

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.45pm

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

15<sup>th</sup> November 2018

Present: Cllr Mrs S Eaton, Cllr G Gamble, Cllr I Gray, Cllr P Macdonald, Cllr J Newton, Cllr W Roe and Cllr R Sealy

Also Present: Wiltshire Councilor H Greenman, 1 Member of the Public 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**

Mrs M Pratley raised an issue in regards to overhanging trees on the roadside verge at The Ridings that were obstructing highway views. The Council agreed to report this to the Parish Steward for remedial action. She also asked for an update on issues previously raised in regards to temporary highway warning signage still remaining in Honey Knob Hill and the continuing gully and drain flooding in the Grove Lane area. Cllr P Macdonald was able to advise that he had held recent discussions with the Parish Steward on the matter.

There were no further Questions.

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

There were no Reports.

#### **18/063 APOLOGIES FOR ABSENCE & ELECTION OF MEETING CHAIRMAN**

The Clerk reported that Cllr A Cole (Chairman) was absent and Cllr Mrs E Hocking (Vice Chairman) were unable to attend. In the circumstances there was a need to elect a Chairman for the Meeting and the Clerk called for nominations. **Cllr J Newton proposed, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY that Cllr Mrs S Eaton be elected.** Apologies were received and accepted from Cllr Mrs E Hocking (Vice Chairman).

#### **18/064 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

There were no Interests declared.

#### **18/065 MINUTES** Members had previously been circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 18<sup>th</sup> October 2018. **Cllr W Roe proposed, Cllr R Sealy seconded and RESOLVED UNANIMOUSLY**

18/066 **PLANNING**

**Planning Applications:** Prior to the consideration of each Planning Application the Council provided the opportunity for Applicants and their Representatives and interested parties to address the Council. There were no representations received.

- a) 18/09873/OUT  
Comprehensive Redevelopment involving Demolition of Existing Garage Buildings, Retention and Refurbishment of Existing Bungalow and Erection of 8 Dwellings and Associated Works (Access not Reserved) Kington Langley Garage, Malmesbury Road, Kington Langley SN15 5PY  
For Mrs C Fry, Mr J Fry & Mrs S Gwillym

Following consideration of the application the **Council resolved that they had no objections to raise and supported the proposals in principle.**

However, they considered that Wiltshire Council should be advised that the area generally suffered from speeding traffic at National speed limit and considering residential safety, consideration should be given to lowering this to 30 mph as part of the proposals.

**Cllr Mrs S Eaton proposed, Cllr P Macdonald seconded and RESOLVED UNANIMOUSLY**

- b) 18/10039/FUL  
Conversion of Stallion Boxes to Holiday Cottage  
Cromhall Farm, Easton Piercy, Kington St Michael SN14 6JU  
For Mr & Mrs T Royal

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

**Cllr R Sealy proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**

- c) 18/10506/TCA  
Re-pollard 22 Lime Trees  
St Michaels Church, Stubbs Lane, Kington St Michael SN14 6HX  
For Mr Colin Labouchere

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

**Cllr R Sealy proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**

**Planning General:** The Council received notification of Planning Decisions received and other Planning related matters.

- a) 18/08328/FUL  
Single Storey Extension to rear and attached Garage to side  
12 Town Close, Kington St Michael SN14 6JN  
For Mr & Mrs Neil and Juliette Huddleston  
**Approved with Conditions 15<sup>th</sup> October 2018**
- b) 18/01692/OUT  
Erection of 3 New Dwellings and Access  
Land to Rear of 35, Honey Knob Hill, Kington St Michael SN14 6JJ  
For Mr & Mrs R Hatherall  
**Approved with Conditions 31<sup>st</sup> October 2018**

**18/067 FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100572 Idverde Limited. Inv GM763123 31.10.18	£ 148.37
100573 Playsafety Limited. RoSPA Report 2018 Inv 39099	£ 109.20
100574 Crackerjack Fireworks. Bonfire Night Inv 02054	£ 1,042.20

**Cllr R Sealy proposed, seconded Cllr J Newton and RESOLVED UNANIMOUSLY**

b) **Receipts:**

The Council noted that there had been no receipts since the last Council Meeting.

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 8<sup>th</sup> November 2018 were:

HSBC Main Business A/c No 31545043	£ 45,270.28
HSBC Reserves A/c No 21545078	£ 15,621.28
HSBC Charities A/c No 71545051	£ 761.82
HSBC Defibrillator A/c no 51563041	£ 868.52

**18/068 HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The Parish Steward had visited on 5<sup>th</sup> November 2018 and was scheduled to visit on 3<sup>rd</sup> December 2018. Cllr P Macdonald was the Council Link Member and he updated the Council on his on-site meeting with the Parish Steward. He provided photographs of a number of areas that required attention, including exposed BT cables, overhanging trees and damaged walls. He highlighted the issue of a potential collapsed surface water drain that the Parish Steward was investigating. Cllr G Gamble raised the condition of Stubbs Lane, which needed clearance. Cllr Macdonald should be advised of any additional works to add to the priority list. **(noted)**  
The Council noted receipt of (Cllr Wayman's) Local Highways October 2018 Newsletter. **(noted)**

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

There were no issues raised.

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

There were no issues raised.

#### 18/069 UPDATE ON STANDING ITEMS

- a) Recreation Ground –

- i) QE2 Recreation Field Group. There was no update. **(noted)**
- ii) QE2 Recreation Field Maintenance. The Council had agreed that on receipt of the RoSPA Report 2018 they would consider further the issues raised by the Recreation Field Group and outstanding issues from the RoSPA Report 2017. It was recognised that there was a need to be proactive in the future and agree a maintenance inspection rota, assisted by the Recreation Field Group, throughout the year that would identify issues prior to an annual report from Playsafety Limited. This could be addressed in the future, by forming a Joint Working Group, and this would require further consideration. In the interim, as there were matters that had been highlighted in the Report/s that required attention **the Clerk agreed to assess the high priority issues and seek costs from the Council's maintenance contractor and others and report to Council at a future Meeting.**

- b) Notice Boards – There was no update required. **(noted)**

- c) Flooding & Drainage – There was no update. **(noted)**

- d) Parish/Community Website/Social Media – Cllr Mrs S Eaton advised that she had noted that some of the website links did not work and that the website administrator should be advised. **(noted)**

- e) Asset Register – There was no update required. **(noted)**

- f) Insurance – There was no update required. **(noted)**

- g) Tor Hill Footpath Project – Cllr G Gamble reported that feedback from the CATG and Area Board was awaited on financial support and no further progress could be made until this was resolved. **(noted)**

- h) Kington St Michael Village Hall – There was no update. **(noted)**

- i) Wiltshire Council Chippenham Area Board and Parish Forum: An Area Board Meeting had been held Monday 8<sup>th</sup> October 2018 in The Town Hall, Chippenham. The Meeting scheduled for 17<sup>th</sup> December 2018 had been cancelled and the next Meeting would now be on the 4<sup>th</sup> February 2018. The Parish Forum had met on Wednesday 24<sup>th</sup> October 2018 in the Goss Croft Hall,

Upper Seagry. The Guest Speaker had been Mr Andrew Conroy, Planning Officer, Chippenham Town Council who updated all on the progress of the Chippenham Neighbourhood Plan. The Forum had agreed that the next Meeting should be held on the 5<sup>th</sup> or 12<sup>th</sup> December 2018 depending on the availability of the Chippenham Community Area Manager who wished to address the Forum. Since the Meeting information had been received that the future of Area Boards was under review. Consequently, the date of the next Forum Meeting was to be 20<sup>th</sup> February 2019 in The Union Chapel, Middle Common, Kington Langley. **(noted)**

- j) Kington St Michael Neighbourhood Plan – Cllr J Newton updated the Council on progress. There had been no recent Steering Group meetings. A Housing Needs Survey was still planned for January 2019. It was essential that the Survey was advertised in the next Parish Newsletter so that people were aware of the process and the need to respond. The Steering Group, who had lost a number of Members, had arranged to meet to agree and submit an article. Wiltshire Council, who was conducting the Survey, required local assistance in distribution, usually through a Parish Council and the Steering Group requested support. **The Clerk agreed that** in this instance he would act as the point of contact and would collect the survey documentation and prepare an address list and post to all addresses on the Electoral Roll as soon as practically possible. The Council had already agreed to financially support the Steering Group in its' early stages before they could progress with grant applications. **(noted)** Cllr Mrs S Eaton advised that she was happy to assist the Steering Group and would attend their next Meeting.
- k) Kington St Michael Emergency Plan – There was a need to provide the Wiltshire Council with the Emergency Plan for their records and use. Cllr A Cole was the appointed Coordinator and would be advised. **(noted)**
- l) Village Newsletter – Council Members noted that the Neighbourhood Plan Steering Group would need to publicise the Housing Needs Survey. Cllr Mrs S Eaton advised that she had submitted an article on inconsiderate parking in the Lych Gate area. The Clerk had forwarded information on the changes to the Wiltshire Council Concessionary Bus Pass automatic renewal. **(noted)**
- m) Council Award Scheme – There was no update. **(noted)**

#### 18/070 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) Wiltshire Council Operational Flood Working Group North. The Council was notified that the next Meeting was scheduled for 21<sup>st</sup> November 2018 at 9.30am in St Margaret's Hall, Bradford on Avon. **(noted)**
- b) Wiltshire Association Local Councils (WALC). The Council had been advised that the AGM would take place on Monday 22<sup>nd</sup> October 2018. Following the AGM had been a discussion on "The Magic Money Tree" funding for local Councils. No Council Member had been able to attend. **(noted)**
- c) Wiltshire Council - Briefing Note No 368 – The Council had received a Briefing Note in regards to the Wiltshire Local Plan Review Update. 27<sup>th</sup> September to 9<sup>th</sup> November 2018. The Note had included an invitation to consultation events taking place during October 2018. Cllr Mrs S Eaton had attended a session and updated the Council on matters raised. **(noted)**

- d) Environment Agency Wessex Flood Warden Newsletter (Autumn 2018) The Council noted receipt of the latest edition of the Newsletter. **(noted)**
- e) Community First AGM 2018. The Council had been invited to attend the AGM to be held on Thursday 11<sup>th</sup> October 2018 in The Town Hall, Devizes. No Council Member had been able to attend. **(noted)**
- f) National Police Chief's Council (NPCC). The Council noted receipt of a copy of the NPCC Rural Affairs Strategy 2018-2021. **(noted)**
- g) Wiltshire Council – Focusing on the Future. The Council noted an invitation to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session would take place on Thursday 22<sup>nd</sup> November 2018 in the Council Chamber, Monkton Park, Chippenham 5.30pm – 7.00pm. Cllr Mrs S Eaton and Cllr P Macdonald agreed that they would attend the session. **(noted)**
- h) Neighbourhood Plan. The Council had received an invitation from Bluestone Planning Consultancy to attend a free-of-charge event to discuss fundamental issues and technical aspects of preparing and delivering a Neighbourhood Plan. The Neighbourhood Plan Steering Group had been informed and advised that attendance would be beneficial. **The Council agreed that 4 places should be booked to any local event and the Clerk would contact the Consultancy.**
- i) Wiltshire Council Tax Setting Programme 2019/2020. Councils had been advised of the Setting Timetable providing key dates including the deadline for Parish/Town Councils to return approved 2019/2020 precept requests to Wiltshire Council by 25<sup>th</sup> January 2018. Attached to the advice was a Government Technical Consultation on Local Government Finance that suggested that they intended to continue the deferral of setting referendum principles for Town and Parish Councils, encouraging a continuing downward trend in spending that would be “kept under active review”. The Council would meet on the 17<sup>th</sup> January 2019 to agree a forward budget and set a Precept. In the interim period **Council Members agreed to consider proposals for the forward budget and inform the Clerk as soon as possible to allow the budget financial forecast spreadsheet to be prepared and circulated.**
- j) OFWG Newsletter (Oct 2018). The Council noted receipt of details of a Flood Warden Workshop to be held on the 14<sup>th</sup> November 2018 at the Wiltshire & Dorset FRS Training Centre, Hopton, Devizes. No Council Member was available to attend. **(noted)**
- k) Wiltshire Council - Briefing Note No 369 – The Council noted receipt of a Briefing Note in regards to HomeRun a smartphone app. **(noted)**
- l) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade. Cllr Mrs Eaton had agreed to act for the Council in taking the project forward so that at an appropriate time, with the background groundwork done, such as land ownership matters, it would enable the Council to more easily move forward. She updated the Council on progress to date involving research into historic land ownership records and funding options. **(noted)**
- m) RoSPA Play Safety. The Council had received the Annual Inspection Report (Oct 2018) in regards to the QE2 Recreation Field and equipment. The resulting issues had been considered at an earlier Agenda item. Minute 18/068 (a) (ii) refers. **(noted)**
- n) Military-Civilian Integration. The Council had been advised that the Integration Partnership Task Group was conducting a survey regarding the impact on Town and Parish communities of the growing military presence. A request was made for the return of survey forms by 30<sup>th</sup> November 2018. The Council considered that no action was necessary. Cllr Mrs S Eaton would respond as a matter of courtesy. **(noted)**
- o) The Nymph Hay. The Woodland Trust had advised the Council of a Barberry Carpet Moth-Back from the Brink event taking place on Monday 12<sup>th</sup> November 2018, 11.00am-2.00pm. **(noted)**

- p) Festival on The Farm 2019. The Council had been informed that the Festival would be held on the 21<sup>st</sup> to 23<sup>rd</sup> June 2019 at Manor Farm, Easton Piercy. The 2018 event had raised £4,000.00 for the RUH Bath Cancer Unit. Around 200 people had attended throughout the event. The organiser had asked if the Council was aware, or could suggest, any KSM Charity or Project in the Parish that would benefit from funding. The Council considered various options **but agreed that** this charitable event should continue to support the RUH Bath Cancer Unit.
- q) Community Infrastructure Levy (CIL). The Council would receive payments under the CIL scheme and there was a need to consider a policy on local Community Infrastructure Levy (CIL) spending in accordance with the Wiltshire Council Guidelines in order for the local community to benefit from the Levy. **The Council agreed that** the Clerk should prepare a policy for consideration at a future Meeting.
- r) Wiltshire Council - Briefing Note No 370 – The Council noted receipt of a Briefing Note in regards to the Council Tax Single Person Discount Review. **(noted)**
- s) Wiltshire Council - Briefing Note No 371 – At a previous Meeting the Council had received a Briefing Note 365 in regards to the Social Housing Green Paper. The Council had now received a Briefing Note 371 providing the Wiltshire Council responses to the Consultation. **(noted)**
- t) Wiltshire Council - Briefing Note No 372 – The Council noted receipt of a Briefing Note in regards to the Vision for Special Education in Wiltshire. **(noted)**
- u) Concessionary Fares. The Clerk reported that Wiltshire Council had requested that Parish Councils should notify Parishioners of a change in policy regarding the automatic renewal of Concessionary Passes from January 2019 for those who had not used them since last issued. There would not be automatic renewal. **(noted)**

#### 18/071 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

#### 18/072 DATE OF NEXT MEETING

The next Council Meeting is scheduled for 7.45pm, Thursday 17<sup>th</sup> January 2019 in Kington St Michael Village Hall.

## PART 2 AGENDA

**As the following Items related to Confidential Matters, in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it was 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 they were instructed to withdraw.**

The Clerk reported two confidential items and following consideration **the Council agreed** the actions required.

Signed:

Chairman, Kington St Michael Parish Council

Date: 17<sup>th</sup> January 2019