

KINGTON ST MICHAEL PARISH COUNCIL DRAFT MINUTES

Council Meeting

held at 7.45pm

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

23rd July 2015

Present: Cllr A Cole (Chairman), Cllr Mrs M Hall, Cllr R Sealy

Also Present: 4 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

Margaret Pratley raised an issue regarding maintenance works required in Grove Lane where an Elder tree and Ivy were damaging walls. It was agreed that these works would be added to the list of works for the next Wiltshire Council Highways Community Action Day. There were no further Questions raised by members of the public that were not covered by later Agenda items

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports received, or issues raised that were not covered by later Agenda items

15/073 APOLOGIES FOR ABSENCE

Apologies were received from Cllr W Kallaway, Cllr J Newton, Cllr R Wicks (Vice Chairman) and Wiltshire Councillor H Greenman

15/074 PARISH COUNCIL QUORUM

In accordance with Kington St Michael Parish Council's Standing Orders, with only 3 Council Members in attendance, the Council Meeting was not Quorate. It was agreed that the Meeting would continue in the interests of timescale and efficiency but that no decisions would be taken on matters that required a formal Council decision. The Clerk had delegated authority to respond to matters that required a Council response to meet the timescale of Wiltshire Council, which would allow discussion on a planning application that had been received since the publication of the Agenda.

15/075 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

No interests were declared

15/076 MINUTES Members had previously been circulated with the Minutes.

The Council received the Minutes of the Parish Council Meeting held 25th June 2015 and noted the contents. Formal consideration and adoption was deferred until the Council's next Meeting. (**noted and deferred to next meeting**)

15/077 PLANNING - 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.

Since the publication of the Agenda a Planning Application had been received that required a response from the Council by the 11th August 2015. Representations were received from Robert Armstrong, Lorraine Sellicks and John Chivers. Concerns were raised in regards to excessive noise, limitation on number of bikes, weekend use, time limit exceeded, site access and access to adjacent land.

a. Planning Applications:

15/06513/VAR

Variation of Condition Application 8 for Continuation of Use

Land East of Moorshall Cottages, Kington St Michael SN14 6JX

For Mr George Purser

Following consideration of the application the Council instructed the Clerk, under delegated powers, to inform Wiltshire Council of the concerns that had been raised by Council Members and representations received, particularly as the original approval had been a temporary approval that had provided a 12 month period for an assessment to be made on the impact on the general amenity of the Parish and near Neighbours.

b. Planning General:

No decisions or information had been received from Wiltshire Council in relation to planning matters since the last Meeting.

15/078 FINANCE

Since the publication of the Agenda two invoices for payment had been received. To ensure that suppliers received payment in a timely manner the Clerk recommended that the Council Members present should agree to pay the invoices, which were both within the Council's agreed yearly budget and to formally ratify the payments at the next Meeting.

a) Payments :

Payments agreed at last Meeting or signed by two Members since last Meeting

Cheque No

100312	Emma Tyler Expenses. Printer cartridge	£ 29.99
100313	WALC. Subscription 2015-2016	£ 244.49
100314	Community First. Subscription 2015-2016	£ 36.00
100315	WALC. Good Councillor Guide & Memory Stick	£ 11.60
100316	KSM Village Hall. Meetings April-June 2015	£ 42.00
100317	KSM Village Shop. Post Point Grant	£ 450.00
100318	KSM Village Shop. CCTV Grant	£ 250.00
100319	Linda Durno. Community Website 2015-2016	£ 500.00
100320	Emma Tyler Expenses. Printer Ink	£ 57.77
100321	FOSMAA. Extravaganza Stand costs	£ 10.00

100322 Edward Ferguson. Internal Auditor costs £ 110.00

Payments agreed and signed at the Meeting and to be formally ratified at next Meeting

Cheque No

100323 Community Heartbeat Trust. Inv 970 16th July 2015 £ 205.00

100324 Mrs M Hall. Reimbursement of Expenses £ 32.75

Cheques were signed by Cllr A Cole and Cllr R Seally

b) Receipts:

There were no receipts received since the last Meeting

c) Bank Accounts:

The Council noted that the Council's Bank Account balances at 16th July 2015 were:

HSBC Main Business	A/c No 31545043	£12,236.33
HSBC Reserves	A/c No 21545078	£15,558.39
HSBC Charities	A/c No 71545051	£ 760.09
HSBC Defibrillator	A/c No 51563041	£ 1,448.36

15/079 HIGHWAY MATTERS

- a) **Parish Stewards Programme/ Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr A Cole advised that despite continuing conversations with Mr Richard Dobson, Wiltshire Council Highways, the Community Team had failed to arrive on three occasions. Consequently the list of outstanding works remained as previously reported.
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. There were no new issues raised.
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish. It was noted that the resurfacing of The Ridings carriageway was expected to commence on 23rd July 2015.

15/080 UPDATE ON STANDING ITEMS

- a) **Recreation Ground** – The Council had been notified that the annual RoSPA Play Safety Inspection would take place during September 2015. There was concern that debris from Bonfire Night 2014 was still on site. Minute 15/081 (h) refers. Cllr A Cole confirmed that he had already removed the seat from the zip wire and that remedial work was required associated with the whole installation. Progress was required on the Recreation Field Project, particularly as the Green Square financial offer had time limitations. The Council agreed that this was an important matter and should be further considered at the next Council Meeting.
- b) **Notice Boards** – The Council had been asked to consider the replacement of the perspex/plastic glazing of The Ridings Notice Board. A Parishioner had investigated potential costs. The Council was advised that the Notice Board was several years old and that there were also difficulties with the opening

mechanism. With this in mind Council Members considered that in the longer term it would be best to consider the replacement of the Notice Board and its siting rather than carry out short term repairs. Costs of replacement would be investigated and further consideration would be given to options, including the potential for grant assistance from Area Board and others at a future Council Meeting.

- c) Flooding & Drainage – There were no issues raised.
- d) Parish/Community Website/Social Media – There were no issues raised.
- e) Quality Council – There were no issues raised.
- f) Asset Register – There were no issues raised.
- g) School Liaison – There were no issues raised.
- h) Council Standing Orders – There were no issues raised.
- i) Council Financial Regulations - There were no issues raised.
- j) Council Code of Conduct – There were no issues raised.
- k) Risk Assessment, Health & Safety and Management Register – There were no issues raised.
- l) Freedom of Information Act-Publication Scheme – There were no issues raised.
- m) Tor Hill Footpath Project – There were no issues raised.
- n) Kington St Michael Village Hall – There were no issues raised.
- o) Allotments – There were no issues raised.
- p) Wiltshire Council Chippenham Area Board and Parish Forum
 - i) Wiltshire Council Chippenham Area Board Meeting held on the 29th June 2015. There were no issues raised. The Council noted that the next meeting was to be held on the 7th September 2015
 - ii) Wiltshire Council Chippenham Area Board Parish Forum Meetings held on the 20th May 2015 and 22nd July 2015. There were no issues raised. The Council noted that the next meeting of the Chippenham Area Board Parish Forum was to be held on 23rd September 2015 in Sutton Benger Village Hall
- q) Parochial Church Council – There were no issues raised.
- r) Kington St Michael Neighbourhood Plan – The Council noted that the formal application for Designation of the whole of Kington St Michael Parish as a Neighbourhood Area had now reached the Consultation stage and that the Consultation period ends at 5.00pm on 19th August 2015.
- s) Neighbourhood Watch – Council noted that there was no regular attendance by the Police at Meetings to provide updates on Community Policing matters. The

matter would be raised at the Parish Forum as Wiltshire Police may find it more appropriate to attend that Forum to update Parishes if their resources were not sufficient to attend individual Parish Meetings.

- t) Emergency Planning – There were no issues raised.
- u) Insurance – There were no issues raised.
- v) Village Newsletter – The Council funded the production of the Newsletter and was consulted on the content by the Editor before the printers were instructed. Council wondered if the process could be streamlined to allow the Editor to have production control and the Council simply pay for the printing costs. The Clerk would discuss options with the Editor.
- w) Village Information Booklet – Booklets had been produced for the recent Extravaganza and Council agreed that further updated copies should be made available in the Village Shop. The Clerk would make arrangements.
- x) Community Speedwatch – There were no issues raised.
- y) Defibrillators – A replacement battery had been purchased from The Community Heartbeat Trust.
- z) Community Energy Generation Scheme – There were no issues raised.

15/081 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) The Council noted receipt of the Wiltshire Council Parish Emergency Assistance Scheme 2015/2016.
- b) The Council noted receipt of Grant Thornton Email 13th July 2015 acknowledging receipt of 2015 Annual Return.
- c) Seagry Neighbourhood Area Designation. The Council noted receipt of Wiltshire Council email 30th June 2015 in regards to the Neighbourhood Area application consultation. The Consultation period ended 19th August 2015. The Clerk would respond and support the application.
- d) Wiltshire Council – North Operational Flood Working Group. The Council noted receipt of notes from the meeting held on 20th May 2015 in the Corn Exchange, Market Place, Devizes and noted that a further Meeting took place on 8th July 2015 in Malmesbury Town Hall.
- e) Wiltshire Council - Community Infrastructure Levy – The Council noted the Adoption of the Community Infrastructure Levy (CIL) by Wiltshire Council on the 12th May 2015 and noted that a Members’ training session is proposed.
- f) Wiltshire Council – Elections Costs. The Council noted receipt of Wiltshire Council Email 20th June 2015 in regards to Parish Election Costs.
- g) Smaller Authorities Transparency Fund. The Council noted receipt of the DCLG and NALC proposals to ease the burden on smaller authorities meeting the

requirements. It appeared that the Council did not meet the criteria as they already had a website that would suffice.

- h) Bonfire Night – The Council were concerned that the residue of the 2014 event still remained on site, particularly dangerous nails and metal parts. Some had recently been collected and removed by Council Members but it was clear that a thorough clearance was required by electro magnet and consideration may be needed to the erection of a fence and sign.
- i) The Council noted receipt of Kington St Michael Village Shop Email, dated 3rd July 2015, thanking the Parish Council for their donations of £450.00 towards Post Point and £250.00 towards CCTV upgrade.
- j) Parish Council Vacancies. The Council noted that two Vacancies still exist, that the Council can Co-opt eligible applicants and that further efforts needed to be made to fill the Vacancies.
- k) The Council noted receipt of a Wiltshire Council Section 14(1) RTR Act 1984 Notice – Temporary Closure of The Ridings, Kington St Michael for resurfacing of carriageway and associated works on 23rd July 2015 for a maximum 21 days, with the anticipation of taking 2 days to complete.
- l) The Council noted receipt of Swan Advocacy Email, dated 16th July 2015, in regards to request for a donation towards the Dementia Advocacy support project in Wiltshire.
- m) The Council noted receipt of Wiltshire Council Briefing Note 247 in regards to withdrawal of commercial Bus routes by First in the Chippenham Town area.

15/082 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

15/083 DATE OF NEXT MEETING

The next Meeting of the Council will be **Thursday 17th September 2015 at 7.45pm** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

Date: **17th September 2015**