

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.45pm

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

18th October 2018

Present: Cllr Mrs S Eaton, Cllr I Gray, Cllr W Roe and Cllr R Sealy

Also Present: 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

There were no Reports.

18/053 APOLOGIES FOR ABSENCE & ELECTION OF MEETING CHAIRMAN

The Clerk reported that Cllr A Cole (Chairman) and Cllr Mrs E Hocking (Vice Chairman) were unable to attend. In the circumstances there was a need to elect a Chairman for the Meeting and the Clerk called for nominations. **Cllr R Sealy proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY that Cllr W Roe be elected.** Apologies were received and accepted from Cllr A Cole (Chairman), Cllr Mrs E Hocking (Vice Chairman), Cllr G Gamble, Cllr P Macdonald and Cllr J Newton. Apologies were also received and noted from Wiltshire Councillor H Greenman.

18/054 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

Cllr R Sealy declared an Interest in Planning Application Agenda items 4 b) and c) in relation to applications 18/08446/REM and 18/09293/ADV.

There were no further Interests declared.

18/055 MINUTES Members had previously been circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 13th September 2018. **Cllr W Roe proposed, Cllr Mrs S Eaton seconded and RESOLVED UNANIMOUSLY**

18/056 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) 18/08979/FUL
Erection of Drive-Thru Building, operated by Costa Coffee, together with Associated Drive-Thru Lane
Leigh Delamere Motorway Services Westbound, Southern Side of M4 Motorway at Leigh Delamere Service Area, Leigh Delamere SN14 6LB
For Moto Hospitality Limited

Following consideration of the application the **Council resolved that they had no objections to raise. Cllr W Roe proposed, Cllr R Sealy seconded and RESOLVED UNANIMOUSLY**

- b) 18/08446/REM
Approval of all matters reserved by Condition 2 attached to 17/03417/OUT including appearance, landscaping, layout and scale for 'phases 1 & 2' and the 'strategic landscaping' element at the boundaries of the site
Land South-East of Junction 17 of M4 Motorway, Kington Langley, Chippenham, Wiltshire
For St Modwen Developments

The application was not within Kington St Michael Parish and the Council considered that they did not wish to comment on the proposals.

- c) 18/09293/ADV
Site Board – Advertisement Consent
Chippenham Gateway, Land South of J17 M4, Chippenham Gateway SN14 6BD
For Mr Ian Guy - St Modwen Developments

The application was not within Kington St Michael Parish and the Council considered that they did not wish to comment on the proposals.

- d) 18/08316/REM
Reserved Matters for the Erection of 132 Dwellings and Associated Landscaping and Infrastructure at Land North Chippenham (Parcels P1C and P1D). Following Outline Planning Consent Ref: N/12/00560/OUT
Land North of Hill Corner Road, Chippenham, Wiltshire
For Persimmon Homes (Wessex)

The Council considered that they did not wish to comment on the proposals.

- e) 18/08761/FUL
Wessex Water is proposing to install an orthophosphoric acid (Ortho-P) dosing plant at the existing Allington Services Reservoir. A planning application is required for the construction of the dosing kiosk. A delivery bund and safety shower, are to be constructed under permitted development rights. Temporary use of land adjoining the reservoir site as a construction compound will be constructed under permitted development rights
Allington Reservoir Distribution Site, Malmesbury Road, Kington Langley, Chippenham, Wiltshire SN15 5QA
For Wessex Water

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

Cllr R Sealy 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) 18/07462/FUL
Convert Garage area to Bedroom and en-suite, widen rear Kitchen door to French door, Conservation new roof light to rear elevation, alter west facing window deeper cill
Willow Barn, Easton Piercy, Kington St Michael SN14 6JT
For Ms J Frankland **Approved with Conditions 20th September 2018**
- b) 18/07597/LBC
Convert Garage area to Bedroom and en-suite, widen rear Kitchen door to French door, Conservation new roof light to rear elevation, alter west facing window deeper cill
Willow Barn, Easton Piercy, Kington St Michael SN14 6JT
For Ms J Frankland **Approved with Conditions 20th September 2018**

18/057 FINANCE The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100567 Idverde Limited. Inv GM762216 26.09.18	£ 148.37
100568 KSM Village. Hire of Hall x 2 meetings Inv 30.09.18	£ 24.00
100569 Digiprint. Inv DPCH/19015. Jessica Puddy reimbursement	£ 58.80
100570 Digiprint. Inv DPCH/18981. Mr V A Vines reimbursement	£ 55.80
100571 Community First/Zurich Insurance premium. Bonfire Night	£ 98.00

Cllr R Sealy proposed, seconded Cllr I Gray and RESOLVED UNANIMOUSLY

b) **Receipts:** The Council noted receipt of:

Wiltshire Council Parish Precept 2018/19 (installment 2) 21.09.18 £ 11,603.64

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 12th October 2018 were:

HSBC Main Business A/c No 31545043	£ 45,665.01
HSBC Reserves A/c No 21545078	£ 15,618.63
HSBC Charities A/c No 71545051	£ 761.69
HSBC Defibrillator A/c no 51563041	£ 868.37

18/058 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Parish Steward visited on 8th October 2018 and was scheduled to visit on 5th November and 3rd December 2018. Councillor P Macdonald was the Council Link Member and he should be advised of any additional works to add to the priority list. **(noted)**
The Council noted receipt of (Cllr Wayman's) Local Highways September 2018 Newsletter. **(noted)**

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

There were no 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.

18/059 UPDATE ON STANDING ITEMS

- a) Recreation Ground –

- i) QE2 Recreation Field Group. There was no update. **(noted)**
- ii) QE2 Recreation Field Maintenance. The Field Group had reported that a timber panel required re-fixing and a number of timber posts and other elements needed attention. The RoSPA Report 2017 had highlighted issues relating to rotting timber and the RoSPA Report 2018 was expected following the planned inspection in September 2018. **The Council agreed that** upon receipt the Report would be circulated to Members for consideration and a decision taken on what works should be carried out as a matter of urgency, including the timber panel re-fixing. **Cllr R Sealy proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**
- iii) QE2 Group Bonfire Night, Saturday 3rd November 2018. The Annual event was scheduled to commence at 5.30pm. **The Council agreed that** the event could take place on the Recreation Field, subject to clearing debris and reinstatement of ground, adequate stewarding and safety measures, etc. The Council would insure the event under the Council's Insurance Policy and would notify local livestock keepers and emergency services. **Cllr W Roe proposed, Cllr Mrs S Eaton seconded and RESOLVED UNANIMOUSLY**

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

- c) Flooding & Drainage – There was no update. **(noted)**

- d) Parish/CommunityWebsite/Social Media–There was no update required. **(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: An Area Board Meeting had been held Monday 8th October 2018 in The Neeld Hall, Chippenham. The Meeting scheduled for 17th December 2018 had been cancelled and the next Meeting would now be on the 4th February 2018. The Parish Forum had met on Wednesday 15th August 2018 in St Mary Magdalene Church, Hullavington. The Guest Speaker had been Chippenham Town Council. The Forum would meet again on Wednesday 24th October 2018 at 7.30pm in The Goss Croft Hall, Upper Seagry, the Guest Speaker would be Victoria Welsh, the Chippenham Community Area Engagement Manager. **(noted)** Cllr Mrs S Eaton advised that she hoped to be able to attend the next Parish Forum Meeting. **(noted)**
- j) Kington St Michael Neighbourhood Plan – Cllr W Roe updated the Council on progress. There had been no recent Steering Group meetings. A Housing Needs Survey was planned for 7th to 11th January 2019 with support from Wiltshire Council, which would require local assistance in distribution. The Council was supportive of the Survey, which will need advertising in the next Newsletter so that people are aware of the process and the need to respond. **(noted)**
- k) Kington St Michael Emergency Plan – There was no update. **(noted)**
- l) Village Newsletter – Council Members had noted earlier that the Neighbourhood Plan Steering Group would need to publicise the Housing Needs Survey. Minute 18/059 (j) refers. **(noted)**
- m) Council Award Scheme – There was no update. **(noted)**

18/060 **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 - Briefing Note No 368 – The Council had received a Briefing Note in regards to the Wiltshire Local Plan Review Update. 27th September to 9th November 2018. The Note included an invitation to consultation events taking place during October 2018 with registration by given dates. The Consultation document had been circulated to Council Members. **(noted)** Cllr Mrs S Eaton advised that she hoped to be able to attend the local Chippenham session. **(noted)** The Clerk reminded Council Members that he had earlier that day circulated a Wiltshire Council Parish Newsletter (15th Oct 2018 edition) that contained further information on the Consultation. **(noted)**
- b) Wiltshire Association Local Councils (WALC). The Council had been advised that the AGM would take place on Monday 22nd October 2018 at 6.30pm at Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY. Following the AGM would be a discussion on “The Magic Money Tree” funding for local Councils. **(noted)**
- c) Wiltshire Council Operational Flood Working Group North. The Council noted that the next Meeting was scheduled for 14th November 2018 in St Margaret’s Hall, Bradford on Avon. Further details were awaited **(noted)** The Clerk

reminded Council Members that he had earlier that day circulated a Newsletter (Oct 2018 edition) from the Group advising and inviting them to a Flood Warden Workshop to be held that day at the Wiltshire & Dorset FRS Training Centre, Hopton, Devizes. **(noted)**

- d) WALC. The Council had been advised that the Association was consulting on a proposal to extend the Member Services to add employment services. Responses were required by 30th November 2018. The potential increase in subscription fees was 4% per year. **The Council agreed to support** the extended service and would inform WALC.
- e) Wiltshire Council – Focusing on the Future. The Council had been invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session would take place on Thursday 22nd November 2018 in the Council Chamber, Monkton Park, Chippenham 5.30pm – 7.00pm. **(noted)** It was hoped that a Council Member could attend the event and report outcomes to the next Council Meeting.
- f) Wiltshire Council - Briefing Note No 366. Pursuant to Minute 18/050 (j). The Council had previously received a Briefing Note in regards to the Electoral Review of Wiltshire Council. Later Agenda items also referred to the issue of various Reviews taking place that would also have implications and suggestions being proposed would need consideration. The Council wished to remain in the Kington Division rather than be incorporated into any other Division and at this time there were no indications that this would not be the case. However, there remained a need for Council Members to be mindful of this process and timescales as the situation could change. **(noted)**
- g) Local Government Boundary Commission. Pursuant to Minute 18/050 (k). The Council had been previously notified that a Consultation on the Wiltshire Council Division Boundaries had begun, closing on the 5th November 2018. It had been understood that draft recommendations would be published in February 2019 for a further consultation with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. The Council was mindful that this could have implications on future electoral arrangements and reiterated their position expressed in Minute 18/060 (f) above that as a fundamental position they wished to stay in the Kington Division rather than be incorporated into any other Division. **(noted)**
- h) Wiltshire Council. Changes to Electoral Divisions and Area Boards. Pursuant to Minute 18/050 (l). The Council had been previously reminded that the Review was taking place and could lead to the need for some Parishes to move from one Area Board to another as a result of forming the new Divisions. The Council considered that with the Parish situated in such close proximity to Chippenham and with the encroachment of development extending the urban area into the northern rural areas towards the Parish it was highly unlikely that the Parish would be moved to another Community Area Board. However, there remained a need for Council Members to be mindful of this process and timescales as the situation could change. **(noted)**
- i) Trowbridge Town Council Consultation Response - Wiltshire Council. Changes to Electoral Divisions and Area Boards. The Council noted receipt of a consultation submission from Trowbridge Town Council. This proposed that the Parish should remain in the Kington Division based upon future electorate sizes. The Council welcomed this and Minutes 18/050 (f) and (g) above reflect the Council's view that they wished to stay in the Kington Division rather than be incorporated into any other Division. **(noted)**
- j) Chippenham Neighbourhood Plan. The Council had agreed at the last Meeting to invite the Town Council Planning Officer to a Council Meeting. Minute 18/050 (q) referred. The Clerk advised that the Planning Officer had already visited a number of local Parishes and was finding it increasingly difficult to meet the

timescales of all Council Meetings. It was hoped that he would be able to attend the next Council Meeting. (noted)

18/061 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade. The Council had been advised at the last Meeting that progress was being made on potential application/s to Wiltshire Council's Chippenham Area Board for financial assistance towards the Tor Hill project alongside highway safety generally and the lowering of the speed limit, together with negotiations with Consultants involved. This was proving time consuming for the Council's Lead Member and the Council. To avoid over-stretching resources and to ensure that no conflict occurred with other projects, particularly with approaches to Area Board for grant aid there had been a general view taken that further consideration on the Upgrading project should be deferred until it could be accommodated in the Council's forward planning. Cllr Mrs S Eaton advised that she would like to act for the Council in taking the project forward so that at an appropriate time, with the background groundwork done, such as land ownership matters, it would enable the Council to more easily move forward.

There were no further matters raised.

18/062 DATE OF NEXT MEETING

The next Council Meeting is scheduled for **7.45pm, Thursday 15th November 2018** in Kington St Michael Village Hall.

PART 2 AGENDA

As the following Items related to Confidential Matters, in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it was considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and they were instructed to withdraw.

The Clerk reported three confidential items and following consideration **the Council agreed** the actions required.

Signed:

Chairman, Kington St Michael Parish Council

Date: **15th November 2018**