

# KINGTON ST MICHAEL PARISH COUNCIL

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Clerk of the Council

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11<sup>th</sup> October 2024

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 17<sup>th</sup> October 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 19<sup>th</sup> September 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) National Planning Policy Framework (NPPF) - Consultation

Pursuant to Minute 24/034 (h). The Government was proposing to update the NPPF and was carrying out a Consultation on the proposed changes. The Council agreed that the Clerk should submit a response within the timeframe. For information a copy is attached. **(see attached) (to note)**

b) Gypsies and Travellers pre-submission draft Development Plan - Consultation

Pursuant to Minute 24/044 (k). The Wiltshire Council was consulting on the proposals that once adopted would become a material planning consideration in meeting the accommodation needs for Gypsy and Traveller communities in Wiltshire. The Council agreed that the Clerk should submit a response within the timeframe. For information a copy is attached. **(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)**

Greenscape Services. Landscaping Contract. Inv SI-17122	20.09.24	£ 1,671.19
Thornbury Surfacing Ltd. QE2 Field MUGA resurfacing. Inv 16344	19.09.24	£ 12,802.68

b) Payments made since the last Council Meeting **(to note)**

KSM Community Pub Ltd. (Jolly Huntsman Group). Merchandise funding	30.09.24	£ 1,000.00
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c) Receipts. There have been the following receipts since the last Council Meeting **(to note)**

KSM Village Shop. The Kingtons, book sales	06.10.24	£ 25.00
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d) To note Bank Account balances as at 5<sup>th</sup> September 2024 Any later figures for 5<sup>th</sup> October 2024 will be reported at the Council Meeting if bank statements are received. **(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

**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 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) Replacement Waste Bins. Pursuant to Minute 24/046 (c) (i) 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 including the option of alternative sites. **(For Decision)**
- ii) Timber Bench Maintenance. Pursuant to Minute 24/046 (c) (ii). The Council was to check on the availability of a local contractor and to seek a quotation. To receive any updates and agree further actions. **(For Decision)**
- iii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/046 (c) (iii). The Council was to check on the availability of a local contractor and to seek a quotation. 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. The Council suggested that the playing surfaces could be improved if the grass was cut 1 inch shorter. The contractor has advised that this may be possible but will be dependent on weather conditions as the ground is boggy in places after downpours. **(to note)**
  - iv) QE2 Recreation Field – Honey Knob Hill boundary. Pursuant to Minute 24/047 (a) (iv). The Council was to check on the availability of a local contractor and to seek a quotation. To receive any updates and agree further actions. **(For Decision)**
  - v) Bonfire & Fireworks Night – 2<sup>nd</sup> November 2024. The Council as owner needs to agree the use of the QE2 Field for the event. The Council will also need to increase their insurance cover to cover the evening. There will also be a need to pay for St John's Ambulance presence and also the purchase of the fireworks. If agreed the Council usually notifies livestock owners in the vicinity who could be affected. **(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. A Parishioner has reminded the Council that the highway gully at the Stanton Lane road junction is still blocked, a continuing problem for many years, with road surface water flowing all the way to the Kyneton Way highway gully. It is suggested that water is steadily rising from the gully rather than simply overflowing from surface water. To consider any actions required. **(to note) (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. **(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.** At the last Council Meeting the Council agreed that problems associated with land ownership had prevented the installation of the bench in the preferred location and as an alternative a QE2 Recreation Ground Play Area site should be found. The Council would then consider the provision of a new bench at The Ham as soon as a suitable site became available. Since that decision a Parishioner has suggested that as the original position was chosen following an initial request for a bench approximately half way down the village as a rest point to the Shop, etc., then couldn't it be placed at the end of The Close perhaps as an interim measure? To consider options. **(For Decision)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** At the last Council Meeting it was reported that the new Government had yet to confirm whether or not the Community Ownership Fund would continue and that there remained a need to secure a significant amount of funding and various initiatives were being considered to raise funds locally. This included the possibility of online sales of merchandise, which could include the sale of The Kingtons book. The Council previously agreed to fund reasonable start-up costs (£5,000.00 max) and the Clerk circulated a briefing note to Council Members in regards to £1,000.00 financial assistance to the Core Group to fund the purchase and costs associated with merchandise sales. For the record to date the Council has provided a total of £3,550.00 financial support. The Council will be aware that they have only agreed to fund limited costs and that any further financial support through the use of Council funds will need to be subject to further consideration and decision. 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 10<sup>th</sup> October 2024. The Agenda/Notetracker was received and circulated. To receive any updates and consider any further actions. **(see attached) (to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group met on the 26<sup>th</sup> September 2024 10.00am-12.00noon in Melksham Community Campus. The next is scheduled for 21<sup>st</sup> November 2024. To receive any updates and consider any further actions. **(to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Pursuant to Minute 24/048 (c). Agreement has been reached 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 was a need to check on the availability and Licence qualifications of a local contractor and to seek a quotation. To receive any updates and agree further actions required. **(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 last Area Board Meeting was held on Monday 2<sup>nd</sup> September 2024 in the Wiltshire & Swindon History Centre. Future Area Board Meetings are scheduled for 4<sup>th</sup> November 2024 and 10<sup>th</sup> February 2025. The Parish Forum met on Wednesday 25<sup>th</sup> September 2024 in Kington St Michael Village Hall. Main topics related to Police enforcement in the Community Area, including Community Speed Watch. The Notes from the Meeting have been received and previously circulated but are attached again for information. The next Parish Forum Meeting is scheduled for Wednesday 27<sup>th</sup> November 2024 at 7.00pm in The Goss Croft Hall, Upper Seagry. **(see attached) (to note)**
- g) **School Travel Plan and Safe Place.** Pursuant to Minute 24/048 (g). A briefing note was to have been prepared for the Clerk to raise the subject with the School. To consider and agree further actions. **(For Decision)**

- h) **Highway Fingerpost Signs.** There has been no change in circumstances since the last Council Meeting. Pursuant to Minute 24/048 (h). There was a need to check on the availability and Licence qualifications of a local contractor and to seek a quotation. **(to note) (For Decision)**
- 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 15<sup>th</sup> 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) **Neighbourhood Policing 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 20<sup>th</sup> November 2024. The Inspector suggests that only 1 person from each Council attends to restrict numbers attending. **(to note)**
- k) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** The Council has received previous communications requesting that the Parish Emergency Coordinator register with the Local Resilience Forum (LRF). The Council will recall that a LRF event was held in August 2023 at Tidworth. The Council also received an invitation to sign up to the Emergency Contact Hubs scheme. The LRF is renewing contact to promote and enhance “community building” that focuses on whole societal resilience and puts the community at the centre of local emergency response, not just flooding but also other events that might impact such as adverse weather and power outages. They wish to grow the network across the Wiltshire and Swindon footprint to ensure neighbouring communities are connecting with each other. It is likely that representatives of the LRF will be attending the next Parish Forum on the 27<sup>th</sup> November 2024. In the meantime the Council should review their own emergency planning situation to ensure it is fit for purpose. Previous information the Council has received from LRF is attached as a reminder. **(see attached) (to note) (For Decision)**
- l) **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 19<sup>th</sup> September 2024. Pursuant to Minute 24/048 (q) To consider any actions required. **(see attached) (For Decision)**
- m) **Secure Delivery Depot.** Pursuant to Minute 24/048 (r). 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. The Council agreed to check to see if there was a local yard available that would not prejudice works contracts. To receive any updates and consider further actions. **(For Decision)**
- n) **QE2 Recreation Ground Storage Facilities.** Pursuant to Minute 24/049 (i). Cllr G Gamble requested that consideration be given to the provision of storage facilities, possibly a steel container, that could accommodate equipment and also be a delivery and storage point. **(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 21<sup>st</sup> November 2024 at 7.15pm.**