

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Virtual Council Meeting held at 7.00pm

15th July 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, 8 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

Mr Andrew Turner and Mr Allan Lamming representing owners of The Plough Inn and also The Down Gospel Trust, Kington Langley briefly explained their intentions not to re-open the Public House. They advised that since purchase in November 2020 work carried out had simply been intended to be a clean up exercise of the existing building and grounds. It was emphasised that they had no intention to sell the property or hidden agenda. The Trust welcomed the opportunity of explaining that they wished to be an asset to both Kington Langley and Kington St Michael Parishes, working together and with an open invitation to make use of their outreach work, which could cover anything from emergency planning to litter picking.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor H Greenman briefly reported that the following day, 18th July, there would be a virtual Briefing on the Future Chippenham proposals. He was aware that there was likely to be a significant reduction in housing requirement figures following public outcry on the original requirements. He provided an update on Strategic Planning Committee matters and was hopeful that a recent approval for development at West Ashton could indicate that a 5 year housing land supply was now available in Wiltshire.

There were no further Reports received.

21/032 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

21/033 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.

21/034 **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 17th June 2021. **Cllr W Roe proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

21/035 **PLANNING**

Planning Applications: Prior to the consideration of the Planning Applications, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. Written representations had been received from interested parties and circulated to Members prior to the Meeting. Further representations were received at the Meeting from Janette Armstrong and Jasmine Savage. Representations were also received from Harry Lopes, Owen Pike and Sophy Fearnley-Whittingstall on behalf of the Applicants.

a) PL/2021/05220

To Renew the Planning Permission for Existing Single Mobile Classroom
Kington St Michael C of E Primary School, The Ridings, Kington St Michael
SN14 6JE

For Mr Peter Slatford - Wiltshire Council

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

Cllr G Gamble proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY

b) PL/2021/06100

The Installation of a Solar Farm of up to 49.9MW of Generating Capacity, comprising of the Installation of Solar Photovoltaic Panels and Associated Infrastructure including Customer Cabin, Customer Substation, DNO Substation and Equipment, Inverter and Transformer Substations, Spare Part Container, Associated Battery Storage, Access Tracks, Fencing, Security Cameras, Landscape Planting and Associated Works

Land to the South of the M4 at Leigh Delamere, to the West of Leigh Delamere Motorway Services, Chippenham

For Eden LD Solar Ltd

Following consideration of the application **the Council resolved to raise no objections and supported the proposals.**

In reaching this conclusion the Council was mindful of the information provided with the application with particular reference to the landscaping proposals and also access arrangements from Leigh Delamere via the M4 and not the rural lanes/roads of the neighbouring Parishes. The Council wished to ensure that suitable Conditions were included in any permission given and that they would be well enforced by Wiltshire Council.

Cllr G Gamble proposed, Cllr Elizabeth Allen seconded and RESOLVED BY MAJORITY

- c) 20/11468/REM
Reserved Matters for Development Comprising the Erection of 37 Dwellings and
Associated Landscaping on the Land at North Chippenham
Land at North Chippenham, Hill Corner Road, West of A350 Chippenham
For BDW Trading Ltd

Following consideration of the application **the Council resolved to make no comment.**

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

- d) PL/2021/06901
Pollard 1 Willow Tree within Conservation Area
Hillside House, 94 Kington St Michael SN14 6HX
For Mr Alan Ingham

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

Cllr G Gamble proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

Planning General: Planning Decisions received and other Planning related Matters.

There were no matters reported.

21/036 FINANCE The Council considered financial matters.

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

Idverde Ltd. grounds maintenance 01/06/21-31/06/21 Inv 10809805	£ 431.76
Landscape Nursery Ltd. Quercus ilex tree purchase. Inv 25510	£ 199.45
Mr C Grace. Recreation Field/Play Ground reimbursement costs	£ 12.00
Groundwork UK. End of Year 31.03.21 grant return NPG-11572	£ 4,431.40

Cllr G Gamble proposed, Cllr Emily Hocking seconded and RESOLVED UNANIMOUSLY

- b) **Payments made:** The Council noted that no Payments had been made since the last Council Meeting. **(noted)**

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

KSM QE2 Field Group. Donation received	24.06.21	£ 1,000.00
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- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 9th July 2021 were:

HSBC Main Business A/c No 31545043	£ 48,199.54
HSBC Reserves A/c No 21545078	£ 45,726.69

HSBC Charities A/c No 71545051	£ 764.38
HSBC Defibrillator A/c no 51563041	£ 851.50

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

Pursuant to Minute 21/026 (e). The Council had agreed at the last Meeting that it was 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 had been because both income and expenditure exceeded the £25,000.00 threshold and they could not apply for a Certificate of Exemption from the external requirement.

The Parish Council had needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales. This had been completed including the Notice of Public Inspection period timescale 28th June – 6th August 2021. **(noted)**

21/037 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. He would ask if the Steward could assist in removing painted graffiti at the Recreation Ground. A Parish Steward visit was scheduled for 5th August 2021. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
 - i) The Idverde Limited maintenance contract. The QE2 Field Group had been asked to consider what maintenance requirements should be included in an updated contract. **(noted)**
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
 - i) Tor Hill Highway Surface. The work had been completed. **(noted)**
 - ii) Grass Verges. Concerns had been expressed by several Parishioners at the condition of grass verges, particularly at highway junctions. Wiltshire Council had recently issued a Briefing Note 21-11 and the Council considered these issues at a later Agenda item. **(noted)**

21/038 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. It was reported that a Community Orchard project was under consideration and advice had been sought. **(noted)** BBQ Area. Since the last Council Meeting the QE2 Field Group had volunteered to tidy up the BBQ area, including replacement of some burnt woodwork and repainting. They had asked that the Council support the cost of materials (£40.00 for wood, £25.00 for paint). The Clerk under delegated

powers had authorised a budget of £65.00 on the project to allow them to proceed with the work. **(noted)**

- ii) QE2 Recreation Field Capital Works. Works to the Kick Wall area would be completed soon. **(noted)**
 - iii) QE2 Recreation Field Maintenance. Advice was being sought on the condition of trees within the wooded area and the Woodland Trust would be contacted to check their own programme of inspection of areas outside of the Council ownership. **(noted)**
 - iv) QE2 Recreation Field Events. A Village event would take place on Saturday 22nd August 2021 and it was suggested that it could be beneficial if a Neighbourhood Plan and a Platinum Jubilee stand be present. **(noted)**
 - v) QE2 Recreation Field Notice Board. The Council had agreed that this was a sensible provision and the Clerk confirmed that the cost was being investigated. **(noted)**
- b) **Notice Boards** – There were no new issues raised. **(noted)**
- c) **Flooding & Drainage** – There were no new issues raised. **(noted)**
- d) **Parish/Community Website/Social Media** – The new Council website remained in the design process. Council Members were reminded that photographs had been requested and that they had been asked to search for suitable views of the Parish and buildings. Council Members were also reminded that 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** – Cllr Elizabeth Allen advised that a new caretaker was required and that this had been advertised. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – The Council held the grant funds on behalf of the Steering Group and there was a requirement to return any unused Groundwork UK grant at the end of each financial year. The grant could be re-applied for in the following year. Earlier in the Agenda the possibility of having a Neighbourhood Plan stand at the Village event, taking place on Saturday 22nd August 2021 had been raised. **(noted)**
- h) **Kington St Michael Emergency Plan** – The Wiltshire Council template had been circulated to Council Members. It had been accepted that there would need to be commitment to produce an up to date Plan and that a Lead Member would be required. The Council deferred consideration until Member Vacancies were filled when a Council Lead could be agreed. **(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** – There was no update required. **(noted)**

- l) **Insurance** – There was no update required. **(noted)**
- m) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. Mrs S Eaton had advised that there had been no change in circumstances since the last Council Meeting. In regards to the Registration of Land and Property Cllr G Gamble reported that no further progress had been made. **(noted)**
- n) **Community Safety/Neighbourhood Watch:** Following the Emergency Plan update it was hoped that volunteer area coordinators could be found. **(noted)**
- o) **Data Protection. GDPR** – There was no update required. **(noted)**
- p) **Queen’s Platinum Jubilee 2022.** Cllr Elizabeth Allen reported that efforts to form a Jubilee Group continued. Some interested parties had declined to become part of the Group. Progress had been made with Morrisons and Moto. A cake sale was planned to start fund raising. There was a need to open a bank account and difficulties on charity status and the like needed to be resolved. At this stage there was an intention to become part of the chain of Beacons to be lit at 9.15pm on 2nd June 2022. Earlier in the Agenda the possibility of having a Platinum Jubilee stand at the Village event, taking place on Saturday 22nd August 2021 had been raised. **(noted)**

21/039 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) **Parish Council Vacancies.** As a result of the Parish Council Elections held on 6th May 2021 the Council was aware that there were still 2 Council Member Vacancies. The Council could co-opt eligible and suitable applicants to serve for the remainder of the 4-year term. There would be a requirement to sign a Declaration of Office before any person co-opted could take up the position. There was still a need to seek candidates and, if suitable, agree to co-opt. The Clerk reported that he had received 2 enquiries from Parishioners who were now awaiting the Council to move the process forward. **The Council agreed that** having 2 interested parties was very good news and, as the Council would not meet again for some time, **agreed that** the Clerk be given delegated powers to offer the positions to the 2 parties and conclude the co-options.
- b) **WiltshireOnline – High Speed Broadband – Gigaclear.** The Council had been asked for views on the provision of a Community Hub. Previously the Council had suggested the Village Shop/Hall or the School. Gigaclear had recently advised that the Kington Club and Institute had made application to them. Following consideration **the Council agreed that** this was probably the better option and the Clerk would inform Gigaclear.
- 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 had been expected to return to face-to-face Meetings. The Village Hall would have needed to be available to comply with social distancing requirements and safety. It was understood that the Village Hall would be open for bookings after the 30th July 2021. Should the Covid-19 restrictions be removed on the 19th July 2021 this would allow the Council to re-commence face-to-face Meetings. It

was understood that alongside any face-to-face Meeting, arrangements may still need to be made for the virtual attendance of others. Some Council Members favoured virtual attendance. When the Council held its' first face-to-face Meeting an Agenda item would include the formal request for a decision to ratify all decisions made since the 7th May 2021. (noted)

- d) **Traffic Surveys.** Wiltshire Council had advised that with the lifting of Covid-19 restrictions they were aiming to resume traffic surveys from 21st June 2021. There was a backlog and some delays were to be expected. Traffic survey request information was circulated. **The Council agreed that** a survey in Fowlswick Lane leading to the Tor Hill crossroads should be requested that would identify and confirm the need for highway improvements and lowered speed restrictions.
- e) **Kington Langley Parish Council-Traffic Survey.** The Council had been approached by Kington Langley PC to consider supporting a survey request following complaints from residents of the Milk Marketing Board Cottages on the C154 highway from the A350 to KSM Village in regards to traffic speeds and increased levels of HGV traffic. The Council had been asked to provide any historic information on speed limits and any suggestions on how to approach the problems. Cllr Graham Trickey, Chairman of Kington Langley PC, was in attendance and updated the Council on his Council's latest position and they were requesting support for a joint approach to problems. The Parish Council was in total agreement that this and other problems associated with the C154, the Tor Hill crossroads and also into the village and that it needed solving through Wiltshire Highways and CATG. Cllr P Macdonald referred to his efforts to date in regards to road signage, road sign positions, white lining etc and there was a need for further effort in promoting the case. Further consideration would be given on how to proceed, particularly emphasising the recent accidents.
- f) **Community Speedwatch/Speed Indication Devices (SIDS)/Autospeedwatch.** The issue of traffic speeds throughout the Parish had become of increasing concern. Many nearby Parishes had trained volunteer Community Speedwatch Teams, regularly making a physical presence with speed gun recording and reporting. Recently some CSW Teams had progressed further by installing Autospeedwatch devices, which were in fixed positions constantly recording data for reporting. In addition mobile SIDS, such as the ElanCity Evolis radar speed signs, were now becoming frequently used. All of these local volunteer efforts led to convictions in some cases but also provided the statistics that support a case for a reduction in speed limits or other highway safety works. A Neighbourhood Alert Newsletter had recently been received in regards to a Police Community Speedwatch Enforcement Officer appointment. The Council wholeheartedly supported the need for action and agreed that the costs should be investigated further for the provision of both devices, together with community involvement requirements. The Clerk would circulate plans for the consideration of locations and investigate costs. **Cllr G Gamble proposed, Cllr P Macdonald seconded and RESOLVED UNANIMOUSLY**
- g) **Pavement Parking-Provision of Bollard.** Pursuant to Minute 21/029 (d). The Council had now agreed that two Glasdon Manchester Bollards were required and also the locations for the bollards. Council Members were to seek views and report any comments adverse or otherwise. Some concern had been expressed by The Jolly Huntsman wishing to ensure that no obstruction would be caused to delivery lorries. No adverse comment had been received. With this in mind **the Council agreed to move forward with the project.**

- h) **Community Area Transport Group.** CATG had met on the 1st June 2021. Cllr A Hall had attended on the Council's behalf. The Notes of the Meeting had been circulated at the last Meeting. Of particular interest to the Parish Council was the "advisory" pedestrian crossing. CATG would meet again, by Microsoft Teams on the 14th September 2021 at 10.00am. Helpful information had been received and circulated from the Traffic Engineering Team on Highway related matters generally. **(noted)**
- i) **Wiltshire Operational Flood Group North.** A Microsoft Teams Meeting had been held on the 19th May 2021. Notes of the Meeting had been received and circulated. The Council had been invited to raise Agenda issues. Further Group "Team" Meetings were scheduled for 21st July, 15th September and 17th November 2021. **(noted)**
- j) **Emergency/Flood Plan.** Wiltshire Council had reminded Parish Councils of the need to have an up to date Plan. It had been accepted that there was a need to be committed to produce an up to date Plan and that a Lead Member would be required. The Council deferred further consideration until all Member Vacancies were filled when a Council Lead could be agreed. **(noted)**
- k) **Asset of Community Value - The Plough Inn, Kington Langley.** The Council had supported, the application for the Registration of The Plough Inn as an "Asset of Community Value" albeit that the site was not within the Parish. Wiltshire Council had made the decision not to list The Plough as an Asset of Community Value. The Council had agreed to support any future application. A further application had been submitted, by Kington Communities Enterprise Limited and in order to meet the deadline for comments, as agreed, the Clerk had responded on the Council's behalf. The Council had received a briefing in the public session from representatives of The Down Gospel Trust the owners of the property. **(noted)**
- l) **Council Member Training.** WALC (Wiltshire Association of Local Councils) had advised that they would be running further "Councillor Fundamentals" training sessions open to new Councillors and existing Councillors seeking a refresher. This followed the "sell out" of the sessions held since the Elections. Council Members would be advised of dates when available. **(noted)**
- m) **Wiltshire Council - Briefing Note No 21-08.** The Council had received a Briefing Note at the last Meeting in regards to suggestions for improved or enhanced bus services in Wiltshire. The deadline for suggestions had been Wednesday 14th July 2021. Members had determined that individual responses should be submitted. Notwithstanding this the Council considered that the provision of public transport for the Parish should be considered further, as there were limitations on the existing service levels. The matter would be raised on future Agendas for further consideration.
- n) **Parish Council Database.** The Council had agreed the need to involve Parishioners more in local matters, to raise enthusiasm levels and increase involvement and participation. The Council had agreed that a communications strategy should be developed and would consider options. The Council discussed options and suggested that a start could be made by having a Parish Council stand at the Village event on Saturday 22nd August 2021. The Council would need to consider further methods of sourcing contact details.

- o) **Wiltshire Citizens Advice.** The Council had been requested to consider financial assistance. Council Members were aware of the valuable service that Citizens Advice provided. Following consideration the Council agreed that a Section 137 grant of £250.00 be given. **Cllr Emily Hocking proposed, Cllr Elizabeth Allen seconded and RESOLVED UNANIMOUSLY**
- p) **Wiltshire Council - Briefing Note No 21-10.** The Council had received a Briefing Note in regards to Democratic Meetings during the Pandemic. **(noted)**
- q) **Wiltshire Council - Briefing Note No 21-11.** The Council had received a Briefing Note in regards to Wiltshire Council Mowing Policy. While noting the good intentions in regards to wild life/flowers etc., Council was concerned that highway safety could be compromised, particularly throughout the rural areas at road junctions and where pedestrians sought verge refuge from traffic. Wiltshire Council should be mindful if this.
- r) **Council Member Retirement.** The Council had agreed to mark the retirement of former Councillor William A Isaac, known to all as Bill, who had served as a Parish Councillor for over 38 years. He had been consulted on what a suitable tribute might be and he had wished for a tree to be planted in his memory. The Council had agreed with this and after originally agreeing a site adjacent to the Tor Hill footpath, following advice on ground conditions, on the 1st July 2021 a presentation had taken place at the QE2 Field where a suitable site had been found. Bill had been able to attend together with family members and was able to see his chosen evergreen Holm Oak in-situ that had been planted by his long-life friend, Mervyn Singer, on the Council's behalf. The Council's Chairman had been in attendance and a short article for publication had been produced. **(noted)**
- s) **Chippenham Youth Theatre.** An approach had been made to the Council about the possibility of using some spaces in the village to run their Annual Summer School. Some children were residents in the village and they would love to use some locations around the village for their performance of "A Midsummer Night's Dream". The Village Hall was too small and an outdoor show could be accommodated on the QE2 Field. Residents would be invited to come along and see the Show running for two separate weeks from 2nd to 6th and 9th to 13th August 2021. **The Council readily agreed to the use of the QE2 Field for this purpose.**
- t) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on Monday 14th June 2021. The Minutes had been circulated. The next Meeting was scheduled for Monday 27th September 2021 at 7.00pm. The Community Engagement Manager had provided an "Introduction to Area Boards" briefing following the recent Elections. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- u) **Kington St Michael Parish Council Policies.** At the Annual Council Meeting, held on the 20th May 2021, the Council had agreed to consider any changes required to existing Adopted Policies at future Meetings. There was a proper process to be followed. Any changes proposed/suggested needed to be agreed by the Council and then finally agreed at the following Council Meeting giving time for reflection. It was normal practice, to ensure correctness, to follow national guidelines as far as possible. Two existing Council Policies were circulated, being the Parish Council's Standing Orders and the Parish Council's Code of Conduct. Both had followed national guidelines at the time of adoption with

small changes to accommodate local circumstances. Also circulated were the latest national templates in regards to both Standing Orders and Code of Conduct. There was a need to consider updating both Policies following the guidance given. **The Council agreed** with the Clerk's suggestion that he prepared updates for both Policies for Council Members consideration.

- v) **Wiltshire Gully Service.** The Council had recently been advised of tanker visits, the reporting process and the limitations for traffic management. Council Members were unaware of any specific locations and asked Cllr P Macdonald to submit any requirements.
- w) **Gambling Statement of Licensing Principles – Review.** Wiltshire Council had advised of its' obligations to review the Gambling Statement, every three years. A Consultation began on 12th July ending on the 22nd August 2021. They had advised that minimal changes were being proposed. The Council had no comment to make.
- x) **Wiltshire Council Weather Team.** The Council had been asked to undertake an audit of salt bins and to let the Team know which ones required refilling or replacing due to damage prior to the forthcoming winter. A further approach had now been made referring to the reintroduction of the PEAS equipment/salt process. Council Members were asked to consider requirements, including the provision of additional bins.
- y) **Wiltshire Council - Briefing Note No 21-12.** The Clerk advised that following Agenda publication the Council had received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process. This provided the opportunity of proposing highway improvements to submit to CATG. The issue of the C154 and Tor Hill crossroads could be an obvious candidate. The Council together with Kington Langley PC should consider this further as an approach to solve the significant problems.

21/040 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

21/041 DATE OF NEXT MEETING

The next Council Meeting was confirmed as **7.00pm, Thursday 16th September 2021.**

Signed:

Chairman, Kington St Michael Parish Council

Date: **16th September 2021**