

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Virtual Council Meeting held at 7.30pm

20th May 2021

Present: Cllr G Gamble (Chairman), Cllr Elizabeth Allen, Cllr A Hall, Cllr Emily Hocking (Vice Chairman), Cllr P Macdonald, Cllr J Newton 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 was pleased to have been re-elected as the Wiltshire Council Kington Division Member on the 6th May 2021 and looked forward to working with the Council again over the next 4 years. He reported that, amongst his other Council duties, at the Wiltshire Council Annual Meeting he had been elected as Chairman of the Strategic Planning Committee.

There were no further Reports received.

21/012 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

21/013 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

Cllr A Hall declared an Interest in all matters involving the Asset of Community Value application for The Plough Inn, Kington Langley.

There were no further Interests declared.

21/014 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 April 2021. **Cllr P Macdonald proposed, seconded Cllr W Roe and RESOLVED UNANIMOUSLY**

21/015 **PLANNING**

Planning Applications: Prior to the consideration of the Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

- a) PL/2021/03026 – Householder Application
Extensions to Dwelling and Detached Garage
Trade Winds, Malmesbury Road, Kington Langley, Nr Chippenham, Wiltshire
SN14 6BQ
For Mr E Lamming

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

Cllr P Macdonald proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

Planning General: The Council received notification of Planning Decisions received and other Planning related Matters.

- a) 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 **Approved with Conditions 12th April 2021**
- b) 20/04812/FUL
Change of Use of Land from Agriculture to Mixed Use Agriculture, Stationing of One Residential Caravan and Storage of Machinery (Retrospective)
Lakeside Park, Kington Lane, Stanton St Quinton. SN14 6HE
For Mr K Stinchcombe **Approved with Conditions 3rd September 2020**

The Council had become aware on the 4th May 2021 that a potential situation of non-compliance with the Conditions was/could be occurring. The Parish Council was not an Enforcement Authority and the Wiltshire Council Enforcement Officer had been informed of the concerns. Cllr P Macdonald briefly updated the Council on what he understood to be the present position. **(noted)**

21/016 **FINANCE** The Council considered financial matters.

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

Idverde Ltd. grounds maintenance 01/04/21-31/04/21	Inv GM805944	£	431.76
Vision ICT Ltd. Website hosting+support (07/21 to 06/22)	Inv 13060	£	270.00
Community First Trading. Zurich Insurance Renewal 01.06.21+IPT.		£	933.54
Community First Membership Renewal 2021-2022		£	40.00

Cllr J Newton proposed, Cllr Emily Hocking seconded and RESOLVED UNANIMOUSLY

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

Mr C Grace. Recreation Field/Play Ground reimbursed costs 10.05.21 £ 245.20

- c) **Receipts:** The Council noted the following Receipts since the last Council Meeting. **(noted)**

Wiltshire Council Parish Precept 20/21 (part) 22.04.21 £ 21,496.66

- d) **Bank Accounts:**

The Council noted that the Council's Bank Account balances at 12th May 2021 were:

HSBC Main Business A/c No 31545043	£ 47,199.54
HSBC Reserves A/c No 21545078	£ 45,725.92
HSBC Charities A/c No 71545051	£ 764.36
HSBC Defibrillator A/c no 51563041	£ 851.48

- e) **Annual Governance and Accountability Return Year Ending 31st March 2021**

The Council last year (2019/2020) had been required to submit an Annual Return to the External Auditor, PKF Littlejohn LLP, to carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This was because although Council spending was below the £25,000.00 threshold, Council income had exceeded the threshold. Parish Councils could still apply for a Certificate of Exemption from the external requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31st March 2021. The Parish Council spending and income for Year ending 31st March 2021 exceeded the thresholds with approximate figures of £45,498.63 and £49,259.00 respectively. A Receipts and Payments spreadsheet would be presented for consideration and approval at the next Council Meeting.

In these circumstances, the Parish Council needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales. The Annual Return Part 3 documents were circulated for information and would need to be completed at the next Council Meeting. **(noted)**

21/017 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. The Parish Steward visit scheduled for 12th May 2021 had been cancelled. Wiltshire Council had not provided the future visit Calendar to date. Cllr Macdonald updated the Council on various outstanding works that now included works to Cherry Trees impinging on BT phone lines at The Ridings. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

- i) The Idverde Limited maintenance contract. No records were available on visits to maintain the Rights of Way during the Covid-19 Lockdown year. It was suggested that a reduction in costs should be claimed for the year. **(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 and Cllr P Macdonald advised that Wiltshire Highways had indicated that this would now be best left until the completion of all works by the Utility companies including Gigaclear that could require highway re-surfacing. **(noted)**
 - ii) Advisory Pedestrian Crossing update. The issue had been directed to CATG for consideration and it was important that the Council was represented at the next Meeting now scheduled for 1st June 2021. The Council would advise Fiona Twisse of the Meeting arrangements when details were available. **(noted)**

21/018 UPDATE ON STANDING ITEMS

- a) Recreation Ground –
 - i) QE2 Recreation Field Group. Cllr Emily Hocking advised that with the relaxation of Covid-19 restrictions a number of fund raising events were now being planned, including a Family Fun Day and a Progressive Supper. The Kington Club was also planning to hold a Festival. **(noted)**
 - ii) QE2 Recreation Field Capital Works. Improvement works to the Kick Wall area were to commence soon. **(noted)**
 - iii) QE2 Recreation Field Maintenance. The Leylandi boundary hedge (tree line) cutting had been delayed until the Autumn to avoid any damaging affect on the wild bird population. **(noted)**
- b) Notice Boards – There was no update required. **(noted)**
- c) Flooding & Drainage – There were no issues raised. **(noted)**
- d) Parish/CommunityWebsite/Social Media – The new Council website was still in the design process. Photographs had been requested and Council Members were asked to search for suitable views of the Parish and buildings. Parish Council Membership details were required (photo, address, telephone number and email address) for inclusion. **(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 was no further progress to report, although a Steering Group meeting was being arranged. **(noted)**
- h) Kington St Michael Emergency Plan – There was no report. **(noted)**

- i) Village Newsletter – There had been no change in circumstances since the last Council Meeting. **(noted)**
- j) Council Award Scheme – There was no update. **(noted)**
- k) Asset Register – The Council had agreed to update as necessary. **(noted)**
- l) Insurance – The Parish Council Insurance Policy had been renewed earlier. **(noted)**
- m) Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU) including the Registration of Land and Buildings. Mrs S Eaton would retain her role in leading this project. She had advised that the appeal process through the Planning Inspectorate for non-determination of the application was proceeding. 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: There was no update. **(noted)**
- o) Data Protection. GDPR – There was no update required. **(noted)**

21/019 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) WiltshireOnline – High Speed Broadband – Gigaclear. Cllr P Macdonald reported on the major issues of concern relating the works being carried out in the Parish and his latest discussions with the Gigaclear Community Engagement Officer and others. Further works would be taking place from the 29th May to 6th June 2021 that were likely to cause further major disruptions, diversions and access issues through the village. He reminded all of the importance of taking “before and after” photographs to argue for adequate reinstatement or compensation. **(noted)**
- b) Wiltshire Council – CIL Guidance. A revised Guidance Note for Parish and Town Council on receiving and use of CIL Funds for the year 2021/2022 had been received. **(noted)**
- c) Parish Council Meeting Dates 2021-2022. Council Members were aware that as from the 7th May 2021 Virtual Council Meetings were no longer allowed and the Council was expected to return to face-to-face Meetings. The Village Hall or any other location would need to be available to comply with social distancing requirements and safety. Covid-19 restrictions and relaxations are known but at this time it was difficult to hold any face-to-face Meetings, especially if a quorum of Members was not available to attend in which case a Virtual Meeting would still be necessary. Alongside this there was a restriction on attendance numbers and if all Council Members and the Clerk were in attendance this could exceed the numbers and would disallow the attendance of the Wiltshire Councillor and any member of the public with interests in the Meeting. It was also understood that alongside the face-to-face Meeting, arrangements would need to be made for the virtual attendance of others. It was understood that the Village Hall would not be open for bookings until 30th July 2021. Further updates would be provided in

due course. In the meantime the Council would continue to meet virtually, with proper public notification access arrangements and any and all decisions made in the interim would be retrospectively ratified at the Council's first face-to-face Meeting. **(noted)**

- d) Pavement Parking-Provision of Bollard. The Council had ordered/purchased a Glasdon Manchester Bollard. The Clerk advised that he had postponed delivery as the Council needed to invite tenders from Licensed contractors for potential costs of installation who must provide a method statement for the work and obtain details of any underground utilities. The Council needed to consider an exact location for the bollard, gain the approval from any near neighbours and the Highway Authority to ensure that all was in order before the work proceeded. The Council was supplied with a map of the area and the Council was requested to confirm an exact position. Following further consideration **the Council agreed that** it was necessary to install 2 bollards and the suggested positions were agreed. The Clerk would circulate a Map showing these for final confirmation. **(noted)**
- e) CATG. Advance Notification had been received from Wiltshire Council advising that the next meeting would take place as a Microsoft Teams Meeting on the ** 25th May 2021 10.00am to 11.50am. This was of particular interest to the Parish Council has the advisory pedestrian crossing could be raised. Cllr A Hall was now the Council's Link Member but Agendas and Notes would be circulated to all Council Members in case a deputy was required to attend. ** The date was subsequently changed to the 1st June 2021. **(noted)**
- f) Wiltshire Operational Flood Group North. Notes of their last meeting held on 17th March 2021 had been circulated. Notification had been received from Wiltshire Council, that the next meeting would take place as a Microsoft Teams Meeting on the 19th May 2021 at 10.00am. The Council was reminded that any flooding/drainage improvements/infrastructure, and the like, was considered by the Group and given a priority rating and that attendance to support issues raised by the Council would be beneficial. Further Group Meetings were scheduled for 21st July, 15th September and 17th November 2021. Cllr A Hall was now the Council's Link Member but Agendas and Notes would be circulated to all Council Members in case a deputy was required to attend. **(noted)**
- g) Emergency/Flood Plan. As previously reported 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 still a need to find a coordinator. At the earlier Annual Council Meeting Members had requested further details on the requirements. **(noted)**
- h) Asset of Community Value - The Plough Inn, Kington Langley. The Council had supported an application by a volunteer group, for the Registration of The Plough Inn as an "Asset of Community Value" albeit that the site was not within the Parish. On the 30th April 2021 the Council had been advised that Wiltshire Council had made the decision not to list The Plough as an Asset of Community Value. Cllr A Hall briefly updated the Council on the volunteer group's views on the decision and actions taken to date to move the matter forward for a review of the decision that was felt to be unjustified. There could be a need for another application to be submitted. The Council would be kept informed. **(noted)**

- i) Council Member Training. WALC (Wiltshire Association of Local Councils) had advised that they were running a number of “Councillor Fundamentals” training sessions open to new Councillors and existing Councillors seeking a refresher. It was necessary for the Council to book places so that the Council received the invoice. (cost was around £30.00 plus vat per place) Information, dates and times could be found by this website address: https://www.wiltshire-alc.org.uk/council_events/ Any Council Member wishing to attend any of the sessions would ask the Clerk to book a place. **(noted)**
- j) Parish Council Database. The Council considered how to involve Parishioners more in local matters to raise enthusiasm levels and to increase involvement and participation. To enable better engagement with the electorate some Councils had produced an email database, with GDPR restrictions, that allowed communication of newsletters, briefings, etc. It was suggested that a communications strategy ought to be considered, alongside existing communication through the website and Parish Newsletter. Following consideration **the Council agreed that** a communications strategy should be developed and would consider options on how to source Parishioners contact details for a Council held database. Suggestions were made that alongside any hard copy consultation the Parish Council could take the opportunity of using social media and web based facilities.
- k) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum. Members would be advised of upcoming Meeting dates as soon as they were available. Members had no issues to raise for the Agendas at the present time, although climate change and fly tipping would need to be addressed. **(noted)**

21/020 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Parish Council & Community Websites. The Clerk asked all Council Members to provide a photograph, short bio and contact details (address, telephone number, email address) for the public domain as soon as possible.
- ii) Council Member Retirement. The Clerk suggested that the Council may wish to consider if there was a need to mark the retirement of long standing Council Members at the recent Elections.
- iii) Queen’s Jubilee 2022. Cllr Elizabeth Allen suggested that the Council should consider how they might become involved in the Jubilee Celebrations occurring next year.

There were no further issues raised.

21/021 DATE OF NEXT MEETING

The next Council Meeting was confirmed as **7.00pm, Thursday 17th June 2021.**

Signed:

Chairman, Kington St Michael Parish Council

Date: **17th June 2021**