

# **KINGTON ST MICHAEL PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 7.15pm**

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

**20<sup>th</sup> July 2023**

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

Also Present: Wiltshire Councillor H Greenman, 8 members of the public who signed the attendance register being, Margaret Pratley, Steve Woodhead, Joe Lasbury, Gill Lasbury, Colin Labouchere, John Hall, Sophy Fearnley-Whittingstill and Geoff Wells 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) Margaret Pratley raised issues in regard to the responsibility for installing the Late William “Bill” Isaac’s honours plaque adjacent to his tree at the QE2 Field, the answer given that it was his Family. The requirement to clear overhanging brambles along the School footpath, a Parish Steward request was required and, the responsibility of the grass cutting of the Village Green now volunteers no longer carried out the work, the answer given that it was to become part of the Idverde Limited grass cutting contract.
- ii) Colin Labouchere raised the topic of a proposed “The History of Kington St Michael” Book. A later Agenda item 8 (w) raised the issue for consideration and Colin Labouchere explained the reasoning behind the request that if agreed would lead to the Parish Council becoming the custodian of the copyright of an historical book production that would cover the, in depth, history compared to that likely to be included in the “Victorian History” volume/s.
- iii) Geoff Wells raised the issue of the uncompleted Gigaclear rural broadband contract within the Parish. A later Agenda item 9 (i) referred, that sought a solution to the outstanding matters.

There were no further Questions.

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

Wiltshire Cllr H Greenman updated the Council on the forthcoming Wiltshire Local Plan Update. The Plan period would be to 2038 and from a housing perspective the total requirement for the County had been reduced by 8000 dwellings. There would be implications on the Parish as they remained within the large village category that would be expected to fulfil their housing quota that was likely to require the existing

development boundary to be expanded. It would be important for the Council to respond to the Consultation as there would be continued pressure from developers to expand Chippenham in the northern direction. He was pleased to report that the Community Area Parish Forum had met on Wednesday 19<sup>th</sup> July 2023 in Stanton St Quintin Parish Hall with Guest Speakers from Wiltshire Police. The Forum had been well attended and it was likely that the Police & Crime Commissioner would attend the next Forum Meeting scheduled for Wednesday 18<sup>th</sup> October 2023 at 7.00pm. Full details and venue would be published in due course. **Cllrs E Allen and F Twisse agreed to attend the next Parish Forum Meeting.**

There were no further Reports.

**23/33 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr E Hocking (Vice Chair).

**23/34 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders**

Cllr V Ingham declared an interest in regard to Agenda item 4 (a). Planning application PL/2023/04287.

There were no further Interests declared.

**23/35 MINUTES** Members had previously been circulated with the Minutes.

- i) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 15<sup>th</sup> June 2023. **Cllr V Ingham proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

**23/36 PLANNING**

**Planning Applications:** Prior to the consideration of the Planning Applications 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/2023/04287 – Householder Planning Permission  
Installation of Two Wooden Garden Sheds at the Front of the Property  
Hillside House, 94, Kington St Michael, Chippenham, Wiltshire SN14 6HX  
For Mr Alan Ingham

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

**Cllr J Newton proposed, Cllr E Allen seconded and RESOLVED UNANIMOUSLY**

- b) PL/2023/05184 – Full Planning Permission  
Retention of Electric Vehicle Charging Hub with Associated Works and  
Installation of a further 6 No Bay Electric Vehicle Charging Hub with  
Associated Works  
Car Park, Leigh Delamere Motorway Services Westbound, Leigh Delemare  
For Gridserve Sustainable Energy Ltd

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

However, during consideration of the application, comment was made that it was a pity that only 6 No bays were being proposed and that additional bays should be considered. Wiltshire Council would be advised of this.

**Cllr J Newton proposed, Cllr V Ingham seconded and RESOLVED UNANIMOUSLY**

There were no further planning applications considered.

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

- c) PL/2023/01467 – Householder Planning Permission  
Two Storey Side and Rear Extension together with Internal Reconfiguration  
64, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE  
For Mr & Mrs A Cole **Approved with Conditions 7<sup>th</sup> July 2023**

There were no further planning matters reported.

23/37 **FINANCE** The Council considered financial matters.

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

KSM Village Hall. Meeting Room Hire charge. 11 x Meetings 23/24	£ 165.00
Cole A Y Limited. 2 x heavy duty picnic tables. Inv SI-836 29.06.23	£ 516.00
Idverde Limited. grass cutting contract. Inv 10884702 21.06.23	£ 431.76*
Citizens Advice Wiltshire. Section 137 Grant	£ 250.00
KSM C E Primary School. Newsletter printing. Inv KSM 202303	£ 96.32
KSM C E Primary School. Newsletter printing. Inv KSM 202304	£ 72.24

\* The Council asked that this not be paid until work was being completed in accordance with the contract

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

- b) **Payments made:** The Council **noted** that no Payments had been made since the last Council Meeting.
- c) **Receipts:** The Council **noted** that there had been no Receipt/s since the last Council Meeting.
- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5<sup>th</sup> July 2023 were:

HSBC Main Business A/c No 31545043	£ 78,417.81
HSBC Reserves A/c No 21545078	£ 46,119.01
HSBC Charities A/c No 71545051	£ 770.97
HSBC Defibrillator A/c no 51563041	£ 858.83

## 23/38 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Any works should be notified to Cllr Macdonald the Council's Link Member. Parish Steward visits were scheduled for 26<sup>th</sup> June and 24<sup>th</sup> July 2023. Concern had been expressed at the lack of highway verge cutting on visibility splays and highway safety concerns, particularly at the Grove Lane junction and a letter had now been sent to Wiltshire Highways. **(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.
  - i) Winter Preparation 23/24. The Wiltshire weather team had invited the Council to report empty salt bins and to submit any PEAS application. Existing bins would be checked and the matter would be considered at the next Meeting.

There were no further issues raised.

## 23/39 UPDATE ON STANDING ITEMS

- a) **Recreation Ground –**
  - i) QE2 Recreation Field Group. There was no update on this occasion. **(noted)**
  - ii) QE2 Recreation Field Capital Works. There was no update on this occasion. **(noted)**
  - iii) QE2 Recreation Field Maintenance. There appeared to be an improvement at the condition of the grass and surrounding areas and weed clearance and the performance of Idverde Ltd, the contractor. The matters would need to be kept under review. **(noted)**
  - iv) QE2 Recreation Field - RoSPA Report 2023. The Council had been notified that the Annual Inspector's visit would take place during September. **It was agreed that** Cllr G Gamble would meet the Inspector this year.
  - v) Tree Conditions. Cllr G Gamble reported that there had been a recent tree inspection at the Recreation Ground to evaluate the condition of trees to ascertain if there were any health and safety issues. Resulting from this any required actions would be taken.
- b) **Notice Boards –** There were no issues raised. **(noted)**
- c) **Flooding & Drainage –** There were no issues raised. **(noted)**

- d) **Parish/Community Website/Social Media** – Those Members still needing to resolve issues should ask for assistance. The issue of communication between Members showed improvement since the protocol had been agreed. **(noted)**
- e) **Tor Hill Footpath Project** – The draft Briefing Note had been prepared on the project to enable Parishioners to be updated on the history. The draft had been circulated for comment and it was agreed that final comments would be submitted to Cllr F Twisse by the 3<sup>rd</sup> August 2023 so that any revisions could be made before circulation via hard copies in the Shop, the registered database and online on the website. The Council would then need to agree how to consult on the proposals prepared by Mayer Brown, the Council’s consultants, before the project could move forward to future stages. It was emphasised again that there would be a need to source grants before any final decisions were made. **(noted)**
- f) **Kington St Michael Village Hall** – There was no update on this occasion. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr J Newton reminded the Council that the Steering Group had asked the Parish Council to consider the Draft Plan and that Council Members had been urged to advise the Clerk of any comments for consideration at this Council Meeting. As the hosting body the Council needed to approve the Draft Plan to allow its submission to Wiltshire Council to move the project forward. Mr John Hall, the Steering Group Chair was in attendance to answer questions and together with Cllr Newton reminded the Council that the Council had already accepted the principle that the Draft Plan would not include proposals that included potential development sites within the Parish. Considerable discussion took place on whether the Draft Plan was therefore fit for purpose bearing in mind that the Parish was classified as a Large Village in the existing Wiltshire Core Strategy/Local Plan and in the Update to 2038 now under consideration. The Local Plan and Update clarified that for the Chippenham Housing Market Area the overall requirement for the Parish for the Plan period 2020-2038 had been 38 dwellings and that a residual requirement of 34 dwellings remained. Mr Hall and Cllr Newton advised that this could only be met if the existing defined development boundary of the Village was broken with new development encroaching into countryside locations. The Steering Group had been loathe to make suggestions, that would have needed in-depth study of each case, potentially delaying the Plan progress by some 12-18 months. Differing views were expressed on the principle of this as this would/could lead to developers proposing ad-hoc planning applications on unwelcome land areas with the potential appeal decisions being made on the “tilted balance” of lack of available housing supply. The pros and cons were debated **and it was agreed that** the best option was to submit the Draft Plan to Wiltshire planners for consideration in its present form for them to determine whether the content complied with both Local and National Planning Policy and for Wiltshire Council to determine if housing land allocations needed to be incorporated in the Draft Plan for the future public consultation stages. In the interim period Council Members and the Steering Group would begin an assessment of potential areas of land that, if allocated, would have the least negative impact on the Parish. Cllr J Newton advised that he wished to resign from the Steering Group and that a replacement Council nominee would need to be found alongside a number of committed volunteers to continue the process. **(noted)**
- h) **Kington St Michael Emergency Plan** – There was no change in circumstances since the last Council Meeting. **(noted)**

- i) **Village Newsletter** – The Council was advised that the editorial date for the next edition had passed, which was a disappointment as there were several issues that the Council needed to raise, in regards to the Tor Hill Project and the Neighbourhood Plan including the need for Steering Group assistance.
- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – There was no update required. **(noted)**
- l) **Registration of Land and Buildings/Village Hall etc.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- m) **Community Safety/Neighbourhood Watch:** There had been no change in circumstances since the last Council Meeting. **(noted)**
- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen’s Platinum Jubilee – Celebration Bench.** There had been no change in circumstances since the last Council Meeting. **(noted)**

23/40 **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).** The LHFIG had met on the 6<sup>th</sup> July 2023. The Council had raised two issues. The change of road markings near the junction of The Ham with the High Street and the 20mph speed limit advice request. Cllr F Twisse had attended and updated the Council. Changes in road markings near The Ham would require alteration of Regulations if a Stop sign was pursued and initial thoughts suggested that this was unlikely to be achieved. The Traffic Engineer would look at alternatives. Another traffic survey would be conducted to re-assess local speeds. Surprisingly, if the survey showed the 85<sup>th</sup> centile of speed being well over 30MPH the Wiltshire Police would not allow a speed limit reduction to 20MPH. However, if the survey showed speeds to be nearer 30MPH with excessive speeding at certain times then Wiltshire Police traffic enforcement would be expected to take action. LHFIG had suggested that the installation of SIDs would help to back up the traffic survey data. Cllr Twisse also referred to the A350 traffic lights and pedestrian/cyclist safety. The recently installed light system was “traffic responsive” and timings were adjusted according to traffic volume and direction. Adding systems that would pause traffic to enable safe crossing for pedestrians would cause issues with the system. In addition the possibility that sufficient crossing time could not be guaranteed created huge safety problems. It was considered that a dedicated pedestrian/cyclist crossing was required. LHFIG would find this impossible to fund but they had agreed to identify other means/options to secure funding to ensure work was carried out. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on the 18<sup>th</sup> May 2023. The next was scheduled for the 27<sup>th</sup> July 2023 in Melksham Community Campus SN12 6ES. **(noted)**

- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. However, recently Wiltshire Police had held online meetings to discuss collation and submitting data for enforcement action as part of their Making Wiltshire Safer plans. A further meeting was scheduled for 11<sup>th</sup> September 2023 to review progress with the idea of holding quarterly meetings from January 2024. **(noted)**
- d) **Community Speedwatch Team (CSW).** There had been no change in circumstances since the last Council Meeting and until traffic survey matters were resolved the issue would be taken off the Agenda. **(noted)**
- e) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. **(noted)**
- f) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. Members were reminded again to invite those within their own “Address Book” to register. **(noted)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on the 27<sup>th</sup> June 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. No Council Member had attended. The next Meeting was scheduled for the 25<sup>th</sup> September 2023 at 6.30pm in the same venue. The Parish Forum had met on Wednesday 19<sup>th</sup> July 2023 in Stanton St Quintin Parish Hall. Unfortunately, no Council Member had attended and the opportunity to discuss the Local Plan Update with the Wiltshire Cabinet Member and also Policing matters had been lost. The Council was notified that the next Parish Forum Meeting date was scheduled for Wednesday 18<sup>th</sup> October 2023 in a venue to be agreed. Now confirmed as the Kington St Michael Village Hall. **(noted)**
- h) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- i) **Highway Fingerpost Signs.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- j) **Assets of Community Value.** Minute 23/31 (ii) referred. Cllr A Hall had raised the issue of lapsed Listings within the Parish. These included, The Jolly Huntsman Public House, the Kington St Michael Club & Institute, the Nymph Hay Wood, the QE2 Recreation Ground and the KSM CE School & Playing Field. The Clerk reported that Wiltshire Council had advised that in each case a new application to Register as a Community Asset was required. It was suggested that some now had Designations that provided sufficient protection and that only The Jolly Huntsman Public House and the Kington St Michael Club & Institute would require Registration. The Clerk would investigate further and take any required actions. **(noted)**
- k) **Village Gateways.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- l) **Council Standing Orders – Vexatious Persons Policy.** The Council had considered and agreed to approve the Draft Policy and it had now appeared on the Council Agenda for formal adoption. Following consideration **the Council**

**agreed to adopt** the Vexatious Persons Policy. **Cllr P Macdonald proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

- m) **Wiltshire Council - Briefing Note 23-17.** The Council noted receipt of a Briefing Note in regards to the Launch of the Second Solar Together Scheme in Wiltshire and Swindon. **(noted)**
- n) **Citizens Advice Wiltshire.** The Council had received a request from the CAB to financially support the service. The Council had previously supported the organisation with a Section 137 Grant. Following consideration **the Council agreed** that a Section 137 Grant of £250,00 should be provided. **Cllr A Hall proposed, Cllr E Allen seconded and RESOLVED UNANIMOUSLY**
- o) **Wiltshire Council - Briefing Note 23-18.** The Council noted receipt of a Briefing Note in regards to the New “Explore Wiltshire” Heritage App. **(noted)**
- p) **Wiltshire Council - Briefing Note 23-19.** The Council noted receipt of a Briefing Note in regards to the Draft Wiltshire Design Guide and involvement. **(noted)**
- q) **Wiltshire Council Local Transport Plan - LPT4.** The Council had received notification of two workshops run by Atkins, taking place on the 18<sup>th</sup> and 20<sup>th</sup> July 2023, part of the LPT3 update process. Council Members had been encouraged to register and attend. **(noted)**
- r) **Wiltshire Council Design Guide - Consultation.** The Council had received notification of this consultation, taking place between 3<sup>rd</sup> July and 30<sup>th</sup> July 2023. Council Members were encouraged to respond within the timescale. **(noted)**
- s) **Resilience Event.** Wiltshire & Swindon Prepared (LRF) had invited the Council to be represented at the Event to be held on 31<sup>st</sup> August (9.00am to 4.30pm) at Tidworth Garrison Theatre, Tidworth SP9 7EP. Cllr E Allen had indicated a wish to attend and **the Council agreed that** any expenses involved would be reimbursed.
- t) **Wiltshire Council Local Plan Update 2023 - Consultation.** The Council had received early notification of this consultation, taking place in the Autumn. Members could view associated documents online and were encouraged to read. **(noted)**
- u) **Village Green Bench, Stubbs Lane.** Cllr G Gamble had assessed the situation and recommended that the dilapidated/broken bench and hard standing near the pond area should be removed. **(noted)**
- v) **Pavement Parking.** Concern had been recently expressed in regard to vehicles blocking pavements, including through the night parking, causing pedestrian safety issues, for ambient, disabled, blind, wheelchairs and powered buggies and prams. During discussions a suggestion had been made that the Council produce a template letter of appropriate wording to place under wipers of vehicles causing problems. The Clerk would circulate a “proof” for approval.
- w) **The History of Kington St Michael- Provisional Title.** Following a recent village event held in the Village Hall a proposal had arisen that could lead to the Council taking a leading role and become the custodian of the copyright of an historical book production. The book proposal concept had been circulated to



Council Members and Mr Colin Labouchere had explained the reasoning behind the request in the earlier Public Session and had advised that if it was agreed it would lead to the Parish Council becoming the custodian of the copyright of a book production that would cover, in depth history, compared to that likely to be included in the “Victorian History” volume/s. Following consideration **the Council agreed that** the proposal could be seen as beneficial for the whole community and future generations, and the cost of the proposal, could be funded by CIL Funds. **Cllr A Hall proposed, Cllr P Macdonald seconded and RESOLVED UNANIMOUSLY**

- x) **Neighbourhood Policing Rural Engagement Week 17<sup>th</sup> to 21<sup>st</sup> July 2023.** The Council had been notified of this project that had visited the Village Hall/Shop Car Park on Tuesday 18<sup>th</sup> July 2023 between 2.00pm and 3.00pm. **(noted)**
- y) **Dog Poo Bin, Stubbs Lane.** A Parishioner had raised the issue of the condition of the existing dog poo bin on the Village Green. In summary it had been suggested that there was no handle to open the lid, had a hole in the top so water and flies got in and was quite literally falling apart. It had been stressed that the bin was vital for dog walkers using Stubbs Lane. Following consideration **the Council agreed that** the bin should be replaced. **Cllr G Gamble proposed, Cllr E Allen seconded and RESOLVED UNANIMOUSLY**

#### 23/41 **COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- i) Gigaclear Broadband. A Parishioner had asked the Council to assist in the solution of an outstanding issue involving the completion of the Gigaclear contract in the Parish. Mr Geoff Wells had raised the issue of the uncompleted Gigaclear rural broadband contract within the Parish in the earlier Public Session. The matters were outside of the Council’s control but the Parish Council sympathised with Mr Wells and those involved and together with Wiltshire Councillor H Greenman would raise the issue with Wiltshire Council.
- ii) Mr Robin Duckett (deceased). The Council had been asked, by Robin’s son, if they would agree to allow his ashes to be laid to rest and his memory honoured by the planting of a suitable tree at the Recreation Ground. There would be no cost to the Council. **The Council agreed that they had no objections** to this, subject to details of tree species and planting position being agreed. Further details would be requested and final arrangements agreed.
- iii) Honey Knob Hill – Postal Address. The Council had previously considered the problematic issue of the “Honey Knob Hill C154 South through the village to Tor Hill, Kington St Michael” address being included in national auto fill databases, originally arising through the use of the Planning Portal for submission of planning applications, but now proving to be of concern in regards to postal deliveries and “blue light” emergencies. The Council had been made aware of a recent incident involving an emergency in the village. The issue had previously been raised with Wiltshire Council and James Gray MP. **The Parish Council agreed that** further efforts should be made to resolve the matter by raising the issue with all interested parties.

#### 23/42 **DATE OF NEXT MEETING**

The next Council Meeting will be held at **7.15pm, on Thursday 21<sup>st</sup> September 2023.**

Signed:

Chair, Kington St Michael Parish Council

Date: **21<sup>st</sup> September 2023**