

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

18th April 2024

Present: Cllr G Gamble (Chair), Cllr P Macdonald, Cllr W Roe, Cllr M-C Simpson and Cllr S Woodhead.

Also Present: Wiltshire Councillor H Greenman 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

There were no Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman advised that he had been informed by Greensquare Accord that they no longer maintained external street furniture and had suggested that perhaps the Parish Council could take on the task of cleaning and sealing the benches at Town Close. Cllr Greenman understood that there was a Chippenham Community Area Board Health & Wellbeing grant of up to £500.00 potentially available to cover this sort of work and the Parish Council agreed to apply for funding. In the meantime a local contractor would be instructed to carry out the work.

There were no further Reports.

23/109 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Hall, Cllr V Ingham, Cllr J Newton and Cllr F Twisse (Vice Chair).

23/110 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared.

The issue of a potential conflict of interest involving Council Members who had volunteered for the Jolly Huntsman Core Group, who were at arms length to the Council, would be considered when significant decisions particularly of a financial nature were Agenda items. At the present time the Council had only agreed to fund the preliminary stages to allow the community to become involved and no declarations were needed. **(noted)**

23/111 **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 21st March 2024. **Cllr P Macdonald proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

23/112 **PLANNING**

Planning Applications: There were no planning applications considered.

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

- 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 **Approved with Conditions 9th April 2024**

There were no further planning matters reported.

23/113 **FINANCE** The Council considered financial matters.

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

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

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

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

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 noted the following Receipt since the last Council Meeting. **(noted)**

KSM QE2 Field Group. Donation towards Recreation Field costs	£	700.00
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- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5th April 2024 were:

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
HSBC Defibrillator A/c no 51563041	£	871.15

23/114 **HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Any works should be notified to Cllr P Macdonald the Council's Link Member. Parish Steward visits were scheduled

for 16th April, 17th May, 17th June, 15th July, 16th Sept, 15th Oct, 18th Nov and 12th December 2024. Cllr Macdonald had continued his discussions with the Parish Steward and also Gemma Winslow, the area highway engineer, to ensure that local needs retained a high profile. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

i) The Ham – Ham Track. The new maintenance contract for Rights of Way clearance to The HaHa, Tor Hill and The Ham had commenced. Members were aware that the previous contractor did not conform to the contract, leading to complaints. As a result of what was a major clearance undertaking for the contractor after years of neglect a Parishioner had written raising issues in regards to The Ham. The Council acknowledged that in the short term there was a change in the previous natural character but felt that in the long term this would be beneficial for Rights of Way users and that the wildlife in the area would become used to the changed circumstances. At this time **the Council agreed that no further action** was required.

There were no further issues raised.

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

There were no issues raised.

23/115 UPDATE ON STANDING ITEMS

- a) **Recreation Ground –**

- i) QE2 Recreation Field Group. There was no update on this occasion. **(noted)**
- ii) QE2 Recreation Field Capital Works. There was no change in circumstances since the last Council Meeting. Orders were placed and deliveries awaited. **(noted)**
- iii) QE2 Recreation Field Maintenance. The Field Group would like to meet the new contractor to discuss specific details. **(noted)**

- b) **Notice Boards –** There were no issues raised. **(noted)**

- c) **Flooding & Drainage –** There were no issues raised that had not been raised previously. **(noted)**

- d) **Parish/Community Website/Social Media –** The Clerk reminded Council Members who had not yet done so to provide a photograph and a short bio for the Website. **(noted)**

- e) **Tor Hill Footpath Project –** There was no update on this occasion as the Council has deferred further consideration until the Neighbourhood Plan process was further advanced. **(noted)**

- f) **Kington St Michael Village Hall –** There was no update on this occasion. **(noted)**

- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead reported that an assessment was now being made of possible development locations to meet Wiltshire Local Plan requirements. Initially drafts were very wordy and consideration was being given to the use of tables in lieu. Cllr W Roe reported that the end of year return had been made to Groundwork UK. When agreed this would allow the Steering Group to seek a further grant. **(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 agreed for inclusion should be submitted to the Editor to meet the publication deadlines. **(noted)**
- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – There was no updated required. **(noted)**
- l) **Registration of Land and Buildings/Village Hall etc.** There had been no change in circumstances since the last Council Meeting. The Clerk would contact the Solicitor for an update. **(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.** Cllr G Gamble re-confirmed that he would be meeting the land owner/s. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.**
 - i) The volunteer Core Group had met and presented a Briefing Note to the Annual Parish Meeting. They had recommended 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 was concerned to assist the start up process, the Core Group had asked the Council to fund the Plunkett Foundation Membership, which the Clerk had already done under delegated powers, also to hold any funds while their banking arrangements were set up. **The Council agreed to this arrangement**, as any funds could be shown separately in the accounts. Finally, they had asked 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 was likely that this would be successful but there was a process to follow and a significant amount of work required, including a Council report and resolution when detailed information was available from the Core Group, who would need 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 was no decision for the Council to make but Council Members needed to be well briefed on the requirements and implications and to assist a DCLG/NALC Briefing Note was circulated. **(noted)**

23/116 **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 25th January 2024. LHFIG Guidance Notes and Terms of Reference had been received and circulated. For Member's reference, dates for the next 12 months had been provided, being 30th April, 25th July, 10th October 2024 and 9th January 2025. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The last Flood Group Meeting had been held on the 28th March 2024 in the Melksham Community Campus. The Council had 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 had been highlighted that there was a need for identifying and reporting gullies for regular maintenance. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- d) **Pavement Parking-Provision of Bollards.** There had been no change in circumstances since the last Council Meeting. There was a need to re-order the ground fixings for the two bollards already delivered. **(noted)**
- e) **Parish Council Database.** It was reported that following the Annual Parish Meeting two additional Parishioners had requested inclusion on the Database and were now receiving information. **(noted)**
- f) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on the 11th March 2024 in the Wiltshire & Swindon History Centre and would meet again on Monday 10th June 2024. The Parish Forum had met on the 20th March 2024 in Stanton St Quintin Village Hall, Church Road, Stanton St Quintin SN14 6DE. The next was scheduled for the 19th June 2024 at 7.00pm in Christian Malford Village Hall. **(noted)**
- g) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- h) **Highway Fingerpost Sign.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- i) **Wiltshire Council - Briefing Note 23-34.** This item had been included as a reminder. The Council had 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. *** It had been agreed that as this was a yearly invitation the Council would use the next 11 months (from November 2023) to consider proposals in readiness to submit.**
- j) **D-Day 80 Anniversary – 6th June 2024.** The matter had been raised at the Annual Parish Meeting and there had been no interest shown in using the occasion to pay tribute to those who had made sacrifices with the lighting of a

Beacon and **the Council agreed that no further action** would be taken. This would not preclude the Church developing a Lamp Light of Peace and ringing Church Bells.

- k) **CPRE Wiltshire Best Kept Village Competition 2024.** The matter had been raised at the Annual Parish Meeting and there had been no interest shown. With this in mind **the Council agreed that no entry** would be made.
- l) **Wiltshire Council - Briefing Note 25-06.** The Council noted receipt of a Briefing Note in regards to the Management of Council Business and Publicity during the Pre-Election Period. **(noted)** * It was noted that the Note should have been numbered 24-06.
- m) **Chippenham Teen Takeover 27 & 28 April 2024.** Members were aware through the Parish Forum that this event was being organised by the Local Youth Network and was a weekend dedicated to young people from the Chippenham Area aged 13-19 and up to 24 for those with SEND needs. Relevant information was circulated. **(noted)**
- n) **Community First.** The Council had been a Member for a number of years and to remind Members on what services they provided and why Membership of the Organisation was worthwhile details were circulated for information. **(noted)**
- o) **Wiltshire Council - Briefing Note 24-07.** The Council noted receipt of a Briefing Note in regards to the New HRC van and trailer permitting scheme. **(noted)**
- q) **Wiltshire Council - Briefing Note 24-08.** The Council noted receipt of a Briefing Note in regards to the Draft Licensing Policy 2024-2029 Consultation. **(noted)**

23/117 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr P Macdonald raised the issued of the inconsiderate commercial vehicle parking in the High Street and whether it was known if there had been any Police action to date. In the interim the Council considered that a letter should be sent to the driver and the firm involved.
- ii) Cllr P Macdonald advised that he would not be able to attend the Council's Meetings scheduled for the 16th May and 20th June 2024.

There were no further matters raised.

23/118 DATE OF NEXT MEETING

The Annual Council Meeting followed by the next Council Meeting would be held at **7.15pm, on Thursday 16th May 2024.**

Signed:

Chair, Kington St Michael Parish Council

Date: **16th May 2024**