

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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12th January 2024

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 18th January 2024** commencing at **7.15pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**. The Press and Public are welcome to attend.

Yours faithfully,



Vivian A Vines MBE Parish Clerk

FULL COUNCIL MEETING

(Agenda Items for decision are marked as such)

NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

PUBLIC QUESTION TIME: an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES: an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

AGENDA

- 1. APOLOGIES:** To receive and agree Apologies received from Council Members. **(For Decision)**
- 2. DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders, including any Dispensations required under the Code of Conduct. **(to note)**
- 3. MINUTES:** To receive, consider and to confirm the Minutes of the Parish Council Meeting/s held.
Full Council Meeting held 23rd November 2023. **(see attached Draft Minutes) (For Decision)**

4. COUNCIL MEMBER VACANCY:

A Council Vacancy exists. The Wiltshire Council advertised the Vacancy on the 27th October 2023 and subsequently advised that the Parish Council could co-opt an eligible person. The Parish Council advertised the Vacancy on the 29th November 2023 with the closing date for applications being the 20th December 2023. If there was more than one applicant it was agreed that the Council would interview applicants prior to this Council Meeting and recommend a person to the Council. Only one application was received and has provided supporting information. This is attached as a Confidential document for Council Members consideration. This applicant could now be co-opted this

evening and would need to sign a Declaration of Office before taking the position. **(see attached Part 2 Agenda confidential details) (For Decision)**

5. PLANNING:

Planning Applications: To make observations on Planning Applications received.

Prior to the consideration of any Planning Application received, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

- a) PL/2023/11114 – Householder planning permission
Replacement Fenestration
4 Skillins, Kington St Michael, Chippenham, Wiltshire SN14 6RL
For Mrs Sue Pitman **(see online) (For Decision)**
- b) PL/2024/00096 – Listed Building Consent (Alt/Ext)
Replacement Fenestration
4 Skillins, Kington St Michael, Chippenham, Wiltshire SN14 6RL
For Mrs Sue Pitman **(see online) (For Decision)**

There are no further planning applications to consider at the time of Agenda publication. **(to note)**

Planning General: To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications. To receive notification and consider any other Planning related matters.

- c) PL/2023/09909 – Notification of Works to Trees in Conservation Area
T1 Cherry Tree - Fell
93, Kington St Michael, Chippenham, Wiltshire SN14 6HX
For Mrs Rebecca Bardwel **No objections from Wiltshire Council 20th December 2023**

There are no further planning matters to report at the time of Agenda publication. **(to note)**

6. FINANCE: To note any financial matters, any receipts and payments made

- a) Payments to make. **(see attached) (For Decision)**

Vision ICT Ltd. Renewal of SSL Certificate Jan-Dec 2024	Inv 17662	01.01.24	£	60.00
KSM CE Primary School. Newsletter printing etc.	Inv KSM 202306	28.11.23	£	96.32
Parish Online- Digital Mapping. Renewal 24/25.	Inv 00HY130-0006	04.01.24	£	45.00
Place Studio Ltd. Neighbourhood Planning support.	Inv 6081	04.01.24	£	1,320.00

- b) Payments made since the last Council Meeting **(see attached) (to note)**

Louise Ryland-Epton. History of Kington St Michael book.	Inv KSM 03	08.12.23	£	1,000.00
Land Registry Apply Online Receipt. Registry Title Plan.		07.12.23	£	39.90

- c) Receipts **(to note)**

There have been no receipts since the last Council Meeting

- d) To note Bank Account balances as at 5th January 2024 **(to note)**

HSBC Main Business A/c No 31545043	£	91,934.37
HSBC Reserves A/c No 21545078	£	46,555.24
HSBC Charities A/c No 71545051	£	778.27
Defibrillator A/c No 51563041	£	866.95

- e) Council Budget: To consider the Council Budget and Budget proposals for the Council Year 2024-2025 and required Precept.

The Council is required to submit Precept requirements to Wiltshire Council by the 18th January 2024. Wiltshire Council has been advised that the Council will submit on the 19th January 2024.

The Council should be mindful of Government's views on the future of Local Government spending and the possibility that Parish Councils may be considered under capping and referendum proposals. There are no proposals being suggested at the present time but the situation could change.

The Council will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit and in addition Wiltshire Council may well ask for further Parish Council financial support for any works proposed within the Parish, such as LHFIFG Area Board requests. At the present time there is little room in the Council's budget that can support extra Revenue spending, without increasing the Precept.

Wiltshire Council Financial Planning has provided 2024/25 Tax Base details to assist the Council with their Budget setting and Precept requirements. **(see attached)**

Should the Council retain the existing £43,723.32 Precept, using the new (320.68) Tax Base this would result in a £136.35 Band D charge. To compare, a Kington St Michael property last year paid a £138.43 Band D charge, the tax base being (315.86).

Council Members will need to bring forward suggestions for the forward Revenue Budget, which could include increased grass cutting by possibly taking over the cutting of grass verges throughout the Parish as Wiltshire Council reduce this service and any other priorities. During the last year the Council cancelled the Idverde Ltd contract and the new contract will now include a considerable amount of extra works that the Council has requested such as cutting the Village Green and increased Rights of Way maintenance.

Similarly, Council Members will need to bring forward suggestions for the forward Capital Budget and set priorities and realistic timescales.

As mentioned above the Council and Parishioners will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the Capital as well as Revenue tasks for the local community's benefit.

A Budget Proposals 2024/25 spreadsheet is attached showing this year's Budget, (in red) the estimated outturn figures alongside (in black), and previous budgets going back to Year 2016/17 to give Members some guidance. The estimated outturn figures might change to Year End 31st March 2024 but reasonable assumptions have been made. They include the Capital set aside reserves for planned projects highlighted in yellow.

The spreadsheet provides 6 options to assist. The first (in blue) shows a standstill budget to show how retaining the same Precept would result in a £2.08 a year Parish Council Tax decrease for a Band D property charge. The other options allow for a reduction or increases in the Budget, resulting in £0.56 less per year and in stages up to a £21.83 increase per year. In theory the Council could increase their budget from £43,723.32 to £44,213.32 with no increase in Precept Requirement for Year 2024-2025. **(see attached)**

Although a reduction or small increase in Precept may be welcomed by the Tax Payer, Council Members need to be mindful of the fact mentioned earlier that the Government could introduce measures limiting increases to low percentages, although there has been a suggestion in the past that if increases were required in order to take on devolved services from a Higher Authority then they would not be included in a percentage figure. The spreadsheet shows how each option would impact on the Band D property charge, per year, per month and per week.

The Excel spreadsheet is "live" and so Council Members can adapt the figures shown in any of the options. **(see attached) (For Decision)**

7. HIGHWAY MATTERS:

- a) **Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team.** To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. Cllr P Macdonald is the Parish Steward Link Member. Parish Steward visits for the whole calendar year have been received. Visits in the near future are 16th January, 15th February, 18th March and 16th April 2024. **(For Decision)**
- b) **Rights of Way –** To raise general issues and to receive any further updates. **(For Decision) A Part 2 Agenda item includes future Rights of Way maintenance.**
- c) **Highway & Footpaths Conditions and Maintenance –** To raise general issues and to receive any updates. **(For Decision)**
 - i) Parking at The Ham. Pursuant to Minute 23/60 (c) (ii). The Council has previously considered parking issues. The opportunity existed for the issue to be raised with the Neighbourhood Police Team by the Parishioner on the 29th November 2023. The Council determined that there would be a need to consider the matter further if Police involvement was unsuccessful. **(to note) (For Decision)**

8. UPDATE ON STANDING ITEMS:

- a) **Recreation Ground –** To raise general issues and to receive any updates.
 - i) QE2 Recreation Field Group. To receive any update/s since the last Council Meeting. **(to note)**
 - ii) QE2 Recreation Field Capital Works. To receive update/s since the last Council Meeting. **(to note)**
 - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. **(to note) A Part 2 Agenda item includes Field maintenance.**
 - iv) QE2 Recreation Field – RoSPA Report 2023. To receive update/s since the last Council Meeting. **(to note) (For Decision)**
 - v) Tree Planting. Commemorative tree and plaque in memory of the Late Robin Duckett. To receive update/s since the last Council Meeting. **(to note)**
 - vi) Commemorative Plaque. Pursuant to Minute 23/63 (iii). To receive update/s since the last Council Meeting. **(to note) (For Decision)**
- b) **Notice Boards –** To raise general issues and to receive any updates. **(to note)**
- c) **Flooding & Drainage –** To raise general issues and to receive any updates. **(to note)**
- d) **Parish/Community Website/Social Media –** To raise general issues and to receive any updates since the last Council Meeting. including communication between Elected Members. **(to note) (For Decision)**
- e) **Tor Hill Footpath Project –** Pursuant to Minute 23/61 (e). The Council wished to consider the Consultants updated scheme at this Meeting to agree that it was suitable for a presentation at the Annual Parish Meeting scheduled for the 11th April 2024 and for further consultation with Parishioners. To receive any updates. **(to note) (For Decision)**
- f) **Kington St Michael Village Hall –** To receive and consider any updates. **(to note)**
- g) **Kington St Michael Neighbourhood Plan.** The Council has now received an updated draft Neighbourhood Plan for review from the Steering Group Consultants. As the matter is not in the public domain an Agenda item relates to this in the Part 2 Agenda. **(to note).**
- h) **Kington St Michael Emergency Plan.** To receive and consider any updates. The Council has agreed that a working group would consider matters and report to a future Council Meeting. **(to note).** A number of emails were received on the 4th January 2024 advising that following storms a felled tree blocked the Tor Hill footpath. The volunteer who had cleared the previous obstruction was asked to clear the blockage. The Council has received thanks for their swift actions. **(to note)**
- i) **Village Newsletter –** To raise general issues and agree editorial if necessary. The Council has received some good news that the Editor of the Newsletter is to continue for the foreseeable future. **(to note) (For Decision)**
- j) **Asset Register –** To raise general issues and to receive any updates. **(to note)**
- k) **Insurance –** To raise issues and receive updates as required. **(to note)**

- l) **Registration of Land and Buildings/Village Hall etc.** The matters are now with the Council's Solicitor and the Land Registry. There is no change in circumstances since the last Council Meeting. **(to note)**
- m) **Community Safety/Neighbourhood Watch:** To receive any updates. **(to note) (For Decision)**
- n) **Data Protection. GDPR –** To raise general issues and to receive any updates. **(to note)**
- o) **Queen's Platinum Jubilee 2022 – Celebration Bench.** To receive any updates. **(to note) (For Decision)**

9. CLERKS REPORT: To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s

- a) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG's next Meeting is scheduled for 25th January 2024. Pursuant to Minute 23/62 (a) the Council deferred action on the 20mph speed limit assessment and would consider at a future Council Meeting. **(to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 23rd November 2023. The notes from the Meeting have not yet been received but it understood that the next Meeting is scheduled for the 25th January 2024 in the Melksham Community Campus, although hybrid joining is available. To receive any reports and updates and any actions required following the recent inclement weather. **(to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** There is no change in circumstances since the last Council Meeting. **(to note)**
- d) **Community Speedwatch Team (CSW).** There is no change in circumstances since the last Council Meeting. **(to note)**
- e) **Pavement Parking-Provision of Bollards.** There is no change in circumstances since the last Council Meeting. **(to note)**
- f) **Parish Council Database.** There have been no requests for inclusion since the last Council Meeting. Council Members are reminded to invite those within their Address Book to register. **(to note)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on the 11th December 2023 at the Olympiad Leisure Centre and included an "All things Roads" session with Highway Officers and the Highway Cabinet Member in attendance. To receive any updates. Future Meeting dates are scheduled for 11th March, 10th June and 2nd September 2024. The next Parish Forum Meeting is scheduled for the 17th January 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX. **(to note)**
- h) **School Travel Plan and Safe Place.** To receive any reports and updates. **(to note)**
- i) **Highway Fingerpost Signs.** To receive any reports and updates. **(to note)**
- j) **Assets of Community Value.** The Jolly Huntsman and the Kington St Michael Club applications were submitted to Wiltshire Council and Wiltshire Council advised that representations from interested parties needed to be submitted by the 5th and 8th January 2024 respectively. **(to note)**
- k) **Wiltshire Council - Briefing Note 23-37.** The Council has received a Briefing Note in regards to the Wiltshire Simpler Recycling for Household and Business Recycling in England. **(see attached) (to note)**
- l) **Wiltshire Council - Briefing Note 23-38.** The Council has received a Briefing Note in regards to the Wiltshire Vibrant Vacant Units Grants. **(see attached) (to note)**
- m) **Stubbs Lane Dwarf Wall.** Pursuant to Minute 23/63 (ii). The Council agreed to rebuild the damaged highway boundary wall. To receive any reports and updates. **(to note)**

- n) **Carer Support Wiltshire.** The Council has received a request for financial support towards their services in Chippenham. The monthly café is held at the Angel Hotel and supports local unpaid carers. The Council is able to provide Section 137 grants that benefit the local community. To consider the application. **(see attached) (For Decision)**
- o) **D-Day 80 Anniversary – 6th June 2024.** The Council has been advised of the proposals for Councils and communities to use the occasion to pay tribute to the many thousands that made sacrifices to ensure freedom being enjoyed today. This can involve lighting Beacons or developing a Lamp Light of Peace and ringing of Church Bells. Information has been provided. **(see attached) (to note) (For Decision)**

10. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to a future Full Council Meeting.

11. DATE OF NEXT MEETING:

The date of the next **Full Council Meeting** is scheduled for **7.15pm, Thursday 15th February 2024.**

PART 2 AGENDA

As the following Items relate to Confidential Matters, in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it is 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 are instructed to withdraw.

- a) Discussion on local housing development & Local Plan matters **(see attached) (to note) (For Decision)**
- b) Consideration of the draft Regulation 14 Neighbourhood Plan **(see attached) (to note) (For Decision)**
- c) Discussion on the future of Assets of Community Value **(see attached) (to note) (For Decision)**
- d) Grounds/Rights of Way/Village Green Maintenance. Discussion of contract requirements, suggested contract particulars and costs involved. **(see attached) (For Decision)**
- e) Council Member Vacancy. Agenda item 4 refers **(Confidential information attached)**