

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

17th November 2022

Present: Cllr G Gamble (Chair), Cllr E Allen, Cllr A Hall, Cllr E Hocking (Vice Chair), Cllr V Ingham, Cllr J Newton, Cllr W Roe and Cllr F Twisse.

Also Present: Wiltshire Councillor H Greenman, Avril Balmforth, Linda Durno, Robert Durno, Margaret Pratley, Rick Squires, 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

- i) Avril Balmforth asked for an update on the installation of the Queen's Platinum Jubilee Bench. The matter was a later Agenda item (Minute 22/58 (p) below refers). The Council had purchased the Platinum Jubilee Bench and the preferred site remained at The Ham. Wiltshire Highways had been asked if there was a suitable position on public land that did not interfere with highway visibility.
- ii) Linda Durno raised the issue of the Tor Hill Footpath Project and her concerns regarding the potential change in circumstances since the proposal had originally been envisaged. In phrasing the question/s she provided background information and suggested that there was no obligation for the Council to carry out the project as planned, particularly as the present circumstances appeared different. She had noted the progress the Council had recently made and the large expense for consultant's advice. She asked if the Council intended to consult the Parish on any proposals, as there may be preferred alternatives. In response it was confirmed that the Council had only approved a budget to cover consultant's fees to reach a stage where a scheme design would allow a consultation to take place with potential construction costs being available. The Council had no intention of proceeding with the works without local support. The Council had raised capital funds over the last few years to cover consultant's fees but had no funds available to carry out a major works project. Should any scheme proceed there would be a need to seek grants and financial support from others. Comments on the subject were also received from Robert Durno and Rick Squires.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

- i) Wiltshire Cllr Howard Greenman (Strategic Planning Committee Chair) briefed the Council on difficulties occurring over the Government's 5 Year land supply policy leading to planning applications being approved on Appeal despite the wishes of local people and Neighbourhood Plans. He had written a lengthy argument to Government Ministers and local MPs for changing the requirement. The Wiltshire Council Leader had also become involved and had provided a template that Parish Councils could use in support of the views. The Council was producing their own Neighbourhood Plan that may be disregarded in decision making at some stage. The Council had been invited to take part in the campaign and readily supported the initiative. The Clerk confirmed that he had already submitted letters.

There were no further Reports.

22/52 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Macdonald.

22/53 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

Cllr A 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.

22/54 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 6th October 2022. **Cllr E Hocking proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

22/55 PLANNING

Planning Applications: Prior to the consideration the Planning Application received, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

- a) PL/2022/07575 – Householder Planning Permission
2 No Roof Lights to Rear Elevation
Lookfar, 5 Kyneton Way, Kington St Michael, Nr Chippenham, Wiltshire SN14 6RF For Mr Steve Woodhead

Following consideration of the application **the Council resolved that there were no objections to the proposals.**

Cllr E Hocking proposed, Cllr E Allen seconded and RESOLVED UNANIMOUSLY

- b) PL/2022/08533 – Tree Consent Notification in Conservation Area
T1 – Poplar Tree, Fell, T2 and T3 – 2 x Poplar Trees, Re-Pollard
The Dower House, Manor Close, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JA For Mrs Jeanine Cuthbert

Following consideration of the application **the Council resolved that there were no objections to the proposals.**

Cllr E Allen proposed, Cllr V Ingham seconded and RESOLVED UNANIMOUSLY

There were no further applications considered. **(noted)**

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

There were no planning matters reported. **(noted)**

22/56 **FINANCE** The Council considered financial matters.

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

| | | |
|--|----------|----------|
| Idverde Limited. grass cutting contract. Inv 10860964 | 27.10.22 | £ 431.76 |
| Playsafety Limited. RoSPA Annual Inspection Inv 67120 | 14.10.22 | £ 113.40 |
| Community Heartbeat Trust. Defib Electrodes. Inv 14248 | 10.10.22 | £ 98.40 |
| Black Nova Designs. Web Hosting 22/23 Inv BND-13376 | 22.10.22 | £ 60.00 |

Cllr W Roe proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY

- b) **Payments made:** The Council noted that no Payments had been made since the last Council Meeting. **(noted)**
- c) **Receipts:** The Council noted the following Receipt. **(noted)**

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|--|----------|------------|
| Wiltshire Council. BACS CIL payment PL/2021/0820 | 01.09.22 | £ 5,161.00 |
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- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5th November 2022 were:

| | |
|------------------------------------|-------------|
| HSBC Main Business A/c No 31545043 | £ 75,682.60 |
| HSBC Reserves A/c No 21545078 | £ 45,776.41 |
| HSBC Charities A/c No 71545051 | £ 765.23 |
| HSBC Defibrillator A/c no 51563041 | £ 852.45 |

- e) **Banking Arrangements:** Pursuant to Minute 22/48 (f). The Clerk confirmed that he was investigating the HSBC online banking arrangements to facilitate BACs payments. **(noted)**

22/57 **HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. There was particular concern at recent heavy flooding at the Stanton Lane road junction. Any further works should be notified to Cllr Macdonald the Council's Link Member. Further visits were scheduled for 28th November and 27th December 2022. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

There were no issues raised on this occasion. **(noted)**

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

There were no issues raised on this occasion. **(noted)**

22/58 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. Cllr Hocking reported that the Group had been concentrating on the arrangements and organisation of the Bonfire Night and the planned Progressive Supper. There was an idea to carry out a survey on summer playground use. **(noted)**
- ii) QE2 Recreation Field Capital Works. There was no update required on this occasion. **(noted)**
- iii) QE2 Recreation Field Maintenance. There was no update required on this occasion. The recently received RoSPA Report would provide guidance. **(noted)**
- iv) QE2 Recreation Field Bonfire Night. The Council would receive a report on the event held on the 5th November 2022 at a future Meeting. **(noted)**
- v) QE2 Recreation Field - RoSPA Report 2022. The Council had recently received the Annual Report. This had been circulated to interested parties for consideration and action. **(noted)**
- vi) QE2 Field Orchard. The QE2 Field Group had updated the Council on their proposals and advice received in regards the Orchard being in commemoration of the Late Queen's Jubilee. Assistance and possible donations towards the project were requested. The Council recalled that there were proposals to plant a tree to honour a long serving, now retired Council Member and that this has been delayed to await proposals from the Field Group. **The Council agreed to use the funds set aside as a £200.00 grant towards the Orchard Project and to ask that a suitable fruit tree and plaque be included. Cllr E Hocking proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

- b) **Notice Boards** – There were no issues raised. **(noted)**

- c) **Flooding & Drainage** – There was particular concern at recent heavy flooding at the Stanton Lane road junction. **(noted)**

- d) **Parish/Community Website/Social Media** – All Council Members confirmed that they had been unable to create the gov.uk email accounts and access emails using the log-in details provided by the website designers. The opportunity existed for connections to be made using Webmail should Members be so minded. The Clerk agreed to investigate further. **(noted)**

- e) **Tor Hill Footpath Project** –The Council had heard concerns expressed in regards to the continuation of the Project in the Public Session. Cllr Hocking updated Council Members on on-going work since the last Council Meeting to firm up the proposals and continuing consultation would take place with all before any final decisions were made. **(noted)**
- f) **Kington St Michael Village Hall** – Cllr Allen reported that the Xmas Tree would be erected on the 30th November ahead of the Xmas Fayre scheduled for the 3rd December 2022, 10.00am to 1.00pm. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr Newton reported that the Steering Group had recently met and discussed the Community Design Statement. They had been successful in obtaining a further grant from Groundwork UK and £2,828.00 would be held by the Council until instructed to released by the Group. The Wiltshire Council, in monitoring progress of Neighbourhood Plans across Wiltshire had asked for a rough idea of the timetable of when it was hoped to reach examination/referendum stages. Cllr Newton indicated that it was intended that the Regulation 14 Draft Plan stage should be reached by the 31st March 2023. **(noted)**
- h) **Kington St Michael Emergency Plan** – Cllr Twisse reported on progress since the last Council Meeting. She reminded the Council that there was a need to assess areas of need, particularly in regards to vulnerable people. She remarked on the difficulties in producing a Telephone Tree in accordance with the Wiltshire guidance. She envisaged that a method be adopted whereby information was cascaded throughout the whole Parish. This could entail Council Members having active roles in telephoning perhaps 3 or more Parishioners who would then telephone 3 or more themselves who would continue the process onwards. This could mean the whole Parish could be covered in emergency situations. Cllrs Allen, Hocking, Gamble and Twisse would give further consideration. **(noted)**
- i) **Village Newsletter** – There were no issues raised. **(noted)**
- j) **Council Award Scheme** – There was no update. **(noted)**
- k) **Asset Register** – There was no update. **(noted)**
- l) **Insurance** – There was no update. **(noted)**
- m) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. There was no update on this occasion. **(noted)**
- n) **Community Safety/Neighbourhood Watch:** Cllr Ingham reported on progress and confirmed that there was no Kington St Michael Neighbourhood Watch Scheme registered with the NW Association. The Clerk advised that those on the Council database received all Community and Neighbourhood Watch Messaging that the Council receives. There was a need to consider taking things forward and a Newsletter article and social media could elicit further interest. **(noted)**
- o) **Data Protection. GDPR** – There was no update required. **(noted)**
- p) **Queen’s Platinum Jubilee – Celebration Bench.** The Council had purchased a Platinum Jubilee Bench and the preferred site remained at The Ham as previously

agreed. Wiltshire Highways had been asked if there was a suitable position on public land that did not interfere with highway visibility. **(noted)** Cllr Allen reported she now held the Queen's Diamond Jubilee plaque as the original mounting had deteriorated. **It was agreed that** a new Oak support should be sourced.

22/59 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) **Chippenham Local Highway and Footpath Group (LHFIG) Formerly CATG).** The LHFIG last met on 4th October 2022. The date of the next Meeting was scheduled for 24th January 2023 at 10.00am at a venue to be confirmed. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was scheduled for Thursday 24th November 2022, 9.30am to 11.30am at Melksham Community Campus or by Microsoft Teams. The Notes of the last Meeting held on 22nd September 2022 had been received and circulated. The Council was always invited to attend and to raise any local concerns and a Briefing Note from the Portfolio Holder for Flooding had been received. **(noted)**
- c) **Highway Parking – The Ham.** The issue had been raised with PCSO Lewis Hawkins and a response was awaited. **(noted)**
- d) **Stanton Lane 4 way Highway Fingerpost Sign.** The cast metal replacement had now been delivered to a safe storage yard in Dauntsey. Arrangements would now be made for a delivery to Cllr Hocking's address and for installation. **(noted)**
- e) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There was no change in circumstances since the last Council Meeting. Cllr Twisse had previously suggested that with the delay in the traffic survey and no immediate progress likely an option might be the installation of personal speed detectors that would be a start in identifying speeding problems. For a number of reasons this had not been feasible. Consequently, Wiltshire Highways would be asked what timescales were now likely with a request to expedite as a matter of urgency. **(noted)**
- f) **Community Speedwatch Team.** There was no change in circumstances since the last Council Meeting. **(noted)**
- g) **Speed Identification Devices (SIDs).** There was no change in circumstances since the last Council Meeting. **(noted)**
- h) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. **(noted)**
- i) **Asset of Community Value - The Plough Inn, Kington Langley.** Cllr Hall updated the Council advising that a number of inaccuracies existed in Wiltshire Council case for refusal and consideration was being given to the submission of a further application. **(noted)**

- j) **Parish Council Database.** There was no change in circumstances since the last Council Meeting. Council Members were reminded again to invite those within their own “Address Book” to register. **(noted)**
- k) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The next Area Board Meeting was scheduled for Monday 12th December 2022 at 7.00pm in Sutton Benger Village Hall SN15 4RP. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- l) **Wiltshire Council - Briefing Note 22-20.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Substantive Highways Scheme Fund Bid Application Process for 2023/24. **(noted)**
- m) **Wiltshire Council – Financial Planning.** The Council had been advised of the key dates for the Council Tax setting for year 23/24. The deadline for submission of Precept requests was the 18th January 2023. The Council would set their Budget for Year 23/24 on the 19th January 2023 and Wiltshire Council will be advised. Council Members were asked to submit any proposals for inclusion or exclusion of budgetary items prior to the 13th December 2022 so that the Clerk could include them in Budget options templates for the January Council Meeting. **(noted)**
- n) **Wiltshire Flood Warden Training Day.** The original interactive event had been postponed and would now take place on Wednesday 23rd November 2022, 10.00am to 4.00pm in The Guildhall, Salisbury. **(noted)**
- o) **PL/2021/06100 Installation of a Solar Farm.** The application, having been approved, had raised the issue of the possibility of grants from a community benefit fund to host communities over the lifetime of the solar farm either through annual payments or a one-off payment once the solar farm was first commissioned. In normal circumstances the funding would be administered by a local Trust or Committee to which organisations could apply. The Clerk had approached Eden LD Solar Ltd for their intentions. They had advised that Kington St Michael would be included in a “Community Benefit Fund” as they were hosting part of the Solar Farm. The Community Fund would provide £350.00 per MW, index-linked, per year, which could amount to £17,500.00 annually. The Fund would be administered by a Panel comprising nominated Members of Grittleton and Kington St Michael Parish Councils and also the local community with funding intended to support local social and environmental projects. This was still some way off, as the Fund would not be receiving any money until the Solar Farm was operational. Eden Solar would look to put in place the right administrative structures and legal agreements when they knew when construction was likely to begin. It was likely that Yatton Keynell may also be involved initially because of construction route impact, even though they had opposed the project. Eden LD Solar Ltd had not asked for nominees yet and had a suggestion that community volunteer positions could be sought by advertising in Parish Magazines, Websites and Facebook in collaboration with the Parish Council. They wished to strike a balance by getting a broad cross section that properly represented the community with people who will be committed to the role and attended meetings (usually quarterly). This could be challenging from those originally opposed to the project. In the interim they had asked if there were any particular projects the Parish Council had in mind that were in need of funding more urgently? **(noted)**

- p) **KSM Information Booklet.** The Council had historically funded and produced a Village Information Booklet, intended to assist “newcomers” to the Village and others. At the last Meeting the Council had felt that the usefulness of hard copy may be limited and that it could be more beneficial if the information was published online and through other mediums and before any decision was made the Council had asked to be reminded of what information was contained in the booklet and whether all details were accurate. A recent copy had been obtained and circulated. Following consideration **the Council agreed that 10 Booklets** should be printed and placed in the Village Shop.
- q) **Wiltshire Council - Briefing Note 22-21.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Governance Review. The Parish was not involved in this review. **(noted)**
- r) **Wiltshire Council - Briefing Note 22-22.** The Council noted receipt of a Briefing Note in regards to Wiltshire Avian Influenza update. **(noted)**

22/60 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr Allen asked that the Council consider whether there was a need for the Council to support people locally with their cost of living difficulties during the hard winter months. The Council was mindful of the precedent of community support given during the Covid-19 pandemic and that the potential for warm spaces to be provided from a rural aspect should be considered. The matter ought to be raised as a Chippenham Area Board issue.
- ii) Cllr Twisse asked that the Council should discuss two issues in regards to the Primary School, being the use of the School as a “safe place” and the need for an updated School Travel Plan.

There were no further issues raised.

22/61 DATE OF NEXT MEETING

The date of the next Council Meeting was confirmed as **7.15pm, Thursday 19th January 2023.**

Signed:

Chair, Kington St Michael Parish Council

Date: **19th January 2023**