

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

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

19th March 2020

Present: Cllr G Gamble (Chairman), Cllr A Cole, Cllr Mrs S Eaton, Cllr I Gray, Cllr Mrs E Hocking 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

The Clerk reported on four issues that had arisen since the Agenda had been published.

- i) KSM Village Hall Car Park. The Council had been advised of an increasing problem with people using the Village Hall Car Park for their own convenience, especially local residents. The consequence being that legitimate Hall users cannot find parking. The Village Hall was trying to solve the problem and had asked the Parish Council to support their efforts and suggested solutions had been welcomed. **(Minute 19/100 (h) refers)**
- ii) The Council had been advised, by Faye Campbell that she and others had printed and distributed contact details to allow vulnerable and self-isolated people within the Parish to make contact and to receive assistance. **(noted)**
- iii) KSM Village Newsletter. The next edition had been cancelled. **(Minute 19/100 (i) refers)**
- iv) KSM Social Club Community Support Group. The Council had been approached for Section 137 grant funding towards a proposed community project arising from the Coronavirus epidemic. The Clerk asked the Council to consider this as a late Agenda item. **(Minute 19/101 (r) refers)**

There were no further Reports.

19/094 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Macdonald, Cllr J Newton (Vice Chairman) and Cllr R Sealy. Apologies were also received from Wiltshire Councillor H Greenman and the Council asked for good wishes to be passed on to him, his Wife and Family.

19/095 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders

There were no Interests declared.

19/096 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 February 2020. **Cllr G Gamble proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY**

19/097 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) 19/09333/VAR

Variation of Conditions 1 and 2 of Application N/13/01808/S73A
1 Lakeside Park, Kington Lane, Station St Quintin SN14 6HE
For Mr Kevin Stinchcombe

The Council had considered this application at their Meeting held on the 17th October 2019 and had determined that they had no objections to raise. The Council had been re-consulted and Wiltshire Council had advised that application form details have changed with a Certificate B now received.

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

Cllr W Roe proposed, Cllr Mrs E Hocking seconded and RESOLVED UNANIMOUSLY

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

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

Cllr W Roe proposed, Cllr Mrs E Hocking seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

Planning General:

The Council had received notification of a Planning Application decision.

a) 18/01134/CLPLB

Certificate of Lawfulness for Works to Roof
The Jolly Huntsman Public House, Kington St Michael, Chippenham, Wiltshire
SN14 6JB
For The Jolly Huntsman Public House **Approved 28th February 2020**

19/098 **FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100646	Land Registry + Costs £16.20. Reimbursement to Mrs S Eaton	£	16.20
100647	Clerks Expenses. Mr V A Vines Year 2019-2020 Claim 19.03.20	£	938.30*
	Clerks Net Salary Mr V A Vines Year 2019-2020 Claim 19.03.20	£	3,281.83*
	Clerks HMRC Year 2019-2020 PAYE 19.03.20	£	820.45*
	* single cheque issued for £5040.58		
100648	Information Commissioner. Data Protection Registration 20/21	£	40.00

Cllr Mrs E Hocking proposed, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY

b) **Receipts:** There had been no Receipts since the last Council Meeting. (noted)

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 13th March 2020 were:

HSBC Main Business A/c No 31545043	£	15,013.37
HSBC Reserves A/c No 21545078	£	55,695.18
HSBC Charities A/c No 71545051	£	763.88
HSBC Defibrillator A/c no 51563041	£	456.19

d) **Delegation to the Clerk and Responsible Officer:**

The Council was well aware of the Coronavirus epidemic and the likely short and medium term options that may lead to the cancellation or postponement of Council Meetings. The Council's Standing Orders referred to the fact that all payments should be made by cheque requiring two signatures at a Council Meeting. Although in contravention of Standing Orders, because of the threatening circumstances, one option would be for the Council to sign additional cheques, with no payees, at the Meeting and delegate to the Clerk, as the only Council employee, the duty of issuing cheques after consultation and agreement by a simple majority of Council Members as a transparent process via Email. It was not legal to delegate this function to a Council Member. **The Council agreed with this suggestion and further agreed that** the Clerk could disburse in line with the transparent process above. (4 No additional cheques were signed being numbered 100649, 100650, 100651 and 100652) **Cllr Mrs E Hocking proposed, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY**

19/099 **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. A Parish Steward visit had been scheduled for 16th March and a further visit for 13th April 2020. Notification had been received that there was a priority being given to pothole repairs, particularly caused by flooding. Wiltshire Council had stressed that reporting should be done using the

MyWiltshire App, so that they could be dealt with swiftly. **(noted)** The Council noted receipt of (Cllr Wayman's) Local Highways March 2020 Newsletter and attachments. **(noted)** The date for the Annual Highways Meeting at Monkton Park Offices was scheduled the 4th May 2020 7.00pm to 9.00pm. Cllr Mrs S Eaton indicated that she would attend. However, it was likely that this Meeting would be cancelled because of the Coronavirus epidemic and be held at a later date. **(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) Flooding - Allington/Fowlswick Lane. Cllr Mrs E Hocking reported that a Parishioner had raised the issue of continuous highway flooding in the "dip", thought to be possibly resulting from spring water. In the first instance the Parish Steward should be asked to consider as a priority works but it may be that the scale of the problems would need major highway team input to resolve. There were also concerns raised in regards to the stability of The HaHa Public Right of Way following the months of inclement weather and unless rectified consideration will need to be given to asking Wiltshire Council to close public access.

19/100 UPDATE ON STANDING ITEMS

- a) Recreation Ground –

- i) QE2 Recreation Field Group. It was understood that the Group would be delaying meeting for health/safety reasons but still intend to finalise the installation requirements of new play equipment and various other works as soon as they can. The work would be partially funded by Section 106 funds held by Wiltshire Council. A further update would be provided at the next Council Meeting. **(noted)**

- ii) QE2 Recreation Field Maintenance. The Clerk reported that the installation of the new entrance gates incorporating the steel post sockets was still outstanding but he expected the work to completed soon dependent on inclement weather and possible Coronavirus epidemic issues. **(noted)**

- b) Notice Boards – The Clerk confirmed that he would provide additional information and costs for the provision of 2 new Notice Boards to a future Council Meeting. **(noted)**

- c) Flooding & Drainage – There were no issues raised that had not been raised previously. **(noted)**

- d) Parish/CommunityWebsite/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 further progress had been made with a Highway Consultant who had now provided a brief of the various steps required in the design process, safety considerations and Highways Act requirements leading to presentations to the Council before proceeding to the pre-planning application and subsequent tender stages. The Council had previously agreed a budget of £20,000.00 plus VAT for this work and noted that the estimated costs of £15,000.00 plus VAT was within this budget, which would allow the work to continue. **(noted)**
- h) Kington St Michael Village Hall – Council Members, as Custodian Trustees of the Charity known as the Parish Room Charity of Kington St Michael, had been circulated with details of a proposed lease arrangement for the vacant Old Village Hall to a local business and the arrangement terms. As there was a loss of income to the Hall there had been a need to pursue matters as soon as possible and all Members responded to the circulation and had indicated that they had no objections. These informal views had been passed on to the Village Hall Committee to allow them to commence the legal process to prepare the required lease etc. The Council was requested to confirm, for the public record, that they had no objections to the proposed lease arrangements. **Cllr Mrs E Hocking proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY**

The Parish Council was the Custodian Trustee of the Charity known as the Parish Room Charity of Kington St Michael and there would be a requirement for two Council Members to sign any legal documentation that was prepared. **The Council agreed to delegate this to two Council Members, Cllr G Gamble and Cllr Mrs E Hocking, who would sign documents without the need to await a Council Meeting. Cllr Mrs E Hocking proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY**

Kington St Michael Village Hall Car Park. The Council had been advised of an increasing problem with people using the Village Hall Car Park for their own convenience, especially local residents. The consequence being that legitimate Hall users could not find parking. The Village Hall was trying to solve the problem and had asked the Parish Council to support their efforts and any solutions had been welcomed. Council Members acknowledged the problems but were at a loss to suggest any solutions other than to draw attention to the problems in the KSM Newsletter, on the KSM Website and to raise them at the Annual Parish Meeting when it was held. It was hoped that by these means local people would become more considerate to the needs of the Hall users. **(noted)**

- i) Wiltshire Council Chippenham Area Board and Parish Forum: A Chippenham Area Board Meeting was held on Monday 3rd February 2020 in Sheldon School, Chippenham. The next Area Board Meeting scheduled to take place on Monday 23rd March 2020 in The Yatton Keynell Village Hall, Biddestone Lane SN14 7EJ had been cancelled. The Area Board meeting scheduled for Monday 27th May 2020 had also been cancelled. A Chippenham Community Area Parish Forum had taken place on Wednesday 26th February 2020 in St Peter's Church Meeting Room, Lordsmead, Chippenham SN14 0LL. The next Forum Meeting scheduled for Wednesday 22nd April 2020 in Stanton St Quintin Parish Hall had been cancelled. **(noted)**
- j) Kington St Michael Neighbourhood Plan – Cllr W Roe updated the Council on progress since the last Council Meeting. The Steering Group had met and had

now confirmed the appointment of Place Studio Ltd as their Consultant, who have local experience and they are now considering the submission of a grant funding request through Groundwork Locality UK to make further progress. **(noted)**

- k) Kington St Michael Emergency Plan – Cllr A Cole, the Council Lead Member on the Review of the existing Plan advised that he was using the Emergency Plan Template provided by Wiltshire Council Emergency Services. **(noted)**
- l) Village Newsletter – Following concerns over the Coronavirus epidemic the decision had been taken not to publish a Newsletter this month. When a decision is taken to re-commence publication, although somewhat out of date an article explaining the Council's Budget 2020-2021 would be submitted. Although not confirmed there may be an issue on the Newsletter's future Editorial role. There had been an indication that the present Editor, who had fulfilled the task so admirably, may retire and there could be a need to find a replacement. **(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. The application for a Definitive Map Modification Order (DMMO) to seek recognition of higher vehicle rights had been submitted. Cllr Mrs Eaton had previously advised that the (DMMO) application would be allocated a higher priority if supported by user evidence and supporting statements from all users of the road had been requested. Unfortunately, the Newsletter article to raise awareness would no longer be available but other methods to secure help from residents and visitors to the village continued with a circulation of template response forms to all properties in the Parish. Responses had already been received and Council Members were urged to submit their own responses. A further update would be given to a future Council Meeting. **(noted)**

Registry of Land and Buildings. The Council had agreed that for long-term security land ownership matters should be resolved. Cllr Mrs S Eaton updated the Council on progress since the last Council Meeting and advised that there was now a need to provide detailed boundary maps for the areas involved, which was being pursued. **The Council confirmed that** instructions should be given to Batt Broadbent, Solicitors, to include all necessary areas in this Registration process so that the Council and Parish could be assured that no adverse claims could be made in the future. **Cllr Mrs E Hocking proposed, seconded Cllr G Gamble and RESOLVED UNANIMOUSLY**

- o) Community Safety/Neighbourhood Watch. Although there was no update it was noted that a volunteer community group were initiating a scheme to assist vulnerable people during the Coronavirus crisis and this goodwill could lead to future consideration being given to community safety matters. Minute 19/101 (r) refers **(noted)**
- p) Data Protection. GDPR - There was no update. **(noted)**

19/101 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 - Novel Coronavirus (COVID-19) local stakeholders briefing 5th March 2020. The Council noted receipt of a briefing provided for information and would continue to receive updates from Wiltshire Council. **(noted)**
- b) Wiltshire Council - Novel Coronavirus (COVID-19) local stakeholders briefings 11th and 12th March 2020. The Council noted receipt of a briefing provided for information and would continue to receive updates from Wiltshire Council. **(noted)**
- c) Wiltshire Council Rural Facilities Survey. The Council had been asked to take part in the Survey. Timescale for responses was given as 31st March 2020. The Council considered the Survey questions and provided responses from local knowledge that would be collated by the Clerk and submitted within the required timescale. **(noted)**
- d) The Great British Spring Clean – 20th March – 13th April 2020. The Council had been advised of the dates of this year's mass-action environmental campaign. When local volunteers were previously available there was a local litter pick arranged and the KSM W.I. had advised that they were organising a Litter Pick on Saturday 16th May 2020 at 9.30am. Sadly, this had now been cancelled. More details were available at www.keepbritaintidy.org **(noted)**
- e) CPRE Wiltshire- Best Kept Village Competition 2020. The CPRE had now issued invitations to all Wiltshire Towns and Parishes to enter this year's BKV Competition. The Council had not previously entered **and confirmed that they would not enter** this year's Competition.
- f) Chippenham Area Transport Group (CATG). The Group last met on the 18th February 2020. Notes of the Meeting had been received and circulated to Members. A notable omission from the Meeting Notes appeared to be that the major maintenance works that had disappeared from the list. A neighbouring Council had suggested that unless a Parish was in attendance to continual promote and argue for a project other schemes often took their place. CATG would next meet on the 5th May 2020 at 10.00am in Monkton Park Offices and Cllr Mrs S Eaton advised that she would be attending. It was likely that this CATG Meeting would be cancelled. **(noted)**
- g) Wiltshire Council Planning Online Portal. Council Members had been aware of the difficulties of accessing planning documentation for several weeks arising from a major IT breakdown. This had placed extreme pressures on local Councils, applicants and the general public, particularly as there was now no hard copy provision. The Council was aggrieved at the situation but felt that there was little point in complaining, as the excuses likely to be given were already known. **(noted)**
- h) Wiltshire Council Operational Flood Working Group North. The Group met on the 12th February 2020 in Chippenham Town Hall. The Council had yet to be advised of the date and venue of the next Meeting. As in the case of CATG Meetings it was worthwhile for Council attendance to promote and argue for local works with both the Local Authority and Environment Agency representatives. **(noted)**
- i) WiltshireOnline – High Speed Broadband – Gigaclear. There was no additional information available and it would be opportune to invite the Community Engagement Manager to the Annual Parish Meeting as a Guest Speaker so that the community was made aware of the project details and programme timescales. As the Annual Parish Meeting was likely to be postponed no date was yet available. **(noted)**
- j) Emergency/Flood Plan. Cllr A Cole was the Council lead Member. Wiltshire Council had written to Parish Councils reminding them of the need to have an up to date Plan. The Council had recently received local stakeholder briefings on Novel Coronavirus (COVID-19). It reinforced the need for volunteer community involvement, with an appointed Parish coordinator in charge potentially having

local area coordinators to assist. The Clerk would provide Cllr Cole with the previous Emergency Plan details to assist with the review. **(noted)**

- k) Wiltshire Council - Briefing Note No 20-10. The Council noted receipt of a Briefing Note in regards to the Government's £220m "better deal for bus users" with a request for any suggestions by Friday 27th March 2020 A further Briefing Note had been received on the subject. **(noted)**
- l) Wiltshire Council - Briefing Note No 20-10A. The Council had received a further Briefing Note in regards to the Government's £220m "better deal for bus users" with the request for any suggestions by Friday 27th March 2020. The Council felt that the Parish had been reasonably served by public transport during the working week but poorly served at weekends. The Council felt that unless a reliable fully timetabled and regular daily bus service was introduced that could provide frequent and convenient access to Chippenham including meeting service links with other routes, it was unlikely that Parishioners would support and change existing car travel habits. Even if a mini-bus service was introduced it would only be supported if it met similar criteria. The Clerk would respond within the timescale. **(noted)**
- m) Wiltshire Council - Briefing Note No 20-11. The Council had received a Briefing Note in regards to Working in Partnership with Town and Parish Councils, particularly the Rural Facilities Study and the Green Infrastructure and Open Space Study. A timescale for responses had been given as 31st March 2020 but now extended until 14th April 2020. **(noted)**
- n) Wiltshire Council – Green Infrastructure and Open Space Collaboration and Household Survey. The Council had been advised of the consultation with a request to promote to the wider population. Timescale for responses was given as 31st March 2020 but the Clerk had sought an extension to 14th April 2020. This was a major piece of work relating to future Wiltshire Local Plan Policies and the Council needed to ensure that a full and proper response was given. The Council noted numerous errors and omissions from the details provided by Wiltshire Council and considered responses and asked the Clerk to prepare a draft submission and circulate for Council Members views. Council Members would also continue to consider the details to assist in a comprehensive submission. **(noted)**
- o) Parish Defibrillator Training. Following a request from the Village Hall Committee the Council had agreed to fund a Training Session and this had been scheduled to take place on Monday 30th March 2020. Following discussion with the S W Ambulance Trust, associated with the potential spread of Coronavirus, the Session had now been cancelled and would be re-arranged later in the year. **(noted)**
- p) Memorials to Former Council Members. There is no update. **(noted)**
- q) Wiltshire Local Plan Review. The Council had received the Notification of Adoption of the Wiltshire Housing Site Allocations Plan and considered that there were no implications for the Parish at this time. **(noted)**
- r) KSM Social Club Community Support Group. The Council had been approached by KSM Social Club representatives for Section 137 grant funding towards a proposed community project arising from the Coronavirus epidemic and the need for Parishioners to self-isolate as vulnerable people. The Clerk advised that the Council should be wary, even if considered a worthy and well meant service, to use funds raised through Council Tax without proper consideration and to un-regulated Charities, and the like, without proper legal constitution. With this in mind a solution could be found whereby any grant considered could be given to the Kington St Michael United Charities who would then consider and regulate any funds given. **The Council agreed that a grant of £250.00** should be given to the Charity when requested to support any community needs associated with the

Coronavirus issues. Cllr Mrs E Hocking proposed, seconded Cllr W Roe and
RESOLVED UNANIMOUSLY

19/102 **ANNUAL PARISH MEETING 2020:**

The Annual Parish Meeting had been scheduled for Thursday 2nd April 2020. Following concerns of holding possible well-attended public meetings, associated with the potential spread of Coronavirus, the Annual Parish Meeting had been postponed. By Law, the Annual Parish Meeting should be held during the period 1st March to 1st June each year. Subject to future health and safety advice nearer the time **it was recommended that the Annual Parish Meeting be held alongside the Annual Council Meeting, if still held on the 21st May 2020**, which would commence earlier than normal to accommodate any urgent matters. These arrangements could change depending on the Coronavirus situation and advice given. **The Council agreed with this recommendation.**

When held there needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2020-2021 information. The opportunity should also be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees 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 some Agenda items that might be appropriate in this instance they could cover:

- Keep Britain Tidy - Litter Pick
- Neighbourhood Plan
- Traffic Speeds/Community Speedwatch
- Rights of Way
- Gigaclear Broadband Network
- Neighbourhood Watch/Community Safety
- Parish Council Elections May 2021
- Community Emergency Plan
- KSM Village Newsletter
- KSM Village Hall Car Parking

The Council agreed that the Agenda would include these topics and further arrangements for the Annual Parish Meeting would be agreed later in the year, as it appeared unlikely that the 21st May 2020 date might prove impractical as it appeared that all Public Meetings would not be held for some time.

19/103 **EMERGENCY AGENDA ITEM**

Delegation to the Clerk and Responsible Officer:

The Council was well aware of the Coronavirus epidemic and the likely short and medium term options that may/will lead to the cancellation or postponement of Council Meetings. The Council's Standing Orders referred to the fact that all decisions should be made at a Council Meeting. The decision-making process could not be delegated to any individual Council Member but could be delegated to a Council Sub Committee. If it were then in reality there would be no advantage as any Meeting would have to be properly called to allow the Public and Press to attend. In these circumstances **it was recommended that all decision-making should be delegated to the Council Clerk**, being the only Council employee. The Protocol would be that

all decisions would be made after consultation and agreement by a simple majority of Council Members as a transparent process via Email. These working arrangements would remain in place until rescinded, which would allow the Council to operate during the interim period. **Cllr G Gamble proposed, seconded Cllr Mrs S Eaton and RESOLVED UNANIMOUSLY**

19/104 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

19/105 DATE OF NEXT MEETING

The next **Council Meeting** scheduled to take place on **Thursday 16th April 2020** in Kington St Michael Village Hall, **was cancelled.**

The **Annual Council Meeting** was scheduled for **6.45pm Thursday 21st May 2020** and was normally followed by a **Full Council Meeting**. The Agenda would be restricted in size as far as possible to allow the Meeting to conclude by 7.45pm as it was planned that the Annual Parish Meeting would also be held on that evening to run alongside. Council Members and the Public and Press would be kept informed of the situation as it was possible that all Public Meetings would cancelled until further Government Advice was received.

Signed:

Chairman, Kington St Michael Parish Council

Date: **21st May 2020**