

# **KINGTON ST MICHAEL PARISH COUNCIL DRAFT MINUTES**

## **Council Meeting**

**held at 7.45pm**

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

**26<sup>th</sup> November 2015**

Present: Cllr A Cole (Chairman), Cllr Mrs M Hall, Cllr W Isaac, Cllr J Newton and Cllr R Sealy

Also Present: Wiltshire Councillor 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**

There were no Questions raised that were not covered by later Agenda items

Margaret Pratley reported that the pavement area by the phone box was covered in weeds and needed tidying. Caroline Seward updated the Council on the active interest being shown by Parishioners who wish to form a group to improve the Recreation Ground, facilities and equipment. The volunteers are eager to find a way of working with the Council to take things forward. There was a need to reach agreement on legal structures and working arrangements that would ensure proper governance and give the volunteers freedom to proceed and take advantage of the community spirit being shown. The Clerk would seek advice on options available.

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

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

#### **15/094 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr R Wicks

#### **15/095 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

No interests were declared

#### **15/096 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> September 2015. **Cllr Mrs M Hall proposed, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY**

**15/097 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. There were no representations.

**Planning Applications:**

15/09925/FUL and 15/09064/LBC  
Alterations Including Introduction of New Doors and Conversion of Garage into a Lounge Extension  
1 Skillins, Kington St Michael, Nr Chippenham, Wiltshire SN14 6RL  
For Mr Laurence Hems

Following consideration of the applications **the Council agreed that they had no objections**. However, Council Members wished to ensure that any works were sympathetically carried out with matching materials.

15/10475/FUL  
Change of Use and Conversion From Nursing Home to 2 Three Bedroom Maisonettes (Window Amendments)  
Kington House, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JB  
For Mr J Tirbhowan

Council Members were advised that **this application had been withdrawn**.

15/09757/TCA  
Work to Trees in Conservation Area  
Fell 1 Cherry Tree  
Manor Farm, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE  
For Mr Roger Sealy

To meet the response timescale of Wiltshire Council, Members had agreed between Meetings that the Clerk should respond prior to the Meeting. Following circulation of the application, the Members views were that no objections should be raised. **Council confirmed the decision**. Cllr R Sealy had declared an interest as he was the applicant and took no part in the consideration and determination process.

15/09761/TCA  
Work to Trees in Conservation Area  
Fell 1 Horse Chestnut Tree  
59, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE  
For Mr Roger Sealy

To meet the response timescale of Wiltshire Council, Members had agreed between Meetings that the Clerk should respond prior to the Meeting. Following circulation of the application, the Members views were that no objections should be raised. **Council confirmed the decision**. Cllr R Sealy had declared an interest as he was the applicant and took no part in the consideration and determination process.

15/11691/TCA  
Work to Trees in Conservation Area  
Home Farmhouse, 2, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX  
For Mr R Squires

Following consideration of the application **the Council agreed that they had no objections.**

**Planning General:** The Council was advised that Wiltshire Council had made the following decisions

15/07995/FUL  
Single Classroom with Toilets  
Kington St Michael C of E Primary School, Kington St Michael SN14 6JG  
For Kington St Michael C of E Primary School

Approved, subject to Conditions 23<sup>rd</sup> September 2015

15/08849/TCA  
Work to Trees in Conservation Area  
Fell 1 Conifer and 1 Oak Tree  
Manor Farmhouse, Kington St Michael SN14 6JE  
For Mrs Caroline Seward

No Objection 6<sup>th</sup> October 2015

15/08220/FUL and 15/08242/LBC  
Single Storey Rear Extension  
22 High Street, Kington St Michael SN14 6JE  
For Mr Tom Escourt

Refused 2<sup>nd</sup> October 2015

15/05727/FUL  
Replace Existing Timber Framed Windows with UPVC Windows  
3 Kyneton Way, Kington St Michael SN14 6RF  
For Mr David Roberts

Approved, subject to Conditions 6<sup>th</sup> October 2015

#### 15/098 FINANCE

The Council considered financial matters and received notification of receipts and invoices for payment.

Between meetings Cllr Mrs M Hall had paid Frank Hughes £36.00 for jobbing work carried out on the Council's instructions. The Clerk had reimbursed her from his own money as a petty cash payment and had sought reimbursement at the meeting. Council considered that in principle it was wrong for the Clerk to have to fund the Council **and agreed that** he should hold a petty cash fund of £100.00 for ad hoc payments between meetings.

#### a) **Payments :**

Payments agreed at Meeting

Cheque No		
100329	Digiprint. Inv 19.09.15	£ 33.60
100330	Grant Thornton UK. Inv 23.09.15	£ 150.00

100331	Crackerjack Fireworks. Inv 1776	£ 922.49
100332	St Johns Ambulance	£ 55.20
100333	Mr A Cole	£ 207.20
100334	KSM Village Hall	£ 24.00
100335	Void Cheque	
100336	Mr V Vines	£ 136.00
100337	Digiprint	£ 34.72
100338	Playsafety Rospa Ltd	£ 110.40
100339	ABEE Pest Control	£ 40.00

**Cheques were signed by Cllr A Cole and Cllr Mrs M Hall**

**b) Receipts:**

Mrs E Tyler. Salary reimbursement	£ 428.46
KSM Field Fund. Bonfire Night reimbursement	£ 814.74
Wiltshire Council Parish Precept (part) 23.09.15	£ 8,156.88
Wiltshire Council Precept Grant (part) 23.09.15	£ 198.62

**c) Bank Accounts:**

The Council noted that the Council's Bank Account balances at 19<sup>th</sup> November 2015 were:

HSBC Main Business	A/c No 31545043	£16,893.06
HSBC Reserves	A/c No 21545078	£15,591.20
HSBC Charities	A/c No 71545051	£ 760.25
HSBC Defibrillator	A/c No 51563041	£ 1,448.67

**d) Council Budget 2016/2017:**

The Council considered their Budget and proposals for the Council Year 2016-2017 and required Precept. This would be considered at the January 2016 Meeting to meet the timescale of Wiltshire Council. In the interim Council Members would consider and submit proposals to the Clerk to allow an assessment of the cost implications for the Clerk to prepare alternative Budget forecasts.

**e) Annual Audit 2014/2015:**

Council noted receipt of Grant Thornton UK LLP letter, 16<sup>th</sup> September 2015, advising Notice of Conclusion of Audit for Year ended 31<sup>st</sup> March 2015 **and agreed** to display Notice for at least 14 days in a conspicuous place. The External Auditors had raised no matters of concern, other than a VAT debtor not being included in box 3, which altered figures in boxes 7 and 8 and minor matters correcting the Internal Auditors report. The corrected figures would be included in the 2015/2016 Annual Return. **(noted)**

**15/099 HIGHWAY MATTERS**

- a) **Parish Stewards Programme/ Requirements:** general issues for the Local Highway & Streetscene Community Team. The Council had received notification that the Parish Steward scheme is to be re-introduced. Any outstanding and required works would now have to be reported using the MyWiltshire App system. Cllr A Cole had been the previous link between the Council and the

Parish Steward and Council Members were asked to report all issues to him so there could be a comprehensive trail of requests. The results of the Chippenham Area Parish Forum Survey of Wiltshire Council Highways Services had now been circulated for information and there would be a 6 monthly review. **(Noted)**

- 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. In addition to uncompleted works particular issues raised by Members at the meeting related to the road surface in Grove Lane, mud and the replacement finger post in Stanton Lane and overgrown verges in Easton Piercy Lane. In addition the verge damage caused by Greensquare by the Recreation Field (north side) needed reinstatement. An area of concern is the width of the highway at The Ham, particularly with parked vehicles reducing the width, which creates particular problems for emergency vehicles. Without the introduction of double yellow lines to prevent parking, which would be unsightly, a suggestion would be for a single white line to be painted emphasizing the narrowness of the road and although of no legal status may deter parking. This would need the approval of Wiltshire Council Highways but before any request is made Council considered that occupiers of properties in the immediate area should be informed of the concerns and asked for views on the proposal. The Clerk would write to the occupiers.

#### **15/100 UPDATE ON STANDING ITEMS**

- a) Recreation Ground – The Council had received the annual RoSPA Play Safety Inspection Report. This had identified areas of concern that required immediate action. A quotation had been received from Playdale Playgrounds to the value of £1281.24 + £256.25 vat = £1537.49 and the Clerk was instructed to place the order for the works to be carried out. Works required to repair benches had still to be completed. Greensquare had confirmed that their financial offer had lapsed as they had now left the construction site. They had advised that applications could be made for grants for specific projects. The Council had heard earlier in the evening that a group of volunteers wished to work with the Council to improve the Recreation Ground, which the Council welcomed.
- b) Notice Boards – The Council had been asked to consider the replacement of the perspex/plastic glazing of The Ridings Notice Board. Cllr A Cole had investigated costs and it was agreed that an order would be placed for the materials, cost being £45.86 + vat, and Cllr Cole offered to carry out the work required.
- c) Flooding & Drainage – The Chairman confirmed that the Wiltshire Council Parish Emergency Assistance materials and equipment had now been delivered and was stored at Manor Farm in agreement with Cllr R Seally.
- d) Parish/Community Website/Social Media – There were no issues raised.
- e) Asset Register – There were no issues raised.
- f) Tor Hill Footpath Project – The scheme had been delayed and progress to clear vegetation had been put on hold. Involved owners and occupiers had been informed. There was a need to re-assess the project and it was felt that assistance would be required from Wiltshire Council. Cllr A Cole would visit interested

parties at the appropriate time. Wiltshire Councillor H Greenman would make contact with Mr John Price, Wiltshire Senior Estates Officer, who has knowledge of the history for advice. No further action would be taken until the Council had re-considered options.

- g) Kington St Michael Village Hall – There were no issues raised.
- h) Wiltshire Council Chippenham Area Board and Parish Forum. Council noted that the Area Board had met on 9<sup>th</sup> November 2015 and the Parish Forum on the 23<sup>rd</sup> September and 18<sup>th</sup> November 2015. The next Area Board is to be held on Monday 18<sup>th</sup> January 2016 in The Neeld Hall, Chippenham and next Parish Forum would take place on Wednesday 20<sup>th</sup> January 2016 in the Goss Croft Hall, Upper Seagry. It was hoped that there could be Council representation at both meetings. **(noted)**
- i) Kington St Michael Neighbourhood Plan – There were no issues raised.
- j) Village Newsletter – The Council agreed to continue funding the production of the Newsletter in black and white form. Colour options were costly and could not be considered at this time. The Council agreed that an occasional news item (100-150 words) would be submitted for publication.

#### 15/101 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-Councillors Briefing Note No 258. The Council noted receipt of Briefing Note in regards to the Wiltshire Housing Land Supply Statement 2015 update. **(noted)**
- b) Wiltshire Council-Handover of SIDs. The Council noted Wiltshire Council's revised policy on Speed Indicator Devices (SIDs) to Town and Parish Councils. There was a suggestion made that four Councils from a Community Area might join together to save costs. An approach had recently been received from Chippenham Town Council to find partners. **Council agreed** not to pursue this.
- c) Community First AGM. Council noted that the Community First AGM had taken place on Wednesday 7<sup>th</sup> October 2015 in The Town Hall, Devizes. **(noted)**
- d) Wiltshire Council-Devolution of assets/services. The Council noted receipt of letter, 15<sup>th</sup> October 2015 from the Cabinet Member for Finance in regards to devolution process and that the process is delayed until a satisfactory agreement is made with Salisbury City Council. **(noted)**
- e) Wiltshire Council Highways Update. The Council noted receipt and the contents of Local Highways Update from the Wiltshire Council Highways Community Coordinator regarding grounds, cleaning and local highways services and changes to the MyWiltshire App system. All requests needed to be made using the system, including photographs. **(noted)**
- f) WALC Annual General Meeting. The Council noted that the AGM had taken place on Wednesday 4<sup>th</sup> November 2015 at Stanley Park Sports Club, Chippenham. Subjects on the Agenda included Assets of Community Value,

Neighbourhood Planning, Affordable Housing and Community Land Trusts. No Council Member had been available to attend. **(noted)**

- g) Bonfire Night 2015. The Council had agreed to the event taking place on the Recreation Ground. There had been no adverse comment received. The event had been well organized and attended. **(noted)**
- h) 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. **(noted)**
- i) Section 106 Parish Funds. The Council noted receipt of Wiltshire Council letter, 18<sup>th</sup> November 2015, advising that Parish Funds available are £7,400.00 pursuant to application N/13/01254/FUL and that they will expire on 21<sup>st</sup> August 2019. Council Members considered that there were other Section 106 monies available from other schemes that were not included and the Clerk was asked to contact Wiltshire Council raising the issue.
- j) Land Rear of Pound Cottage, 42 Kington St Michael. The Council had noted receipt of an account from ABEE Pest Control, via Hamptons International Property Manager in regards to the removal of a wasp/bee nest. The works had been carried out without the authorization of the Council and they felt that they should have been given the option of providing a contractor themselves before any work was done. The account amounted to £58.00. After consideration the Council agreed that some payment should be made towards the works and it was agreed that £40.00 should be paid. **Cllr R Sealy proposed, seconded Cllr Mrs M Hall and RESOLVED UNANIMOUSLY**
- k) Calendar of Meetings 2016. The Council considered and agreed a Calendar of Meetings for the next 12 months as follows:

14<sup>th</sup> January 2016  
18<sup>th</sup> February 2016  
17<sup>th</sup> March 2016  
7<sup>th</sup> April 2016 Annual Parish Meeting  
21<sup>st</sup> April 2016  
19<sup>th</sup> May 2016 Annual Council Meeting  
16<sup>th</sup> June 2016  
21<sup>st</sup> July 2016  
15<sup>th</sup> September 2016  
20<sup>th</sup> October 2016  
17<sup>th</sup> November 2016

- l) Chippenham Site Allocations Plan. The Council had been notified previously that Mr Patrick Whitehead had been appointed as the Inspector for the Examination. The early session/s had taken place and there had been a suspension of the local Inquiry following the Inspector's views on what he considered was flawed procedure. The matters of concern included deliverability, trigger points, link roads, employment, affordable homes and sustainability appraisal. There was intended to be an end of January 2016 review/update but it was likely that the suspension would be for at least 6 months. This suspension left areas of Chippenham open to attack from developers, including The Range application site. The Council would be further advised of process and timetable for the Examination in due course. **(noted)**

- m) Operational Flood Working Group North. The Council noted that a meeting of the Group had taken place on Wednesday 18<sup>th</sup> November 2015 at Trowbridge Rugby Club. The next meeting was scheduled for Wednesday 13<sup>th</sup> January 2016 at Devizes Corn Exchange. **(noted)**
- n) Wiltshire Council Parish Steward Scheme. The Council noted press release Email, 2<sup>nd</sup> November 2015 in regards to the reintroduction of the Scheme and the ending of the Community Days Scheme. **(noted)**
- o) The Nymph Hay. The Council noted receipt of the Consultation received from The Woodland Trust on their 5 Year Plan. Council Members were asked to consider the documentation and plans and respond accordingly or provide the Clerk with any views for a formal response.
- p) Boundary & Governance Review. Wiltshire Council had recently met and considered the views and recommendations of the Council Review Panel. As a result there is unlikely to be any changes to existing arrangements until 2021. **(noted)**

**15/102 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no matters raised.

**15/103 DATE OF NEXT MEETING**

The next Meeting of the Council will be **Thursday 14<sup>th</sup> January 2016 at 7.45pm** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

Date: **14<sup>th</sup> January 2016**