

**KINGTON ST MICHAEL PARISH COUNCIL  
DRAFT MINUTES**

**Council Meeting**

held at 7.30pm

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

**20<sup>th</sup> February 2020**

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

Also Present: Wiltshire Councillor H Greenman, 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 advised that, with regret, after many years she could no longer continue to update the Parish Notice Board at The Ridings and that she would hand the keys back at the end of the Meeting. In recent times there had been difficulties in opening the glazed access door. The Clerk advised that the Council was investigating the costs of two new Notice Boards to replace those existing.

There were no further Questions.

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

Wiltshire Councillor H Greenman briefly summarised the financial funding difficulties being faced by the Wiltshire Council, particularly relating to Social Services and Adult Care and the potential repercussions on “front line services” that could include Streetscene Services with the potential loss of the Parish Steward Scheme.

There were no further Reports.

**19/084 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs E Hocking and Cllr W Roe.

**19/085 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders**

There were no Interests declared.

**19/086 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 16<sup>th</sup> January 2020. **Cllr Mrs S Eaton proposed, seconded Cllr P Macdonald and RESOLVED UNANIMOUSLY**

19/087 **PLANNING**

**Planning Applications:**

There were no Planning Applications considered.

**Planning General:**

The Council had received no notifications of any Planning Application decisions.

The Council had been notified that a Planning Appeal had been registered against a Refusal Decision:

- a) 18/09873/OUT  
Redevelopment involving demolition of existing garage buildings, retention and refurbishment of Existing Bungalow and Erection of 4 Dwellings and Associated Works (access not reserved)  
Kington Langley Garage, Malmesbury Road, Kington Langley SN15 5PY  
For Mrs C Fry, Mr J Fry & Mrs S Gwilym Refused 1<sup>st</sup> August 2019

The Clerk advised that when considering the application the *Council had resolved that they had no objections to raise and had supported the proposals in principle.*

The Clerk further advised that the *Council had considered that Wiltshire Council should be advised that the area generally suffered from speeding traffic at National speed limit and considering residential safety, consideration should be given to lowering this to 30 mph as part of the proposals.*

With this in the mind **the Council agreed that their views should be forwarded to the Planning Inspectorate who were conducting the Appeal process.**

19/088 **FINANCE** The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments :**

Cheque No

100639	Digiprint. Newsletter costs. Inv DIGI-12060	23.01.20	£ 55.80*
100640	WALC. N. Planning Training. Inv WALC3730.	29.01.20	£ 156.00
100641	Land Registry Costs £14.00. Reimbursement Mrs S Eaton		£ 14.00
100642	Idverde Ltd. Inv GM776774 Grass/Path Maintenance		£ 3,097.99
100643	Idverde Ltd. Inv GM776775 Grass/Path Maintenance		£ 431.76
100644	Idverde Ltd. Inv GM776776 Grass/Path Maintenance		£ 431.76
100645	Community Heartbeat Trust. Inv 5417 Defib battery.	14.02.20	£ 282.00

\* Cheque for £55.80 made payable to Mr V A Vines as petty cash reimbursement

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

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

c) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 13<sup>th</sup> February 2020 were:

HSBC Main Business A/c No 31545043	£ 19,494.48
HSBC Reserves A/c No 21545078	£ 55,686.33
HSBC Charities A/c No 71545051	£ 763.76
HSBC Defibrillator A/c no 51563041	£ 456.10

19/089 **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, including white lining requirements. The Council had been notified that at the present time there was no forward calendar of Parish Steward visits as they were involved in an increased pothole repairing programme and assisting with the hazard conditions being experienced. 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 January 2020 Newsletter. The date for the Annual Highways Meeting at Monkton Park Offices on the 4<sup>th</sup> May 2020 7.00pm to 9.00pm was advertised and Member's attendance would be worthwhile to gain information on the future Streetscene Service. **(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) The Ridings – School Traffic. A Parishioner had raised the issue of inconsiderate parking and nuisance caused. The Council acknowledged that circumstances often occurred that enforcement regulations were, or would be, ineffective and that it was the responsibility of drivers to keep in mind the interests of all highway users and residential amenity. Unless the School had, or could, introduce some overseeing/management arrangements, possibly by the use of volunteers during School delivery and pick up times the Council was at a loss to suggest any measures that might/could assist.

b) White Lines – Re-painting. A Parishioner had raised the issue of re-instating highway white lines, particularly citing vehicles consistently encroaching over white lines impairing views and causing issues for deliveries and emergency services. Being a Wiltshire Highways function the Council had already advised Wiltshire Council of the Parish needs and it was now in their hands. As in the case of bad parking and driving generally the Council was mindful that it was the responsibility of drivers to keep in mind the interests of all highway users and residential amenity.

c) Highway Signage. Pursuant to Minutes 19/079 (a) and (b). The Clerk advised that he was investigating the provision of signage as

replacements for those missing or damaged. Having viewed an existing sign it had been noted that the wall sign, in cast iron, was worded, (NO PARKING THIS SIDE BY ORDER OF THE PARISH COUNCIL) and acknowledging that this may have no legal standing **the Council agreed that** the new signs should be in cast iron and contain similar wording. However, the "Polite (no parking) Notice" erected by the Council that had been vandalized and needed replacing would still be replaced in heavy gauge aluminium.

- d) Footpath Bollard. Pursuant to Minute 19/079 (a) The issue of the highway footpath from No 79 Kington St Michael to the Jolly Huntsman, where vehicle parking on the pavement caused damage and obstruction was considered further and although the Council had considered the provision of bollards some years previously that had not been acceptable to Wiltshire Highways they felt that a single appropriately placed bollard could possibly solve the problem. The matter would be further discussed with Wiltshire Highways.

#### 19/090 UPDATE ON STANDING ITEMS

- a) Recreation Ground –
  - i) QE2 Recreation Field Group. It was understood that the Group would be meeting soon to finalise the installation requirements of new play equipment and various other works. **(noted)**
  - ii) QE2 Recreation Field Maintenance. The Clerk reported that Idverde would soon complete the installation of the new entrance gates incorporating the steel post sockets. The inclement weather had further delayed the work. **(noted)**
- b) Notice Boards – The Clerk advised that it was now essential to replace Notice Boards, particularly at The Ridings. Mrs M Pratley had now warned the Council about its' deterioration and he would provide additional information and costs to a future Council Meeting. **(noted)**
- c) Flooding & Drainage – There were no issues raised that had not been raised previously. Cllr R Sealy advised that although he still had five flood warning signs in his possession that he wished to return to Wiltshire Council, because of the inclement weather he had deployed these in various flooding locations. **(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 a Highway Consultant who was now assessing the project and costs. **(noted)**
- h) Kington St Michael Village Hall – The Village Hall had advised that they felt that a Defibrillator Training Session would be well supported and had suggested

some dates when the Hall would be available to hold the Training Session. These had been forwarded to the S W Ambulance Trust for confirmation of the most acceptable date for their Trainer. The Clerk advised that in the knowledge of the several available Hall dates, once the S W Ambulance Trust had confirmed their date he would use the other dates to confirm a Council Member Training Session with WALC. It had been noted that the Old Village Hall was empty and seeking a new tenant. Cllr I Gray advised that the Hall Trustees had this process in hand. **(noted)**

- i) Wiltshire Council Chippenham Area Board and Parish Forum: A Chippenham Area Board Meeting was held on Monday 3<sup>rd</sup> February 2020 at 7.00pm in Sheldon School, Chippenham. The next Area Board Meeting would take place on Monday 23<sup>rd</sup> March 2020 at 7.00pm in The Yatton Keynell Village Hall, Biddestone Lane SN14 7EJ. A Chippenham Community Area Parish Forum would take place on Wednesday 26<sup>th</sup> February 2020 at 7.30pm in St Peter's Church Meeting Room, Lordsmead, Chippenham SN14 0LL. 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 Council Meeting. Cllr Newton and Mr J Hall had attended the WALC Neighbourhood Planning Training on the 4<sup>th</sup> February 2020 and reported that it had been useful. The Steering Group would be meeting on Monday 24<sup>th</sup> February 2020 and would be taking advice from Place Studio Limited who had been introduced to them through contacts at Seagry Parish Council. He was pleased to advise that a replacement Secretary for the Steering Group had been found with Cllr Mrs E Hocking offering her services. **(noted)**
- k) Kington St Michael Emergency Plan – The Clerk advised that he had been in contact with Cllr A Cole, the Council Lead Member on the Review of the existing Plan and that there was an intention to use the Emergency Plan Template provided 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. There was a need to submit an article explaining the Council's Budget 2020-2021 and after discussion the Clerk was asked to prepare a suitable article. **(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. She had completed the research project to determine the status/ownership of the road and had submitted a challenge to the Wiltshire Council Highways Records in early February 2020. The next stage was the submission of an application for a Definitive Map Modification Order (DMMO) to seek recognition of higher vehicle rights. The formal application was ready and would be submitted on the 21<sup>st</sup> February 2020. Cllr Mrs Eaton advised that all landowners, with an interest in the road, would be notified at the same time. Since the (DMMO) application would be allocated a higher priority if supported by user evidence, Cllr Mrs Eaton would be seeking supporting statements from all users of the road. To assist this process, Posters, a Website article and a Newsletter article would be used to raise awareness and to secure help from residents and visitors to the village. **(noted)**

- i) Registry of Land and Buildings. Pursuant to Minute 19/080 (n) (i). The Council had agreed that for long-term security land ownership matters should be resolved. Cllr Mrs S Eaton advised that on the Council's behalf she had now instructed Batt Broadbent, Solicitors, to commence the Registration of both Village Halls. **(noted)**
- o) Community Safety/Neighbourhood Watch. There was no update. **(noted)**
- p) Data Protection. GDPR - There was no update. **(noted)**

#### 19/091 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 12<sup>th</sup> February 2020 in the Chippenham Town hall. The Council had not been advised of the date and venue of the next Meeting. **(noted)**
- b) Wiltshire Council - Briefing Note No 20-04. The Council noted receipt of a Briefing Note in regards to the Wiltshire Site Allocations Plan - Receipt of Inspector's Report. **(noted)**
- c) Buckingham Palace Garden Party – 27<sup>th</sup> May 2020. The Council had been advised that the Council nominations were unsuccessful in the WALC County draw for this Year's Royal Garden Party. **(noted)**
- d) The Nymph Hay Wood Management Plan. The Woodland Trust Site Manager (Wiltshire and North & East Dorset) had undertaken a 5-year review of the management of the site and had requested any comments by Thursday 5<sup>th</sup> March 2020. The Council was impressed by the Management Plan and fully supported the forward program, including the public access arrangements. The Clerk would write to confirm this.
- e) Community Area Transport Group (CATG). The Council had been notified that the next CATG Meeting was to take place on 18<sup>th</sup> February 2020 in Monkton Park Council Offices, Chippenham. Cllr Mrs S Eaton had attended on behalf of the Council and updated Council Members on discussions. It appeared that it was important to be seen and heard at the CATG and other Area Group meetings to support and promote local areas of concern. **(noted)**
- f) Wiltshire Council - Briefing Note No 20-05. The Council had received a Briefing Note in regards to the Community Area Transport Groups (CATGs) – Survey ending Wednesday 12<sup>th</sup> February 2020. Council Members had been previously circulated with the Briefing Note in order for the "survey link" to be followed, and any comments made during the consultation period. **(noted)**
- g) Wiltshire Council - Briefing Note No 20-06. The Council noted receipt of a Briefing Note in regards to the Young Carers Awareness Day – 30<sup>th</sup> January 2020. Council Members had been previously circulated with the Briefing Note so that they were aware of the Day's event/s. **(noted)**
- h) CPRE Wiltshire- Best Kept Village Competition 2020. The CPRE had written to all Wiltshire Towns and Parishes regarding this year's Competition. The Council had previously declined the invitation to enter. The communication was not the invitation to enter but to provide information for those who had not taken part in the past and might re-consider. **(noted)**
- i) Wiltshire Council - Briefing Note No 20-09. The Council noted receipt of a Briefing Note in regards to the Changes to Kerbside Recycling Collections throughout Wiltshire. **(noted)**
- j) Parish Defibrillators. The Council held the funds raised by volunteers in a separate bank account. The Parish had originally purchased defibrillators from

the Community Heartbeat Trust and owning them needs to pay for all maintenance costs. A recent purchase of a new battery for one of the defibrillators would further deplete the funds held in the Defibrillator Bank A/c. The matter was raised for Members information at the Meeting as, unless there was significant local fundraising specifically towards defibrillators, there would be a need for the Council to ensure that the defibrillators were maintained to the required standard for the community's benefit. The Council acknowledged the position. **(noted)**

- k) Street Lighting at Night – 2 Rose Cottages. The Council had recently considered a request for a streetlight to be disconnected/turned off and agreed that it should be retained. Minute 19/081 (i) referred). Since that decision the Council had been requested by another Parishioner to consider the issue of street lighting generally. The Council was reminded that an energy saving survey was carried out in the village in 2010/11 when it was decided that peripheral lights could be switched off at night (around midnight/1.00am), but that ones through the main street should remain on. A plan was provided again showing lights marked in yellow that could be switched off and those in pink to remain on for safety reasons. Wiltshire Council now had a policy to change all lights to LED. The Council agreed that it was important that the main street lights should remain on throughout the night but felt it was noticeable that the LED lights were much brighter than those replaced. With this in mind the Council wondered if it was feasible for the new light to be dimmed, rather than turned off between the hours of 12.30am to 5.00am and the Clerk was asked to contact Wiltshire Council to seek their views.
- l) Memorials to Former Council Members. There is no update. **(noted)**
- m) FOSMAA (Friends Of St Michael And All Angels). A request for grant funding had been received from a Committee Member of FOSMAA. No grant figure required was specified and it appeared that any funds would be added to an overall target figure that was required to allow the project to proceed. The Clerk had circulated a briefing note on Section 137 spending powers and the difficulties involved with religious building funding, particularly for structural work and the limitations on yearly spending amounts being limited to a set figure multiplied by electoral numbers, the result of which only allowed small funding each year, that normally had to be spent by the recipient within that year or possibly returned. The Council was mindful that FOSMAA was a secular group promoting a project within the Church for community use and this would need to be taken into consideration when any application was considered. The Council whilst supporting all community projects in principle was mindful that unless there was a chance of any one off project proceeding and potentially completed before the end of the Council Year (31<sup>st</sup> March 2020) then it would not be prudent to consider the matter further at this time. **The Council agreed that they would welcome the applicant submitting a request for grant funding for a specific purpose rather than a general fund in the next financial year.**
- n) WALC – Neighbourhood Planning Training. Cllr Newton and Mr J Hall had attended the WALC Neighbourhood Planning Training on the 4<sup>th</sup> February 2020. **(noted)**

#### 19/092 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

The Council had been notified that the Noughts and Crosses Game Board at the Recreation Ground had blown down in the recent high winds. The wooden supports had snapped off at ground level but had left jagged wood splinters that could be dangerous. The Clerk would ask Idverde to re-erect the Game Board when installing

the new entrance gates and in the meantime when visiting the Recreation Ground to level off or dig out the offending supports.

There were no further issues raised.

**19/093 DATE OF NEXT MEETING**

The next Council Meeting was scheduled for **7.30pm, Thursday 19<sup>th</sup> March 2020** in Kington St Michael Village Hall.

Signed:

Chairman, Kington St Michael Parish Council

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