

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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10th May 2024

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 16th May 2024** commencing at **7.30pm (or on completion of the Annual Council Meeting)** 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 P Macdonald and 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 16th April 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)

- a) PL/2024/03484 – Householder planning permission
Alterations to Dwelling and attached Barn to allow the Redundant Barn floorspace to be included as part of the Single Residence
Down Farm, Kington St Michael, Chippenham, Wiltshire SN14 6LP
For Mr & Mrs Richard Bliss **(see online) (For Decision)**
- b) PL/2024/03885 – Listed Building Consent (Alt/Ext)
Alterations to Dwelling and attached Barn to allow the Redundant Barn floorspace to be included as part of the Single Residence
Down Farm, Kington St Michael, Chippenham, Wiltshire SN14 6LP
For Mr & Mrs Richard Bliss **(see online) (For Decision)**
- c) PL/2024/03928 – Notification of Proposed Works to Trees in a Conservation Area
T1 - Small Poplar is to be reduced in height by up to 3 metres. The remaining canopy is to be reduced by up to 1.5 metres. T2 - Yew Tree is to be reduced in height by up to 3.5 metres. The lower canopy is to be raised to 2 metres above ground level. Lateral branches are to be reduced by up to 1.5 metres to retain form.
Laburnham House, 22 Kington St Michael, Chippenham, Wiltshire SN14 6JE
For Estcourt **(see online) (For Decision)**
- d) PL/2024/03974 – Notification of Proposed Works to Trees in a Conservation Area
T1 T2 Norway Spruce – Fell to ground level
Kington Manor, Kington St Michael, Chippenham, Wiltshire SN14 6JA
For Mr James Harper **(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.

- e) 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 **Withdrawn by Applicant 2nd May 2024**
- f) M4, Junction 17 – Stanton Park Public Consultation. A Consultation has been launched on proposals to deliver new commercial logistics space, north of Junction 17. The proposals for up to 50,000 sq metres of commercial space, has a single point of vehicular access via the Scotland Hill local road. The period for feedback is 8th – 22nd May 2024 by visiting www.stantonpark.co.uk
(see attached) (to note)

There are no further 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)**

Community Heartbeat Trust. G3 Battery replacement. Inv 21276	25.04.24	£ 357.00
Greenscape Services. Landscaping Contract. Inv SI-16738	20.04.24	£ 1,671.19
Vision ICT Ltd. Website Hosting and Support 24/25 Inv 18290	01.05.24	£ 290.26
WALC. Subscription 24/25 Inv SUB 24/25 – 135	01.04.24	£ 295.80
M P Singer. Repairs to wall and associated works. Inv 30411	24.04.24	£ 829.50

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

Louise Ryland-Epton. KSM Book creation Inv KSM 04	13.04.24	£ 1,000.00
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- c) Receipts The Council has received the following receipts since the last Council Meeting **(to note)**

Wiltshire Council. BACS Precept 24/25 (tranche 1)	19.04.24	£ 26,616.66
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d) To note Bank Account balances as at 5th May 2024 **(to note)**

HSBC Main Business A/c No 31545043	£ 109,222.63
HSBC Reserves A/c No 21545078	£ 46,855.37
HSBC Charities A/c No 71545051	£ 783.29
Defibrillator A/c No 51563041	£ 872.54

e) Annual Governance and Accountability Return Year Ending 31st March 2024

The Council last year (2022/2023) was required to submit an Annual Return to the External Auditor, PKF Littlejohn LLP, to carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This was because both the Council's spending and income for Year Ending 31st March 2023 was above the threshold where a Parish Council can apply for a Certificate of Exemption from the external requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year. A similar situation occurs for Year ending 31st March 2024 and the Parish Council cannot apply for Exemption.

The Parish Council needs to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales. The Annual Return Part 3 documents are circulated for information and need to be completed and signed where appropriate by the Clerk and the Chair.

The Annual Internal Audit Report (Page 3) is completed by the Internal Auditor. The Council needs to approve the Section 1 Annual Governance Statement (Page 4) by answering Yes in the 8 tick boxes. Question 9 is N/A. The Section 2 Accounting Statement (Page 5) is completed and signed by the Clerk and Chair. **(see attached) (For Decision)**

f) Idverde Limited – Outstanding Account

The Council has received correspondence from Idverde Limited advising of a Final Notice claim for an outstanding £431.76 relating to the cancelled grass cutting contract. The contract was cancelled in early September 2023 following a long period of Idverde non-compliance. At that time Idverde Limited had not visited Kington St Michael for at least one month, possibly even more following their local management restructuring. They continued to send invoices in September, October and November 2023 presumably as the accounts department were not aware that the contract had been cancelled. On the 7th February 2024 they claimed a balance outstanding of £1,727.04 **(see attached)**. Correspondence between parties resulted in a reduced claim of £431.76 on the 2nd May 2024 as a Final Notice **(see attached)**. Idverde Limited has been advised previously that the Council was unwilling to pay any more money particularly as there was a need to seek an emergency contractor to cut the Recreation Field in time for a local event. It would appear that the contested amount must be Invoice Ref:10890137 dated 22/08/2023 and as this is the case it could/should be argued that this related to the period where there was no work done in the Parish. Idverde Limited placed a deadline of the 9th May 2024 for a response and a holding email was provided advising them that the Council would be considering the matter at tonight's Meeting. To consider and agree how to proceed. **(For Decision)**

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 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)**
- 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 with the Council's Solicitor and the Land Registry. There is no change in circumstances since the last Council Meeting. However, the Solicitor has reminded the Council that there is a need for the Council to obtain a value of the land and buildings to be registered. The Council will need to instruct a suitable surveyor to provide the valuation. **(to note) (For Decision)**
- 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)**

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 30th April 2024. The LHFIG Tracker from the Meeting has been received. Para 5.9 refers to work within KSM. It appears that there is a need to consider the financial contribution before further progress can be made on the 20mph speed limit assessment. Dates for future Meetings are 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 28th March 2024. The next Meeting is scheduled for 23rd May 2024 10.00am-12.00noon in Melksham Community Campus. **(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) **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. 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 interim period (from November 2023) to consider proposals in readiness to submit.**
- j) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** The Council will be aware that at the last Council Meeting they were advised that with changes in the targeted operating model, all Neighbourhood Policing Teams in Wiltshire sit under Chief Inspector of Neighbourhood Policing, James Brain. His intention was to hold two NCPFs a year, one in April and another in November. The first of these was 1900-2030hrs on Wednesday 17th 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 are split into two sections. The first being a presentation followed by questions and answers. The opportunity exists for questions on the night but pre-submitted questions are welcomed. The Meetings are virtual using Microsoft Teams and with likely numbers he was 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 The link to the first NCPF was provided and there are reports that the first session was well attended. The Council should consider attendance to be fully briefed on local Policing matters. **(to note) (For Decision)**
- k) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council was previously notified of a new interactive platform that helped people find out what life is like in their Community Area. There was a survey for feedback ending 7th May 2024. Council Members were reminded to take part. **(to note)**
- l) **Wessex Community Energy Network – Engaging with the Local Community.** The Council has been advised of this in person network meeting to be held on Thursday 16th May 2024 10.00 – 13.00 at County Hall, Trowbridge. Details and the Agenda have been circulated **(see attached) (to note) (For Decision)**
- m) **CPRE Wiltshire AGM.** The Council has received an invitation to attend the AGM to be held on Tuesday 16th July 2024 at 7.00pm in Malmesbury Town Hall. The details have been circulated with ticket booking information. **(see attached) (to note)**

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 next **Full Council Meeting** is scheduled for **7.15pm, Thursday 20th June 2024.**