

# KINGTON ST MICHAEL PARISH COUNCIL

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Clerk of the Council

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14<sup>th</sup> June 2024

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 20<sup>th</sup> June 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 P Macdonald.
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.
  - a) Annual Council Meeting held 16<sup>th</sup> May 2024. **(see attached Draft Minutes) (For Decision)**
  - b) Full Council Meeting held 16<sup>th</sup> May 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.

- a) 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 **No objection from Wiltshire Council 28<sup>th</sup> May 2024**
- 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 **Appeal dismissed 12<sup>th</sup> June 2024 (see attached)**

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)**

KSM Primary School. Newsletter printing. Inv KSM 202405	22.05.24	£ 120.40
Greenscape Services. Landscaping Contract. Inv SI-16833	20.05.24	£ 1,671.19
KSM Village Hall. Hire of Hall. 3 No invoices	31.05.24	£ 210.00
Website Management Contract renewal 24/25		£ 700.00
Louise Ryland-Epton. The History of the Kingtons Book. Inv 05	14.06.24	£ 1,000.00

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

Steelway Fensecure Ltd. MUGA & Play Area fencing. Inv INF14853	17.05.24	£ 27,116.81
Plunkett Foundation. Model Rules	11.06.24	£ 310.00

- 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> June 2024 **(to note)**

HSBC Main Business A/c No 31545043	£ 77,446.15
HSBC Reserves A/c No 21545078	£ 46,932.57
HSBC Charities A/c No 71545051	£ 784.58
Defibrillator A/c No 51563041	£ 873.98

## 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 17<sup>th</sup> June, 15<sup>th</sup> July, 16<sup>th</sup> Sept, 15<sup>th</sup> Oct, 18<sup>th</sup> Nov and 12<sup>th</sup> 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)**

- i) Following a request from a Parishioner to view the condition of the “dog poo” bin on the Village Green that was in a state of disrepair, the Council agreed to remove the bin. No decision was taken to replace it at that time. The Parishioner has reminded the Council that a new bin is required. **(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. The new secure metal fencing for the MUGA and the Play Area has been received and the chosen installer is ready to commence work as soon as the chosen groundwork’s contractor has removed the existing hard games surface, re-laid a 2 coat macadam surface and white lined the new surface. **(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. The Council suggested that the editorial deadlines might alter to suit Council Meeting dates. The Editor comments that, as the printing is carried out by the School the deadlines are set in line with School terms and that the costs are less than printing firms in Chippenham. Should the Council wish to change the arrangement then the Council would need to seek and collect from an alternative printer and deliver to the local distribution contact. **(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. 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 needs to instruct a suitable surveyor to provide the valuation. A request for potential local assistance was published in the last Newsletter. There is no change in circumstances since the last Council Meeting. **(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) **The Late Graham Trickey – Chair of Kington Langley Parish Council.** The Council was informed of the sudden death of Graham on the 20<sup>th</sup> April 2024. He had been a Parish Councillor since September 2006 and the Council’s Chair since May 2021 and had been involved in many key roles on the Council and in the local community. His funeral was held on the 22<sup>nd</sup> May 2024 and is sadly missed by all. **(to note)**
- b) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG meet next on the 25<sup>th</sup> July 2024. To progress the 20mph speed limit assessment the Council has

informed LHGIF that they have agreed to pay the £750.00 contribution towards the costs involved. Dates for future Meetings are 10<sup>th</sup> October 2024 and 9<sup>th</sup> January 2025. To consider any actions required. **(to note) (For Decision)**

- c) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 23<sup>rd</sup> May 2024. The next Meeting is scheduled for 11<sup>th</sup> July 2024 10.00am-12.00noon in Melksham Community Campus. Others are scheduled for 26<sup>th</sup> September and 21<sup>st</sup> November 2024. **(to note) (For Decision)**
- d) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** 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 Monday 10<sup>th</sup> June 2024 in the Wiltshire & Swindon History Centre. The next Parish Forum is scheduled for the 19<sup>th</sup> June 2024 at 7.00pm in the Christian Malford Village Hall. **(to note)**
- h) **School Travel Plan and Safe Place.** The matter is deferred until September 2024. **(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. **(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.**
- k) **High Street-Stubbs Lane Parish Wall Repair.** At the last Council Meeting, in agreeing to pay the outstanding invoice, the Council asked for more information on what the work entailed and why it was necessary. The content of an updated invoice specifies the work carried out. **(see attached) (to note) (For Decision)**
- l) **Sutton Benger and Draycot Cerne Neighbourhood Development Plan (2020-2035).** The Council has been advised that there is an opportunity to view and comment on the draft plan between Monday 20<sup>th</sup> May and Monday 8<sup>th</sup> July 2024 on the Wiltshire Council consultation portal. **(to note)**
- m) **Wiltshire & Swindon Rural Housing Needs Project.** The Council has received details from the Community First, Rural Housing Enabler, concerning the lack of affordable housing in Parishes. Advice and support is offered to help rural communities and ways of working to meet local needs. **(see attached) (to note) (For Decision)**
- n) **Wiltshire Council - Briefing Note 24-09.** The Council has received a Briefing Note in regards the Defra Simpler Recycling update. **(see attached) (to note)**
- o) **Wiltshire Council - Briefing Note 24-10.** The Council has received a Briefing Note in regards the Local Development Order Consultation-Revamp Your Tank Scheme. The consultation runs until the 17<sup>th</sup> June 2024. **(see attached) (to note)**
- p) **Wiltshire Council - Briefing Note 24-11.** The Council has received a Briefing Note in regards the Management of Council Business and Publicity during the pre-election period. **(see attached) (to note)**

- q) **Wiltshire Council - Briefing Note 24-12.** The Council has received a Briefing Note in regards the Local Nature Recovery Strategy (LNRS) a mechanism to deliver nature recovery at a local and regional scale. Wiltshire Council has been appointed by DEFRA as responsible for preparing the LNRS for Wiltshire and Swindon. **(see attached) (to note) (For Decision)**
- r) **Website Management Contract.** The Agreement with the Contractor is due for renewal for the period 1<sup>st</sup> July 2024 to 30<sup>th</sup> June 2025. The Council's budget is £700.00 and there is no increase requested. **(For Decision)**
- s) **Grittleton Parish Council – Leigh Delamere Solar Farm.** The Council has been included in correspondence between the Grittleton Parish Council and Eden Renewables Ltd in regards to the proposed solar farm at Leigh Delemare. The matter raised is that following the removal of the battery storage element from the Red Barn, KSM proposals the same should apply to the Leigh Delemare scheme. **(see attached) (to note) (For Decision)**
- t) **Wessex Water – Flood Warden Spring Newsletter 2024.** The Newsletter focuses on the Flood Warden Role and upcoming Flood Warden training support. **(see attached) (to note) (For Decision)**
- u) **Wiltshire Council - Briefing Note 24-13.** The Council has received a Briefing Note in regards to Housing Land Supply and Housing Delivery Test. **(see attached) (to note)**
- v) **The Kingtons: a History of the Ancient Parish of Kington St Michael with Kington Langley.** The Council sponsored, through a Section 137 Grant, the publication of the newly released book written by Louise Ryland-Epton PhD. The book was launched on the 13<sup>th</sup> June 2024 in The Village Hall. **(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 18<sup>th</sup> July 2024.**