

# **KINGTON ST MICHAEL PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 7.15pm**

**Kington St Michael Village Hall, Kington St Michael SN14 6HX**

**19<sup>th</sup> March 2026**

Present: Cllr P Macdonald (Chair), Cllr G Gamble, Cllr T Mead, Cllr J Newton and Cllr S Woodhead.

Also Present: 2 members of the public (Ann Caple and Margaret Pratley) and Mr V Vines MBE Clerk of the Council.

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

#### **PUBLIC QUESTION TIME**

i) Ann Caple made reference to the significant pothole/s in the area of 80 KSM and requested that priority should be given to the reinstatement. Cllr P Macdonald advised that the Parish Steward would be directed to this on the next visit. In the meantime it was requested that Ann and near neighbours should report the problem using the Wiltshire App reporting system as this would raise the priority of the works.

There were no further Questions raised.

#### **REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

There were no Reports.

#### **25/095 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr A Hall (Vice Chair), Cllr O Mead, Cllr W Roe and Cllr F Twisse, Apologies were also received from Wiltshire Cllr H Greenman.

#### **25/096 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

There were no Interests declared. **(noted)**

#### **25/097 MINUTES** Members had previously been circulated with the Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 19<sup>th</sup> February 2026. **Cllr T Mead proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

25/098 **PLANNING** Prior to the consideration of the Planning Applications received, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

**Planning Applications:**

- a) PL/2025/03307 – Full Planning Permission  
Erection of B8 unit with associated works  
Land West of Oakleigh Acres, Draycot Cerne, Chippenham SN15 5LH  
For Mr Darren Barnsley

The Council had considered this application on the 15<sup>th</sup> May 2025. Amended plans and details had now been received and the Council had been asked if they wished to comment further.

Following consideration **the Council resolved that they had no further comments** to make on the proposal.

**Cllr P Macdonald proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY**

- b) PL/2026/01356 - Full Planning Permission  
Alterations to attached Barn to create 1 No holiday let  
Down Farm, Allington Lane, Kington St Michael, Chippenham SN14 6LP  
For Mr & Mrs Richard Bliss

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

**Cllr P Macdonald proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

- c) PL/2026/01661 – Listed building consent (Alt/Ext)  
Alterations to attached Barn to create 1 No holiday let  
Down Farm, Allington Lane, Kington St Michael, Chippenham SN14 6LP  
For Mr & Mrs Richard Bliss

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

**Cllr P Macdonald proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**

There were no further Planning Applications considered.

**Planning General:** Planning Decisions received and other Planning related Matters.

- d) PL/2025/08935 – Listed Building Consent (Alt/Ext)  
Internal re-configuration, windows replacement with enlargement of landing windows, removal of southeast porch and replacement of northeast porch. Roof retiling and re-rendering with associated works  
Hazeland House, 32, Kington St Michael, Chippenham SN14 6JJ  
For Ms J Hamilton **Approved with Conditions 16<sup>th</sup> February 2026**

- e) Wiltshire Local Plan Examination. The Council had been notified that on the 27<sup>th</sup> February 2026, Wiltshire Council had been advised by the appointed Inspectors of two options. Either withdraw the Local Plan from further examination or request that the Inspectors draft a final report that would recommend non-adoption. The Inspectors sought the Wiltshire Council's views by 13<sup>th</sup> March 2026. At the time of the Council Meeting Wiltshire Council views were unknown. **(noted)**

There were no further planning matters reported.

**25/099 FINANCE** The Council considered financial matters.

- a) **Payments to make:** The Council considered and approved the following Payments:

M P Singer. QE2 Field. Remove and replace swings etc. Inv 30497	£ 4,166.40
M P Singer. Tor/Kington Hill. Cut back trees/hedges etc. Inv 30536	£ 2,678.40
Clerks Expenses. Mr V A Vines Year 2025-2026 Claim Form	£ 1,183.41
Clerks Net Salary Mr V A Vines Year 2025-2026 Claim Form	£ 5,657.60
Clerks HMRC Year 2025-2026 PAYE	£ 1,414.40
Information Commissioner GDPR Fees 26/27	£ 52.00

**Cllr G Gamble proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**

- b) **Payments made:** The Council **noted** that there had been no Payments made since the last Council Meeting.
- c) **Receipts:** The Council **noted** the following Receipts since the last Council Meeting.

North Wraxall PC. ANPR Camera purchase donation	09.02.26	£ 185.55
Biddestone PC. ANPR Camera purchase donation	11.02.26	£ 185.55
Stanton St Quinton PC. ANPR Camera purchase donation	24.02.26	£ 185.55
Chippenham Without PC. ANPR Camera purchase donation	27.02.26	£ 185.55

- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5<sup>th</sup> March 2026 were:

HSBC Main Business A/c No 31545043	£ 31,595.66
HSBC Reserves A/c No 21545078	£ 48,340.94
HSBC Charities A/c No 71545051	£ 808.13
HSBC Defibrillator A/c no 51563041	£ 1,001.99

**25/100 HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, updated the Council on completed and ongoing works. Parish Steward visits were scheduled for 16<sup>th</sup> March, 16<sup>th</sup> April, 15<sup>th</sup> June, 15<sup>th</sup> July, 15<sup>th</sup> September, 15<sup>th</sup> October, 16<sup>th</sup> November and 9<sup>th</sup> December 2026. However, the Council had been notified that the service had been suspended for a concentration on highway pothole repairs throughout the County. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

There was no update on this occasion. **(noted)**

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

- i) Replacement Waste Bins. Pursuant to Minute 25/089 (c) (i). There had been no change in circumstances since the last Council Meeting. **(noted)**
- ii) Tor Hill Footpath. Pursuant to Minute 25/079 (c) (ii). The works had now been completed. **(noted)**
- iii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/089 (c) (iii). The Council had agreed to purchase and install 5 No bollards and Wiltshire Highways had now given permission for the works to continue. The bollards would now be ordered. There had been no change in circumstances in regards to the claim for reimbursement of costs. **(noted)**
- iv) The Ham – northwest highway visibility splay. Pursuant to Minute 25/089 (c) (iv). There had been no change in circumstances since the last Council Meeting. **(noted)**
- v) The Street (adjacent to The Ridings). Minute 25/089 (c) (v). Options to resolve the matter were still being considered by Wiltshire Highways. **(noted)**

#### 25/101 UPDATE ON STANDING ITEMS

- a) **Recreation Ground –**

- i) QE2 Recreation Field Group. The “Oaks at 80” tree had now been planted. **(noted)**.
- ii) QE2 Recreation Field Capital Works. Field Capital Works. Pursuant to Minute 25/90 (ii). There was no update on this occasion as the QE2 Field were considering options. **(noted)**
- iii) QE2 Recreation Field Maintenance. Cllr G Gamble reported that repairs to the MUGA would be completed today that would allow the line markings to be completed. **(noted)**
- iv) QE2 Recreation Field – Adjacent Highway Pavement. Minute 25/089 (c) (ii) refers. The Clerk would continue negotiations with the third party. **(noted)**

- b) **Notice Boards –** The Clerk advised that the glazed panel in The Ridings notice board needed replacement as it now obscured the notices. Cllr G Gamble would seek the services of a local tradesman as this was a non-standard replacement. The Clerk also reported that the High Street notice board was deteriorating and he would seek replacement costs. **(noted)**

- c) **Flooding & Drainage** – The Clerk confirmed that the Council had written to a number of property owners on Wiltshire Council’s behalf, advising that they would need to check and clear blocked surface water drainage crossing their land. **(noted)**
- d) **Parish/Community Website/Social Media** – There remained a need for Council Members to review their contact details and information that appeared on the Council website. **(noted)**
- e) **Tor Hill Footpath Project** – There was no update as the Council had deferred further consideration until the Neighbourhood Plan process was further advanced. **(noted)**
- f) **Kington St Michael Village Hall** – Cllr S Woodhead reported on works proposed including a new storage shed and air conditioning for the Community Shop. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead reported that the draft Neighbourhood Plan Regulation 14 Consultation would take place between the 6<sup>th</sup> April and 24<sup>th</sup> May 2026. The Steering Group had agreed local arrangements for two drop-in sessions in the Village Hall on the 6<sup>th</sup> and 14<sup>th</sup> May 2026 and for hard copy questionnaire distribution and feedback, including voting boxes in The Village Shop, The Kington Club and Kington Café. All details will be on the Council website, in notice boards and in the Village Newsletter. **(noted)**
- h) **Kington St Michael Emergency Plan** – There was no update on this occasion. **(noted)**
- i) **Village Newsletter** – The Council considered that editorial should be provided to highlight Council business. The Clerk would prepare a Newsletter article for the next edition. **(noted)**
- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – There was no updated required. **(noted)**
- l) **Registration of Land and Buildings/Village Hall etc.** There was no change in circumstances since the last Council Meeting. **(noted)**
- m) **Community Safety/Neighbourhood Watch:** There had been no change in circumstances since the last Council Meeting. The Clerk continued to circulate Community Messaging to those on the Council’s Database. **(noted)**
- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen’s Platinum Jubilee – Celebration Bench.** There was no change in circumstances since the last Council Meeting. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** At the last Council Meeting the Council had agreed to seek advice on the Kington St Michael Community Pub Limited proposals. In the interim, The Good Councillor’s Guide to Community Business had been received from WALC and circulated to Council Members. **(noted)**

## 25/102 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous Meeting/s.

- a) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting had been held on the 8<sup>th</sup> January 2026 at 10.00am in Committee Room A, Monkton Park Council Offices. The Note Tracker had been provided. The date of the next LHFIG Meeting was the 31<sup>st</sup> March 2026. Further dates were scheduled for the 24<sup>th</sup> September 2026 and 28<sup>th</sup> January 2027. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group had last met on Wednesday 21<sup>st</sup> January 2026, 10.00 - 12.00. The Agenda, venue and hybrid meeting details had been provided. The date scheduled for the next further Flood Group Meeting was the 18<sup>th</sup> March 2026. Notes from the last Meeting were available. The Group had provided a Riparian Ownership & Responsibilities document that could be used to educate land owners. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The data produced could be forwarded to LHFIG in due course in support of a reduction in speed limit request. **(noted)**
- d) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. Promotion in the next Newsletter could prove beneficial. **(noted)**
- e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had last met on Monday 9<sup>th</sup> February 2026 in the Wiltshire History Centre, Chippenham. The next was scheduled for the 1<sup>st</sup> June 2026 in the same venue. The next Parish Forum Meeting had been scheduled for Wednesday 25<sup>th</sup> March 2026 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker being Simon Smith, Wiltshire Council Senior Planning Officer who had been provided with advance warning of specific questions so that he could be properly prepared. **(noted)**
- f) **School Travel Plan and Safe Place.** There was no change in circumstances since the last Council Meeting. **(noted)**
- g) **Community Consultation.** The Council had agreed to carry out a Community Consultation, had now considered feedback and had agreed that they would use the results in forward decision-making. They had also agreed that they would publish details on the website and in the Newsletter. This will also be raised at the Annual Parish Meeting. **(noted)**
- h) **Register of Interests.** Council Members were reminded that by Law this should be completed on the Wiltshire Council website within 28 days of being elected/co-opted or when they had any change in circumstances. The Clerk would provide log-in and password details, should this be required. **(noted)**
- i) **Wiltshire Council Briefing Note 26-02.** The Council noted receipt of a Briefing Note in regards to the Revamp Your Tank project. **(noted)**
- j) **Chair's Update.** The Chair reported that on this occasion the Agenda had covered all matters that he wished to raise. **(noted)**

**25/103 ANNUAL PARISH MEETING 2026**

As agreed the Annual Parish Meeting was scheduled for Thursday 16<sup>th</sup> April 2026 at 7.30pm. All local organisations had been invited, although to date few had responded. A reminder would be sent nearer the date. With unknown attendance figures it would be risky to purchase sandwiches and cakes as refreshments and it was agreed that Cllr G Gamble would purchase “nibbles” and wine from a local Supermarket. The Clerk would erect notices well in advance of the event.

**25/104 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no matters raised.

**25/105 DATE OF NEXT MEETING**

The next Council Meeting would be held at **7.15pm, on Thursday 23<sup>rd</sup> April 2026.**

Signed:

Chair, Kington St Michael Parish Council

Date: **23<sup>rd</sup> April 2026**