

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

Tel 01249 657695
Email ksmparishclerk@gmail.com

15th November 2024

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 21st November 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)**
- 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 17th October 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/2024/09550 – Notification of proposed works to trees in a conservation area
Weeping Willow in the back garden Pollard to near previous (approximately 4.0m reduction)
55, Kington St Michael, Chippenham, Wiltshire SN14 6JE
For Mrs Smith **(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.

- b) 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 **Prior Approval Not Required 16th October 2024**
- c) 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 **Approved 14th October 2024**

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 202410	23.10.24	£ 72.24
Greenscape Services. Landscaping Contract. Inv SI-17187	20.10.24	£ 1,671.19
Playsafety Limited. RoSPA inspection 2024. Inv 84451	28.10.24	£ 182.40
Nigel Morgan. Park bench refurbishment etc.	06.11.24	£ 322.00
M P Singer. Kick ball and Play area fencing installation. Inv 30448	04.11.24	£ 9,543.94
M P Singer. QE2 Field drainage and hardstanding. Inv 30449	04.11.24	£ 3,081.61
Crackerjack Fireworks. Mission Control 90. etc. Inv 02345	28.10.24	£ 1,343.62
Jessica Puddy. Volunteers Jubilee Flower Bed Flowers 24/25		£ 100.00
St John Ambulance. Bonfire Night first aid attendance Inv SP24008038	14.11.24	£ 137.28

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

Black Nova Designs. Gov uk. Domain registration 24/25 Inv 23487	18.10.24	4	£ 48.00
Black Nova Designs. Website hosting 24/25 Inv 23529	22.10.24		£ 100.80

- c) Receipts. There have been no receipts since the last Council Meeting **(to note)**

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

HSBC Main Business A/c No 31545043	£ 82,845.73
HSBC Reserves A/c No 21545078	£ 47,314.37
HSBC Charities A/c No 71545051	£ 790.96
Defibrillator A/c No 51563041	£ 881.08

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 18th November 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) Replacement Waste Bins. Pursuant to Minute 24/056 (c) (i) To receive any updates. At the last Council Meeting the Council agreed to seek Wiltshire Highways confirmation that the Council could proceed with the installation of a replacement bin, situated on the area of land controlled by Wiltshire Council. They have advised that although the land is maintained under an agreement with a local landowner this does not prevent the installation of a replacement bin. Discussions are taking place with Wiltshire Highways that may result in that Authority replacing the bin. **(to note)**
 - ii) Timber Bench Maintenance. Pursuant to Minute 24/056 (c) (ii). The work has now been completed. **(to note)**
 - iii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/056 (c) (iii). 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. Pursuant to Minute 24/057 (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) QE2 Recreation Field. RoSPA Report 23rd October 2024. Playsafety Limited have carried out their Annual Inspection. Their Report is attached for information. 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 and 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**. Pursuant to Minute 24/057 (o). At the last Council Meeting the Council agreed to seek Wiltshire Highways confirmation that the

Council could proceed with the bench installation on the area of land controlled by Wiltshire Council. They have advised that although the land is maintained under an agreement with a private landowner this does not prevent the installation of the bench and they have no objections. For information a copy of the Highways maintainable land is attached. This includes land that is maintained by a private landowner under a Section 142 Licence. To consider options. **(see attached) (For Decision)**

- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** To receive any updates. It is understood that the new Government has yet to confirm whether or not the Community Ownership Fund would continue and that there remains a need to secure a significant amount of funding and various initiatives continue to be considered to raise funds locally. **(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).** A LHFIG Meeting was held on the 10th October 2024. The Note Tracker has been received and circulated. To consider any actions required. The next is scheduled for 9th January 2025. **(see attached)) (to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting is scheduled for the 21st November 2024 10.00am-12.00noon in Melksham Community Campus. **(to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Pursuant to Minute 24/058 (c). Agreement has been reached with Wiltshire Highways in regards to the siting of the SID poles and the 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 4th November 2024 in the Bowls Pavilion, Chippenham Sports Club. To receive any reports and updates. Future Area Board Meetings are scheduled for the 10th February, 20th May and 2nd June 2025. The Parish Forum met on Wednesday 25th 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. The next Parish Forum Meeting is scheduled for Wednesday 27th November 2024 at 7.00pm in The Goss Croft Hall, Upper Seagry. The Guest Speakers will be from Wiltshire & Swindon Prepared LRF who will cover emergency planning and emergency hubs. There will also be updates from Wiltshire Police. **(to note)**
- g) **School Travel Plan and Safe Place.** Pursuant to Minute 24/058 (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.** The Council agreed to continue with the order for the Tor Hill crossroads fingerpost sign. (Minute 24/058 (h) refers). However, the Clerk has delayed the action for the Council to consider whether the proposal should be delayed to allow for any decision on the potential alterations to the crossroads. **There may be a need for this matter to become a confidential item. (For Decision)**
- i) **Wiltshire Council - Briefing Note 24-19.** The Council has received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2025/26. Applications for competing bids are to be submitted by Friday 13th December 2024. **(see**

attached) Members are reminded that a year ago the Council received Briefing Note 23-34 in regards to the 2024/25 Process and the Council agreed that as this was likely to be a yearly invitation the Council use the interim period (from January 2024) to consider proposals in readiness to submit. The matter has appeared on all Council Agendas since but no suggestions have been considered. **(to note) (For Decision)**

- 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 was to be held in person at Police HQ, Devizes on Wednesday 20th November 2024. However, this has now been postponed “to allow further consultation with Area Boards and how this meeting links in with them”. **(to note)**
- k) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** This matter was deferred at the last Council Meeting. (Minute 24/058 (k) refers) 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. Representatives of the LRF will be attending the next Parish Forum on the 27th 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 was advised that Wiltshire Council were beginning their planning for the 2024/25 winter season and had provided the PEAS application details and form for the forthcoming season to be returned to the Weather Team by the 19th September 2024. Pursuant to Minute 24/058 (l) To consider any actions required. **(see attached) (For Decision)**
- m) **Flood Wessex-Flood Warden Newsletter – Autumn 2024.** The Council has received the latest Flood Wessex Newsletter. The Newsletter contains important flooding information and support together with Environment Agency News and Events, including Flood Warden Sessions. **(see attached) (to note)**
- n) **The Village Green, The Pond(s), Stubbs Lane, Kington St Michael.** Members will be aware that this is registered as a Town & Village Green under the Commons Act 2006. For Members information the approval letter, dated 19th September 2014 and related details, including the Map showing the area involved is attached. Also attached is a factsheet and details of maintenance and protection. The matter is raised for consideration as in recent years some village assets have been lost, such as The Pound, and others could follow if the Council is not mindful of their importance and regularly assess their condition to ensure their status remains. Important local spaces were included in the existing Parish Plan and the Neighbourhood Plan is likely to include these and more. It may well be that Parishioners new to the village and maybe even longstanding Parishioners are unaware of village assets as may be the case with The Village Green where a small number of properties abut this important village asset. In this particular instance it may be a good idea to advise them of the legal status of the land that adjoins them. The Council may wish to consider other actions required following the adoption of the Neighbourhood Plan. **(see attached) (For Decision)**
- o) **Remote Meetings - Consultation.** Notification has been received that the Government is consulting on allowing Councils to hold remote Council Meetings. Members will recall that as an emergency measure during the Covid-19 pandemic authority was given for Council’s to meet remotely to allow business to continue. The Parish Council took advantage of this. Despite a National campaign to retain the measure, should Council’s wish to do so, the previous Government rescinded the powers in May 2021. The new Government is committed to allowing Councils to hold remote Council Meetings and has

published a consultation paper. NALC will be responding and encourages all Parish and Town Councils, County Associations, individual Councillors and Clerks to participate in the essential consultation. This will continue to demonstrate the strong support for the flexibility to hold remote meetings, building on the momentum from the previous call for evidence. The Consultation closes on the 19th December 2024. The link to the consultation paper is <https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/consultation/subpage.2024-10-22.4587630148/>

- p) **Parish Council Elections – 1st May 2025.** A Parish Council Update Newsletter has been received that is the first news on the election timetable, close of nominations etc. Of particular concern is the issue of Election costs for both contested and uncontested Elections. This is the first occasion that Wiltshire Council seek to recover costs. The Council will need to ensure that a suitable figure is included within the 25/26 budget to cover this additional cost. **(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.

i) Wiltshire Council will require the Parish Council to submit their Precept Requirement for year 2025/2026 within their set timescale. (20th January 2025) Because the Parish Council meets on the 16th January 2025 they will be able to comply with the timescale. The Parish Council will therefore consider their budget and Precept requirement at the next Council Meeting. It is understood that the Band D Tax Base will be 319.88 a slight change from last year's figure of 320.68. A copy of budget assumptions will be prepared and circulated and Members should inform the Clerk of any suggestions for increasing or decreasing spending to be included. **(to note)**

ii) Parish Council Elections – 1st May 2025. The Council is scheduled to meet on the 16th January, 20th February, 20th March and 17th April 2025. The Parish Council Election timetable will begin in mid-March and it could be that the 20th March Meeting will fall within the "purdah" period. The April Council Meeting will definitely be within the period and will also be after the close of nominations for election candidates, which will be 2nd April 2025. Although both Council Meetings can take place the Agendas should not include items of a major commitment or of election nature. Similarly, the Annual Parish Meeting scheduled for the 10th April 2025 should not be a forum for election purposes. **(to note)**

- 10. DATE OF NEXT MEETING:** The date of the next **Full Council Meeting** is scheduled for **Thursday 16th January 2025 at 7.15pm,**