

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

21st September 2023

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

Also Present: Wiltshire Councillor H Greenman, 5 members of the public who signed the attendance register being, Margaret Pratley, Steve Woodhead, Tony Van as, John Hall and Sophy Fearnley-Whittingstall 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 the outstanding requirement to clear overhanging brambles along the School footpath and The Ridings. She also asked that maintenance work be carried out on the timber benches leading to Town Close that needed sanding and re-sealing.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman updated the Council on the Wiltshire Local Plan Update consultation commencing on the 27th September 2023 for an 8-week period. From a housing perspective the total requirement for Wiltshire, had been reduced by 9000 dwellings. Having reached a Regulation 19 Stage this should assist the planning process, particularly appeals on land supply issues. There was an expectation that the 5-year land supply requirement may be reduced to 4 years with the 5% buffer dispensed with. Also the life of adopted Neighbourhood Plans may also increase from 5 to 6 years. He emphasised that the Parish Council should consider the Local Plan Update and comment, particularly as they were a Large Village Category and would be expected to fulfil their housing requirement during the Plan period.

In addition he was pleased to report that the Community Area Parish Forum was scheduled to meet on Wednesday 18th October 2023 in Kington St Michael Village Hall and that guest speakers would include the Wiltshire Police and Crime Commissioner, local Wiltshire Police and Seagry PC would be leading discussion on traffic speed experiences with other Forum Members. **Note: Cllrs E Allen and F Twisse have agreed to attend the next Parish Forum Meeting. This does not preclude other Council Members from attending.**

There were no further Reports.

23/43 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr E Allen, Cllr V Ingham, Cllr P Macdonald and Cllr F Twisse.

23/44 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

There were no Interests declared.

23/45 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 20th July 2023. **Cllr W Roe proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**

23/46 PLANNING

Planning Applications: There were no planning applications considered.

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

- 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 **Approved with Conditions 24th July 2023**
- b) PL/2023/03762 – Householder Planning Permission
Erection of Outbuilding/Summerhouse in Garden. Position at the far end of garden
18 Folly Row, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JD
For Ms Clare Tate **Approved with Conditions 30th August 2023**

There were no further planning matters reported.

23/47 FINANCE The Council considered financial matters.

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

PKF Littlejohn LLP. AGAR fees 22/23.	Inv SB20231294	01.09.23	£ 378.00
Idverde Limited. grass cutting contract.	Inv 10887242	20.07.23	£ 431.76

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

- b) **Payments made:** The Council **noted** that the following Payment had been made since the last Council Meeting.

Louise Ryland-Epton. History of Kington St Michael book. Inv KSM 01 03.08.23
£ 1,000.00

- 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 5th September 2023 were:

HSBC Main Business A/c No 31545043	£ 75,598.29
HSBC Reserves A/c No 21545078	£ 46,254.59
HSBC Charities A/c No 71545051	£ 773.24
HSBC Defibrillator A/c no 51563041	£ 861.35

- e) **Annual Governance and Accountability Return Year Ending 31st March 2023**

The Council had been required to submit an Annual Return to the External Auditor, PKF Littlejohn LLP, to carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Minute 23/27 (c) referred. PKF Littlejohn LLP had now completed the review and had raised no matters of concern. The Notice of Inspection Period had been published on the website as required. **(noted)**

23/48 **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 19th September, 17th October, 14th November and 12th December 2023. Parish Steward works had been identified in the earlier Public Session. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

There was a need for Council Members to check to see the condition of The HaHa, The Ham and the Tor Hill Rights of Ways as the Idverde contract covered all three.

There were no further 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. The matter had been deferred at the last Council Meeting to allow existing bins to be checked. **The Council agreed that Cllr Macdonald should use his discretion in identifying needs.**
- ii) A Parishioner had raised the issue as to whether there was a need for a salt/grit bin to be sited on Honeyknob Hill. The matter would be considered further at the next Council Meeting.

There were no further issues raised.

23/49 **UPDATE ON STANDING ITEMS**

- a) **Recreation Ground –**

- i) QE2 Recreation Field Group. Cllr G Gamble reported that recent efforts had concentrated on organising the Bonfire & Fireworks Night to be held on the 4th November 2023. **The Council agreed to the use of the QE2 Field for the event. The Council would also increase their insurance cover to cover the evening. There would be a need to pay for St John's Ambulance presence and also the purchase of the fireworks. The Council would notify affected livestock parties as usual. (noted)**
 - ii) QE2 Recreation Field Capital Works. Cllr G Gamble reported that the Community Orchard Project was now complete. Quotations were now being sought for a MUGA. **(noted)**
 - iii) QE2 Recreation Field Maintenance. There may be a need to remind Idverde Limited that the children's play area grass needed cutting soon. **(noted)**
 - iv) QE2 Recreation Field - RoSPA Report 2023. The Council had been notified that the Annual Inspector's visit would take place during September. Cllr G Gamble would meet the Inspector this year. **(noted)**
- 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 with email connections should ask for assistance. The issue of communication between Members continued to show 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 final comments had been submitted to Cllr F Twisse so that any revisions could be made before circulation via hard copies in the Shop, the registered database and online on the website. A considerable time had passed since the Council had agreed to produce the Briefing Note and there was a need to complete the task as soon as possible. Once achieved 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. As before 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** – Prior to the Meeting Cllr E Allen had requested that Council Members might consider the donation of tombola prizes for the Christmas Fayre to be held on 2nd December 2023. She had reported that the Village Hall annual income had been severely affected by the loss of Acorns bookings, possibly halved. No replacement booking had yet been found. **(noted)**
 - g) **Kington St Michael Neighbourhood Plan** – Cllr W Roe reported that since the last Meeting the formal submission of the Draft Plan to Wiltshire Council had not taken place and that matters in relation to the Locality UK grant remained outstanding. Mr S Woodhead, on behalf of the Steering Group, advised that the Draft Plan was unlikely to meet the basic conditions of compliance with the NPFF and Local Plan in regards to the housing requirements for the Parish. A

suggestion could be that the Draft Plan, without identifying land, could contain a reference to a commitment and aspiration to achieve the housing requirement during the Plan period ending 2038. There was some merit in this option and it **was agreed that** that a suitable form of words would be agreed that would allow the Regulation 14 Draft Plan submission to Wiltshire planners for consideration. In the interim period Council Members and the Steering Group would continue an assessment of potential areas of land that, if allocated, would have the least negative impact on the Parish. Cllr J Newton had previously advised that he wished to resign from the Steering Group and a replacement Council nominee would need to be confirmed at the next Council Meeting. **(noted)**

- h) **Kington St Michael Emergency Plan** – There was no change in circumstances since the last Council Meeting. **(noted)**
- i) **Village Newsletter** – There was a need to ensure that articles previously agreed for inclusion were submitted, including the need for Neighbourhood Plan Steering Group assistance. **(noted)**
- 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)**

23/50 **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 6th July 2023. The note Tracker/Minutes had been received and circulated. There was a need for local issues to be raised by attendee/s at the next LHFG Meeting. The next Meeting was scheduled for 3rd October 2023 at 10.00am in Committee Room D at Monkton Park or by Microsoft Teams and the link was available. Cllr A Hall and Cllr F Twisse would discuss attendance. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was scheduled for Thursday 21st September 2023 at 9.30am at the Melksham Community Campus, Market Place, Melksham SN12 6ES. The Microsoft Teams link was available. **(noted)** **Note: the date was subsequently changed to the 28th September 2023.**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. The traffic survey indicated that the eligibility criteria for CSW had not

been met. The Council had agreed to pursue this further and that the matter should be raised with LHFIG. In the interim the Council had agreed to continue with the SID project. Recently Wiltshire Police had held online meetings to discuss collation and submitting data for enforcement action as part of their Making Wiltshire Safer plans, with the idea of holding quarterly meetings from January 2024. A SID data roll out – progress review / Q&A hybrid Teams Meeting with John Derryman had been held on the 11th September 2023. Quarterly meetings were to be held from January 2024. There was a need to engage with this. **(noted)**

- d) **Community Speedwatch Team (CSW).** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. It appeared that there was a need to purchase bollard fixings from the original supplier. The Clerk would investigate further. **(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 27th 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 25th September 2023 at 6.30pm in the same venue. The Parish Forum had met on Wednesday 19th July 2023 in Stanton St Quintin Parish Hall. Unfortunately, No Council Member had attended. The Council was notified that the next Parish Forum Meeting date was scheduled for Wednesday 18th October 2023 at 7.00pm in the Kington St Michael Village Hall. It was likely that the speaker would be the Wiltshire Police & Crime Commissioner and the Agenda would include discussion on traffic speed experiences with other Forum Members. It was important that the Council should be well represented being the host Council. **(noted)**
- h) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. Cllr E Hocking would discuss with Cllr F Twisse. **(noted)**
- i) **Highway Fingerpost Signs.** There had been agreement between Members since the last Council Meeting that the Tor Hill crossroads sign should have only three fingers. These would direct traffic to KSM village, to Yatton Keynell and to Kington Langley and Chippenham A350. This could reduce the level of traffic using the local lane to the A350. **(noted)**
- j) **Assets of Community Value.** The Clerk confirmed that he was continuing investigations and would take any required actions. **(noted)**
- k) **Village Gateways.** The Council had previously received details from a local manufacturer and had agreed that this would be a project worthy of further consideration as they would enhance the two villages entrances and be a potential traffic calming measure. The Council had agreed that the “Oxford” style gate was preferred with the “please drive carefully” wording included. A quotation had been received for supply. There would be a need to find a licensed contractor to

install. There was a need to investigate suitable locations with some concern expressed as to the narrowness of verges to accommodate the gates. Following consideration **the Council agreed to defer any action** at this time and re-consider in the future.

- l) **Wiltshire Council - Briefing Note 23-20.** The Council noted receipt of a Briefing Note in regards to the Air Quality Action Plan and the SPD Consultations 24th July to 4th September 2023. **(noted)**
- m) **Wiltshire Council - Briefing Note 23-22.** The Council noted receipt of a Briefing Note in regards to the Wiltshire & Swindon Tree Warden Scheme. **(noted)**
- n) **Community First AGM.** The Council had received an invitation to attend the AGM to be held on Wednesday 11th October 2023, 5.30-7.30pm in Devizes Town Hall. **(noted)**
- o) **Wiltshire Local History Network.** The Council had received details of free resources relating to the County's history from Wiltshire and Swindon Archives. **(noted)**
- p) **Parish Stewards.** A recent Wiltshire Newsletter had reminded the Council of the services provided by Parish Stewards. **(noted)**
- q) **Wiltshire Council - Briefing Note 23-23.** The Council noted receipt of a Briefing Note in regards to Waste Sorting at Wiltshire's Household Recycling Centres. **(noted)**
- r) **Wiltshire Council Local Plan Update 2023 - Consultation.** The Council had received notification of this consultation, beginning on Wednesday 27th September 2023 for an 8-week period.. There were various online and drop-in events at libraries and leisure centres around the County. Details had been circulated. Members could view associated documents online and respond accordingly. The update could have significant implications on the Parish, being classed as a Large Village with a need to provide up to 34 new houses within the Plan period. The Council would need to submit any comments and representations within the timescale. **(noted)**
- s) **Wiltshire Police.** The Council had received a request to promote and support a campaign to raise public awareness about the Fatal 5 Stay Alive campaign. **(noted)**
- t) **Community Emergency Contacts.** Wiltshire & Swindon Prepared (LRF) had initiated a new scheme called Community Emergency Contacts and invited the Council to participate and engage in this. (Minutes 18/23 (k) and 29/23 (u) referred). Cllr F Twisse would need to action.
- u) **Wiltshire Neighbourhood Watch Association AGM.** The Council had received an invitation to attend the AGM to be held on Saturday 7th October 2023 10.00am to midday at Wiltshire police HQ, Devizes SN10 2DN. Guest speakers included Wiltshire Police Chief Constable and the Crimestoppers Regional Manager. **(noted)**
- v) **Resilience Event.** Wiltshire & Swindon Prepared (LRF) held the Event on 31st August 2023 at Tidworth Garrison Theatre, Tidworth SP9 7EP. Cllr E Allen had

attended on the Council's behalf. Since the event a further invitation to engage had been received and an updated Emergency Plan template had been provided. **(noted)**

- w) **Village Green Bench, Stubbs Lane.** Cllr G Gamble confirmed that he would be removing the dilapidated/broken bench and hard standing near the pond area as soon as possible. **(noted)**
- x) **Pavement Parking.** Pursuant to Minute 23/40 (v). Concern had been 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 template had been produced and was being used. **(noted)**
- y) **Honey Knob Hill – Postal Addresses.** Pursuant to Minute 23/41. 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. The issue had previously been raised with Wiltshire Council and James Gray MP. The Parish Council had agreed that further efforts should be made to resolve the matter by raising the issue with all interested parties. Cllr A Hall reported on his efforts since the last Council Meeting, having contacted Geospace and other parties that were likely to solve the problems. Although the timescale may involve a 3-month delay before amended/updated addresses filtered through to databases, this would be a tremendous achievement and Cllr Hall was thanked for his efforts. Leading on from this, further discussions would be considered to improve local addresses reducing problems and confusion. The matter would be included on the next Council Agenda.
- z) **Meeting Dates.** The Council Calendar of Meetings indicated that the Council was scheduled to meet on Thursday 16th November 2023. The Clerk had indicated that he was unavailable that evening. **The Council agreed to** re-schedule the date to Thursday 23rd November 2023. It was important that all Council dates were advertised in the Newsletter to ensure that the public was aware of dates.

23/51 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

23/52 DATE OF NEXT MEETING

The next Council Meeting will be held at **7.15pm, on Thursday 19th October 2023.**

PART 2 AGENDA

As the following Item 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 that they should be instructed to withdraw.

i) Discussion on local housing development & Local Plan matters

The Parish Council acknowledged that there was an outstanding Wiltshire Local Plan requirement of 34 dwellings for the period until 2038. The Neighbourhood Plan Steering Group had identified that this figure could not be met within the existing framework boundary of the village and that there was likely to be a need to expand the boundaries to meet the requirement. Council Members wished to remain proactive rather than “burying heads in the sand” and had identified a number of options that could be an acceptable solution, particularly to ensure that local affordable housing needs were met. This might require an up-dated Housing Needs Survey to be carried out to identify up to date information. Council Members were mindful of various options to advance discussions including the possible formation of a Community Housing Land Trust, the involvement of a Housing Association or even a developer led option. The Council’s priority was to ensure that the village remained as a “working village” meeting local needs and not become a dormitory for urban areas. It was evident that the Council required further advice, possibly from those who had faced similar circumstances, and these would be investigated further.

Signed:

Chair, Kington St Michael Parish Council

Date: **19th October 2023**