

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

12th April 2024

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 18th April 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 SLCC 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 J Newton
- 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 21st March 2024. **(see attached Draft Minutes) (For Decision)**
- 4. 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)
There are no 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.

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

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

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

KSM C.E. Primary School. Newsletter printing	Inv KSM 202308	23.03.24	£ 72.24
Community First. Membership Subscription 24/25			£ 40.00

b) Payments made since the last Council Meeting **(see attached) (For Decision)**

Greenscape Services. Landscaping Contract.	Inv SI-16693	21.03.24	£ 1,671.19
Plunkett Foundation. Subscription 24/25		11.04.24	£ 240.00*

*reimbursement to Mr V A Vines

c) Receipts The Council has received the following receipts since the last Council Meeting **(to note)**

KSM QE2 Field Group. Donation towards Recreation Field costs	31.03.24	£ 700.00
--------------------------------------------------------------	----------	----------

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

HSBC Main Business A/c No 31545043	£ 82,658.97
HSBC Reserves A/c No 21545078	£ 46,780.78
HSBC Charities A/c No 71545051	£ 782.04
Defibrillator A/c No 51563041	£ 871.15

6. 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 16th April, 17th May, 17th June, 15th July, 16th Sept, 15th Oct, 18th Nov and 12th December 2024. **(For Decision)**

b) **Rights of Way** – To raise general issues and to receive any further updates. **(For Decision)**

i) The Ham – Green Lane. The new maintenance contract for Rights of Way clearance to the HaHa, Tor Hill and The Ham has commenced. Members will be aware that the previous contractor did not conform to the contract leading to complaints. As a result of what would be a major undertaking for the contractor after years of neglect a Parishioner has written raising issues. **(see attached) (to note) (For Decision)**

c) **Highway & Footpaths Conditions and Maintenance** – To raise general issues and to receive any updates. **(For Decision)**

7. 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)**

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. **(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** – 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 and consider any updates. **(to note). (For Decision)**
- h) **Kington St Michael Emergency Plan.** To receive any updates. **(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:** To receive any updates. **(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.** To receive any updates and consider if any actions are required. **(to note) (For Decision)**

i) The volunteer Core Group has met and presented a Briefing Note to the Annual Parish Meeting. **(see attached)** They recommend a number of next steps for the adoption of a Community Benefit Society to be called the "Kington St Michael Community Pub". As far as the Council is concerned to assist the start up process the Core Group wished the Council to fund the Plunkett Foundation Membership, which the Clerk has already done under delegated powers, also to hold any funds while their banking arrangements are set up. The Council can agree to do this, as it will be no problem for the Council as any funds can be shown separately. Finally, they ask the Council to consider the possibility of a loan from the Public Works Loan Board. In order to facilitate this the Council would need "borrowing approval" from the DCLG. It is likely that this would be successful but there is a process to follow and a significant amount of work required, including a Council report and resolution when detailed information is available from the Core Group, who is likely to need and to seek expertise and additional support. There would also be a need for a full community consultation to be carried out, potentially leading to a Referendum. At this time there is no decision for the Council to make but Council Members will need to be well briefed on the requirements and implications. To assist a DCLG/NALC Briefing Note is attached. **(see attached) (to note)**

8. 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. LHFIG Guidance Notes and Terms of Reference have been received. 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.** The last Flood Group Meeting was scheduled for the 28th March 2024 in the Melksham Community Campus. To receive any updates. 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. Amongst other things it is highlighted that there is a need for identifying and reporting gullies for regular maintenance. **(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) **Pavement Parking-Provision of Bollards.** There is no change in circumstances since the last Council Meeting. **(to note)**
- e) **Parish Council Database.** There has been no change in circumstances since the last Council Meeting. **(to note)**
- f) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on the 11th March 2024 in the Wiltshire & Swindon History Centre. The next is scheduled for Monday 10th June 2024. The Parish Forum met on the 20th March 2024 in the Stanton St Quintin Village Hall SN14 6DE. To receive any updates. The next Parish Forum is scheduled for the 19th June 2024 at 7.00pm in the Christian Malford Village Hall. **(to note)**
- g) **School Travel Plan and Safe Place.** There has been no change in circumstances since the last Council Meeting. **(to note)**
- h) **Highway Fingerpost Signs.** There has been no change in circumstances since the last Council Meeting. **(to note)**
- i) **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.**
- j) **D-Day 80 Anniversary – 6th June 2024.** The Council was 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 would seek views at the Annual Parish Meeting. **(to note) (For Decision)**
- k) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council having received a formal invitation to enter the Competition, agreed to seek the views of the community at the Annual Parish Meeting. **(For Decision)**
- l) **Wiltshire Council - Briefing Note 25-06.** The Council has received a Briefing Note in regards to the Management of Council Business and Publicity during the Pre-Election Period. **(see attached) (to note)**
- m) **Chippenham Teen Takeover 27 & 28 April 2024.** Members will be aware through the Parish Forum that this event being organised by the Local Youth Network and is a weekend dedicated to young people from the Chippenham Area aged 13-19 and up to 24 for those with SEND needs. Relevant information is attached. **(see attached) (to note)**
- n) **Community First.** The Council has been a Member for a number of years and to remind Members on what they provide and why Membership of the Organisation is worthwhile details are attached for information. **(see attached)**

9. 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.

10. DATE OF NEXT MEETING:

The date of the **Annual Council Meeting** and next **Full Council Meeting** is scheduled for **7.15pm, Thursday 16th May 2024.**