

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

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

16th January 2020

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: 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 the issue of the number of highway verge posts recently erected by Wiltshire Council in the area of the Tor Hill crossroads and village entrance and questioned whether any new signage erected would include replacement signage for that which would be otherwise obstructed. Cllr P Macdonald advised that he was in continuing contact with Wiltshire Council to ensure that the end product would be satisfactory. Mrs Pratley also made reference to areas of grass and Ivy maintenance work that was being carried out by an unknown contractor.

Cllr R Sealy made reference to the badly positioned 50mph speed sign from Fowlswick Lane that had been re-erected nearer to the crossroads that should revert to its previous position. Cllr P Macdonald advised that this issue was part of the Tor Hill crossroads matters that he continually raised with Wiltshire Council.

There were no further Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

The Clerk reported that he could now advise that a 2 hour defibrillator training session conducted by the S W Ambulance Trust in the KSM Village Hall would cost £160.00 plus VAT. The Council could cover the cost of this from their training budget if they wished. The matter had been raised by the Village Hall Trustees via Cllr I Gray and before any further action was taken it was considered that it would be only worthwhile running if sufficient numbers attended. The Clerk would ask the Trustees to confirm numbers interested, possibly using a Newsletter advert, and a decision could then be taken.

The Clerk also reported that he had now received dates from the WALC Training Officer for a Council training session in the months of April, May and June. In order to move forward there was a need to ascertain dates when the KSM Village Hall was available and the Clerk would make contact to firm up potential dates.

There were no further Reports.

19/074 APOLOGIES FOR ABSENCE

Apologies were received from Wiltshire Councillor H Greenman.

19/075 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

There were no Interests declared.

19/076 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 21st November 2019, subject to a change to Minute 19/070 (j) altering the word “Chair” to “Secretary”. **Cllr J Newton proposed, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY**

19/077 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) 19/11669/FUL
Double Storey and Single Storey Rear Extension with Partial Garage Conversion
2 The Close, Kington St Michael SN14 6LE
For Mr & Mrs Maxwell

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

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

- b) 19/11340/FUL
Conversion of Timber Agricultural Building to Holiday Cottage
1 Easton Piercy, Kington St Michael SN14 6JT
For Mr S Drummond

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

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

- c) 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

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

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

Planning General: The Council noted the following Planning Application decisions.

- a) 19/06481/FUL
Erection of New Permanent Agricultural Workers Dwelling and Associated Works
Land adjacent to Henleys, Days Lane, Kington Langley SN14 6BL
For D H & B J Sealy **Approved with Conditions 5th December 2019**
- b) 19/10218/FUL
Retention of a Single Mobile Classroom with Toilets
KSM Primary School, The Ridings, Kington St Michael SN14 6JG
For Peter Slatford – Wiltshire Council **Approved with Conditions 11th December 2019**
- c) 19/10892/FUL
New Agricultural Buildings
Kington Farm, Allington Lane, Kington St Michael SN14 6DH
For Mr & Mrs A & S Smith **Approved with Conditions 2nd January 2020**
- d) 19/10587/FUL
Erection of Replacement Dwelling
Rooks Leaze Cottage, Allington Lane, Kington St Michael SN14 6LP
For Mr & Mrs A & S Smith **Approved with Conditions 23rd December 2019**
- e) 19/010016/TCA
Remove Lower Branch of Yew Tree
St Michaels Church, Stubbs Lane, Kington St Michael SN14 6HX
For Mr Colin Labouchere **No objections 28th November 2019**

19/078 FINANCE The Council considered financial matters and received notification of receipts and invoices for payment.

a) Payments :

Cheque No

| | | | | |
|--------|--|----------|---|---------|
| 100634 | Digiprint. Newsletter costs. Inv DIGI-11673 | 22.11.19 | £ | 74.40* |
| 100635 | KSM Village Hall. Meeting Room Hire. | 01.01.20 | £ | 15.00 |
| 100636 | Parish Online. Geosphere Ltd Annual subscription | 20/21. | £ | 36.00 |
| 100637 | Vision ICT Ltd. Inv 10567. Renewal SSL 2020. | 01.01.20 | £ | 60.00 |
| 100638 | Land Registry/National Archives Costs | £95.00 | £ | 95.00** |

* Cheque for £74.40 made payable to Mr V A Vines as petty cash reimbursement

** Cheque for £95.00 made payable to Mr S Eaton as reimbursement

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

b) Receipts: The Council noted the following Receipt received since the last Council Meeting.

KSM QE2 Field Group. Donation 21.12.19 £ 912.72**

** Not included in HSBC Main Business A/c No 31545043 at 8th January 2020

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 8th January 2020 were:

| | |
|------------------------------------|-------------|
| HSBC Main Business A/c No 31545043 | £ 18,454.06 |
| HSBC Reserves A/c No 21545078 | £ 55,676.87 |
| HSBC Charities A/c No 71545051 | £ 763.63 |
| HSBC Defibrillator A/c no 51563041 | £ 870.55 |

d) **Council Budget, Budget Proposals and Precept for Year 2020-2021**

The Council considered Budget proposals for Year 2020-2021 together with background advice in regards to future Capital and Revenue spending requirements, including potential devolution costs. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale of 24th January 2020. The Council had previously placed great reliance on the work of Elected Members and local community volunteers all of whom were applauded for their efforts and commitment. However, not only was there an aging volunteer population but less and less would be able to provide long term assistance and the Council needed to be mindful of this when considering the future, so that the Parish was supported both practically and financially by all rather than the few. Detailed consideration was given to a forward budget and cost pressures and options were considered including a standstill budget. The Council was also mindful of the fact that any increases proposed needed the support of Parishioners who would need to be informed of the reasons for any increase in spending. In addition the Council acknowledged that with Wiltshire Council continuing to reduce services there could be a need for the Parish Council to carry out additional tasks. The Council agreed that there was a need to continue to increase the Capital Fund reserves as a number of projects needed support during the design and construction stages. Consequently, the Council agreed to increase the Capital set aside figures by an additional £3,000.00 and with savings and necessary increases in Revenue Spending, there was a need to increase the overall budget by £3,986.00. **It was agreed to request a Precept requirement of £30,738.00** for the next Council Year. A KSM Newsletter article should provide an explanation to Parishioners on the Council's decision and a report given at the Annual Parish Meeting to be held on Thursday 2nd April 2020.

Proposed Cllr Mrs S Eaton, seconded Cllr Mrs E Hocking and RESOLVED UNANIMOUSLY

19/079 **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 Council on outstanding matters. The Parish Steward visit was scheduled for 20th January 2020 and he would be meeting the Steward. He had provided a Tor Hill update earlier in the Meeting and reported that flooding problems were occurring in several areas. Blocked highway drainage was a concern and he particularly mentioned Grove Lane gully drainage issues. He reminded all that it was necessary to report issues to him otherwise he could not advise the Parish Steward of required works. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways November 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 had not been previously reported. **(noted)**

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

a) Mrs M Pratley had previously raised the issue of the condition of the highway footpath from No 79 Kington St Michael to the Jolly Huntsman. Vehicle parking on the pavement caused damage and obstruction and the Council had considered the provision of bollards some years previously that had not been acceptable to Wiltshire Highways. The Council considered options and felt that a solution might be the simple provision of concrete flowerpots that already appeared in other locations. The matter would be further considered. In addition, the matter of missing "no parking" signage erected by the Council some years ago (1983/84) was raised. Records indicated that the signs had been on the Almshouses boundary wall, the Old Village Hall and opposite the Kington Club, where most issues were occurring at that time. **The Council agreed that** these should be replaced in heavy gauge aluminium. The Clerk would investigate costs and report to a future Council Meeting, when exact locations would be confirmed.

b) Village Shop/Hall Signage. It had been noted that the "Polite (no parking) Notice" erected by the Council had been vandalized and needed replacing. As the post was still in-situ a like-for-like replacement could be considered. **The Council agreed that a** replacement should be purchased and erected but that it should be manufactured in heavy gauge aluminium. It had also been noted that the Village Hall Assembly Point, both sign and post, had also been vandalized and needed replacing. As this related to the Village Hall it was considered that the responsibility for replacement was with the Village Hall.

19/080 UPDATE ON STANDING ITEMS

- a) Recreation Ground –

i) QE2 Recreation Field Group. There was no update on this occasion. **(noted)**

ii) QE2 Recreation Field Maintenance. The Clerk reported that he had "chased" Idverde to complete the installation of the new entrance gates, had advised them of the requirement to incorporate 100mm dia steel post sockets with removable capping and they had now indicated that they had "prioritised this as a matter of urgency". **(noted)**

b) Notice Boards – The Clerk advised that it may be pertinent to consider replacement notice boards as a forward project and he would provide additional information and costs to a future Council Meeting. **(noted)**

c) Flooding & Drainage – There was no issues raised that had not been raised previously. Cllr R Sealy reminded the Council that he still had five flood

warning signs in his possession that he wished to return to Wiltshire Council. It was suggested that the Parish Steward could be asked to collect and return to the depot. **(noted)**

- d) Parish/Community Website/Social Media – There was no update required. **(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 he had discussed the project further with the Consultants who were now assessing the project and costs, including that of a suitable highway consultant. The Council would need to place an official order in due course. **(noted)**
- h) Kington St Michael Village Hall – The Clerk had updated the Council on defibrillator training costs. An earlier agenda item in the Public Session refers. **(noted)**
- i) Wiltshire Council Chippenham Area Board and Parish Forum: A Chippenham Area Board Meeting was held on Monday 16th December 2019 at Chippenham Borough Lands Charity, Jubilee Building, Market Place, Chippenham. The next Area Board Meeting would take place on Monday 3rd February 2020 at 7.00pm in Sheldon School, Chippenham. A rescheduled Area Board Meeting would take place on Monday 27th April 2020 at 7.00pm in The Neeld Hall, Chippenham. Notification had been received that the Area Board Meeting scheduled for the 3rd June 2020 had been cancelled. A Chippenham Community Area Parish Forum scheduled for 18th December 2019 had been cancelled. The next Parish Forum would take place on Wednesday 26th February 2020 at 7.30pm in St Peter's Church Meeting Room, Lordsmead, Chippenham when refreshments would be available. It was hoped that the Council could be represented. **(noted)**
- j) Kington St Michael Neighbourhood Plan – Cllr J Newton updated the Council on progress since the last Meeting. The Steering Group had last met on 4th November 2019. Later Agenda items referred to workshops that could assist the Steering Group in their work. It was suggested that a Newsletter item might assist in finding a replacement for the Secretary of the Steering Group who had indicated that she could not continue. **(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 for local use and by Wiltshire Council Emergency Services. **(noted)**
- l) Village Newsletter – The date for submission of articles allowed the Council and others to submit articles for publication. **(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 further progress on compiling evidence and arguments to challenge Wiltshire Council, researching further with both the National Archives and Land Registry. Further evidence from the Land Registry was awaited. Recently, historic Council files had been received and these would be checked for additional information. On completion

of the research and production of evidence a further update for Council would be provided. **(noted)**

- i) Registry of Land and Buildings. Pursuant to Minute 19/070 (n) (i). The Council had agreed that for long-term security land ownership matters should be resolved. The **Council agreed that** they should proceed with the legal process and asked Cllr Mrs S Eaton to proceed on the Council's behalf. **Proposed Cllr Mrs E Hocking, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY**
- o) Community Safety/Neighbourhood Watch. There was no update. **(noted)**
- p) Data Protection. GDPR - There was no update. **(noted)**

19/081 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 Group had met on the 11th December 2019 at the Wiltshire Air Ambulance Base, Semington, Melksham. The next Meeting was scheduled for 12th February 2020 at a venue to be advised. **(noted)**
- b) Wiltshire Council Budget 2020/21. The Council had been notified that several opportunities had been available to meet Cabinet Members. The nearest for the Council was held on Thursday 9th January 2020 in the Council Chamber, Monkton Park, Chippenham. **(noted)**
- c) Wiltshire Council - Briefing Note No 19-037. The Council noted receipt of a Briefing Note in regards to the Special Educational Needs (SEND) Strategy consultations. **(noted)**
- d) Buckingham Palace Garden Party – 27th May 2020. WALC had invited nomination/s to enter the County draw. Names would be drawn randomly from those entered in the Wiltshire draw. Council nominees for the previous year were Mr William Isaac and Mrs Patricia Isaac. They were unsuccessful in the 2019 draw and their names had been re-submitted for the 2020 draw. **(noted)**
- e) Community First AGM 2019. The Council noted receipt of the Minutes of the AGM held on Wednesday 9th October 2019 in The Town Hall, Devizes. **(noted)**
- f) Wiltshire Council - Briefing Note No 19-039. The Council noted receipt of a Briefing Note in regards to the Community Area Joint Needs Assessment. **(noted)**
- g) NALC. The Council had received information for local Councils to prepare for website accessibility regulations. The Council's website designer/provider was aware of the requirements and the Council would comply within the required timescales. **(noted)**
- h) Community Governance Review. Wiltshire Council had invited affected Parishes to meet their Electoral Review Committee on the 16th December 2019. The Council had been only invited to attend as a consequence of the proposal, at the request of the owner, for Cedar Lodge, Allington Lane moving boundaries and to confirm that there was no objection from the Council. The Council Clerk had attended on the Council's behalf. **(noted)**
- i) Street Light - 37 Upper Cottage SN14 6JJ. The owner of 37 Upper Cottage, Kington St Michael SN14 6JJ had written to Wiltshire Council requesting that, in order to save energy, the street light outside of his house rather than converting to LED in the Council Phase 4 programme be disconnected to save energy and reduce light pollution, leading to the possible removal of the light itself. The

Council considered the case argued that his house was the only one affected by the street light, as he was on the edge of the village with the nearest house 80-100 metres away with its own street light arguing that his light had no benefit or use to the community for foot traffic as it was not near any footpaths. In addition he had argued that other villages had no street lighting at all demonstrating that street lighting was not necessary. Wiltshire Council had advised him that they had no record of why the light was considered necessary at the time of installation and it would be preferable if any request for removal came from the Parish Council, as they usually knew the local circumstances. The Council was aware that an energy saving survey had been carried out in the village in 2010/11. The subject light was numbered 25 on the survey plan. Following consideration **the Council agreed that the light should be retained. Proposed Cllr Mrs S Eaton, seconded Cllr Mrs E Hocking and RESOLVED UNANIMOUSLY**

- j) Memorials to Former Council Members. The tree-planting season had now been reached and to make progress **the Council agreed that they would purchase** the 2 memorial trees and would ask Mr M Singer to plant. The Clerk would investigate and purchase the trees that had been requested by former Councillor W Isaac. **Proposed Cllr Mrs E Hocking, seconded Cllr R Sealy and RESOLVED UNANIMOUSLY**
- k) WALC – Neighbourhood Planning Training. The Council had received notification that a Training Day was to be held on 4th February 2020 at Pinetrees Community Centre, Pinehurst, Swindon. The Council considered that this was likely to be of interest to Steering Group Members **and agreed to pay** any attendance fees at the discounted rates.
- l) Wiltshire Council - Briefing Note No 20-01. The Council noted receipt of Briefing Note in regards to the Community Governance Review-Survey. **(noted)**
- m) Neighbourhood Planning Policy Drafting Workshop. The Council had been notified that an online live workshop regarding policy drafting was to be delivered online on Wednesday 22nd January 2020. Registration was required that could accommodate 2 persons from each Parish Council to join in. The Council considered that this was likely to be of interest to Steering Group Members **and agreed that** they could register on behalf of the Parish Council

19/082 **COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

19/083 **DATE OF NEXT MEETING**

The next Council Meeting was scheduled for **7.30pm, Thursday 20th February 2020** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

Date: **20th February 2020**