

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

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

21st November 2019

Present: Cllr G Gamble (Chairman), Cllr I Gray, Cllr Mrs E Hocking, Cllr J Newton (Vice Chairman), Cllr W Roe and Cllr R Sealy

Also Present: Wiltshire Councillor H Greenman, Mr Oliver Phipps Wiltshire Council Chippenham Community Engagement Manager, 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 the issue of the condition of the highway footpath from No 79 Kington St Michael to the Jolly Huntsman, particularly the numerous potholes that were now causing danger to users. This would be reported to the Parish Steward to see if it was within his role. She asked if there was any news on the timescale for replacing the entrance gates at the Recreation Ground. This was in the hands of Idverde Contractors and they would be reminded. Mrs Pratley reminded the Council that the blocked gully in Easton Piercy Lane near to the Priory Lane road junction still needed clearing. This had been outstanding for a considerable time. Finally, she mentioned the recent visit of the road sweeper.

Mr David West was in attendance to answer any questions Council Members had on proposals for the Fieldfest 2020 event planned for the 4th July 2020 and the requirement for Council permission to use the QE2 Recreation Field. The request was a later Agenda item and the Council agreed to bring it forward to the start of the Council Meeting.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

GUEST PRESENTATION

Wiltshire Council Chippenham Community Engagement Manager, Mr Oliver Phipps was in attendance and provided an overview of his role and particularly emphasising the assistance he was able to give the local community. He now covered a number of roles that the former Community Manager did not fulfil, which now encompassed the former LYN youth worker role. He highlighted the work and involvement of the Chippenham Area Board who could provide funding assistance for capital, youth and

health & well-being projects. His offer to assist the Council, to overcome hurdles in contact with Wiltshire Council was welcomed by the Parish Council. He was thanked for his attendance and the Council looked forward to working with him in the future.

19/063 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs S Eaton and Cllr P Macdonald.

19/064 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

There were no Interests declared.

19/065 KSM FIELDFEST – 4th July 2020.

KSM Fieldfest 4th July 2020. The Council had received a request to grant approval for the use of the QE2 Recreation Field as the venue for the proposed Fieldfest 2020 Event. The organizers had provided information to assist the Council consideration as follows:

- The event would be all ticket
- The event would be sold online, with priority given to villagers initially
- The times would be 15.00 to 23.30
- There would be maximum 600 paying patrons
- The parking would be in the opposite field as the previous year
- There would be fewer Acts with less downtime
- There would be better Acts to increase numbers attending
- There would be no camping
- The event would be fully insured as necessary
- There would be volunteer staffing as the previous year

Following consideration of the application **the Council resolved to agree** to the use of the Recreation Ground, subject to the information provided by the applicant.

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

19/066 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 October 2019. **Cllr J Newton proposed, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY**

19/067 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) 19/010016/TCA
Remove Lower Branch of Yew Tree
St Michaels Church, Stubbs Lane, Kington St Michael SN14 6HX
For Mr Colin Labouchere

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 R Sealy proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY

- b) 19/10218/FUL
Retention of a Single Mobile Classroom with Toilets
Kington St Michael Primary School, The Ridings, Kington St Michael SN14 6JG
For Peter Slatford – Wiltshire Council

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

Cllr G Gamble proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY

- c) 19/10587/FUL
Erection of Replacement Dwelling
Rooks Leaze Cottage, Allington Lane, Kington St Michael SN14 6LP
For Mr & Mrs A & S Smith

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

Cllr R Sealy proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY

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

- a) 19/04595/LBC
Window Replacement at Rear of Property
Laburnum House, 22 High Street, Kington St Michael SN14 6JE
For Mr Tom Estcourt **Approved with Conditions 7th November 2019**

19/068 **FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100632 Crackerjack Fireworks. Inv 02110	18.10.19	£ 1095.27
100633 Brunel Building Supplies. Aggregate Type 1.	18.10.19	£ 19.20**
Wiltshire Archives digital copies.	06.11.19	£ 9.00**
National Archives	03.11.19	£ 16.80**
Land Registry	11.11.19	£ 14.00**

** Cheque for £59.00 made payable to Mr S Eaton as reimbursement

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

b) **Receipts:**

The Council had received no Receipts since the last Council Meeting. **(noted)**

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 14th November 2019 were:

HSBC Main Business A/c No 31545043	£ 19,626.93
HSBC Reserves A/c No 21545078	£ 55,658.26
HSBC Charities A/c No 71545051	£ 763.37
HSBC Defibrillator A/c no 51563041	£ 870.26

19/069 **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 had updated the Council on outstanding matters. The Parish Steward visited on 11th November and further visits were scheduled for 9th December 2019 and 20th January 2020. In a written report he reported that works required on the Stanton Lane and at 29A KSM were ongoing but Wiltshire Highways were experiencing County wide flooding problems that were impacting on timetables. Potholes in Fowlswick Lane and leading to the A350 needed filling, as they were particularly dangerous when hidden by flooding. He had reminded all again that it was necessary to report issues to him otherwise he could not advise the Parish Steward of required works. Mrs M Pratley had raised the issue of the condition of the highway footpath from No 79 Kington St Michael to the Jolly Huntsman and the blocked gully in Easton Piercy Lane near to the Priory Lane road junction in the Public Session. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways October 2019 Newsletter. **(noted)**

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

A Parishioner had raised the issue of the condition of the stile that was "rickety" and likely to collapse, at the southernmost end of the path adjacent to KSM School leading into the open fields. A Grid Reference had been provided as ST 90230 77484, nearest Post Code being SN14 6JB. In the first instance it was **agreed that the matter** should be reported to the landowner, for remedial action, rather than reporting to Wiltshire Council Rights of Way and opening a legal process.

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

a) Pothole-The Manor Gates. The Clerk reported that Cllr Mrs S Eaton had advised that her work infilling the pothole had been completed as a temporary solution and the Parishioner was grateful for the action taken. **(noted)**

b) The Council was aware of the Wiltshire Sewer and Land Drainage Team invitation to identify gullies causing concern. It was considered that it was

worth reporting the blocked gully in Easton Piercy Lane near to the Priory Lane road junction that still needed clearing, mentioned earlier in the Public Session.

19/070 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. Cllr G Gamble advised that it had been agreed that CIL Funding was available for the project rather than the Section 106 funding. **(noted)**
- ii) QE2 Recreation Field Maintenance. The Clerk reported that he had “chased” Idverde to complete the installation of the new entrance gates and advised them of the requirement to incorporate 100mm dia steel post sockets, with removable capping. **(noted)**
- iii) Bonfire Night 3rd November 2019. Because of inclement weather there had been a need to postpone the original date (2nd November). Although weather was still poor it was expected that a profit would be made. **(noted)**
- iv) KSM Fieldfest 4th July 2020. Minute 19/065 refers.

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

c) Flooding & Drainage – There was no issues raised that had not been raised previously. Cllr R Sealy reminded the Council that he still had five flood warning signs in his possession that he wished to return to Wiltshire Council. It was suggested that the Parish Steward could be asked to collect and return to the depot. **(noted)**

d) Parish/Community Website/Social Media – The Website had now carried the Council’s request for anyone who held historic records, materials, deeds, documentation, etc relating to Parish Council matters to return them to the Council for use, recording and later safe archiving. To date this had proven unsuccessful and as a further attempt **it was agreed that** the request should be more specific and actually mention the Old School Deeds and the Sealed Charity Commission Order.

e) Asset Register – There was no update required. **(noted)**

f) Insurance – There was no update required. **(noted)**

g) Tor Hill Footpath Project – Pursuant to Minute 19/059 (g). Cllr G Gamble reported that he had contacted the Consultants in regards to updated fees who had suggested that a small inflationary increase to those previously advised would be sufficient. With this in mind the Council considered further whether or not to continue with the scheme that had been a Council priority for a number of years. The Capital Project was an unknown figure and those costs, when known, would have to be weighed against the perceived overall benefits to community safety. To reach that stage it was clear that there needed to be a significant initial financial commitment, in the region of £20,000.00, for Consultants Fees. This would reach the stage where necessary permissions could be secured and a tendering process carried out that would ascertain the likely cost of the capital

works. This would provide the opportunity of seeking any available grants and Public Works Board loan/s. As agreed previously at that time there would be a requirement for a Public Meeting to be held to seek opinions and approval to long-term loan/s that would require budget commitment for possibly 25 years to cover payments. The Council had a Capital Project Fund that would cover the Consultants Fees. Following consideration the Council agreed to proceed with the design stage/s and set a budget of £20,000.00. **Cllr J Newton proposed, seconded Cllr Mrs E Hocking and RESOLVED UNANIMOUSLY**

- h) Kington St Michael Village Hall – Cllr I Gray reported that the Trustees had suggested that the Council should consider a defibrillator training session for the Parish. He was reminded that the Parish had just had the opportunity of free attendance to a S W Ambulance Trust session held in an adjacent Parish on the 30th October 2019 that had been well publicised at Council Meetings and on Notice Boards for a number of months. That was an Annual Training session being part of the leasing agreement for defibrillators from the SW Trust, whereas the KSM Parish had purchased defibrillators and paid the various costs for replacement batteries, pads etc., and so any training session/s would need to be funded by the Council. The Clerk would investigate potential costs and report to a future Council Meeting. Cllr Gray also reported that the Trustees had queried land and building ownership and that they would like to see details. He was reminded that the question of all land and building ownership in the local area generally was a task that the Council had been pursuing for some months and had expended monies to date and that there was likely to be further costs involved as the Council took matters further, including the Registration of both old and new Village Halls. The project was being led by Cllr Mrs S Eaton, who was not in attendance, to provide a full update of the exact details, and position, but Council Minutes over the last year reflect the actions the Council had taken and costs involved to date. A later Agenda item related to matters generally. **(noted)**
- i) Wiltshire Council Chippenham Area Board and Parish Forum: The next Area Board meeting was scheduled for Monday 16th December 2019 11.00am start at Chippenham Borough Lands Charity, Jubilee Building, Market Place, Chippenham. A rescheduled Area Board Meeting would take place on Monday 27th April 2020 at 7.00pm in The Neeld Hall, Chippenham. A Chippenham Community Area Parish Forum was held on Wednesday 23rd October 2019 in The St Mary Magdalene Church, The Street, Hullavington. The topic for the evening had been Cyber Crime. The next Forum meeting was scheduled for 18th December 2019 at 7.30pm in St Peter’s Church Meeting Room, Lordsmead, Chippenham when seasonal refreshments would be available. It was hoped that the Council could be well represented **(noted)**
- j) Kington St Michael Neighbourhood Plan – Cllr J Newton updated the Council on progress since the last Meeting. The Steering Group had met on 4th November 2019. Consultations to date and the Housing Needs Survey had identified that only limited development was required, possibly with 6 assisted housing and 4 private housing requirements. Results were still being collated. Sadly, the Chair of the Steering Group had recently indicated that she could not continue. **(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 date for submission of articles had passed. The article requesting anyone who still held any historic Parish related paperwork and documentation to return it for use and collation for future forwarding on to the Wiltshire Archive Centre for safe keeping is likely to be included in the next edition. It was hoped that agreement could be reached with the Editor to change submission dates to after the Council meets to be able to submit regular articles. **(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 had provided a written update to advise that she was still in the process of compiling evidence and arguments to challenge Wiltshire Council, researching further with both the National Archives and Land Registry. On completion of the research and production of evidence, including the thoughts of former Council Members and Parish Council records a further update for Council would be provided. **(noted)**
- i) Registry of Land and Buildings. The Council had agreed that for long-term security land ownership matters should be resolved. Cllr Mrs S Eaton had provided a written update on the present position following her research and the request for the return of any deeds, documentation, etc held within the Parish by former Councillors or Parishioners, which to date had not resulted in any responses, although the request was still to appear in the Newsletter and had only appeared on the Website or given by word of mouth. There was a significant difference in costs if locally held papers were not available and **the Council agreed to defer a decision** on which option to pursue until the next Council Meeting, when the position could have altered. In the meantime the suggestion was made that the Website request should become more specific and actually mention the Old School Deeds and the Sealed Charity Commission Order that may prove beneficial.
- o) Community Safety/Neighbourhood Watch. There was no update. **(noted)**
- p) Data Protection. GDPR - There was no update. **(noted)**

19/071 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. Council Members were reminded that the next Meeting was scheduled for 11th December 2019 at the Wiltshire Air Ambulance Base, Melksham. **(noted)**
- b) Tor Hill Crossroads. Minute 19/060 (g) referred. Cllr P Macdonald had reported that the provision of permanent signage remained outstanding and had asked that Wiltshire Councillor H Greenman investigate the present position. Cllr Greenman agreed to report the matter to Wiltshire Highways and advise the Council of the present position. **(noted)**
- c) Chippenham CATG Issues 6509 and 7169. Minute 19/060 (h) referred. The Council had taken responsibility for both matters by dealing with Wiltshire

Highways direct to resolve the matter (Minute 19/071 (b) refers) and financing the project design costs themselves (Minute 19/070 (g) refers). **(noted)**

- d) Fly Tipping. Minute 19/060 (j) referred. 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. Two replacement signs had now been received from Wiltshire Councillor H Greenman and would now need erecting with the positions reported to Cllr Greenman. **(noted)**
- e) WALC – AGM. The Council had been notified that the WALC AGM would be held on Wednesday 4th December 2019 at 7.00pm at their Offices, Unit C2 Beacon Business Centre, Hopton Park, Devizes SN10 2EY. The Guest Speaker’s topic for the evening would be Wiltshire Council’s Service Devolution & Asset Transfer. **(noted)**
- f) 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 Council had agreed to submit observations that no changes should be made with the status quo retained. Following the Boundary Commission decision, Wiltshire Council had written seeking the Parish Council’s views on the consequential impacts to the Parish arrangements as the Electoral Review Committee of Wiltshire Council “may” choose to undertake a review in this area. If changes were proposed in any review there would be a formal consultation period but the Council’s early comments had been welcomed. The Council responded and in doing so reminded Wiltshire Council that the Parish Council had agreed with Chippenham Without PC that Cedar Lodge, Allington Lane should transfer to that Parish following the request from the property owner. **(noted)**
- g) Wiltshire Council - Briefing Note No 19-032. The Council had received a Briefing Note in regards to the Community Governance Review advising that Wiltshire Council was commencing the Review in certain areas on the 1st November 2019. This included Kington St Michael Parish. **(noted)**
- h) Community Governance Review. Wiltshire Council had invited affected Parishes to meet their Electoral Review Committee on the 16th December 2019 2.00pm-4.30pm at County Hall, Trowbridge. . The Council was only invited to attend as a consequence of the proposal for Cedar Lodge, Allington Lane moving boundaries and to confirm that there was no objection from the Council. The Clerk would attend on the Council’s behalf and confirm the Council’s previous decision. **(noted)**
- i) Memorials to Former Council Members. The tree-planting season had now been reached and it was possible to give further consideration to the planting of the two memorial trees. The work would be carried out by Mr M Singer who would be asked to liaise with Mr W Isaac. **(noted)**
- j) Memorial Request. Minute 19/060 (r) referred. The Council had agreed in principle to the planting of a tree, with a memorial plaque, in the area of the Recreation Field. The Council had asked the Recreation Field Group for their views and they had raised no objections subject to any planting not affecting their own proposals. The Council had advised the applicant accordingly and it had

been suggested that a Cherry Blossom Tree, similar to one that was within the late parents garden would be appropriate, planted as close as possible to number 1, Town Close, near the outside of the BBQ area. **The Council agreed that this was acceptable.**

- k) Wiltshire Council – Waiting and Parking Requests. The Council had been reminded that the deadline for submissions was 31st January 2020. **The Council agreed that** the matter would be kept under review during the next 6-9 months in readiness for the following year’s requests.
- l) Rural Community Energy Fund – Applicant’s Workshop. The Council had been notified of a free event to help communities develop their own local clean and renewable sources of energy generation. It would take place on Monday 25th November 2019 5.30pm to 7.30pm, in the Council Chamber, Monkton Park Offices. **(noted)**
- m) Wiltshire Council £75 million Infrastructure Bid. Council Members had noted a press release relating to a Wiltshire Council £75 million infrastructure funding bid to Government to support the potential long-term growth of Chippenham that suggested would be used to build a new road to the east and south of Chippenham, linking the A350 at the northern and southern ends and as a consequence unlocking development land. This had attracted adverse comment and the Council had received a communication from Bremhill Parish Council. Notification had now been received that the £75m HIF Bid had been successful. Bremhill Parish Council had contacted the Council and advised that the Wiltshire Council Director responsible for the bid would attend the Calne Area Board meeting to be held on 12th November 2019 to brief all parties and answer questions. Council Members had been advised of this Meeting. The Council considered that there was no action they could take at this time. **(noted)**
- n) Wiltshire Council - Briefing Note No 19-030. The Council noted receipt of a Briefing Note in regards to a Targeting Fly-tippers Campaign that rewards anyone who reports tipping that results in a successful prosecution. **(noted)**
- o) NALC - Neighbourhood Planning & Community Health and Well-being. The Council noted receipt of a Briefing Note in regards to the use of CIL Funds and Neighbourhood Planning to improve Community Health and Well-being. **(noted)**
- p) NALC - Good Councillors Guidance-Transport Planning. The Council noted receipt of a Good Councillors Guide on Transport Planning. **(noted)**
- q) NALC - CIL Guide. The Council noted receipt of a Guide on Community Infrastructure Levy collection and use. **(noted)**
- r) WALC – Developing Chairing Skills. The Council had been advised that following the “sell out” session earlier this year WALC were running a similar event on Friday 17th January 2020, 9.00/9.30am to 4.00pm at Royal Wootton Bassett Rugby Club. Places need to be booked as soon as possible. **(noted)**
- s) Wiltshire Council - Briefing Note No 19-031. The Council noted receipt of a Briefing Note in regards to the Chippenham BID Renewal Ballot (Oct 2019). **(noted)**

- t) Wiltshire Council - Briefing Note No 19-035. The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Foundation Surviving Winter Fund and Warm and Safe. **(noted)**

19/072 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

The Council would be considering their 2020-2021 budget at the 16th January 2020 Council Meeting in order to set the Council Precept for the year to advise Wiltshire Council. Members were requested to consider any budget growth or budget reduction proposals during the interim period and to advise the Clerk of any suggestions by mid-December so that the budget option template could include the suggestions showing the potential impact on the proposed budget. For Members assistance a copy of last year's approved budget was circulated. **(noted)**

19/073 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **7.30pm, Thursday 16th January 2020** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

Date: **16th January 2020**