

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Virtual Council Meeting held at 7.00pm

19th November 2020

Present: Cllr G Gamble (Chairman), Cllr P Macdonald, Cllr J Newton (Vice Chairman), Cllr R Sealy and Cllr W Roe.

Also Present: Wiltshire Councillor H Greenman 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

There were no Questions.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor H Greenman briefly explained that the Council was beginning to consider their budget for Year 21/22 against increased overspending influenced by Covid-19. He advised the Parish Council, during their own budget setting, to take into consideration the likely reduction in services from Wiltshire Council. He emphasised the importance of continuing progress on the Neighbourhood Plan.

There were no further Reports.

20/015 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr I Gray, Cllr Mrs E Hocking and Cllr Mrs S Eaton.

20/016 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared.

20/017 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 15th October 2020. **Cllr J Newton proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY**

20/018 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) 20/08863/FUL
Proposed Single Storey Side Extension
Hill View, A350 Tor Hill to Junction 17 M4 Northbound Carriageway, Kington
Langley SN14 6BJ
For Mr John Herbert

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

Cllr W Roe proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY

- b) 20/09302/LBC
Retrospective Repairs to Existing Stone Boundary Wall and Lintel
Home Farmhouse, Kington St Michael 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 J Newton seconded and RESOLVED UNANIMOUSLY

- c) 20/08986/FUL
Installation of a 5 Panel Solar PV System to Front/South West Roof Pitch of
Outbuilding
Kokopelli, 24 Kington St Michael SN14 6JE
For Miss Lisa Hunter-Yeats

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

Cllr W Roe proposed, Cllr J 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) 20/06504/LBC
Fire damage repair works. To include removal of roof coverings, retain undamaged roof tiles, renew felt and battens, localised repair fire damaged roof structure, refix retained roof tiles and any renewed to closely match existing. Strip attic room of fire damage fixture and fittings, rooflight windows, plasterboard wall and ceiling and renew to match existing.
West View, 31 Kington St Michael SN14 6JF
For Mr Bull **Approved with Conditions 13th November 2020**

- b) 20/07010/TCA
2.5 Metre Reduction on Car Park Side and 1 Metre Reduction Lawn Side, and Reduce Away from Property to Hawthorn Tree (T1), 1.5 Metre Reduction to Silver Birch (T2), Remove Epicormic Growth from Pear Tree (T3)
Tor House, 84 Kington St Michael, Nr Chippenham, Wiltshire SN14 6JA
For Mr Wheatley **No objections by Wiltshire Council 14th October 2020**
- c) 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 **No decision yet by Wiltshire Council**

20/019 **FINANCE** The Council considered financial matters and received notification of receipts and invoices paid.

a) **Payments :**

Cheque No

100675 Redlynch Leisure. Mr G Gamble reimbursed	16.10.20	£	196.80
100676 Mr Clive Grace. QE2 reimbursement	04.11.20	£	271.36
100677 Idverde Ltd. Inv. GM792279	07.11.20	£	431.76
Bank Transfer from Acc 31545043 to Acc 51563041	12.11.20	£	50.00
100678 PKF Littlejohn LLP. External Audit 19/20 fee	16.11.20	£	240.00
100679 Playsafety Limited. RoSPA Report Inv 52377	16.11.20	£	198.00

b) **Receipts:**

All Angels W I. Defib Fund donation	27.10.20	£	50.00
Defib Account No 51563041. Donation	13.10.20	£	50.00
Defib Account No 51563041. Donation	13.10.20	£	30.00
Defib Account No 51563041. Donation	22.10.20	£	25.00
Defib Account No 51563041. Donation	24.10.20	£	10.00
Defib Account No 51563041. Donation	28.10.20	£	100.00
Defib Account No 51563041. Donation	12.11.20	£	50.00

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 12th November 2020 were:

HSBC Main Business A/c No 31545043	£ 33,763.45
HSBC Reserves A/c No 21545078	£ 45,723.64
HSBC Charities A/c No 71545051	£ 764.30
HSBC Defibrillator A/c no 51563041	£ 851.42

d) **Tax Base Town/Parish Precepts 2021/2022:**

Wiltshire Council had recently informed the Council of the draft 2021/22 Tax Base. Although changes were possible following a Wiltshire Full Council Meeting scheduled for the 2nd December 2020, it was unlikely. The Council would be mindful of the advice and information provided at their January 2021 Meeting. (noted)

e) **Annual Governance and Accountability Return Year Ending 31st March 2020**

The Council had been required to adopt Year End accounts and to submit an Annual Return to the External Auditor. PKF Littlejohn LLP had now issued their Annual Audit Conclusion and had found no matters of concern. There was a requirement for the Council to publish a Notice of Conclusion of Audit to allow public inspection. This had been prepared by the Clerk and would be published on the website from the 19th November 2020 for a period of 21 days. **(noted)**

20/020 **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 that included the deterioration of the road edge on Tor Hill, trip issues on pavements and white line re-painting. Parish Steward visits were scheduled for 7th December 2020 and 18th January 2021. **(noted)**

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

i) The Idverde Limited maintenance contract included the grass/weed cutting of Rights of Way in the Parish, namely The Ham, The HaHa and the Tor Hill footpath. The Council was regularly invoiced for this work, which was being paid on the assumption that the work was being carried out. No one had the local responsibility of overseeing the work, made particularly worse this year because of Covid-19 restrictions. Members had been asked, from their own knowledge, whether work had been carried out during the year keeping the paths in a safe and usable condition. Council Members doubted that regular works had been carried out during the year and asked the Clerk to contact Idverde Limited to ascertain dates that they had carried out the works.

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

i) Cllr P Macdonald, reported that there was no news on the resurfacing timescale for Draycot Lane.

20/021 **UPDATE ON STANDING ITEMS**

a) Recreation Ground –

i) QE2 Recreation Field Group. The Field remained open subject to social distancing requirements. Favourable comments were already being received in regards to recent improvements. **(noted)**

ii) QE2 Recreation Field Capital Works. The Cone Climber and concrete Table Tennis Table had been installed. The release of Section 106 Funding from Wiltshire Council had been requested. **(noted)**

- iii) QE2 Recreation Field Maintenance. Mr Clive Grace had continued to carry out repairs to the Play Area and equipment identified in the RoSPA 2019 Annual Inspection Report. **(noted)**
 - iv) QE2 Recreation Field Maintenance. – Installation of New Entrance Gates. The replacement gates and entrance works to allow better off-road parking at the entrance was to be completed in the next few weeks. **(noted)**
 - v) QE2 Recreation Field RoSPA Report 2020. The 2020 inspection had been carried out, attended by a Council representative and the Report received. Works identified were being addressed and priority works would be rectified as soon as possible. **(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 although it was understood that the Hall was not re-opening until Covid-19 restrictions were lifted. **(noted)**
 - d) Kington St Michael Neighbourhood Plan – There had been no progress due to Covid-19 restrictions. **(noted)**
 - d) Kington St Michael Emergency Plan – There was no update. **(noted)**
 - e) Village Newsletter – The Coronavirus epidemic had created sever implications for the Editor and delivery team. The decision remained not to publish a Newsletter. When a decision was taken to re-commence publication, there may be a need to find a new Editorial team. From the Council’s viewpoint they would need be more proactive in producing articles for publication. **(noted)**
 - f) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU). Cllr Mrs S Eaton had moved from the Parish and would be a loss to the Council. Unless she resigned she would remain a Council Member until the next Council Elections and would be attending Zoom Council Meetings over the coming months. Cllr Mrs S Eaton had provided a briefing note indicating that she was happy to continue in the Lead Member role in regards to the Lych Gate road issues. However, there was a need for someone to take over the work on the Registry of Land and Property. **(noted)**
 - g) Registry of Land and Buildings. There had been no further progress since the last Council Meeting. There was a need for someone to take over the Lead role as Cllr Mrs S Eaton had relinquished the role. No Council Member in attendance was able to take over the role because of existing commitments and the matter was deferred until the next Council Meeting. In the meantime the Clerk was asked to seek clarification of exactly what was required to complete the required works. **(noted)**

20/022 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) Community Governance Review. The 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 remained un-altered. From an Electoral point of view the Council would remain as a 9 Member Council within the Kington Division. This would take effect from 1st April 2021. **(noted)**

- b) 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. There was a need to find a volunteer coordinator and the Council would need to pursue this. **(noted)**
- c) 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. A webinar event on Microsoft Teams had taken place on the 27th October 2020, 7.00-8.00pm. **(noted)**
- d) Future Planning. It had been 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 and Budget/Precept setting in January 2021. No proposals had been received prior to Agenda publication. However, Cllr G Gamble reported that there were several proposals that were being considered by the Recreation Field Group for the QE2 Recreation Field that, following the recent RoSPA Report, needed consideration, particularly the replacement of play equipment. Also a need to replace timber fencing with metal fencing. There was also a need to make the area more “disabled friendly”. Proposals may also come forward for improving pedestrian/vehicular access from Grove Lane through the boundary wall to allow improved access to the Millenium Wood. **(noted)**
- e) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum. An online Area Board Meeting had been held on Wednesday 7th October 2020. The Minutes had been published. A decision had been taken that the Area board should be renamed “The Chippenham and Villages Area Board”, subject to Wiltshire Council approval. A further Meeting was scheduled for 16th December 2020 at 7.00pm. **(noted)**
- f) Wiltshire Council Briefing Note No 20-33 – Public Space Protection Orders (PSPO) 19th October 2020. The Briefing Note had provided an update on PSPO’s expiring on the 21st October 2020 in various Community Areas, including Chippenham. **(noted)**
- g) Wiltshire Council Briefing Note No 20-34 – Return to streamlined Overview and Scrutiny Arrangements. The Briefing Note had provided an update on the cancellation of Meetings and Council Decision Making following the announcement of the national lockdown restrictions commencing on 5th November 2020. **(noted)**
- h) Pavement Parking-Options for Change. Cllr P Macdonald had reminded Council Members that they had previously discussed the installation of bollards to prevent pavement parking and suggested that further consideration be given. The Clerk had provided examples and following consideration **the Council agreed that** the installation of one bollard should be sufficient. From the examples provided the Council considered that the Glasdon Manchester bollard was preferred and the Clerk was asked to investigate costs of purchase and installation and report to a future Council Meeting. **Cllr P Macdonald proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**
- i) Dog Poo Bins. A request had been received for the provision of an additional bin at the Recreation Ground. The Council had agreed that the best solution would be to replace the existing bin with a larger bin and signage. The Clerk had provided examples and following consideration the Council considered that the preferred option would be for the replacement bin to include a dog poo bag dispensing

facility and the Clerk was asked to investigate costs of purchase and installation and report to a future Council Meeting. **Cllr P Macdonald proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

- j) Solar Panel Farm. The Council had noted 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 in Grittleton Village Hall on 21st October and by a webinar on 22nd October 2020. The Clerk reported that points of concern raised at the events included the transport route for delivery, being M4 Junction 17 through Stanton to Leigh Delamere and the connection to the National Grid at the Cocklebury Sub Station using a cross country route (not disclosed) avoiding roads. The proposals were at the consultation stage and would be the subject of a formal planning application. **(noted)**
- k) Father Christmas to Visit. Members had been circulated with this information and their approval was not required. The Council was asked to spread the word and they welcomed the visit. **(noted)**

20/023 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

20/024 DATE OF NEXT MEETING

The date of next Council Meeting was scheduled for **7.00pm, Thursday 21st January 2021**. 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 agreed that 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: **21st January 2021**