

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

23rd April 2026

Present: Cllr P Macdonald (Chair), Cllr G Gamble, Cllr T Mead, Cllr O Mead, Cllr W Roe, Cllr F Twisse and Cllr S Woodhead.

Also Present: Wiltshire Cllr H Greenman, 1 member of the public (Ann Caple) 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 highway pothole/s in the area of 80 KSM and that although repairs had been carried out to some these could only be considered as a temporary measure. All present were reminded of the need to report problems 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

Wiltshire Cllr H Greenman advised that his recent Report given at the Annual Parish Meeting covered all up to date news.

There were no further Reports.

25/106 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Hall (Vice Chair) and Cllr J Newton.

25/107 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

Cllr O Mead declared an Interest in Agenda item 8 (i), Nymph Hay Brook and would take no part in the consideration of the item. There were no further Interests declared. **(noted)**

25/108 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 19th March 2026. **Cllr T Mead proposed, Cllr P Macdonald seconded and RESOLVED UNANIMOUSLY**

25/109 **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/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

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

- b) PL/2026/01449 –Householder Planning Permission
Single storey extension to side of existing dwelling
56 The Ridings, Kington St Michael, Chippenham SN14 6JG
For Mrs Helen Evans

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.

- c) PL/2025/08804 –Full Planning Permission
Retrospective application for the creation of hard standing areas and erection of Equipment cabinets to facilitate an extension to existing EV charging hub
Car Park, Leigh Delamere Motorway Services Westbound, Leigh Delamere
For Leigh Delamere Motorway Services
Approved with Conditions 2nd April 2026

- d) Lime Down Solar Park – Update 10th April 2026.

Wiltshire Council had provided an update to Councils who had registered as an Interested Party with the Planning Inspectorate (PINS). **(noted)**

There were no further planning matters reported.

25/110 **FINANCE** The Council considered financial matters.

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

Vision ICT Ltd. Website hosting and support 26/27	Inv 21863	£ 333.79
WALC. Subscription 26/27	Inv WALC-1143	£ 317.63
KSM CE Primary School. Newsletter printing	Inv KSM 20260324	£ 122.00

Greenscape Services Ltd Maintenance contract. Inv SI-18237	£1,808.76
Community First. Membership Renewal 26/27	01.04.26 £ 40.00
Greenscape Services Ltd Maintenance contract. Inv SI-18262	£1,808.76
Avon Road Mark Ltd. MUGA sports court lining. Inv 35218	£ 954.00

Cllr G Gamble proposed, Cllr W Roe 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.

Seagry PC. ANPR Camera purchase donation	16.03.26	£185.55
Langley Burrell Without PC. ANPR Camera purchase donation	23.03.26	£185.55

d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5th April 2026 were:

HSBC Main Business A/c No 31545043	£ 19,485.95
HSBC Reserves A/c No 21545078	£ 48,394.29
HSBC Charities A/c No 71545051	£ 809.02
HSBC Defibrillator A/c no 51563041	£ 1,003.10

25/111 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 16th April, 15th June, 15th July, 15th September, 15th October, 16th November and 9th December 2026. However, the Council was aware 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) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/089 (c) (iii). The Council had now purchased the bollards and these will be installed subject to contractor's availability. There had been no change in circumstances in regards to the claim for reimbursement of costs. **(noted)**

- iii) 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)**
- iv) The Street (adjacent to The Ridings). Minute 25/089 (c) (v). Options to resolve the matter were still being considered by Wiltshire Highways. **(noted)**

25/112 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. The Clerk reported that the QE2 Field Group had offered a financial donation towards the recent purchase and installation of the storage facilities at the Recreation Ground. This was welcomed. **(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 Group were still considering options. **(noted)**
 - iii) QE2 Recreation Field Maintenance. Cllr G Gamble reported that repairs to the MUGA were now completed and that the line markings were complete. **(noted)**
 - iv) QE2 Recreation Field – Adjacent Highway Pavement. The Clerk continued negotiations with the third party. **(noted)**
 - v) QE2 Recreation Field – Use. The Council had received a request from Wessex Albion Football Club (part of Chippenham Town Youth FC) to allow the pitch to be used as a training venue on Tuesday evenings from 19:00 to 20:30 during the 2026 season, free of charge, subject to a number of agreed conditions. In return the Club would support the upkeep of the field, mowing and general care to improve its quality. **The Council agreed that** this would be a valued use and raised no objections subject to a review each season to ensure there were no concerns. **Cllr G Gamble proposed, Cllr T Mead seconded and RESOLVED UNANIMOUSLY**
- b) **Notice Boards** – The Clerk advised that quotations had been requested for a replacement High Street notice board. The work to the glazed panel in The Ridings notice board was still required. **(noted)**
- c) **Flooding & Drainage** – Pursuant to Minute 25/101 (c), the Clerk confirmed that the Council had written to property owners on Wiltshire Council’s behalf, and positive responses had been received that could be reported to the Wiltshire Drainage Team. **(noted)**
- d) **Parish/Community Website/Social Media** – There remained a need for all 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 a number of leasing negotiations and arrangements being conducted between the Trustees and the Old Village Hall tenants. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead reported that the draft Neighbourhood Plan Regulation 14 Consultation was taking place between the 6th April and 24th May 2026 with local drop-in sessions in the Village Hall on the 6th and 14th 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 were on the Council website, in notice boards and had been in the Village Newsletter. **(noted)**
- h) **Kington St Michael Emergency Plan** – There was now the possibility of storing emergency equipment in the new storage facility at the QE2 Field. **(noted)**
- i) **Village Newsletter** – The Council had submitted editorial to highlight Council business for the last edition, but this had been space limited. 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.** There had been no change in circumstances since the last Council Meeting. Advice was still awaited on the Kington St Michael Community Pub Limited proposals. In the interim, Council Members were reminded to read the Good Councillor’s Guide to Community Business that had been received from WALC and to ensure that they were fully conversant with the Company’s proposals. **(noted)**

25/113 **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 31st March 2026 at 10.00am in Monkton Park Council Offices. The Note Tracker had been provided. The date of the next

LHFIG Meeting was the 24th September 2026. A further date was scheduled for the 28th January 2027. **(noted)**

- b) **Wiltshire Operational Flood Group North.** The Flood Group had last met on Wednesday 18th March 2026, 10.00 - 12.00. The Agenda, venue and hybrid meeting details had been provided. The date scheduled for the next Flood Group Meeting was the 20th May 2026. **(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.** Since the last Council Meeting one person had joined the database. Promotion again 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 9th February 2026 in the Wiltshire History Centre, Chippenham. The next was scheduled for the 1st June 2026 in the same venue. The Parish Forum had met on Wednesday 25th March 2026 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker had been Simon Smith, Wiltshire Council Senior Planning Officer. The next Parish Forum was scheduled for Wednesday 17th June 2026 at 7.00pm in Sutton Benger Village Hall. **(noted)**
- f) **School Travel Plan and Safe Place.** There was no change in circumstances since the last Council Meeting. **(noted)**
- g) **Wiltshire Council Briefing Note 26-03.** The Council had received a Briefing Note in regards to the revision of the Service Devolution & Asset Transfer Policy. To allow sufficient time for feedback the informal consultation period had been extended to the 1st May 2026. **The Council agreed that they could not benefit from the proposals.**
- h) **Wiltshire Council Guidance for Parish and Town Councils on receiving and use of CIL Funds 2026.** The Council noted receipt of this year's update. **(noted)**
- i) **Nymph Hay Brook – Clearance and Ecological Survey.** The Council had received a proposal to clear the Brook of rubbish and debris and to carry out a survey at the same time. The works would be partially supervised and be part of a University (UWE) course and assessment. The proposal had been offered as a voluntary project and would not require Council funding. The student was a Council Member, Cllr Ollie Mead, and the Council was asked to consider agreeing to the proposal. Following consideration the Council welcomed the proposal and looked forward to receiving the results in due course. **Cllr P Macdonald proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**
- j) **Wiltshire Council Briefing Note 26-04.** The Council had received a Briefing Note in regards to the Crisis and Resilience Fund 2026 (CRF). The briefing outlined the transition from the Household Support Fund (HSF) to the new (CRF) and the support available to residents etc. **(noted)**

k) **WALC- Environment Network.** The Clerk had attended the first meeting of this Network and updated the Council with a brief summary and the presentations received. **(noted)**

l) **Chair's Update.** The Chair reported that on this occasion the Agenda had covered all matters that he wished to raise. **(noted)**

25/114 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Cllr P Macdonald advised that he could not attend the Annual Council Meeting and next Council Meeting scheduled for the 21st May 2026.

There were no further matters raised.

25/115 DATE OF NEXT MEETING

The Annual Council Meeting to be followed by the next Council Meeting would be held at **7.15pm, on Thursday 21st May 2026.**

Signed:

Chair, Kington St Michael Parish Council

Date: **21st May 2026**