

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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13th September 2024

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 19th September 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.
Full Council Meeting held 8th August 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/2024/07457 – Householder Application
Regularisation of replacement windows and doors and erection of driveway gates (retrospective)
Hazeland House, 32 Kington St Michael, Chippenham, Wiltshire SN14 6JJ
For Mr & Mrs M Stapley **(see online) (For Decision)**
- b) PL/2024/07619 – Works to a Listed Building
Regularisation of replacement windows and doors (retrospective), installation of underfloor heating in the kitchen (retrospective), erection of driveway gates (retrospective) and external painting of the rear of the property
Hazeland House, 32 Kington St Michael, Chippenham, Wiltshire SN14 6JJ
For Mr & Mrs M Stapley **(see online) (For Decision)**
- c) PL/2024/07670 – Prior Approval Part 3 Class R: Agricultural buildings to a flexible commercial use
Proposed change of use of agricultural storage building to a use falling within Class E including ancillary storage
Kington Farm, Kington St Michael, Chippenham, Wiltshire SN14 6DH
For Mr T Royal **(see online) (For Decision)**
- d) PL/2024/07965 – Lawful Development Certificate for an Existing Use
Certificate of lawfulness for implementation of planning permission 18/07462/FUL (Convert garage area to bedroom and en-suite, widen rear kitchen door to French door, Conservation new roof light to rear elevation, alter west facing gable window (deeper cill))
Willow Barn, Easton Piercy, Kington St Michael, Chippenham, Wiltshire SN14 6JT
For Ms Julie Frankland **(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/2024/06434 – Prior Approval Part 3 Class R: Agricultural buildings to a flexible commercial use
Proposed change of use of agricultural storage building to a use falling within Class E including ancillary storage
Kington Farm, Kington St Michael, Chippenham, Wiltshire SN14 6DH
For Mr T Royal **Prior Approval Refused 15th August 2024**
- f) PL/2024/03484 – Household Planning Permission
Change of Use of Barn to use as an extension to dwelling and erection of replacement garage structure
Down Farm, Kington St Michael, Chippenham, Wiltshire SN14 6LP
For Mr & Mrs Richard Bliss **Approved with Conditions 12th August 2024**
- g) PL/2024/03885 – Listed Building Consent (Alt/Ext)
Change of Use of Barn to use as an extension to dwelling and erection of replacement garage structure
Down Farm, Kington St Michael, Chippenham, Wiltshire SN14 6LP
For Mr & Mrs Richard Bliss **Approved with Conditions 12th August 2024**
- h) PL/2024/06066 – Notification of Proposed Works to Trees in a Conservation Area
T1 T2 Leylandii – Fell to ground level
Kington Manor, Kington St Michael, Chippenham, Wiltshire SN14 6JA
For Mr James Harper **No objection from Wiltshire Council 12th August 2024**
- i) PL/2024/06970 – Notification of Proposed Works to Trees in a Conservation Area
Fell this very ugly tree. The tree stands at 51.49327N 2.13899W. The tree will be replaced by a young Holly
The Minchin, Stubbs Lane, Kington St Michael, Chippenham, Wiltshire SN14 6HY
For Mr Colin Labouchere **No objection from Wiltshire Council 28th August 2024**

- j) PL/2024/07159 – Notification of Proposed Works to Trees in a Conservation Area
25 Lime trees round the periphery of the churchyard. Crown lift up to 2.5 metres to all Lime trees
St Michaels Church, Stubbs Lane, Kington St Michael, Chippenham, Wiltshire SN14 6HX
For Mr Colin Labouchere **No objection from Wiltshire Council 4th September 2024**
- k) Gypsies and Travellers pre-submission draft Development Plan - Consultation

The Wiltshire Council is consulting on the proposals that once adopted will become a material planning consideration in meeting the accommodation needs for Gypsy and Traveller communities in Wiltshire. The Consultation runs from Tuesday 20th August until Friday 4th October 2024. In person events and webinars are planned. To consider any actions required and any response. **(see attached) (For Decision)**

**** At the last Council Meeting Wiltshire Cllr H Greenman, to assist the process, asked that any evidence of locations of both legal and illegal sites not identified in the documents be forwarded to him so that the potential to accommodate the numbers might be achieved by expansion of existing sites rather than new locations.**

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)**

Greenscape Services. Landscaping Contract. Inv SI-17067	20.08.24	£ 1,671.19
PKF Littlejohn LLP. AGAR 23/24 review. Inv SB20242001	11.09.24	£ 252.00
Hobnob Press. The Kingtons Book reprint x 100 copies Inv 2782	24.08.24	£ 248.93

- 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 the following receipts since the last Council Meeting **(to note)**

Groundwork UK. Neighbourhood Plan Grant	12.07.24	£ 7,496.00
KSM Village Shop. The Kingtons, book sales	30.08.24	£ 25.00

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

HSBC Main Business A/c No 31545043	£ 75,362.53
HSBC Reserves A/c No 21545078	£ 47,162.43
HSBC Charities A/c No 71545051	£ 788.42
Defibrillator A/c No 51563041	£ 878.25

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

The Council 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 2024 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. PKF have now completed their review and have found no matters of concern. The Council now need to publish a Notice of Conclusion of Audit. **(see attached) (to note)**

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 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)**
 - i) Pursuant to Minute 24/026 (c) and 24/036 (c). The Council considered the replacement all purpose waste bins on the Village Green and at The Ham. The Council and Wiltshire Council had been unable to proceed with the work. To receive any updates and agree further actions. **(For Decision)**
 - ii) Timber Bench Maintenance. It has been reported previously that timber benches in The Town Close/Ridings area required routine maintenance. The original providers no longer wish to be involved in long term maintenance. When the Council last met a brief discussion acknowledged that a local odd-job person needed to be found. To receive any updates and agree further actions. **(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)**
 - iv) QE2 Recreation Field – Honey Knob Hill boundary. A Parishioner has raised an issue in regards to the tree/hedge line and requested that the Council resolve the problem occurring regarding tree damage and loss of light. Cllr P Macdonald has viewed the issues raised and had provided a report. The photographs referred to have been previously circulated. To consider any actions required. **(see attached) (For Decision)**
- 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. . The Council has been reminded that the discretionary gully crew will visit the Parish, on request. The details and Gully Worksheet has been provided. To consider any actions required. **(see attached) (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. To receive any updates. **(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)**
- 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).** As reported at the last Council Meeting the LHFIG met on the 25th July 2024. To progress the 20mph speed limit assessment the Council had informed LHGIF that they will pay the £750.00 contribution towards the costs involved. The LHFIG now need to confirm their contribution to allow the assessment to proceed. Dates for future Meetings are 10th October 2024 and 9th January 2025. To consider any actions required. **(to note) (For Decision)**
 - b) **Wiltshire Operational Flood Group North.** As reported at the last Council Meeting a Flood Group Hybrid Meeting was held on the 11th July 2024 10.00am-12.00noon in Melksham Community Campus. Others are scheduled for 26th September and 21st November 2024. **(to note) (For Decision)**
 - c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Pursuant to Minute 24/038 (a). Cllr P Macdonald has reached agreement with Wiltshire Highways in regards to the siting of the SID poles. In addition the re-use and siting of bollards in Grove Lane. There is a need to use a Licensed contractor to carry out the installations. To consider and agree actions required.**(see attached) (For Decision)**
 - 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 Monday 2nd September 2024 in the Wiltshire & Swindon History Centre. To receive any reports and updates. Future Area Board Meetings are scheduled for 4th November 2024 and 10th February 2025. The next Parish Forum Meeting is scheduled for Wednesday 25th September 2024 at 7.00pm in Kington St Michael Village Hall. **(to note)**
 - g) **School Travel Plan and Safe Place.** The matter has been deferred until September 2024 when a new Head Teacher would be in place. To consider and agree further actions. **(For Decision)**
 - 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. * **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) **Wiltshire Council - Briefing Note 24-17.** The Council has received a Briefing Note in regards to the Septic Tank Upgrade Scheme (Revamp Your Tank). **(see attached) (to note)**
 - k) **The Kingtons: a History of the Ancient Parish of Kington St Michael with Kington Langley.** Pursuant to Minute 024/38(k). To receive any updates. **(to note)**
 - l) **WALC Annual General Meeting.** The Council has been informed that this will take place on Wednesday 25th September 2024 at 6.30pm in Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY **(to note)**

- m) **Wiltshire Council – Traffic Survey.** The Council has been advised of changes being made to traffic surveys in Wiltshire. **(see attached) (to note)**
- n) **Wiltshire Neighbourhood Watch Association.** The Council has been invited to attend the WNHWA Annual General Meeting taking place on Saturday 5th October 2024 10.00am until 12noon at Wiltshire Police HQ, Devizes SN10 2DN. **(see attached) (to note)**
- o) **Community First AGM 2024.** The Council has been invited to attend the AGM to be held on Wednesday 9th October 2024 at 6.00pm in Devizes Town Hall. Registrations of interest are requested by the 6th September 2024. **(to note)**
- p) **Neighbourhood County Parish Forum.** The Council will recall that the first Forum was held via TEAMS in April of this year that delivered an update from each Neighbourhood Policing Inspector on issues in their area and a Q&A session. The next one is to be held in person at Police HQ, Devizes at 6.00pm until 8.00pm on Wednesday 20th November 2024. An idea of numbers attending is requested. **(to note)**
- q) **Winter Preparations 2024-2025.** The Council has been advised that Wiltshire Council are beginning their planning for the 2024/25 winter season and have provided the PEAS application details and form for the forthcoming season to be returned to the Weather Team by the 19th September 2024. To consider any actions required. **(see attached) (For Decision)**
- r) **Secure Delivery Depot.** As raised at the last Council Meeting the Council has a number of on-going capital projects where orders have been placed and are in abeyance as a delivery address is required. Examples being the Tor Hill crossroads highway fingerpost sign, replacement highway bollards, SID posts and SID devices and solar panels. In some instances the orders are bulky and heavy and a secure yard and buildings are required. The Council needs to be mindful that in the future Licensed contractors will be required for highway works and potentially competitive quotes sought and so the Council should not expect local premises to be available to provide storage if the works contract is placed elsewhere. The Council should discuss and agree how to proceed. **(For Decision)**

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 **Thursday 17th October 2024 at 7.15pm,**.