Cllr Macdonald and Cllr Newton.

#### **21/106 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

Cllr Hall declared an Interest in all matters involving the Asset of Community Value application for The Plough Inn, Kington Langley.

There were no further Interests declared.

#### **21/107 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 17<sup>th</sup> March 2022. **Cllr Hall proposed, Cllr Roe seconded and RESOLVED UNANIMOUSLY**

**21/108 PLANNING**

**Planning Applications:** There were no applications considered.

**Planning General:** Planning Decisions received and other Planning related Matters.

- a) PL/2021/07205 – Householder Application  
Proposed Alterations to Rear Dormer including Replacement Windows & Cladding. Replacement of Windows throughout 82 & 82a  
82, Honey Knob Hill, Kington St Michael SN14 6JB  
For Mr Gamble-Trustees of Kington St Michael United Charities  
**Approved with Conditions 28<sup>th</sup> March 2022**
- b) PL/2022/01826 – Householder Planning Permission  
Reconfiguration of Existing Dwelling and Replacement of Existing Garage  
95, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX  
For Mr Bustin & Ms Summers **Approved with Conditions 12<sup>th</sup> April 2022**
- c) PL/2022/01923 – Tree Consent Notification  
Jelecote Pine Tree-Fell  
3A, Kington St Michael, Wiltshire SN14 6JB  
For Mr Nathan Simpson **No objections from Wiltshire Council 12<sup>th</sup> April 2022**

**21/109 FINANCE** The Council considered financial matters.

- a) **Payments to make:** The Council considered and approved the following Payments:

Idverde Ltd. Grounds Maintenance 01/03/22-31/03/22 Inv 10837548	£ 431.76
Place Studio Ltd. Neighbourhood Plan support. Inv No 5979	£ 4,223.40
Community First Subscription renewal 22/23	£ 40.00
Mayer Brown Ltd. Tor Hill Project consultants fees Inv No 70369	£ 1,140.00
KSM CE Primary School. Newsletter printing. Inv KSM 202104	£ 96.32
KSM Village Hall. Meeting Room Hire 03.04.22	£ 45.00
Idverde Ltd. Grounds Maintenance 01/04/22-30/04/22 Inv 10839866	£ 431.76

**Cllr Gamble proposed, Cllr Roe seconded and RESOLVED UNANIMOUSLY**

- b) **Payments made:** The Council noted that no Payments had been made since the last Council Meeting.
- c) **Receipts:** The Council noted that no Receipts had been received since the last Council Meeting.
- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5<sup>th</sup> April 2022 were:

HSBC Main Business A/c No 31545043	£ 51,330.84
HSBC Reserves A/c No 21545078	£ 45,731.79
HSBC Charities A/c No 71545051	£ 764.49

**21/110 HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr Macdonald was the Council Link Member and his report to the recent Annual Parish Meeting was circulated for information. A Parish Steward visit was scheduled for 25<sup>th</sup> April 2022. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
- i) The Idverde Limited maintenance contract. The QE2 Field Group was still considering maintenance requirements. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
- i) Grove Lane and Highway Verges. The Council had agreed to defer further consideration on highway verges that might be suitable for inclusion in any Section 96, Highways Act 1980 Licence application and to ascertain Parishioners views at the Annual Parish Meeting before making any formal decision. The question had arisen by recent verge planting in Grove Lane and had raised the issue of the Council taking over any planted verge areas together future maintenance liability via Licensing under the Highways Act. The matter had been raised at the Annual Parish Meeting and attendees had made few comments, with no guidance proffered. It was left therefore for the Council to determine the matter. Following consideration **the Council agreed that taking over the maintenance of any verges and the associated financial burden should not be pursued** and that no further action should be taken. In regards to Grove Lane the Council acknowledged that there could be implications involving highway safety for Grove Lane and the highway verge area outside of the Town Close natural stone boundary wall from the junction with Honey Knob Hill/High Street that included a pedestrian access to Town Close, an associated highway safety bay and assumed unauthorised off road parking space/s. Wiltshire Highways would be requested to confirm ownership or otherwise of the areas involved so that responsibility could be attributed to the owner and any required actions pursued. **Cllr Hocking proposed, Cllr Roe seconded and RESOLVED UNANIMOUSLY**

**21/112 UPDATE ON STANDING ITEMS**

- a) **Recreation Ground –**
- ii) QE2 Recreation Field Group. There was no update on this occasion. **(noted)**.
- iii) QE2 Recreation Field Capital Works. There was no update on this occasion. **(noted)**

- iv) QE2 Recreation Field Maintenance. There was no update on this occasion. **(noted)**
  - v) QE2 Recreation Field RoSPA Inspection. There was no update on this occasion. **(noted)**
  - vi) KSM Field Fest 2022. The Clerk reported that the event was to take place on Saturday 18<sup>th</sup> June 2022 and was planned for the QE2 Recreation Field. The event would be ticketed, with a maximum capacity of 500 persons with priority given to villagers. There would be no camping on the QE2 Field. Car parking would take place in the field opposite. Starting time was 15.30, ending at 23.30. The Council being the Landowner needed to consider and agree to the use, subject to the terms agreed for previous years. Following consideration **the Council agreed** for the event to take place. **Cllr Gamble proposed, Cllr Hocking seconded and RESOLVED UNANIMOUSLY**
  - vii) QE2 Recreation Field Notice Board. It had been reported that an advertisement had been placed in the notice board referring to a commercial activity using the Recreation Field without the authority of the Council. There was a requirement for the business to seek the approval of the Council, who was the landowner, and to agree terms of use. Council Members who were aware of the proprietor would contact the local business concerned. **(noted)**
- a) **Notice Boards** – There were no issues raised. **(noted)**
  - b) **Flooding & Drainage** – There were no issues raised. **(noted)**
  - c) **Parish/Community Website/Social Media** – There was no update. **(noted)**
  - d) **Tor Hill Footpath Project** – Cllr Hocking updated Council Members on work completed by the Consultants since the last Council Meeting. The topographic survey was to be carried out this week, to include land towards the Tor Hill Crossroads area and the pneumatic road monitoring tubes were to be installed soon for highway data collection. These first phases would lead on to the feasibility/concept design stage. **(noted)**
  - e) **Kington St Michael Village Hall** – Cllr Allen reported on recent Committee resignations and appointments including a new Treasurer appointment. She also mentioned that the planted Fir tree on the grass verge had been removed. **(noted)**
  - f) **Kington St Michael Neighbourhood Plan** – Cllr Hocking reported that the Steering Group continued with the Local Green Spaces consultation and also the “call for potential developments site/s”. There was a need for an End of Year Grant Report to Locality UK that would mean some grant being returned leading to another application for support in the next financial year. **(noted)**
  - g) **Kington St Michael Emergency Plan** – Cllr Fiona Twisse updated the Council on progress. The question of available emergency shelter/s still needed to be resolved. There was also a need to resolve the issue of emergency equipment storage that could be a joint approach with the QE2 Field Group for a storage building at the Recreation Field. There still remained a need for area volunteers to form a team under the Emergency Coordinator. **(noted)**

- h) **Village Newsletter** – There were no issues raised. **(noted)**
- i) **Council Award Scheme** – There was no update. **(noted)**
- j) **Asset Register** – There was no update. **(noted)**
- k) **Insurance** – There was no update. **(noted)**
- l) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. Cllr Gamble would provide the information to hand to the Solicitor for the next stage/s. **(noted)**
- m) **Community Safety/Neighbourhood Watch:** There had been no change since the last Council Meeting. **(noted)**
- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen’s Platinum Jubilee 2022.** Cllr Allen, community volunteer coordinator, had provided a written report to the Annual Parish Meeting held recently. She advised that she had applied for a Road Closure for the Street Party taking place on Sunday 5<sup>th</sup> June 2022, 11.00am to 16.00pm, as it needed to be done 8 weeks in advance. She would need to hire road closure signage for the day.

She confirmed there would be tables and bunting etc., but all residents would be asked to bring their own chairs. The Jolly Huntsman would be running a Pimms Bar and providing hot food as usual with hot roast baguettes and chips. 12-3pm The Kington Cafe were planning a BBQ, during their usual opening hours. The Village Hall would open for use of the toilets. The Kington Club had yet to advise of their involvement. The intention was that it would be BYO picnic or grab a bite to eat when you get there community event open to everyone in the community. If anyone had visitors that day they were of course welcome to attend.

Regarding Beacon lighting on Thursday 2nd June – Ian Pitman had volunteered to make a beacon to light at 9pm that evening as part of the National chain. An update of what people needed to do/ bring would be in the village newsletter along with a count down on the Facebook page in due course. She also advised that she would need volunteers to help decorate the day before, help move picnic tables, and put out road closure signs. This requirement would also be advertised in the next newsletter or a residential leaflet drop.

The Council “Panel”, Cllr Twisse, Cllr Roe and Cllr Macdonald, had visited The Ham to ascertain the most appropriate position for the Queen’s Platinum Jubilee engraved commemorative bench. The Council agreed the recommended position and Mervyn Singer would be asked to install a suitable base and fix the bench.

Cllr Allen advised that as no Jubilee Committee had been formed and no banking facilities arranged, she held some cash that the Council had agreed to hold that she would pass on.

In regards to insurance the Council’s insurers had advised that as this was a community event, organised by the community and not a Parish Council event then the Council insurance policy was not involved. **(noted)**

## 21/113 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) **WiltshireOnline – High Speed Broadband – Gigaclear.** There were no new issues raised. The Council suggested that the matter no longer needed to be an Agenda item unless there were any specific updates. **(noted)**
- b) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There was no update on this occasion. **(noted)**
- c) **Community Speedwatch.** There was no update on this occasion. **(noted)**
- d) **Speed Indication Devices (SIDS).** The Council “Panel”, Cllr Twisse, Cllr Roe and Cllr Macdonald, had considered the most appropriate positions for the SID posts. The Council agreed both recommended positions and the Clerk would now apply for the Wiltshire Highways formal approval for the 2 solar/fixing post positions. **(noted)**
- e) **Pavement Parking-Provision of Bollards.** There was no update on this occasion. **(noted)**
- f) **Chippenham Local Highway and Footway Group (formerly CATG).** The Group had been renamed and had held a Microsoft Teams Meeting on the 19<sup>th</sup> April 2022, 10.00-12.00. The Link to the Meeting had been circulated. **(noted)**
- g) **Asset of Community Value - The Plough Inn, Kington Langley.** Council Members had been circulated with a Kington Communities Enterprises Ltd, Plough Community Survey Report, prior to the Meeting for information. Cllr Hall provided a brief update on next steps and advised that a further application for Registration was now being considered. **(noted)**
- h) **Parish Council Database.** Council Members were reminded again to invite those within their own “Address Book” to register. **(noted)**
- i) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on Monday 14<sup>th</sup> March 2022. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- j) **Council Standing Orders.** Pursuant to Minutes 21/101 (j). The Council had agreed to consider the issue of Council Officer positions and had asked the Clerk to draft a suitable wording for revised Standing Orders and circulate. The **Council agreed that the draft update was acceptable and further consideration and agreement would be given at the next Council Meeting. Proposed Cllr Hall, seconded Cllr Allen and RESOLVED UNANIMOUSLY**
- k) **Council Member Retirement.** Pursuant to Minute 21/101 (k). Cllr Gamble confirmed that he had discussed the proposal with former Councillor Roger Sealy with the possibility of including a suitable tree within the QE2 Field Group community orchard proposals. **(noted)**
- l) **Kington St Michael Neighbourhood Plan (NDP).** The Council had been advised that the Steering Group had identified the QE2 Recreation Field as being

suitable for designation as a "Local Green Space" for protection by a planning policy within the NDP. The Council's views had been requested at this stage of the NDP process. Whilst the principle was acceptable, the Council was mindful of the fact that the QE2 Field since October 2011 was already dedicated as a Field in Trust. This did not prevent a Local Green Space designation in the NDP but the Council wished to ensure that in agreeing this it did not stymie any community development proposals that might arise in the future. The Steering Group would be advised of this.

- m) **Wiltshire Council Briefing Note 22-09.** The Council noted receipt of Briefing Note 22-09 in regards to the 5 Year Housing Land Supply and Housing Delivery Test. **(noted)**
- n) **CPRE Wiltshire Best Kept Village Competition 2022.** Advance notification of this years Competition had been received in January. This had included a request from the Editor of Wiltshire Voice for views on why more Parishes did not enter the Competition. Subsequently, the invitation to enter the Competition had been received. The matter had been discussed at the recent Annual Parish Meeting and the views had been that no entry should be made. **The Council agreed that no entry should be made in this year's competition.**
- o) **Wiltshire Council Briefing Note 22-10.** The Council noted receipt of Briefing Note 22-10 in regards to the Electric Vehicle Charging Strategy etc. **(noted)**
- p) **Council Policies.** In agreeing to consider the issue of Council Officer positions under Council Standing Orders (Minute 21/113 (j) above refers) it affected other Council Policies. The Clerk had amended and circulated those involved being the Council's Code of Conduct, the Council's Financial Regulations and the Council's Complaints Procedure. **The Council agreed that the draft updates were acceptable and further consideration and agreement would be given at the next Council Meeting. Proposed Cllr Hall, seconded Cllr Allen and RESOLVED UNANIMOUSLY**

#### **21/114 ANNUAL PARISH MEETING 2022**

The Annual Parish Meeting had been held on Thursday 7<sup>th</sup> April 2022. Draft Minutes would be prepared and circulated in due course. Any matters requiring Council consideration would be brought to a future Council Meeting for discussion and decision. **(noted)**

#### **21/115 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

#### **21/116 DATE OF NEXT MEETING**

The date of the Annual Council Meeting to be followed by the next Council Meeting was confirmed as **7.00pm, Thursday 19<sup>th</sup> May 2022.**

Signed:

Chairman, Kington St Michael Parish Council

Date: **19<sup>th</sup> May 2022**