

KINGTON ST MICHAEL PARISH COUNCIL DRAFT MINUTES

Council Meeting

held at 7.30pm

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

18th July 2019

Present: Cllr G Gamble (Chairman), Cllr Mrs S Eaton, Cllr I Gray, Cllr Mrs E Hocking, Cllr P Macdonald, Cllr J Newton (Vice Chairman), Cllr W Roe and Cllr R Sealy

Also Present: Wiltshire Councillor H Greenman, 5 Members 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

a) Mrs M Pratley reported that a tree trunk adjacent to 38 The Ridings had split, part leaning on a lamppost, and required attention. Also footpaths from The Ridings to Town Close and to the School needed growth clearance. Both would be reported to the Parish Steward. She thanked the Parish Steward for work completed since the last Meeting.

b) Mrs E O’Gorman attended the Meeting to raise concerns in regard to the Tor Hill crossroads. She highlighted the several recent accidents at the crossroads and the measures she had taken so far to raise the urgent need for action to be taken. She had attended Chippenham Area Board Meeting on the 17th July 2019 and raised the issue. She also advised that she, particularly on behalf of the KSM Primary School parents but also KSM Residents, had started a, www.change.org, petition that had attracted almost 250 signatures to date supporting the provision of clearer road markings, signage and 30mph speed limit on the C154 and Fowlswick Lane. She advised that there were several parents who would be interested in assisting with a Community Speedwatch team. Mrs O’Gorman had recently completed and submitted a Highway Improvement Form to Wiltshire Council and was supported in her views by Mr K Scott who had been one of the first to report the issue to Wiltshire Council as a result of personally being involved in an incident at the crossroads some while ago. That reporting, in July 2018, had subsequently become Area Board Issue 6509 and considered by the CATG on a number of occasions.

There had been a suggestion made by Wiltshire Council that when approached for comment and support for any improvements the Parish Council had previously considered the issue and declined to assist. This clearly was not the case as the Parish Council had on several occasions supported any actions and had in fact, to assist with additional funding arrangements to reach a speedier conclusion, suggested that Chippenham Without and Kington Langley Parish Councils be approached for financial support as the Tor Hill crossroads affected all Parishes. The attendees were reminded that the highways in the area were the boundaries of all three Parishes and that some years ago land around the crossroads in each Parish had been compulsory purchased for a major solution to be implemented by the Highway Authority. The

Council would be considering Issue 6509 and CATG recent decisions as later Agenda items.

c) Mr D & Mrs J Lock attended the Meeting to raise concerns in regard to the Tor Hill Footpath project. The project had been a long standing Parish Council commitment and it appeared to them that despite the fact that various Officials had visited the site no progress had been made at all, nor was there a Council intention to do so. Uncomplimentary comments were made, particularly by Mrs J Lock, on the lack of enthusiasm of present Council Members and the Council as a whole towards resolving the matter and what were they going to do about it?

Acknowledging that any and all Parishioners have the Right to speak freely on matters, the Council reminded Mrs Lock and all attendees that Council would be considering Area Board Issue 7169 and CATG recent decisions as later Agenda item and would decide how they wished to proceed.

For the public record the Council reminded attendees that the Tor Hill Footpath project was a very expensive Capital Project, far exceeding the Council's local funding capacity and there would be a need to seek grant aid and possibly at some stage for the whole Parish to agree that a Public Works Loan Board loan be requested to cover the costs. In the interim period the Council had in fact set aside a Tor Hill Footpath Capital growth budget of £4,000.00 over the last three years and in this Council Year had increased this to £6,000.00. The Council had therefore continued to show commitment to the project and had funds available to employ consultants and technical expertise to reach a position for a tendering process that would finally indicate the potential overall cost of the project.

Issue 7169, recently considered by CATG at their Meeting on the 25th June 2019, had disappointing results. There appeared to have been an impression given that the request for financial support was for funding towards the Capital scheme expenditure, whereas at this stage it was simply for assistance towards the professional consultant design fees in order to ascertain the cost of works that would allow future consideration of Capital funding methods. It had been hoped that the Wiltshire Council Chippenham Area Board would assist with this high priority project and the Council would determine their next steps as the later Agenda item.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

19/033 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Cole.

19/034 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared.

19/035 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 20th June 2019. **Cllr J Newton proposed, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY**

18/026 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) 19/05556/FUL
Remove Conservatory and Replace with Double Sided Rear Extension
4 Paddock End, Kington St Michael SN14 6QL
For Mrs Sarah Harriman

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

- b) 19/04559/FUL
Install Canopy to Front Door
Laburnum House, 22 High Street, Kington St Michael SN14 6JE
For Mr Tom Estcourt

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

Cllr J Newton proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY

- c) 19/05374/LBC
Install Canopy to Front Door
Laburnum House, 22 High Street, Kington St Michael SN14 6JE
For Mr Tom Estcourt

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

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

- d) 19/04595/LBC
Window Replacement at Rear of Property
Laburnum House, 22 High Street, Kington St Michael SN14 6JE
For Mr Tom Estcourt

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

- e) 19/06508/CLE
 Use of Land for Recreational Purposes (Application for a Certificate of Lawfulness)
 Land Rear of Laburnum House, 22 High Street, Kington St Michael SN14 6JE
 For Mr Tom Estcourt

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

Wiltshire Council would be advised that Parish Council Members were well aware of the land use for many years, including that by previous owners and the Council has no objections to raise and supports the proposals.

Cllr W Roe proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

Planning General:

There were no Planning related matters reported.

19/037 **FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100618 KSM Village Hall Hire. Inv 01.07.19	£ 36.00
100619 Idverde Limited. Inv GM769300 28.06.19	£ 148.37

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

b) **Receipts:**

There were no Receipts since the last Council Meeting. **(noted)**

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 12th July 2019 were:

HSBC Main Business A/c No 31545043	£ 48,734.26
HSBC Reserves A/c No 21545078	£ 15,642.01
HSBC Charities A/c No 71545051	£ 762.85
HSBC Defibrillator A/c no 51563041	£ 869.67

19/038 **HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, the Council Link Member, had reported all works identified and updated the Council on outstanding matters. The Parish Steward had visited on 15th July and a further

visit was scheduled for 16th September 2019. **(noted)** Cllr P Macdonald reminded all that it was necessary to report issues to him otherwise he could not advise the Parish Steward of required works. This was particularly important, as the Council did not meet again until 19th September 2019. Although weed killer had been used on the toxic Giant Hogweed growth in Stubbs Lane and the area fenced off, although seen as an emergency situation, Wiltshire Council had not yet dealt with clearance. A Parishioner had raised the issue of the long-term maintenance of the Stubbs Lane Village Green for many years maintained by a community volunteer. **It was agreed that the area should be added to the Idverde contract and Mr Nigel Farr thanked for his stalwart efforts over many years in looking after the area, enjoyed by villagers and visitors. The Council noted receipt of (Cllr Wayman's) Local Highways June 2019 Newsletter. (noted)**

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

There were no issues raised that the Council was not aware of and had not been previously reported to Wiltshire Council. **(noted)**

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

There were no issues raised that the Council was not aware of and had not been previously reported to Wiltshire Council. The Council was reminded of the Wiltshire Sewer and Land Drainage Team invitation to identify gullies causing concern within the Parish. Cllr P Macdonald reminded all that although he had reported some requirements it was still necessary to report issues to him, which was particularly important, as the Council did not meet again until 19th September 2019 and needed to take advantage of the invitation. **(noted)**

19/039 UPDATE ON STANDING ITEMS

- a) Recreation Ground –

- i) QE2 Recreation Field Group. Cllr G Gamble updated the Council and advised that the Field Group would be meeting in early August to finalise proposals to use the Section 106 funding, **(noted)**
- ii) QE2 Recreation Field Maintenance. It was reported that the new Contract with Idverde Limited had improved the playing surfaces. **(noted)**
- iii) Kington Fieldfest 2019. It was reported that the event had been successful and there appeared to have been no complaints received. Attendance had been free entry limited to a maximum 500 tickets. Final attendance numbers may have been affected by the hot weather conditions and possibly competing events. Local comments appeared to be favourable and the organisers were expected to be working on plans for 2020. The Council would need to approve the use of the QE2 Field when requested. **(noted)**
- iv) Brook at Nymph Hay. There was no update. **(noted)**
- v) RoSPA Play Safety Inspection. Notification had been received that the Annual Inspection was scheduled to take place during September

2019. There was an opportunity to meet the Inspector but this was declined. **(noted)**

- b) Notice Boards – There was no update required. **(noted)**
- c) Flooding & Drainage – There was no update. **(noted)**
- d) Parish/Community Website/Social Media – A member of the public in attendance congratulated the Council on their website, that she had found impressive and very easy to use. The Council advised her that this was all down to the work of Mrs L Durno the website controller. **(noted)**
- e) Asset Register – There was no update required. **(noted)**
- f) Insurance – There was no update required. **(noted)**
- g) Tor Hill Footpath Project – Community Issue 7169 had been considered by CATG at their Meeting on the 25th June 2019, with disappointing results. There appeared to be an impression given that the request for financial support was for funding towards the Capital scheme expenditure, quoted as £100,000.00, whereas at this stage it was simply for assistance towards the professional consultant design fees in order to ascertain the cost of works, yet unknown, that would allow future consideration of Capital funding methods. The Council had a sum set aside within their budget for design work and had hoped that the Wiltshire Council Chippenham Area Board would assist with this high priority project. The Council asked the Clerk to write to the CATG advising them of this and request re-consideration as Issue 7169 was now determined as being outside of their remit and closed **(noted)**
- h) Kington St Michael Village Hall – There was no update. **(noted)**
- i) Wiltshire Council Chippenham Area Board and Parish Forum: A Chippenham Area Board Meeting was held on Wednesday 17th July 2019 in Sutton Benger Village Hall. Wiltshire Councillor H Greenman reported that Members of the Parish Forum had attended and had entered into discussions on the future and benefits of the Forum, where there was a clear preference to continue as a separate entity but not in competition with the Area Board. A Chippenham Community Area Parish Forum had been held on Wednesday 19th June 2019 in Stanton St Quintin Village Hall SN14 6DE. The Guest Speaker had been Diane Ware of Wiltshire Council Highways. The Forum had agreed a September date for their next Meeting, which had since proved impractical and would now take place in October in Hullavington Village Hall. The date would be notified in the future. **(noted)**
- j) Kington St Michael Neighbourhood Plan – There was no update. **(noted)**
- k) Kington St Michael Emergency Plan – There was no update. Cllr A Cole was the Council Lead Member on the Review of the existing Plan that was required by Wiltshire Council Emergency Services, using a template provided. This would be needed for a PEAS submission. **(noted)**
- l) Village Newsletter – There were several issues that the Council still considered should be Newsletter items, particularly to attract volunteers for the Community Speedwatch and Neighbourhood Watch Teams. **(noted)**

- m) Council Award Scheme – There was no update. **(noted)**
- n) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU). Cllr Mrs S Eaton updated the Council on progress since the last Council Meeting, including continuing investigation of land ownership and legal advice received from a specialist highway solicitor. Issues still needed to be resolved on the status of the road and its' legal status. The Council had previously agreed a budget that would now be exceeded and it was recommended that to make further progress there was a need to take further expert legal advice on the information and opinions already obtained. **The Council agreed to delegate to the Clerk a further budget not exceeding £1000.00 to be expended on the Lych Gate/Village Shop/Hall Road Area Upgrade. Cllr P Macdonald proposed, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY.** A further update, if available, would be provided at the next Council Meeting. **(noted)**

Registry of Land and Buildings. During the consideration of the (LGVSHRU) project update, the issue of the Land Registry Title/s for the Village Hall, former School House and Old Village Hall was raised all of which, as a result of the investigations of land ownership matters, were now known to be un-registered. For long-term security it was recognised that this situation should be rectified **and the Council agreed to pursue the registration of all property owned.** Cllr Mrs S Eaton would be the Council lead Member.

- o) Community Safety/Neighbourhood Watch. The Clerk reported that he had now been approached by two further Parishioners who were interested in becoming involved in a Scheme. In the meantime an item should be included again in the Newsletter seeking volunteers. **(noted)**
- p) Data Protection. GDPR - There was no update. **(noted)**

19/040 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. A Meeting of the Working Group had taken place on 17th July 2019 in Devizes Corn Exchange SN10 1HS. The Council had received the Agenda with Minutes of the previous Meeting held on 15th May 2019. **(noted)**
- b) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. The Council had previously considered “hot spots” within the Parish, in particular Draycott Lane. The whereabouts of the sign/s provided was unknown and may be with Cllr A Cole. **(noted)**
- c) Wiltshire Council - Briefing Note No 19-017. The Council noted receipt of a Briefing Note in regards to the Salisbury Central Area Framework. **(noted)**
- d) Wiltshire Council - Briefing Note No 19-018. The Council noted receipt of a Briefing Note in regards to the Substantive Highways Scheme Fund for 2020/21 with Area Boards to submit bids by Friday 9th August 2019. **(noted)**
- e) Police Community Support Officer. The Council had been notified that the new Police Community Support Officer for the Chippenham Rural Area was PCSO

8235 Charlotte Windle, who was based at Monkton Park Police Station, Chippenham SN15 1ER. Telephone No. 101 extension 38235 email charlotte.windle@wiltshire.pnn.police.uk (noted)

- f) SW Ambulance Trust Defibrillator Training. Chippenham Without PC leases their defibrillators from the SW Trust. Part of the agreement was an Annual Training session. This would take place on the Wednesday 30th October 2019 at 7.45 pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. The Council had invited all neighbouring Parishes to attend so that they could benefit from the knowledge gained. **Members deferred any final decision on attendance** until the next Council Meeting
- g) Rights of Way. Wiltshire Council had advised that the Diversion and Modification Order in regards to Footpaths 15 and 40 (parts) had been made on the 28th June 2019. (noted)
- h) Tor Hill Crossroads. There had been a number of collisions reported in recent weeks regarding the C154 and Fowlswick Lane road junction. The matter had been previously considered with requests for additional advance warning signage and the lowering of the speed limit made to Wiltshire Council. A Briefing Note on previous Council decisions was circulated with a CATG Community Issue 6509 update dated prior to their recent Meeting. The Council noted that a www.change.org campaign had now commenced and two Highway Improvement Requests made. The matter had been discussed at great length in the earlier Public Session and **the Council agreed that** this there was a need to raise the profile with CATG and Highway Officers by holding an urgent on-site meeting to determine what actions could be taken. The Clerk would write to CATG accordingly and Wiltshire Councillor H Greenman would make arrangements for the on-site meeting.
- i) Chippenham CATG. The Transport Group had met on the 25th June 2019. Notes of the Meeting have been circulated as an Area Board Agenda item and were circulated to Council Members. Both Issues 6509 and 7169 were referred to. The Council had considered both issues under earlier Agenda items and had agreed necessary actions. Minutes 19/039 (g) and 19/040 (h) refer. (noted)
- j) PEAS. Wiltshire Council had requested that Parish Councils consider their winter emergency stock and equipment. Reference was made to the need to have an active Flood or Snow Plan (Emergency Plan). The matter **was deferred to the next Meeting** for input from Cllr A Cole.
- k) Village Shop Parking Bay. Cllr Mrs S Eaton had successfully completed the work and had now fixed the "disabled users only" parking signage. (noted)
- l) Community Speedwatch Scheme. There was still a need to seek volunteers to receive the necessary training and administer the Scheme and another item should be included in the Newsletter seeking volunteers. The Council had received good news in the earlier Public Session that several parents of children at the School would wish to become involved. There was a requirement for the whole Parish to be included in any Team as the project would cover all highways in the Parish as they would be not only collecting speed data but also traffic size and weight generally that used the routes. A Coordinator would need to be found. In the interim the Clerk would investigate how a Scheme could be started and who would be carrying out the training function. (noted)

- m) Memorials to Former Council Members. There was no update. **(noted)**
- n) Member Training. The Council had agreed to host a Member Training Session as a requirement for the Council Award Scheme. Final responses were awaited from Neighbouring Councils but several were awaiting a date. It was suggested that a date in October would be appropriate and the Clerk would now investigate options with WALC. **(noted)**
- o) Licensing Act 2003 Consultation. Wiltshire Council Public Protection had consulted the Council on changes to their Licensing Policy. Timescale for comments was 7th August 2019. The Council had no comments to make, as the changes appeared to be required updates to comply with the 2003 Act. **(noted)**
- p) The Big Get Together. The Council had been notified that the event would take place on Saturday 7th September 2019 10am-1pm at the Neeld Community & Arts Centre. **(noted)**

19/041 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) Community Governance Review. Wiltshire Council had invited Parish and Town Councils to submit any requests for changes, including naming of Parishes, or its Wards, total number of Councillors, creation of Wards, changes to external boundaries of the Parish, or the creation/abolition/merger/grouping of Parishes and other such changes. Timescale for comment was by October 2019. The Council would need to consider any views at their September 2019 Meeting.
- b) Cllr Mrs E Hocking advised that she would be unable to attend the Council' next Meeting to be held on the 19th September 2019.

19/042 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **7.30pm, Thursday 19th September 2019** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

Date: **19th September 2019**