

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 May 2026

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 21st May 2026** commencing at **7.30pm (or on the closure of the Annual Council Meeting)** 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.

Council Meeting held 23rd April 2026. **(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/2026/00311 – Full Planning Permission
Erection of 2 No cattle sheds and 1 No straw barn
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr T Reynolds **

** The Council considered this application on the 19th February 2026 and raised no objections. Since the last Council Meeting the Council was advised that the application has been updated. It has now been re-registered as it includes temporary residential accommodation

PL/2026/00311 – Full Planning Permission
Erection of 2 No cattle sheds and 1 No straw barn. Provision of temporary on-site residential accommodation for agricultural worker
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr T Reynolds **(see online) (For Decision)**

- b) PL/2026/02602 – Listed Building Consent (Alt/Ext)
Replace rotten, draughty, leaking, timber windows on the front of the property with aluminium double glazed windows, finished in RAL 7016 anthracite grey
Barn 2, Upper Swinley Farm, Stanton St Quinton, Chippenham SN14 6DG
For Mr & Mrs Pennington **(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.

- c) PL/2026/00410 – Section 37 Notification- Overhead Lines Electricity Act
Improve and reinforce the existing local electricity network
Land at Broomfield Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JU
For Scottish and Southern Electricity Networks (SSEN) **Approved 24th April 2026**
- d) 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 **Approved with Conditions 27th April 2026**
- e) 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 **Approved with Conditions 27th April 2026**
- f) PL/2025/05246 – Full Planning Permission
Conversion of the existing farm building to provide 1 No new dwelling in variance of application PL/2024/11624, including the creation of a new access
Barn at Prior Cottage, Honey Knob Hill, Kington St Michael, Chippenham SN14 6JR
For Mr William Kallaway **Approved with Conditions 29th April 2026**
- g) PL/2026/01897 –Householder Planning Permission
Demolition of existing rear conservatory, construction of a single-storey lean-to rear extension and partial conversion of integrated garage
Brakemead Barn, 6 Skillins, Kington St Michael, Chippenham SN14 6RL
For Mr & Mrs Watkins **Approved with Conditions 8th May 2026**
- h) Lime Down Solar Park – Planning Inspectorate Rule 8 letter 24th April 2026.

An Examination Procedure letter has been received setting out the updated timetable and procedures including notification of further hearings and accompanied site inspections. This provides the opportunity for the Council to provide input on areas of local concern that may have arisen in written form or at an Open Floor Hearing to be held on the 30th June 2026. **(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)**

Community First-Zurich Insurance renewal 26/27	YLL2720278713	01.06.26	£ 954.27
KSM Village Hall. Hire of Meeting Room 26/27		30.04.26	£ 280.50
Glasdon UK Limited. 5 x Manchester bollards	Inv SI936706	28.04.26	£ 1,470.78

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

There have been no payments made.

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

Wiltshire Council. Precept 26/27 BACs tranche 1.	17.04.26	£ 29,117.00
--	----------	-------------

d) To note Bank Account balances as at 5th May 2026 **(to note)**

HSBC Main Business A/c No 31545043	£ 41,868.69
HSBC Reserves A/c No 21545078	£ 48,445.20
HSBC Charities A/c No 71545051	£ 809.87
Defibrillator A/c No 51563041	£ 1,004.16

d) Annual Governance and Accountability Return Year Ending 31st March 2026

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils can apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure does not exceed £25,000.00 in the accounting year ending 31st March 2026. The Parish Council exceeds those limits this year and the Parish Council needs to complete the Annual Governance process with both the External Auditor and the Internal Auditor and publish on the Parish Council website within the required timescales. There is a need to publish the Period for Public Rights of Inspection as in previous years.

The Annual Return Part 3 documents are circulated for information and need to be completed and signed where appropriate by the Clerk and the Chairman.

The Annual Internal Audit Report (Page 3) is completed by the Internal Auditor. The Council needs to approve the Section 1 Annual Governance Statement (Page 4) by answering Yes or No in the 10 tick boxes. Question 9 is N/A. The Section 2 Accounting Statement (Page 5) is completed and signed by the Clerk and Chairman. **(see attached) (For Decision)**

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 June, 15th July, 15th September, 15th October, 16th November and 9th December 2026. Notification has been received that the service will recommence on the 1st June 2026. **(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 25/089 (c) (i). To receive any updates. There has been no change in circumstances since the last Council Meeting. **(to note) (For Decision)**
- ii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/089 (c) (iii). As reported at the last Council Meeting the Council has now purchased the bollards and these will be installed subject to contractor's availability. **(to note)**
- iv) The Ham – northwest highway visibility splay. Pursuant to Minute 25/089 (c) (iv). To receive any updates. There has been no change in circumstances since the last Council Meeting. **(to note)**
- v) The Street (adjacent to The Ridings). Pursuant to Minute 25/111 (c) (iv). To receive any updates. Wiltshire Highways has now suggested that a solution may be the introduction of bollards and reinstatement of the verge, that may be at some cost to the Council. Further discussions on alternatives are taking place. **(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. Pursuant to Minute 025/90 (ii). 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)**.
 - iv) QE2 Recreation Field – Adjacent Highway Pavement. To receive any update/s since the last Council Meeting. There has been no change in circumstances since the last Council Meeting. **(to note)**
- b) **Notice Boards** – To raise general issues and to receive any updates. Pursuant to Minute 25/101 (b). Quotations for a replacement High Street notice board are still being sought. **(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. Council Members should from time to time 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.
- g) **Kington St Michael Neighbourhood Plan**. To receive and consider any updates. The Regulation 14 Consultation is taking place. **(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. There has been 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**. To receive any updates since the last Council Meeting. There has been no change in circumstances since the last Council Meeting. **(to note) (For Decision)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House**. To receive any updates. There is no change in circumstances since the last Council Meeting. **(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).** The last LHFIG Meeting was held on the 31st March 2026 at 10.00am in Monkton Park Council Offices. The Note Tracker has been provided. The date of the next LHFIG Meeting is the 24th September 2026. A further date is scheduled for the 28th January 2026. **(to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group last met on Wednesday 18th March 2026. The date scheduled for the next Flood Group on Wednesday 20th May 2026. Further Meetings are scheduled for 22nd July, 23rd September and 11th November 2026. **(to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** To receive any updates. Members will recall that data from the SIDs will be used by LHFIG and Wiltshire Highways to ascertain the criteria and need for a speed reduction. **(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 by Members 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 9th February 2026 in the Wiltshire History Centre, Chippenham. The next is scheduled for the 1st June 2026 in the same venue. The Parish Forum met on Wednesday 25th March 2026 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker was Simon Smith, Wiltshire Council Senior Planning Officer. The next Parish Forum is scheduled for Wednesday 17th June 2026 at 7.00pm in Sutton Benger Village Hall. **(to note)**
- f) **School Travel Plan and Safe Place.** To receive any updates. **(to note)**
- g) **Register of Interests.** Council Members are reminded that by Law this should be completed on the Wiltshire Council website within 28 days of being elected/co-opted or when they have any change in circumstances. The Clerk will provide log-in and password details again, should this be required. **(to note)**
- h) **Section 137 Grant..** The Council has been requested to consider a grant towards the upkeep of the Jubilee Bed Flower Planter costs. Since 2022 the Council has provided a small grant each year towards the purchase of flowers. The volunteers cash balance stands at £9.08. There was no request in 2025 and the request this year is for £100.00. To agree a grant. **(For Decision)**
- i) **Chair's Update.** To receive any updates and issues since the Council has last met.

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 18th June 2026 at 7.15pm.**