

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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9th February 2024

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 15th February 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)**
Apologies have been received from Cllr P Macdonald and Cllr M-C Simpson
- 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 18th January 2024. **(see attached Draft Minutes) (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/2024/00355 – Proposed Works to Trees in a Conservation Area
Removal of Cotoneaster in Front of Property
18 Folly Row, Kington St Michael, Chippenham, Wiltshire SN14 6JD
For Ms Clare Tate **(see online) (For Decision)**
- b) PL/2024/01499 – Full Planning Permission
Erection of Cattle Shed and Straw Storage Shed
Land at Manor Farm, Easton Piercy, Kington St Michael, Chippenham, Wiltshire SN14 6JT
For Mr & Mrs Tim Reynolds **(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/2023/03832 – Householder Application
Erection of Garden Wall
27, The Ridings, Kington St Michael, Chippenham, Wiltshire SN14 6JG
For Mrs Mead **Approved with Conditions 17th January 2024**

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)**

KSM Village Hall Hire. Parish Forum x 2 meetings	31.01.24	£ 37.50
Community Heartbeat Trust. AED defibrillator battery. Inv 19244	20.11.23	£ 357.00

- b) Payments made since the last Council Meeting

There have been no payments made since the last Council Meeting **(to note)**

- c) Receipts

There have been no receipts since the last Council Meeting **(to note)**

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

HSBC Main Business A/c No 31545043	£ 91,863.37
HSBC Reserves A/c No 21545078	£ 46,631.95
HSBC Charities A/c No 71545051	£ 779.55
Defibrillator A/c No 51563041	£ 868.38

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 in the near future are scheduled for 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)**
- d) **Highway & Footpaths Conditions and Maintenance** – To raise general issues and to receive any updates. **(For Decision)**
 - i) Highway Safety – Obstruction of Visibility. The Council has drawn attention to two areas of obstructed visibility. Cllr P Macdonald has raised the issues with the Parish

Steward and a report is attached. To consider any further actions required. **(see attached) (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)**
 - iv) QE2 Recreation Field – RoSPA Report 2023. To receive update/s since the last Council Meeting. **(to note) (For Decision)**
 - v) Commemorative Plaque. To receive update/s since the last Council Meeting. **(to note)**
- 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. The Council has been notified of the Wiltshire Local Highways Discretionary Gully Service program commencing 5th February 2024. Parish Council's have been invited to submit local priority requirements. **(see attached) (For Decision)**
- 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 23/84 (e). The Council had wished to consider the Consultants updated scheme to agree that it was suitable for a presentation and a consultation with Parishioners. The Council has since considered Neighbourhood Plan and Wiltshire Local Plan requirements that, if it came to fruition, could lead to circumstances where the Project may be satisfied with no further time and financial commitment from the Council. In these circumstances it is recommended that the Project should be left in abeyance until the Local Planning processes are completed and the future of Tor Hill is more certain. **(For Decision)**
- f) **Kington St Michael Village Hall** – To receive and consider any updates. There is a requirement for at least two Council representatives on the Village Hall Trustees. The matter is usually considered at the Council's Annual Meeting each May. The Council should consider and agree interim arrangements. **(For Decision)**
- g) **Kington St Michael Neighbourhood Plan**. Pursuant to 18.01.24 Minutes Part 2 Agenda (a) and (b). The Council has introduced their views on meeting the Local Plan housing requirement and the Steering Group and their consultants will be in the process of considering the matter and will bring forward draft Regulation 14 Stage proposals. As there remain matters that cannot be in the public domain an Agenda item relates to this in the later Part 2 Agenda. **(to note) (For Decision)**
- 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. See also later Agenda item 9 (o). **(to note) (For Decision)**
- i) **Village Newsletter** – To raise general issues and agree editorial if necessary. **(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)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House**. Pursuant to 18.01.24 Minute Part 2 Agenda (c). To receive any updates. The Council has considered whether there would be a need for the community to become involved should the Public House be marketed resulting in a potential loss of the village asset. With this in mind, the Council felt

that they should help in facilitating this and supporting the community by gathering information and investigating funding opportunities should the property be marketed. Cllr A Hall agreed to act as the Council Lead Member and to co-opt others as required and it was agreed that an update would be provided at each Council Meeting. Cllr A Hall has provided a Report that includes matters that cannot be in the public domain at this time and an Agenda item relates to this in the Part 2 Agenda. **(to note)**

Council Members will be aware that the owner/s of the Public House have recently advised Wiltshire Council that the property is now on the market and Wiltshire Council has publicised this and the Parish Council has also been notified. 18.01.24 Minute Part 2 Agenda (c) referred to the 6-month window of opportunity for the community to potentially submit a financial offer that if accepted by the owner/s could lead to the property being held and managed locally. There is now a timescale for local action with a moratorium on a sale in place until the 15th March 2024. **(see attached)**

In this 6 weeks (from the starting date of 2nd February 2024) the Parish Council or an Incorporated Community Group can request to become a potential bidder, which will mean that a full 6 months moratorium is put in place with no sale being allowed until the 2nd August 2024. If no request is made within the 6 weeks (until 15th March 2024) then a sale could take place with no further opportunity for the Parish Council or any Incorporated Community Group to become involved until after the 2nd August 2025.

At the present time there is unlikely to be a local Incorporated Community Group that might wish to become involved. In these circumstances the Parish Council is best placed to meet the required potential bidder timescale, albeit that the Council has not considered the matter in detail, nor sought local opinion as to whether the community does wish to become involved.

With this in mind it is recommended that should the Parish Council wish to continue considering the matter then they should submit a notification to Wiltshire Council by the 15th March 2024 that they should be considered as a potential bidder. This will commence the 6-month window of opportunity that will allow the Council and other interested parties to seek advice, gather information, consider business models, etc and, importantly, consult the whole local community on their views and wishes on the matter. **(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 met on the 25th January 2024. The Note Tracker from the Meeting has been received and circulated, together with the LHFIG Guidance Notes and Terms of Reference. For reference, dates for the next 12 months are given as 30th April, 25th July, 10th October 2024 and 9th January 2025. To consider any actions required. **(see attached) (to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 25th January 2024 in the Melksham Community Campus, although hybrid joining was available. The Council has been reminded, by the Wiltshire Council Flood Portfolio Holder, of the importance of Flood Plans and the work of the Flood Group. Cllr A Hall attended and provided a report and amongst other things highlighted identifying the need for reporting gullies for regular maintenance. To receive any further reports and updates and any actions required. **(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 next Area Board Meeting is scheduled for the 11th March 2024. Details will be provided in due course. The next Parish Forum Meeting is scheduled for the 21st February 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) **Wiltshire Council - Briefing Note 23-34.** This item is included as a reminder. The Council received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids were to be submitted by Friday 15th December 2023. **(see attached) * It was agreed that as this was a yearly invitation the Council use the next 11 months (from November 2023) to consider proposals in readiness to submit.**
- k) **Stubbs Lane Dwarf Wall.** Pursuant to Minute 23/85 (m). The Council agreed to rebuild the damaged highway boundary wall. To receive any reports and updates. **(to note)**
- l) **D-Day 80 Anniversary – 6th June 2024.** Pursuant to Minute 23/85 (o). The Council had 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. The Council deferred consideration until community views were known and whether any volunteer support would be available. **(to note) (For Decision)**
- m) **Wiltshire Council - Local Nature Strategy Recovery (January 2024).** The Council has been advised of the context, approach and next steps. There is an intention to hold workshops with stakeholders. **(see attached) (to note) (For Decision)**
- n) **Wiltshire Council - Briefing Note 24-02.** The Council has received a Briefing Note in regards to the Wiltshire Septic Tank Upgrade Communications Campaign. **(see attached) (to note)**
- o) **Wiltshire & Swindon Prepared (LRF) – Emergency Contact Hub Scheme (ECHS).** The Council will recall that they joined the LRF. They are now ready to formally launch the ECHS and details are attached. To consider any actions required. **(see attached) (to note) (For Decision)**
- p) **Rural EV Charging.** The Council has received information regarding public electric vehicle charger in rural areas. Details are attached. **(see attached) (to note) (For Decision)**
- q) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council has received the annual information on this Competition. A formal invite to enter will be received this month. To consider any actions required. **(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 21st March 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) Discussion on the future of Assets of Community Value **(see attached) (to note) (For Decision)**