

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

17th November 2023

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 23rd November 2023** 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 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 19th October 2023. **(see attached Draft Minutes) (For Decision)**

4. COUNCIL MEMBER VACANCY:

A Council Vacancy exists. The Wiltshire Council advertised the Vacancy on the 27th October 2023 and it was necessary for 10 Electors to request an Election by the 16th November 2023. No such Election has been requested and Wiltshire Council has given authority for the Parish Council to fill the Vacancy by co-option. Following procedure, the Parish Council can now publish its own Notice to advertise the Vacancy to seek applicant/s to fill the position. Should more than 1 application be received within the agreed timescale then the Council will need to hold interviews and determine who they wish to co-opt for the remaining period of this Council, scheduled for Full Council Elections in May 2025. The Council next meet on the 18th January 2024 and can co-opt a suitable person at

that Council Meeting. In the interim period the Council could agree that a Member Panel could interview any applicants and recommend the person to the Council. To consider and agree a selection method and timescale for applications. **(For Decision)**

5. 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/2023/08481 – Full Planning Permission
Development of a Solar Farm of up to 40MW ac of generating capacity, comprising the Installation of Solar Photovoltaic Panels, Associated Infrastructure and Associated Works including Grid Connection
Land at Red Barn, East of Kington St Michael, Chippenham, Wiltshire
For Eden RB Solar Ltd **(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/2023/07083 – Advertisement Consent
Replacement Building Facia Sign and Replacement Site Entrance Totem Sign
Leigh Delamere Motorway Services Westbound, Leigh Delemare SN14 6LB
For Moto Hospitality Ltd **Approved with Conditions 26th October 2023**
- c) PL/2023/08833 – Permission in Principle
Permission in Principle for Erection of 9 No Houses
Land Off Stanton Lane, Kington St Michael, Chippenham, Wiltshire SN14 6JQ
For Mrs Brenda Morelli **Refused 13th November 2023**

* The Council was originally given an extended timescale to respond to this application to allow them to consider the application on the 23rd November 2023. To meet legal requirements Wiltshire Council rescinded this and the Clerk under delegated powers replied on behalf the Council on the 8th November 2023. **(see attached)** A copy of the Planning Officer's Report and the Decision Notice are attached. **(see attached)**

There are no further planning matters to report at the time of Agenda publication. **(to note)**

6. FINANCE: To note any financial matters, any receipts and payments made

- a) Payments to make. **(see attached) (For Decision)**

Idverde Limited. grass cutting contract. Oct 23/Period 10	Inv 10895028	20.10.23	£ 431.76*
Crackerjack Fireworks. Bonfire Night 23 fireworks.	Inv 02304	30.10.23	£ 1,343.62
Playsafety RoSPA. Recreation Ground Inspection 23.	Inv 75792	06.11.23	£ 119.40
Greenscape Services Ltd. Recreation Ground grass cutting	Inv. SI-16375	31.10.23	£ 1,177.20

* Invoice not to be paid as the contract was terminated.

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

Black Nova Designs. Website Hosting 23/24	Inv KSM 18223	22.10.23	£ 60.00
---	---------------	----------	---------

- c) Receipts **(to note)**

Groundwork UK. Neighbourhood Plan Grant	NPG-13617	08.11.23	£ 1,640.00
---	-----------	----------	------------

- d) To note Bank Account balances as at 5th November 2023 **(to note)**

HSBC Main Business A/c No 31545043	£ 95,185.31
HSBC Reserves A/c No 21545078	£ 46,404.67
HSBC Charities A/c No 71545051	£ 775.75
Defibrillator A/c No 51563041	£ 864.14

7. 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/were scheduled for 14th November and 12th December 2023. **(For Decision)**
- b) **Rights of Way** – To raise general issues and to receive any further updates. **(For Decision)**
- i) The Council has been informed of a damaged stile at The Ham. **(see attached) (For Decision)**
- c) **Highway & Footpaths Conditions and Maintenance** – To raise general issues and to receive any updates. **(For Decision)**
- i) Winter Preparation 23/24. Pursuant to Minute 23/48 (c) (i). To receive any updates on empty salt bins and any PEAS application. **(to note) (For Decision)**
- ii) Parking at The Ham. The Council has previously considered parking issues. A Parishioner has written asking for the Council to re-consider the matter, including the provision of double yellow lines as a potential solution. **(see attached) (For Decision)**

8. 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 – RoSPA Report 2023. The Report has been received. To consider any actions required. **(see attached) (For Decision)**
- v) Tree Planting. The Council approved a request from the Family of the Late Robin Duckett to allow them to plant a tree with a commemorative plaque in his memory. The Family has now purchased a 3 metres high Rowan tree (height growth likely to be 10 to 15 metres) and the Council is now asked to approve a suitable site within the Recreation Ground. **(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. **(to note)**
- 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** – To receive and consider any updates. **(to note) (For Decision)**
- 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 since the last Council Meeting. **(to note). (For Decision)**
- h) **Kington St Michael Emergency Plan.** To receive and consider any updates. The Council has agreed that a working group would consider matters and report to a future Council Meeting. **(to note).** Members should note that although the Plan is only in draft form the processes were

followed on the 14th November 2023. A number of texts and emails were received between 7.30am and 8.14am advising that a felled tree blocked the Tor Hill footpath. The Emergency Coordinator was aware that a volunteer owned a chainsaw and had the required qualifications and the Clerk was able to formally instruct him to clear the blockage, then being covered by the Council insurance. The task was to clear the blockage to allow free passage for users. Often in emergency circumstances there is some collateral damage and in this instance there was/is some damage to an adjoining field fence and some debris that required clearance. The Council has received thanks for their swift actions. **(see attached) (to note) (For Decision)**

- 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 now 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) (For Decision)**
- 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. **(to note) (For Decision)**

9. 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 LHFIG met on the 3rd October 2023. The next Meeting is scheduled for 25th January 2024. Pursuant to Minute 23/62 (a) the Council deferred action on the 20mph speed limit assessment and would consider at a future Council Meeting. **(to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 28th September 2023. The next Meeting is scheduled for Thursday 23rd November 2023 at 9.30am in Melksham Without PC Offices, Community Campus, Market Place, Melksham SN12 6ES or via MS Teams. The link has been provided. To receive any reports and updates and any actions required following the recent inclement weather. Wiltshire Council has asked for flooding evidence resulting from recent storms Babet and Ciaran. The Environment Agency has also made a similar request. Cllr A Hall has produced a reference map. **(see attached) (to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** There is no change in circumstances since the last Council Meeting. **(to note)**
- d) **Community Speedwatch Team (CSW).** There is no change in circumstances since the last Council Meeting. **(to note)**
- e) **Pavement Parking-Provision of Bollards.** There is no change in circumstances since the last Council Meeting. **(to note)**
- f) **Parish Council Database.** There have been no requests for inclusion since the last Council Meeting. Council Members are reminded to invite those within their Address Book to register. **(to note)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board last met on the 25th September 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. The next Meeting is scheduled for the 11th December 2023 at 7.00pm and will include an "All things Roads" session when Highway Officers and the Highway Cabinet Member will attend. The Parish Forum met on the 18th October 2023 in Kington St Michael Village Hall SN14 6HX. The next Parish Forum Meeting is scheduled for the 17th January 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX. **(to note)**
- h) **School Travel Plan and Safe Place.** To receive any reports and updates. **(to note)**

- i) **Highway Fingerpost Signs.** The Council has agreed to purchase the Tor Hill crossroads fingerpost. At the last Council Meeting it was agreed that the location of the post would be agreed at this Council Meeting. **(For Decision)**
- j) **Assets of Community Value.** The applications to register, The Jolly Huntsman and the Kington St Michael Club have been submitted to Wiltshire Council. **(to note)**
- k) **Wiltshire Council Local Plan Update 2028 - Consultation.** The Council received notification of this consultation, Beginning on Wednesday 27th September 2023 and ending on the 22nd November 2023. The review of the Local Plan was particularly important as Kington St Michael is to be retained as a sustainable Large Village category, suitable for development. The Council asked the Clerk to submit an appropriate response within the timescale. **(see attached) (to note)**
- l) **Community Emergency Contacts.** Wiltshire & Swindon Prepared (LRF) had initiated a new scheme called Community Emergency Contacts and invited the Council to participate and engage in this. To confirm that a response has been submitted. **(to note)**
- m) **Village Green Bench, Stubbs Lane.** It was agreed that the dilapidated bench and hard standing would be removed. To receive any updates. **(to note)**
- n) **Wiltshire Council - Briefing Note 23-30.** The Council has received a Briefing Note in regards to the Consultation of Potential Changes to the Wiltshire Council Tax Deduction Scheme for working age people. **(see attached) (to note)**
- o) **Wiltshire Council – Street Tag.** The Council has received information of a programme coming to Wiltshire called Street Tag. It is an interactive App to promote and enhance community-wide participation in physical activities. **(see attached) (to note)**
- f) **Wiltshire Council - Briefing Note 23-32.** The Council has received a Briefing Note in regards to the Response to recent Council Climate Action Scorecards. **(see attached) (to note)**
- g) **Wiltshire Council - Briefing Note 23-34.** The Council has received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids are to be submitted by Friday 15th December 2023. **(see attached) (to note) (For Decision)** * It is suggested that as this is a yearly invitation the Council use the next 11 months to consider proposals in readiness to submit.
- h) **History of Kington St Michael.** The Council is sponsoring the production of the book. The Author has appealed for village/parish photographs/pictures. It is proposed that the book will require 100+ illustrations. **(For Decision)**
- i) **Defibrillator at KSM Village School.** A Parishioner has raised the issue of potential difficulties to access the defibrillator. It is understood that the pedestrian gate has a sliding bolt but is never locked. The School needs to ensure security is adequate to keep pupils safe. The signage is to deter criminal activity, which may happen after School hours. The Parish Council is responsible for the location and may wish to consider an alternative location. **(see attached) (For Decision)**
- j) **Wiltshire Council - Briefing Note 23-35.** The Council has received a Briefing Note in regards to the Christmas FUEL Programme update. **(see attached) (to note)**

10. 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) Council Members should note that they will consider the Council Budget for year 2024-2025 and set the Council Precept Requirement to forward to Wiltshire Council at the 18th January 2024

Meeting. Members should advise the Clerk of any suggested budget inclusions and exclusions before the 18th December 2023 so that they can be accommodated in a budget template. Wiltshire Council has recently provided information on the potential Tax Base for 2024/2025. **(see attached) (to note)**

11. DATE OF NEXT MEETING:

The date of the next **Full Council Meeting** is scheduled for **7.15pm, Thursday 18th January 2024.**

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) Discussion on local housing development & Local Plan matters
- b) Discussion on the future of Assets of Community Value
- c) Discussion on highway boundaries and hedges