

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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3 Wardour Road
Chippenham
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SN14 0PA

10th October 2025

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 16th October 2025** 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.

Council Meeting held 18th September 2025. (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/2025/07348 – Listed Building Consent (Alt/Ext)
Proposed replacement of an internal wall, replacement of two external doors, and the painting of external windows and doors
Home Farmhouse, 2 Kington St Michael, Chippenham SN14 6HX
For Mr Dominic Jones **(see online) (For Decision)**
- b) PL/2025/07614 – Householder planning permission
Removal of small single storey extension, partial rebuild and conversion of garage and erection of 1.5 storey extension with internal remodelling
4 The Orchard, Kington St Michael, Chippenham SN14 6JH
For Mr & Mrs Graham and Helen Howe **(see online) (For Decision)**
- c) PL/2025/05271 – Full planning permission
Proposed 2 x Static Homes, 1 x day room, 1 x Treatment Plant, Hardstanding and associated works
Birch Tops, Malmesbury Road, Kington Langley. SN14 6BQ
For Mr Wayne Griggs **(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.

- d) PL/2025/07566 – Trees in Conservation area
T1 – Ash tree fell, T2 – Holm Oak tree fell, T3 – Beech tree fell,
T4 – Ash tree fell, T5 - Ash tree fell
Kington Manor, Kington St Michael SN14 6JA
For Lucy Hiscutt **Approved by Wiltshire Council 18th September 2025**
- e) Wiltshire Local Plan 2020-2038 Examination – Notification of Stage 2 & 3 Arrangements.

The Council has been advised that in response to the Regulation 19 Consultation the next stages of the Local Plan Examination process will commence with the Stage 2 Hearing sessions from 10.00am on the 11th November to 13th November 2025 and 2nd December to 4th December 2025 with Stage 3 Hearings commencing from 10.00am on the 10th February to 12th February 2026, Tuesday 3rd March to 5th March 2026 and 17th March to 19th March 2026. All being held at Emmanuel's Yard, Church Street, Trowbridge BA14 8RZ. There is a deadline for written statements of the 20th October 2025 for Stage 2 matters and the 21st November for Stage 3 matters. **(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 Ltd. Grass maintenance contract. Inv SI-17918	20.09.25	£ 1,738.04
Black Nova Designs. Website gov.uk domain renewal 25/26 Inv 28457	18.09.25	£ 48.00
Playsafety Limited. RoSPA Report September 2025. Inv 92664	23.09.25	£ 184.80
Johnathan's Fireworks. Mission Control product. Order 2833	09.10.25	£ 1,445.00
Lion Containers Ltd. 20ft Container etc inc delivery. Order AD87725	24.09.25	£ 12,048.00*
*less deposit paid £ 6,024.00 = £ 6,024.00		
Validhurst Ltd. Philips microphone. Inv GB5001GWPRZ751	24.09.25	£ 257.99
Shenzen Trading. Cable etc. Inv DS-AEU-INV-GB-2025-520756697	24.09.25	£ 9.99
Vision ICT Ltd. Development of new Community website Inv 20861	25.09.25	£ 1,320.00
PKF Littlejohn LLP. External Audit AGAR. Inv SB20252603	25.09.25	£ 378.00

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

Community Heartbeat Trust. 2 x Vivest powerbeat defibs Inv 27992	07.10.25	£ 2,418.00
Lion Containers Ltd. 20ft Container etc inc delivery. Order AD87725	12.09.25	£ 6,024.00

- c) Receipts. There has been the following receipt since the last Council Meeting **(to note)**

Wiltshire Council Precept 25/26 Tranche 2 BACs.	23.09.25	£ 27,284.16
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- d) To note Bank Account balances as at 5th October 2025. Any later balances will be reported at the Council Meeting. **(to note)**

HSBC Main Business A/c No 31545043	£ 66,409.28
HSBC Reserves A/c No 21545078	£ 48,059.41
HSBC Charities A/c No 71545051	£ 803.41
Defibrillator A/c No 51563041	£ 996.15

- e) Annual Governance and Accountability Return Year Ending 31st March 2025

Members will recall that on the 19th June 2025 they approved the AGAR Return for submission 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. The Council has been advised that the review is complete and they confirmed that there are no matters of concern. The Notice of Conclusion of Audit was published on the Council website as required on the 29th September 2025. **(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. To receive any updates. Parish Steward visits are scheduled for 15th October, 17th November and 10th December 2025. **(to note) (For Decision)**
- b) **Rights of Way** – To raise general issue and to receive any further updates. **(to note) (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 25/049 (c) (i). To receive any updates since the last Council Meeting. **(to note)**
 - ii) Tor Lane Footpath. Pursuant to Minute 25/049 (c) (ii). To receive any updates since the last Council Meeting **(to note) (For Decision)**
 - iii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/049 (c) (iii). To receive any updates since the last Council Meeting. **(to note)**

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 any update/s since the last Council Meeting. **(to note) (For Decision)**
 - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. **(to note). (For Decision)**
 - iv) QE2 Recreation Field – Adjacent Highway Pavement. Pursuant to Minute 25/050 (a) (iv). To receive any update/s since the last Council Meeting. **(to note)**
 - v) QE2 Recreation Field – Fly Tipping. Pursuant to Minute 25/050 (a) (vi). To receive any update/s since the last Council Meeting. The Parish Council has received a request for help in regards to anti-social behaviour (previously circulated). The Parish Council has limited Powers to assist but can act as a conduit and alongside

the tipping issues it is hoped that the Neighbourhood Policing Team may assist in resolving the matters. Other avenues to explore could be seeking Landlords assistance. **(to note) (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. There still remains a need for some Council Members to review their contact details and information that appears on the Council website. **(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.
 - i) The Village Hall Trustees have advised that they have agreed that the Village Hall booking rates will increase by £1.00 per hour to all hirers from the 1st January 2026. **(to note)**
 - ii) Village Hall Acoustics-Hearing Difficulties. Pursuant to Minute 25/050 (f). To receive and consider any updates since the last Council Meeting. **(to note) (For Decision)**
- g) **Kington St Michael Neighbourhood Plan.** To receive and consider any updates, including potential financial support. **(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 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.** To receive any updates since the last Council Meeting. **(to note)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** To receive any updates. **(to note)**

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 last LHFIG Meeting was held on the 9th June 2025. The Note Tracker/Agenda was received and circulated. The date of the next LHFIG Meeting is the 16th October 2025 at 10.00am to be held in Committee Room A, Monkton Park Council Offices. The Note Tracker will be provided when available. **(to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group met on the 18th September 2025 10.00-12.00 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). To receive any updates. The date of the next Meeting is Thursday 20th November 2025, 10.00 to 12.00. The venue and hybrid meeting details will be provided. **(to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** To receive any updates. **(to note)**
- d) **Parish Council Database.** To raise general issues and to receive any updates. There has been no change since the Council last met. Promotion of the database in the next Newsletter could increase distribution numbers. **(to note) (For Decision)**
- e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 15th September 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. To receive any updates. The

next is scheduled for the 10th November 2025 at the same venue. A further date is scheduled for the 9th February 2026. The Parish Forum met on Wednesday 24th September 2025 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker was from the Wiltshire Bobby Van Trust. To receive any updates. The next Forum Meeting is scheduled for Wednesday 26th November 2025 at 7.00pm in a venue to be advised. **(to note) See also Agenda item 8 (i).**

- f) **School Travel Plan and Safe Place.** There is no change in circumstances since the last Council Meeting. **(to note)**
- g) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** Pursuant to Minute 25/030 (h). To receive any updates. **(to note) (For Decision)**
- h) **Wiltshire Neighbourhood Watch Association AGM.** The Council has been advised that this will take place on Saturday 18th October 2025 at Wiltshire Police HQ, Devizes at 10.00am. Guest Speakers will be Chief Constable, Catherine Roper and Philip Wilkinson, Police & Crime Commissioner. **(see attached) (to note)**
- i) **ANPR Camera – Burton.** Parish Forum Members received a Neighbourhood Policing Team update advising that research shows that many burglary offenders in the rural area are likely to live outside of Wiltshire and that offences in the villages adjacent to the B4049 from the Acton Turville direction through to the A420, including the Allington area suffer badly. There are proposals to install an ANPR camera on the route that could vastly improve detection rates but that this would be subject to funding. It has been suggested that a camera installation would cost around £5k and that with local Parish Council support this could be installed within a short timetable. To consider a Section 137 Grant towards the project. **(For Decision)**
- j) **Chair's Update.** To receive any updates and issues since the Council has last met.
 - “Oaks at 80” Project. The Great Western Community Forest has launched a project to plant Oak trees to commemorate the end of World War II. **(see attached) (For Decision)**
- k) **Wiltshire Council Briefing Note 25-07.** The Council has received a Briefing Note in regards to new Bus Stop Infrastructure Funding and Emerging Processes for Requests. **(see attached) (to note)**
- l) **Community Consultation.** Pursuant to Minute 25/051 (i). It was agreed that a group of Council Members would consider and recommend a draft questionnaire to be considered at this Council Meeting, including suggestions as to how a survey might be conducted. The council made suggestions at the last Council Meeting. To receive any updates and to consider further action. **(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 **Council Meeting** is scheduled for **Thursday 20th November 2025 at 7.15pm.**

PART 2 AGENDA

As the following Items relate to Confidential Matters, in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it is considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and that they are instructed to withdraw.

- a) Kington St Michael Neighbourhood Plan – Site Allocation/s and related matters.