

# KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC  
Clerk of the Council

3 Wardour Road  
Chippenham  
Wiltshire  
SN14 0PA

Tel 01249 657695  
Email ksmparishclerk@gmail.com

15<sup>th</sup> March 2024

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 21<sup>st</sup> March 2024** commencing at **6.15pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**. The Council Meeting will be followed by a Public Meeting at 7.00pm to ascertain views on community involvement in the future of The Jolly Huntsman Public House. The Press and Public are welcome to attend.

Yours faithfully,

*Vivian Vines*

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 V Ingham who is unable to meet the earlier commencement time.
- 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 15<sup>th</sup> February 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/2024/01722 – Householder Planning Permission  
New Rear Extension  
34A, Honey Knob Hill, Kington St Michael, Chippenham, Wiltshire SN14 6JJ  
For Mr & Mrs P Curran **(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.

- b) PL/2023/08833 – Permission in Principle  
Permission in Principle for Erection of 9 No Houses  
Land Off Stanton Lane, Kington St Michael, Chippenham, Wiltshire SN14 6JQ  
For Mrs Brenda Morelli

\* The Council has been advised that the applicant has submitted a Written Representation Appeal against the planning refusal decision. Any representations to the Planning Inspectorate need to be submitted prior to the 26<sup>th</sup> March 2024. The Council submitted objections to the application and it is suggested that the Council submit similar comments and add any other comments they consider necessary within the timescale. **(see attached) (For Decision)**

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)**

Information Commission. Data Protection renewal 24/25		£	40.00
KSM C.E. Primary School. Newsletter printing Inv KSM 202307	29.02.24	£	72.24
Clerks Expenses. Mr V A Vines Year 2023-2024 Claim Form	10.03.24	£	916.66
Clerks Net Salary Mr V A Vines Year 2023-2024 Claim Form	10.03.24	£	3,750.66
Clerks HMRC Year 2023-2024 PAYE	10.03.24	£	937.66
Place Studio Ltd. Neighbourhood Plan support. Inv 6096	14.03.24	£	648.00

- 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 5<sup>th</sup> March 2024 **(to note)**

HSBC Main Business A/c No 31545043	£	89,937.05
HSBC Reserves A/c No 21545078	£	46,703.83
HSBC Charities A/c No 71545051	£	780.75
Defibrillator A/c No 51563041	£	869.72

## 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 are scheduled for 18<sup>th</sup> March and 16<sup>th</sup> April 2024. **(For Decision)**

- b) **Rights of Way** – To raise general issues and to receive any further updates. **(For Decision)**
- c) **Highway & Footpaths Conditions and Maintenance** – To raise general issues and to receive any updates. **(For Decision)**

## 8. UPDATE ON STANDING ITEMS:

- a) **Recreation Ground** – The Council will receive any updates at the next Council Meeting. **(to note)**
- b) **Notice Boards** – There is no change in circumstances since the last Council Meeting. **(to note)**
- c) **Flooding & Drainage** – To raise general issues and to receive any updates. **(For Decision)**
- d) **Parish/Community Website/Social Media** – There is no change in circumstances since the last Council Meeting. **(to note)**
- e) **Tor Hill Footpath Project** – Pursuant to Minute 23/94 (e). The Council has deferred further consideration until the Neighbourhood Plan process is further advanced. **(to note)**
- f) **Kington St Michael Village Hall** – To receive and consider any updates. **(to note)**
- g) **Kington St Michael Neighbourhood Plan**. To receive any updates. **(to note)**. **(For Decision)**
- h) **Kington St Michael Emergency Plan**. There is no change in circumstances since the last Council Meeting. **(to note)**
- 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**: There is no change in circumstances since the last Council Meeting. **(to note)**
- 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 Minute 23/94 (p). The Council has notified Wiltshire Council of the Intention to Bid for Asset that sets the Full Moratorium process timetable. Cllr A Hall has provided an updated briefing note and this will provide the background information for the Public Meeting that follows this Council **(see attached)** **(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 **(All items are to note)**

- a) **Chippenham Local Highway and Footpath Group (LHFIG)**. The next LHFIG Meeting is scheduled for the 30<sup>th</sup> April 2024. **(to note)**
- b) **Wiltshire Operational Flood Group North**. The date of the next Flood Group Meeting is scheduled for the 28<sup>th</sup> March 2024 to be held in the Melksham Community Campus. The Agenda will be circulated in due course. **(to note)**
- 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 has been no change in circumstances since the last Council Meeting. **(to note)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum**. The Area Board met on the 11<sup>th</sup> March 2024 in the

Wiltshire & Swindon History Centre. The next Parish Forum Meeting is scheduled for the 20<sup>th</sup> March 2024 at 7.00pm in Stanton St Quintin Village Hall, Church Road, Stanton St Quintin SN14 6DE. **(to note)**

- h) **School Travel Plan and Safe Place.** There has been no change in circumstances since the last Council Meeting. **(to note)**
- i) **Highway Fingerpost Signs.** There has been no change in circumstances since the last Council Meeting. **(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 15<sup>th</sup> December 2023. \* **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 23/95 (k). The Council agreed to rebuild the damaged highway boundary wall. To receive any reports and updates. **(to note)**
- l) **D-Day 80 Anniversary – 6<sup>th</sup> June 2024.** There has been no change in circumstances since the last Council Meeting. **(to note)**
- m) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council has now a formal invitation to enter. Pursuant to Minute 23/95 (q) the Council agreed to seek the views of the community. **(to note)**
- n) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** Parish Councils have been advised that with changes in the targeted operating model, just commenced, all Neighbourhood Policing Teams in Wiltshire sit under Chief Inspector of Neighbourhood Policing, James Brain. His intention is to hold two NCPFs a year, one in April and another in November. The first of these is 1900-2030hrs on Wednesday 17<sup>th</sup> April 2024. These will not replace contact with local teams but will provide an opportunity to come together for him to provide updates. The Meetings will be split into two sections. The first being a presentation followed by questions and answers. The opportunity will exist for questions on the night but pre-submitted questions would be welcomed. The Meetings will be virtual using Microsoft Teams and with likely numbers he is looking for just one representative from each Parish Council. Queries and questions can be submitted to Inspector Peter Foster at [peter.foster@wiltshire.police.uk](mailto:peter.foster@wiltshire.police.uk) The link to the first NCPF has been provided. **(to note)**
- o) **Flood Warden Winter Newsletter-Winter 2024.** The Council has received the latest FloodWessex Newsletter from the Environment Agency. The contents are particularly important to this Parish. **(previously circulated) (to note)**
- p) **Wiltshire Council - Briefing Note 24-03.** The Council has received a Briefing Note in regards to the Wiltshire Community Governance Review-Consultation. Fortunately, the Parish is not involved on this occasion. **(see attached) (to note)**
- q) **Wiltshire Council - Briefing Note 24-04.** The Council has received a Briefing Note in regards to the Development of Cultural Strategy for Wiltshire. A public survey takes place between 19<sup>th</sup> February and 24<sup>th</sup> March 2024. **(see attached) (to note)**
- r) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council has received notification of a new interactive platform that helps people find out what life is like in their Community Area. There is a survey for feedback. **(see attached) (to note)**
- s) **Wiltshire Council - Briefing Note 24-05.** The Council has received a Briefing Note in regards to the Local Nature Strategy Recovery (LNRS). **(see attached) (to note)**
- t) **Lime Down Solar Park Community Consultation.** The Council has received notification of a Stage One consultation in regards to a new solar park and battery

energy storage project proposed to be built on areas of land in North Wiltshire. Details are attached. Members could take the opportunity of attending the face-to-face events or joining one the webinars to be briefed on the proposals. **(see attached) (to note)**

- 9. ANNUAL PARISH MEETING 2024:** The Annual Parish Meeting is scheduled for Thursday 11<sup>th</sup> April 2024 at 7.30pm. There is a legal requirement to hold an Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> June each year. The Council may wish to alter the date to gain maximum publicity through the next issue of the Newsletter and other means. The Agenda needs to be agreed. **(For Decision)**

There needs to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2024-2025 information. The opportunity should be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda can be flexible and is in the hands of Parishioners in attendance. As a starting point the Council can suggest some Agenda items that might be appropriate in this instance they could cover:

- a. Recreation Ground Facilities
- b. CPRE Best Kept Village Competition 2024
- c. Tor Hill Footpath Project
- d. Community Safety/Neighbourhood Watch/Emergency Plan
- e. Traffic Speeds – the provision of Autospeedwatch Tools and Speed Identification Device (SID)
- f. Community Speedwatch
- g. Great British Spring Clean 2024
- h. D-Day 80 Anniversary – 6<sup>th</sup> June 2024
- i. Rights of Way – Footpath maintenance – Community Warden
- j. KSM Neighbourhood Plan

To consider and agree the Agenda and arrangements for the Annual Parish Meeting. **(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 18<sup>th</sup> April 2024.**