

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES Virtual Council Meeting held at 7.00pm

15<sup>th</sup> October 2020

Present: Cllr G Gamble (Chairman), Cllr A Cole, Cllr I Gray, Cllr Mrs E Hocking, Cllr P Macdonald, Cllr J Newton (Vice Chairman) and Cllr W Roe.

Also Present: 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**

There were no Questions.

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

There were no Reports.

#### **20/001 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs S Eaton and Cllr R Sealy. Apologies were also received from Wiltshire Councillor H Greenman.

#### **20/002 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

There were no Interests declared.

#### **20/003 ELECTION OF CHAIRMAN 2020/21**

It had not been possible, because of Covid-19 restrictions, to hold the Annual Council Meeting in May 2020. Consequently, the Officer elected in May 2019 would continue in the role until the next Annual Council Meeting, presently scheduled for May 2021. Councillor G Gamble would continue in the position and his Declaration of Acceptance of Office signed in May 2019 would remain in place. **(noted)**

#### **20/004 ELECTION OF VICE CHAIRMAN 2020/21**

It had not been possible, because of Covid-19 restrictions, to hold the Annual Council Meeting in May 2020. Consequently, the Officer elected in May 2019 would continue in the role until the next Annual Council Meeting, presently scheduled for May 2021. Councillor J K Newton would continue in the position. **(noted)**

20/005 **CALENDAR OF MEETINGS FOR 2020/2021**

It had not been possible, because of Covid-19 restrictions, to hold the Annual Council Meeting in May 2020. Consequently, the Clerk of the Council, following usual date pattern, had circulated a Calendar of Meeting Dates for the Year 2020-21 that would take the Council forward to the end of the 20/21 Year and leading to the Parish Council Elections presently scheduled for the 6<sup>th</sup> May 2021. **(noted)**

20/006 **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 19<sup>th</sup> March 2020. **Cllr G Gamble proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY**

20/007 **PLANNING**

**Planning Applications:** Prior to the consideration of Planning Applications, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no Representations received.

- a) 20/05679/FUL  
Conversion of Timber Agricultural Building to Holiday Cottage (Resubmission of 19/11340/FUL)  
1 Easton Piercy, Kington St Michael SN14 6JT  
For Mr Stuart Drummond

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

**Cllr W Roe proposed, Cllr P Macdonald seconded and RESOLVED UNANIMOUSLY**

- b) 20/08525/FUL  
Use of Site for Siting of 60 Touring Caravans for 12 Months a Year  
Plough Lane Caravan Site, Plough Lane, Kington Langley SN15 5PS  
For Trimagger Ltd

The Council had received notification of the consultation after the Agenda had been published and to meet the response timescale **the Council agreed to consider the matter at the Meeting.**

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

The caravan site was an established and popular site close to the A350. Reference was made to some of the facilities existing in Kington Langley, the host Parish, but it was known that the users of the site often used the Kington St Michael Community Shop and Post Office facility, which was welcomed. The Council felt that despite the restrictions of the existing planning consent the business appeared to have been successful and from a visual impact point of view was not objectionable.

To increase the touring facility to all year round would be innocuous and so from a principle point of view the Council did not wish to raise any objections, especially if it allowed the business to successfully continue in the Covid-19 difficult times and met the needs of tourist visitors.

However, the Council was mindful of long-term implications of whole year usage and sought to ensure that this would not result in permanent occupancy of touring caravans as permanent homes, leading to a static home residential park situation. The Council requested that suitably worded, enforceable planning conditions were included in any favourable decision given by Wiltshire Council.

**Cllr P Macdonald proposed, Cllr J K Newton seconded and RESOLVED UNANIMOUSLY**

There were no further Planning Applications considered.

**Planning General:**

The Council received notifications of Planning Application decisions and updates on Applications yet to be determined.

- a) 20/00153/TCA  
Fell T1 Yew and TG1 Tree Group of Buddleia, Pear and Sorbus  
Home Farmhouse, 2 Kington St Michael SN14 6HX  
For Mr R Squires **Wiltshire Council Approved 16<sup>th</sup> April 2020**
- b) 20/01987/TCA  
Fell 1 Acer (T2) and 1 Cedar (T4)  
Home Farmhouse, Kington St Michael, Chippenham, Wiltshire SN14 6HX  
For Mr R Squires **Wiltshire Council Approved 28<sup>th</sup> April 2020**
- c) 20/02673/FUL  
Internal and External Alterations to Listed Building, including Altered Floor Finishes, Addition of Roof Lights, New Patio Door in Existing Wall, Internal Portion Wall Changes and Flue to Proposed Log Burner  
The Coach House, Kington St Michael SN14 6JA  
For Mr & Mrs Phillips  
**Wiltshire Council Approved with Conditions 10<sup>th</sup> July 2020**
- d) 20/03172/LBC  
Internal and External Alterations to Listed Building, including Altered Floor Finishes, Addition of Roof Lights, New Patio Door in Existing Wall, Internal Portion Wall Changes and Flue to Proposed Log Burner  
The Coach House, Kington St Michael SN14 6JA  
For Mr & Mrs Phillips  
**Wiltshire Council Approved with Conditions 10<sup>th</sup> July 2020**
- e) 20/04062/FUL  
Addition of New Free Standing Timber Fence and Gate and Replacement of Previous Painted Timber Gate with New Timber Gate) (Retrospective)  
The Coach House, Kington St Michael SN14 6JA  
For Mr & Mrs Phillips  
**Wiltshire Council Approved with Conditions 3<sup>rd</sup> July 2020**
- d) 20/04378/LBC  
Addition of New Free Standing Timber Fence and Gate and Replacement of Previous Painted Timber Gate with New Timber Gate) (Retrospective)  
The Coach House, Kington St Michael SN14 6JA  
For Mr & Mrs Phillips **Wiltshire Council Approved 3<sup>rd</sup> July 2020**

- e) 20/04812/FUL  
 Change of Use of Land from Agriculture to Mixed Use Agriculture, Stationing of  
 One Residential Caravan and Storage of Machinery (Retrospective)  
 Lakeside Park, Kington Lane, Stanton St Quinton. SN14 6HE  
 For Mr K Stinchcombe **No decision yet by Wiltshire Council**

20/008 **FINANCE** The Council considered financial matters and received notification of receipts and invoices paid.

a) **Payments :**

Cheque No

100649	KSM United Charities Covid-19 donation	23.03.20	£ 250.00
100650	KSM Village Hall Hire	25.03.20	£ 45.00
100651	Idverde Ltd. Inv. GM779009	25.03.20	£ 431.76
100652	Idverde Ltd. Inv. GM781689	04.05.20	£ 431.76
100653	WALC Subscription Renewal 20/21	21.05.20	£ 290.68
100654	Vision ICT. Website Hosting 20/21. Inv 11345)	21.05.20	£ 270.00
100655	Community First. Zurich Insurance renewal 20/21	21.05.20	£ 933.54
100656	Community First Subscription Renewal 20/21	21.05.20	£ 40.00
100657	Mrs L Durno. Website Management 20/21	21.05.20	£ 700.00
100658	voided cheque		
100659	Mr V A Vines SalaryHMRCExpenses (20/21 part)	05.06.20	£ 1,000.00
100660	Batt Broadbent Solicitors Inv 44173	26.06.20	£ 247.20
100661	Idverde Ltd. Inv. GM785363	01.07.20	£ 431.76
100662	Playdale Playgrounds. QE2 play equipment parts	10.07.20	£ 1,354.64
100663	Mr Clive Grace. QE2 play space reimbursement	22.07.20	£ 96.30
100664	Mr V A Vines (Petty Cash Fund)	23.07.20	£ 3,000.00
	Mr V A Vines (P C Fund) Griffin Forestrv Inv383	27.07.20	£ 288.00*
	Mr V A Vines (P C Fund) Community Heartbeat Trust	28.07.20	£ 87.60*
	Mr V A Vines (P C Fund) Perfectly Green	11.08.20	£ 2,752.42*
100665	TayPlay Ltd Inv 4029	17.08.20	£ 7,663.20
100666	Idverde Ltd. Inv. GM787156	17.08.20	£ 431.76
100667	Mr Clive Grace. QE2 play space reimbursement	17.08.20	£ 292.37
100668	voided cheque		
100669	Bendcrete Leisure Ltd Inv 01619	01.09.20	£ 2,340.00
100670	Idverde Ltd. Inv. GM788602	01.09.20	£ 431.76
100671	Mr Clive Grace. QE2 play space reimbursement	07.09.20	£ 78.00
100672	Mr Clive Grace. QE2 play space reimbursement	02.10.20	£ 271.56
100673	Idverde Ltd. Inv. GM790455	02.10.20	£ 431.76
100674	Idverde Ltd. Inv. GM783258	03.10.20	£ 431.76

b) **Receipts:**

Wiltshire Council Parish Precept 20/21 (Tranche 1)	24.04.20	£ 15,369.00
Groundwork Locality UK (Neighbourhood Plan Grant)	10.07.20	£ 5,550.00
Wiltshire Council Parish Precept 20/21 (Tranche 2)	23.09.20	£ 15,369.00
Defib Account No 51563041. Donation	03.10.20	£ 10.00
Defib Account No 51563041. Donation	05.10.20	£ 20.00
Defib Account No 51563041. Donation	06.10.20	£ 50.00
Defib Account No 51563041. Donation	06.10.20	£ 50.00

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 8<sup>th</sup> October 2020 were:

HSBC Main Business A/c No 31545043	£ 35,104.22
HSBC Reserves A/c No 21545078	£ 45,723.25
HSBC Charities A/c No 71545051	£ 764.29
HSBC Defibrillator A/c no 51563041	£ 586.41

d) **Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2020**

The Council had been required to adopt Year End accounts and to submit an Annual Return to the External Auditor. This was required as although the Council's income was £18,102.74, below the £25,000.00 threshold the Council's expenditure at £27,655.00 was above the threshold. The Council complied with the required timescales for the Notification of Public Rights of Inspection (5<sup>th</sup> Aug 2020 – 17<sup>th</sup> Sept 2020) and published on the KSM website. Similarly, the AGAR Annual Return (Part 3) and related supporting documents were submitted to PKF Littlejohn UK and receipt acknowledged on 26<sup>th</sup> August 2020 advising that the external review is underway. The AGAR (Part 3) was approved and confirmed as the 27<sup>th</sup> July 2020 and recorded as Minute References 07/20VM(d)(i) and 07/20VMd(ii). The Council Accounts for Year Ending 31<sup>st</sup> March 2020 having previously been circulated were approved.

07/20VM(d)(i) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be published on the Council website.

07/20VM(d)(ii) Annual Return Section 2: The Council had been circulated with the Year End 31<sup>st</sup> March 2020 accounts spread sheet for adoption and submission to the internal auditor. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be published on the Council website.

**Cllr P Macdonald proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

**20/009 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 had updated the Wiltshire Council on outstanding matters. The Council wondered if the Parish Steward would break up solid salt and replenish the salt in the village salt bins. Parish Steward visits were scheduled for 12<sup>th</sup> October, 9<sup>th</sup> November and 7<sup>th</sup> December 2020 and 18<sup>th</sup> January 2021. The Annual Highways Meeting at Monkton Park Offices due to be held on the 4<sup>th</sup> May 2020 was cancelled because of Covid-19. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
- i) Footpath Stile Replacement. Since the Council had last met, as a matter of urgency, instructions were given and work completed to

replace a timber stile on the footpath into fields behind the KSM Primary School. The ownership of the stile had been disputed but as this was a dangerous situation the Council took immediate action. **It was agreed that** this should not be seen as a precedent for similar action as the responsibility of Right of Way stiles was with the landowner. **(noted)**

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

- i) Pedestrian Crossing Point. The Council had been approached to support and to help promote the introduction/improvement of a pedestrian crossing point, particularly for children crossing on route to the KSM Primary School. There was an existing crossing point, that could be improved/upgraded and an advisory crossing point could assist if Wiltshire Highways considered that a “proper” zebra crossing was not warranted. It was recommended that the Council support the request. However, the issue would become the subject of scrutiny by the Highway Authority and there was a need for a campaign from the School and parents to argue the case and a traffic/speed count and other assessments would need to take place before a decision was made on its’ need/priority. Support from the Wiltshire Council Member and others would also be necessary and the Parish Council should be proactive when needed. **The Council agreed to support the proposals.**

**Cllr A Cole proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

#### 20/010 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. The Clerk reported that following Covid-19 restrictions the Play Area had been closed. The Field remained open subject to social distancing requirements. With the relaxation of restrictions, measures had been taken to allow the safe opening of the Play Area including necessary repairs to equipment, etc. **(noted)**

Cllr Mrs E Hocking raised a number of issues in regards to the Idverde Ltd maintenance contract, particularly in respect of the strimming of weeds in the BBQ area. In addition she referred to the need for an additional dog poo bin, poo bag provision and signage. She also referred to the redesign of the field access and gate provision. (later agenda items addressed these matters) **(noted)**

The Clerk made reference to the Idverde Ltd maintenance contract generally and asked if Council Members were aware if they had carried out other required works within the Parish, such as Tor Hill footpath, the HaHa and The Ham, during the year. Council Members would advise and he could then have a comprehensive conversation with Idverde Ltd on performance.

- ii) QE2 Recreation Field Capital Works. The Clerk reported that progress has been made on planned projects. An order had been placed with Tayplay.com for the supply and delivery of a 3 metre Green Rope - Cone Climber. Quotes had been received and now approved for releasing Section 106 Funding from Wiltshire Council for the supply and installation of a Playcrete outdoor concrete Table Tennis table. **(noted)**
  
- iii) QE2 Recreation Field Maintenance. The Clerk reported that the Council had been able to employ Mr Clive Grace a local parishioner who was well capable of carrying out minor repairs to the Play Area and equipment and had already completed several works required to assist in the re-opening following the Covid-19 Lockdown. In addition the works identified in the RoSPA 2019 Annual Inspection Report have been addressed with a view to completing works as soon as possible. Discussions continued with Mr Grace on his hours available and employment terms. Discussions also included the possibility of him carrying out the weekly visual inspections required as part of the Council's good practice, insurance and other requirements. It was likely that the Council would be able to offer some training in these aspects and this was being investigated with providers. **(noted)**
  
- iv) QE2 Recreation Field Maintenance. – Installation of New Entrance Gates. The Clerk reported that, disappointingly, Idverde Ltd did not complete these works. Even allowing for Covid-19 Lockdown/restrictions this work had been outstanding for a considerable time and a decision was taken to cancel the order. The opportunity had been taken to re-consider the work, which would now include the replacement gates being set further back from the road edge to allow better off-road parking at the entrance. The Council was aware that a local contractor was willing to do the work and the Council awaited his quotation. **(noted)**
  
- v) QE2 Recreation Field RoSPA Report 2020. Notification had been received that the 2020 inspection would take place during September 2020. It was decided that a Council representative should attend the Inspectors site visit, which will now take place on 12<sup>th</sup> October 2020. **(noted)**
  
- b) Tor Hill Footpath Project – There was no update on this occasion. **(noted)**
  
- c) Kington St Michael Village Hall – There was no report on this occasion and Cllr I Gray, the Council's representative on the Hall Committee was asked to update Council Members as soon as he could. **(noted)** \*\* Following the Meeting Cllr I Gray was able to provide an update by email and these are summarised by notes at the end of these Minutes.
  
- d) Kington St Michael Neighbourhood Plan – The Steering Group, who had now employed Place Studio Ltd, Bristol as their consultants, applied to Locality UK and was successful in grant funding towards the process. The Council had applied for the Designation of the Neighbourhood Area and was the host Authority and the grant received had been paid into the Council's bank account. The Council would hold the funds, as the responsible authority, and release any payments when instructed by the Steering Group. Cllr Mrs E Hocking had

volunteered and taken on the role of the Steering Group Secretary. An intended Design Meeting had been cancelled because of Covid-19 restrictions. **(noted)**

- e) Kington St Michael Emergency Plan – There was no update. **(noted)**
- f) Village Newsletter – Since the Coronavirus epidemic the decision had been taken not to publish a Newsletter. When a decision was taken to re-commence publication, the Council would be more proactive in producing articles for publication. The Clerk would contact the Editor for an update. **(noted)**
- g) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU). Cllr Mrs S Eaton could not attend and had provided a brief written update for the Clerk to pass on regarding the application for a Definitive Map Modification Order (DMMO). She had received 76 completed user statements and these had been handed to and acknowledged by Wiltshire Council, along with a strengthened case. A determination was still awaited and the next action maybe required would be an appeal to the Secretary of State on the 21<sup>st</sup> February 2021. Council Members acknowledged the work done to date. **(noted)**

Registry of Land and Buildings. There had been no further progress since the last Council Meeting. **(noted)**

#### 20/011 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 Briefing Notes. It had been normal for the Clerk to report any and all Briefing Notes issued since the Council last met. All Briefing Notes had been circulated to Council Members upon receipt for Members attention and the Agenda item was an assemblage of all Notes received between Council Meetings for Members information, consideration and any required action. Since the Council last met Briefing Notes had been received and circulated but the vast majority had concentrated on the Covid-19 issues. All other information received from Wiltshire Council since the last Council Meeting had been circulated to Members. **(noted)**
- b) Clerk's Briefing Note 1. Members had been circulated with the Note on the 1<sup>st</sup> May 2020 providing updates on working arrangements etc. **(noted)**
- c) Community Governance Review. The Wiltshire Council Governance Review recommendations, supported the Parish Council's own views on the movement of Cedar Lodge, Allington Lane to the Chippenham Without Parish. Other than that the Parish Boundary remains un-altered. From an Electoral point of view the Council will remain as a 9 Member Council within the Kington Division. **(noted)**
- d) Emergency/Flood Plan. Wiltshire Council had written to Parish Councils reminding them of the need to have an up to date Plan and being mindful of the Covid-19 pandemic it reinforced the need for volunteer community involvement, with an appointed Parish coordinator in charge potentially having local area coordinators to assist. Obviously there was a need to find a volunteer coordinator and the Council would need to pursue this. **(noted)**
- e) WiltshireOnline – High Speed Broadband – Gigaclear. If required the Gigaclear Community Engagement Officer, Christopher Morris, had indicated that he would be willing to attend a Council Meeting. However, recently the Council had been advised that invites were to be sent out to everyone involved in the next stages to attend a webinar event on Microsoft Teams Tuesday 27<sup>th</sup> October 2020, 7.00-8.00pm. Council Member attendance was welcomed. **(noted)**



- f) KSM Primary School-Rural Gigabit Connectivity Programme. The School had recently advised the Council that through discussions (since January 2020) with the Department of Education they had been successful and received approval to get ultrafast full fibre broadband connected through the whole village. This would not only benefit the School and pupils but all KSM local businesses and residents. They were hopeful that the service would be up and running soon. The Council was somewhat confused on hearing this news, as this seemed at odds to the Gigaclear Wiltshire Online proposals. **(noted)**
- g) Covid-19. Since the Council last met the community and local organisations had assisted the vulnerable, self-isolating and those in need in the Parish during the pandemic on a voluntary basis. **The Council deferred consideration** on how they should be thanked until an appropriate time when restrictions had been lifted.
- h) Future Planning. Council Members were aware that they were now in the last few months of this Council's term of office. Some Members will no longer be part of the next Council by choice. If insufficient numbers stood for election to the 9 Member Council then there would be a need for at least a Quorum of 3 to form a new Council who would then normally be given the authority to co-opt 6 others for the usual four year term. . The Clerk suggested that in the forthcoming 7 months, before the hand over the Council should perhaps consider longer term planning so that ideas/proposals/projects could be prioritised to assist the next Council in a proper manner. **It was agreed that** Council Members would consider and propose ideas/options that might be considered so that they can be discussed further and be included in Budget considerations in November 2020 and Budget/Precept setting in January 2021.
- i) Virtual Meetings. The Council had last met on 19<sup>th</sup> March 2020. Prior to the next scheduled Meeting the Covid-19 restrictions meant that no public meetings could be held. Coupled with this The Village Hall became closed for public use. Options for virtual meetings, using Zoom, Microsoft Teams, WebEx, etc had been considered. Some Members may have had technical difficulties in accessing the discussions and could not fully participate. The un-locking of Covid-19 restrictions were unknown and what difficulties might still exist in regards to meeting places, facilities, social distancing etc. In these circumstances **it was agreed that** Zoom Video/Audio Communication became the method of virtual communication to allow Council business and decision-making process to continue in accordance with Law. NALC had provided advice on holding remote meetings and had been circulated to Council Members.
- j) Pavement Parking-Options for Change. The Government was consulting (31.08.20-22.11.20) on potential changes to current laws on parking. The consultation documents had been circulated for information. The Members were provided with the internet link for online responses and would respond as individuals. **(noted)** During consideration of the item Cllr P Macdonald reminded Council Members that they had previously discussed the installation of bollards to prevent pavement parking and suggested further consideration. **(noted)**
- k) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum. Because of Covid-19 restrictions there had been no Meetings of either. However, virtual meetings were now being arranged to conduct business and Council Members had been advised of these. A recent Wiltshire Council review had determined that the Parish would remain in the Chippenham Community Area. A Virtual Area Board Meeting had been held on Wednesday 7<sup>th</sup> October at 7.00pm. **(noted)**
- l) Community First AGM 2020. The AGM was scheduled for Wednesday 14<sup>th</sup> October 2020 at 6.00pm. The AGM would be held remotely using Zoom

Video/Audio communication and the related documents and Meeting Link had already been circulated to Council Members. **(noted)**

- m) Wiltshire Council Briefing Note No 20-28 – Planning Update August 2020. Attention was drawn to this Briefing Note, which contained links to two Government consultations concerning Changes to the Current Planning System and Planning For the Future White Paper. NALC had provided summaries to assist in any responses. Members would respond individually within the timescales. **(noted)**
- n) Salt Bin Audit. Wiltshire Council had requested that the Council undertake an audit of salt bins in the Parish and advise of requirements. Members would advise the Clerk of any requirements. It had been suggested earlier that the Parish Steward could be asked to break up solid salt and replenish the salt in the village salt bins. **(noted)**
- o) Wiltshire Council Briefing Note No 20-30 – Area Board Boundary Review. Following the Electoral Review of Wiltshire Council Divisions for May 2021 consideration was being given to the make up of Area Boards. A consultation was taking place (19.09.20 to 31.10.20). The recommendations were that Kington St Michael, being within the Kington Division, would remain in the Chippenham Community Area. **(noted)**
- p) School Run Parking Issues and Traffic levels. The Council had been approached by several Parishioners in regard to inconsiderate vehicle parking in The Ridings associated with “School run parents”. There appeared to be frequent parking over dropped kerbs and driveways, blocking access. The School had already been approached over the matter and the Council was asked if anything else could be done? In addition there was concern in regard to traffic hazards, driver agitation/disputes creating chaotic situations threatening pedestrian safety, particularly since Covid-19 School restrictions involving changed parking arrangements and children delivery and collection. Again, the Council was asked if anything can be done? The Parish Council had no legal powers to intervene, other than perhaps writing to the School advising of the approaches, and considered that the issue was really a policing matter and suggested that the Chippenham Area Community Policing Team should be contacted. The Clerk would make contact and brief them of the issues.
- q) Dog Poo Bins. A request had been received for the provision of an additional Dog Poo bin at the Recreation Ground. The request in itself appeared innocuous but there could be repercussions that were explained at the Meeting. It was suggested that the best solution could be to replace the existing bin with a larger bin and signage. The Clerk would investigate matters further and report back to the Council.
- r) Wiltshire Council Briefing Note No 20-31 – Proposals for reform of the Planning System. Wiltshire Council had produced a Briefing Note on the subject for guidance. **(noted)**

#### **20/012 ANNUAL PARISH MEETING 2020:**

The Annual Parish Meeting had been scheduled for Thursday 2<sup>nd</sup> April 2020 and was cancelled because of Covid-19 restrictions.

Council Members were aware that there should normally be a Parish Council Annual Report, usually via a Council Chairman’s Report and Budget 2020-2021 information. The opportunity was also given for Reports from Local Organisations and the Wiltshire Council Member. The remainder of the Agenda could be flexible and was in the hands of Parishioners in attendance. As a starting point the Council could suggest Agenda items that might be appropriate and it could also be an occasion to raise the issue of Parish Council Elections in May 2021 to attract candidates.

Because of Covid-19 restrictions, there was no longer a legal requirement to hold the Annual Parish Meeting. However, subject to the lifting of restrictions the Council thought that it would be appropriate to consider holding a Parish Meeting in the remaining months of the Council's life to provide an opportunity of reporting on Council activities since the 2019 Annual Parish Meeting and for Parishioners to raise issues. **It was agreed that** the matter be deferred until Covid-19 restrictions on public meetings were relaxed and, as a last resort a Virtual Parish Meeting could be considered.

**20/013 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

i) Cllr P Macdonald had raised the issue of further consideration being given to the installation of bollard/s to prevent pavement parking.

ii) Solar Panel Farm. The Council had become aware of a proposal to install a solar panel farm on the edge of the Parish on land south of the M4 at Leigh Delamere and had been advised of public meeting arrangements. Grittleton Village Hall would host a social distancing meeting space on Wednesday 21<sup>st</sup> October from 9.30 am to 4.30 pm and a webinar would take place on Thursday 22<sup>nd</sup> October at 6.00pm. There was a need to sign up for the latter at [uk.edenrenewables.com/leigh-delamere](http://uk.edenrenewables.com/leigh-delamere)

There were no further issues raised.

**20/014 DATE OF NEXT MEETING**

The date of next Council Meeting was scheduled for **7.00pm, Thursday 19<sup>th</sup> November 2020**. However, Members noted that at the present time the Covid-19 restrictions would prevent this from taking place in a public venue. Should the situation change Members would be advised.

Members had now indicated that the introduction of Virtual Public Meetings through Zoom Video/Audio Communication would provide the opportunity for decisions to be made and this would allow the Council to carry out Council business in a proper manner in compliance with the Law.

Signed:

Chairman, Kington St Michael Parish Council

Date: **19<sup>th</sup> November 2020**

**\*\* Kington St Michael Village Hall – Cllr I Gray update report Minute 20/010 (c) refers**

- Following the lockdown due to Covid-19, income was much reduced because all bookings were stopped. However, outgoings were also reduced and it was thought that the Hall will almost break even.
- The Village Hall Committee has applied for the grant of £10,000 available to village halls as a result of the pandemic but I have heard nothing further on this point.

- The Hall has partially re-opened but only to Acorns (pre-school) and to the After School club; this situation will be reviewed at the next meeting in November. The fees for these two groups have been slightly reduced; this point will be reviewed in July 2021.
- The Christmas Fayre has been cancelled this year.
- Since the Committee meeting, it has been suggested that a sign for the village shop be fixed at right-angles to the shop so that it was visible from the road. However, this idea has been rejected.