

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES Virtual Council Meeting held at 7.00pm

18<sup>th</sup> March 2021

Present: Cllr G Gamble (Chairman), Cllr Mrs E Hocking, Cllr J Newton (Vice Chairman), Cllr W Roe and Cllr R Sealy.

Also Present: Mr Alex Hall and Mr Ian Pitman, members 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**

- a) Alex Hall updated the Council on his campaign to Register The Plough Inn, Kington Langley as An Asset of Community Value. A later agenda item related to a request for Parish Council support for the proposal.

There were no further Questions.

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

There were no Reports.

#### **20/045 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs S Eaton, Cllr I Gray and Cllr P Macdonald. Apologies were also received from Wiltshire Councillor H Greenman who had to attend a Meeting elsewhere.

#### **20/046 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

Cllr Mrs E Hocking indicated that she would need to declare an interest in Planning Application referenced 21/01627/FUL.

There were no further Interests declared.

#### **20/047 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 18<sup>th</sup> February 2021. **Cllr J Newton proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY**

20/048 **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) 21/00811/VAR

Variation of Condition 1 of 18/00310/FUL Relating to Opening Hours  
Kington Café, 13 Kington St Michael, Nr Chippenham, Wiltshire SN14 6JB  
For Miss Lisa Tuck

Following consideration of the application **the Council resolved that there were no objections to the proposals.**

**Cllr J Newton proposed, Cllr Mrs E Hocking seconded and RESOLVED UNANIMOUSLY**

b) 21/01627/FUL

Construction of Stone/Oak Frame Garage Comprising of Workshop/Garden Storage, Carport (with addition of woodstore) and Office Space Above Workshop  
Mayfield, 98 Stubbs Lane, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HY  
For Mr Matthew Hocking

Cllr Mrs E Hocking declared an interest in the application and took no part in the consideration and decision-making.

Following consideration of the application **the Council resolved that there were no objections to the proposals.**

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

**Planning General:**

There were no matters to report or issues raised.

20/049 **FINANCE** The Council considered financial matters.

a) **Payments to make:** The Council considered and approved the following Payments:

Idverde Ltd. grounds maintenance 01-31/01/21 Inv GM801005		£ 431.76
Idverde Ltd. grounds maintenance 01-28/02/21 Inv GM800671		£ 431.76
Clerks Expenses. Mr V A Vines Year 2020-2021	11.03.21	£ 994.05
Clerks Net Salary Mr V A Vines Year 2020-2021	11.03.21	£ 3,750.66
Clerks HMRC Year 2020-2021 PAYE	11.03.21	£ 937.66
M P Singer. Rec Ground/Gates & Hardstanding Inv 30225 02.03.21		£ 3,391.08
Information Commissioner. Data Protection Reg. 21/22	11.03.21	£ 40.00
Mr Clive Grace. QE2 Capital purchases reimbursement	17.03.21	£ 324.29

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

- b) **Payments made:** The Council noted the following Payments had been made since the last Council Meeting: **(noted)**

KSM Community Shop. Section 137 Grant	18.02.21	£ 1,000.00
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- c) **Receipts:** The Council noted the following Receipts since the last Council Meeting. **(noted)**

HSBC Main Business A/c No 31545043 Fee Refund	11.02.21	£ 1,008.27
Wiltshire Council Grant Aid. Kickwall Project	11.03.21	£ 2,000.00

- d) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 12<sup>th</sup> March 2021 were:

HSBC Main Business A/c No 31545043	£ 38,606.40
HSBC Reserves A/c No 21545078	£ 45,725.15
HSBC Charities A/c No 71545051	£ 764.34
HSBC Defibrillator A/c no 51563041	£ 851.46

#### 20/050 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, the Council Link Member, continued to report all works identified and pursued the Wiltshire Council on outstanding matters. Parish Steward visits were scheduled for 15<sup>th</sup> March, 13<sup>th</sup> April and 12<sup>th</sup> May 2021. **(noted)**

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

- i) The Idverde Limited maintenance contract. There was no update. **(noted)**

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

- i) Tor Hill crossroads and white lining update. The matters were still outstanding. **(noted)**
- ii) Advisory Pedestrian Crossing update. The issue had been directed to CATG for consideration. **(noted)**
- iii) Tor Hill Footpath. A Parishioner had raised the issue of the condition of the existing Tor Hill footpath, particularly in regards to the steep gradient leading from Magpie Cottage to the field path. Council Members were aware of the circumstances that exist resulting from the need to complete the original capital project within a time limited grant-funding period. It was acknowledged that this was an issue that needed a solution and could be considered when investigating the Tor Hill Footpath project. In the short term the easiest solution could be a warning sign at both ends of the path to advise users of the need to negotiate the steep gradient at the Magpie Cottage end. **(noted)**

## 20/051 UPDATE ON STANDING ITEMS

- a) Recreation Ground –
- i) QE2 Recreation Field Group. The Field remained open subject to social distancing requirements. Cllr Mrs E Hocking briefly reported that a number of projects remained under consideration, including the repair and upgrade of the Kick-Wall and the provision of a mirror image Kick-Wall. Area Board grant funding had been received towards the cost of the project. **(noted)**
  - ii) QE2 Recreation Field Capital Works. The Cone Climber and concrete Table Tennis Table were being well used. **(noted)**
  - iii) QE2 Recreation Field Maintenance. Weeding had now been completed. It was expected that the Leylandi boundary hedge (tree line) cutting would commence soon. (Minute 20/31 (a) (iii) refers. **(noted)**
  - iv) QE2 Recreation Field Maintenance. – Installation of New Entrance Gates. The works were now completed. **(noted)**
  - v) QE2 Recreation Field RoSPA Report 2020. Works identified were still being addressed. To assist the Council's Children's Play Ground workforce battery operated power tools had been purchased. Regular local inspection was being carried out. **(noted)**
- b) Notice Boards – There was no update required. **(noted)**
- c) Flooding & Drainage – There were no issues raised. **(noted)**
- d) Parish/Community Website/Social Media – A later agenda item referred to the need to upgrade the existing website and further options. **(noted)**
- e) Tor Hill Footpath Project – There was no update on this occasion. **(noted)**
- f) Kington St Michael Village Hall – There was no report on this occasion. **(noted)**
- g) Kington St Michael Neighbourhood Plan – There had been no further progress, but the Steering Group was now aware of the implications, as a designated Large Village, of the potential housing numbers required in the Wiltshire Local Plan Review covering the period to 2036. **(noted)**
- h) Kington St Michael Emergency Plan – There was no report on this occasion. **(noted)**
- i) Village Newsletter – The Coronavirus epidemic continued to create implications for the present Editor and delivery team. **(noted)**
- j) Council Award Scheme – There was no update. **(noted)**
- k) Asset Register – There remained a need to regularly update the Register. **(noted)**
- l) Insurance – There remained a need to regularly update the Council insurance. **(noted)**

- m) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU) including the Registration of Land and Buildings. Cllr Mrs S Eaton had become unwell earlier in the day and had been unable to attend. She had however provided a brief update for the Meeting referring to the fact that as the determination (9<sup>th</sup> March 2021) deadline had passed she had proceeded with the Secretary of State appeal procedures and that it had been acknowledged and Wiltshire Council had now been invited to indicate its' reasons for non-determination to date. Council Members wished her a speedy recovery and placed on record their appreciation for all she had done on this project. In regards to the Registration of Land and Property Cllr G Gamble reported that he had still to arrange an on-site meeting with Mr N Farr to discuss historic boundaries. **(noted)**
- n) Community Safety/Neighbourhood Watch: Cllr Mrs E Hocking reported that incidences of dog stealing during the Covid Lockdown were becoming more widespread and information was being provided on Facebook for local dog owner's knowledge. **(noted)**
- o) Data Protection. GDPR – There was no update required. **(noted)**

## 20/052 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) Asset of Community Value - The Plough Inn, Kington Langley. At the last Council Meeting a Parishioner had advised the Council that consideration was being given by a volunteer group to make application for the Registration of The Plough Inn as an "Asset of Community Value". Several attendees that evening had offered to support the proposal if approached. The application had now been submitted and the Parishioner now asked if the Parish Council could support the proposal. Following consideration **the Council resolved to support the proposal. Cllr J Newton proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**
- b) WiltshireOnline – High Speed Broadband – Gigaclear. The Gigaclear Community Engagement Officer, Christopher Morris, had regularly updated the Council since the last Council Meeting on progress and timescales. **(noted)**
- c) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum. There had been no Meetings of the Area Board or the Area Parish Forum since the Council had last met. **(noted)**
- d) Pavement Parking-Options for Change. The Council had agreed to continue with the installation of a Glasdon Manchester Bollard. The Clerk had asked Wiltshire Council for advice and they had now confirmed that any licensed contractor that had £10million (minimum) liabilities insurance with Street Works Accreditation could work within the highway and would be acceptable. To comply with Standing Orders there would be a need to seek 3 quotations from approved contractors and the opportunity would be taken to invite those contractors being approached by neighbouring Parishes who were carrying out capital work projects. Cllr Mrs E Hocking agreed that she would accept local delivery of the bollard from Glasdon. **(noted)**
- e) Dog Poo Bins. The Council had agreed to continue with the installation of a dual-purpose litterbin and a separate sack dispenser. Cllr Mrs E Hocking agreed that she would accept local delivery from Glasdon. It was likely that the Council's Children's Play Ground workforce could install. **(noted)**
- f) CPRE Wiltshire Best Kept Village Competition 2021. The Council had received advanced notification that the BKVC was to take place this year at the last

Meeting. The entry invitation had now been received. Following consideration the **Council agreed not to enter the Competition. Cllr G Gamble proposed, Cllr R Sealy seconded and RESOLVED UNANIMOUSLY**

- g) Parish Council Meeting Dates 2021-2022. Council Members had been circulated with the Council Meeting dates for the first year of the new Council term of office, including Parish Meetings, so that they were publicly available prior to the Election period. There was nothing to stop the Council re-considering the dates at their Annual Council Meeting on the 20<sup>th</sup> May 2021. It was noted that, at the present time, as from the 7<sup>th</sup> May 2021 Virtual Council Meetings were no longer permissible and the Council was expected to return to face-to-face Meetings. However, this created a problem for the Council, because the Village Hall was not re-opening until the 1<sup>st</sup> August 2021. The consideration of a Meeting place would have to be considered at the next Council Meeting when updated Covid restriction/relaxation news could be available. **(noted)**
- h) Kington St Michael Parish Council Website. For a period of time there had been a requirement to comply with GDPR and new transparency and access rules for the existing Community website. The Council funded the website and it had been well managed and met the local community's needs. There was a need to comply with up to date legal requirements. The existing website needed to be redesigned and upgraded. The preference was for the existing website to remain, with minor adjustments and that the Parish Council should have its own Government Domain website. The Council would then have a gov.uk address and the Clerk and Council Members would have similar gov.uk email addresses rather than their private email addresses, conforming to GDPR Rules. The Council noted the cost of creating a new website, the Gov.uk domain registration, yearly hosting costs, etc and a local company with Parish Council experience would be employed. When operational, Parishioners visiting the Community website looking for Parish Council information would be redirected to the new Parish Council website. **The Council agreed to create a new Parish Council website. Cllr Mrs E Hocking proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**
- i) Wiltshire Council Briefing Note No 21-04. The Council had received a Briefing Note in regards to the Management of Council Business and Publicity during the pre-election period. **(noted)**
- j) Solar Farms/Battery Energy Storage Systems-Local Planning Policy. The Council had been approached to join a campaign by several local Parish Councils faced with large-scale proposals to ask Wiltshire Council to urgently formulate a coherent policy that addressed the cumulative effect of piecemeal proposals to the detriment of the rural areas. **The Council agreed with this approach but stressed that any controls should not disrupt the long-term efforts on renewable and low carbon energy. Cllr Mrs E Hocking proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

#### 20/053 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

#### 20/054 DATE OF NEXT MEETING

The date of next Council Meeting was scheduled for **7.00pm, Thursday 15<sup>th</sup> April 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.

The date of the Annual Council Meeting followed by a Full Council Meeting was scheduled for **7.30pm, Thursday 20<sup>th</sup> May 2021**. These would be the first Meetings of the new Council, elected on the 6<sup>th</sup> May 2021.

Signed:

Chairman, Kington St Michael Parish Council

Date: **15<sup>th</sup> April 2021**