

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

16th June 2022

Present: Cllr Gamble (Chair), Cllr Allen, Cllr Hall, Cllr Hocking (Vice Chair), Cllr Ingham, Cllr Roe and Cllr Twisse

Also Present: Mrs M Pratley, Wessex Water representatives Mr Jamie Prangle, Mr Simon Lauson and Mr Rob Dixon 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 reminded that the requested clearance of the Public Footpath growth/obstructions at The Ridings and Town Close remained outstanding.

There were no further Questions.

PRESENTATION: Wessex Water Mains Installation Scheme. The Council had been notified of a scheme with a planned duration of 22 weeks, requiring 3 road closures, in Grove Lane, Stubbs Lane and Allington Lane, and works in fields to the west of the village. Three representatives of Wessex Water were in attendance to provide information and answer questions. The works were being carried out using a phased approach to create minimum disruption, the first phase likely to be commenced in Grove Lane opposite the QE2 Field and lasting 12 weeks. There was an intention to leaflet drop and hold a drop in session for later stages so that all were aware of the works involved, potential road closures and timescales.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

22/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Macdonald and Cllr Newton.

22/23 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

Cllr 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.

22/24 **MINUTES** Members had previously been circulated with the Minutes.

- i) The Council received, approved and signed as a true record the Minutes of the Annual Parish Council Meeting held 19th May 2022. **Cllr Hocking proposed, Cllr Ingham seconded and RESOLVED UNANIMOUSLY**
- ii) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 19th May 2022. **Cllr Hocking proposed, Cllr Ingham seconded and RESOLVED UNANIMOUSLY**

22/25 **PLANNING**

Planning Applications: There were no applications considered.

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

- a) 20/09302/LBC
Retrospective Repairs to Existing Stone Boundary Wall and Lintel
Home Farmhouse, Kington St Michael SN14 6HX
For Mr R Squires

*Wiltshire Council had refused this proposal on the 30th July 2021. The applicant had submitted an appeal against the decision and the appeal had been allowed on the 1st June 2022. (noted)

22/26 **FINANCE** The Council considered financial matters.

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

Idverde Limited. grass cutting contract Inv 10843162	23.05.22	£ 431.76
Amberom Ltd. road closure signage. Inv CH414097	05.06.22	£ 216.00*
KSM Village Hall. Hire of Meeting Room x 3	30.05.22	£ 22.50
KSM C E Primary School. Inv KSM 202105	27.05.22	£ 120.40
Mrs L Durno. Website Management Contract 2022-2023		£ 700.00
Mrs J Puddy. Jubilee flower bed. Section 137 grant		£ 50.00
*payable to Mr V A Vines as reimbursement		

Cllr Roe proposed, Cllr Gamble 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 that there had been no Receipts since the last Council Meeting. (noted)
- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5th June 2022 were:

HSBC Main Business A/c No 31545043	£ 59,003.31
HSBC Reserves A/c No 21545078	£ 45,735.61
HSBC Charities A/c No 71545051	£ 764.55
HSBC Defibrillator A/c no 51563041	£ 851.69

e) **Annual Governance and Accountability Return Year Ending 31st March 2022**

The Council was advised that last year (2020/2021) they 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 had been because both the Council's spending and income for Year Ending 31st March 2021 was above the threshold where a Parish Councils could 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. A similar situation occurred for Year ending 31st March 2022 and the Parish Council could not apply for Exemption. The Parish Council was advised that spending and income for Year ending 31st March 2022 exceeded both of the thresholds, being £60,136.52 income reflecting around £9,861.00 grant income and £7,282.20 VAT reimbursement received in addition to the Precept of £42,993.32 and £38,296.86 expenditure reflecting around £12,603.91 capital works completed in the year. A Receipts and Payments Accounts spreadsheet was circulated for consideration and approval. However, in any case this year the Council had been randomly chosen (5% sample) for an Intermediate Review for Year 2021/2022.

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, completed and signed where appropriate by the Clerk and Chairman.

The Clerk advised that the Internal Audit had been carried out and no issues found. The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31st March 2022 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2022. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been circulated with the Year End 31st March 2022 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

Cllr Gamble proposed, Cllr Roe seconded and RESOLVED UNANIMOUSLY

22/27 **HIGHWAY MATTERS**

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. The requested clearance of the Public Footpath growth/obstructions at The Ridings and Town Close remained outstanding. Parish Steward visits were scheduled for 13th June, 11th July, 8th August and 5th September 2022. (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 would soon advise on future maintenance requirements. **(noted)**
 - ii) The Clerk reported that several Parishioners had reported that Rights of Way needed attention. Rights of Way clearance in normal circumstances was the responsibility of the landowner. Historically, some clearance had been taken by Wiltshire Council. However, with reduced services and new grass cutting schedules this no longer took place or only carried out on limited occasions. The Parish Council had already committed to maintain three Rights of Way under the Idverde Limited maintenance contract, being The Ham, The HaHa and Tor Hill. These were cut in March and August of each year. The natural growth pattern suggested that this was insufficient and consideration was given to adding an additional cut, changing the cycle to April, June and August each year. **The Council agreed that** Idverde Limited should be requested to carry out the additional cut as soon as possible and an amended contract agreed. In addition Members wished to consider if any other grass areas, such as highway verges that provided pedestrian refuge and visibility safety, should be maintained by the Parish Council and the Clerk would circulate Maps for Members suggestions.
- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

There were no issues raised.

22/28 UPDATE ON STANDING ITEMS

- a) **Recreation Ground –**
- i) QE2 Recreation Field Group. Cllr Hocking reported that the Field Group had submitted a grant request to the Wessex Water Foundation for the proposed Community Orchard Project. **(noted)**
 - ii) QE2 Recreation Field Capital Works. There was no update required on this occasion. **(noted)**
 - iii) QE2 Recreation Field Maintenance. There was no update required on this occasion. **(noted)**
 - iv) QE2 Recreation Field RoSPA Inspection. There was no update required on this occasion. **(noted)**
- b) **Notice Boards –** Access was still required to The Ridings notice board for Parish Council Notices to be displayed. A key would be acquired. **(noted)**
- c) **Flooding & Drainage –** There were no issues raised. **(noted)**
- d) **Parish/CommunityWebsite/Social Media –** There was no update. **(noted)**

- e) **Tor Hill Footpath Project** – Cllr Hocking updated Council Members on work completed by the Consultants since the last Council Meeting. The concept design/s were expected shortly. Discussions with landowners continued. **(noted)**
- f) **Kington St Michael Village Hall** – There was no update. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr Hocking reported that there was an intention of applying for further grant aid from Locality UK. It was likely that a draft Plan would be circulated shortly for consideration. **(noted)**
- h) **Kington St Michael Emergency Plan** – Cllr Twisse reported that there had been no further progress since the last Meeting. **(noted)**
- i) **Village Newsletter** – The Clerk reported that approval had been given to increase the size of the June/July edition to accommodate additional news. **(noted)**
- j) **Council Award Scheme** – There was no update. **(noted)**
- k) **Asset Register** – There was no update. **(noted)**
- l) **Insurance** – There was no update. **(noted)**
- m) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. There was no update. **(noted)**
- n) **Community Safety/Neighbourhood Watch:** Cllr Ingham reported that it was intended to include promotional information in a forthcoming Newsletter and to seek volunteers. **(noted)**
- o) **Data Protection. GDPR** – There was no update required. **(noted)**
- p) **Queen’s Platinum Jubilee 2022.** A vote of thanks was given to Elizabeth Allen, community volunteer coordinator, who had successfully organised the planned events that had been well supported by organisations, businesses and individuals. **Cllr Roe proposed, Cllr Twisse seconded and RESOLVED UNANIMOUSLY**
 - i) Commemorative Bench Site. The Council had purchased a Platinum Jubilee Bench and had agreed to defer any future installation decision until a suitable site became available. **(noted)**
 - ii) Jubilee Celebrations Road Closure Signage. The Council had been requested, at a late stage, to fund the provision, installation and removal of the road closure signage. The Clerk, under delegated powers, had given approval to employ Amberon Limited. **(noted)**
 - iii) Street Furniture/Flowerbed. The Council had been requested, at a late stage, to support volunteers in the enhancement of an existing unkempt flowerbed in a high profile position. The Clerk, under delegated powers, had given approval of a grant of £50.00 towards the project. **(noted)**

22/29 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) **Chippenham Local Highway and Footpath Group (LHFIG) (Formerly CATG).** Pursuant to Minute 22/18 (f). The Council had responded on the Advisory Crossing proposals. The next LHFIG Meeting was to be held on the 26th July 2022 at 10.00am at a venue yet to be confirmed. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Meeting had been held on the 26th May 2022. The Council had received an invitation to attend and to raise any local concerns. There was no update on this occasion. **(noted)**
- c) **Highway Parking – The Ham.** Pursuant to Minute 22/20 (i). Cllr Allen had raised the issue of highway parking at The Ham and the resulting highway safety issues. Although a Police matter the Council had been asked to formally consider whether yellow “no parking” marking would be beneficial. The Council, in principle, was against the use of yellow lines within the village but was concerned that the issue should be resolved. Rather than taking a formal approach the Council felt that in the first instance a polite article in the Newsletter raising general concerns on highway parking may persuade “culprits” to think twice. **Cllr Hocking volunteered to draft a suitable article.**
- d) **A350 Traffic Light Cross Roads.** Pursuant to Minute 22/20 (ii). Cllr Macdonald had raised the issue of pedestrian highway safety at the A350 crossroads following the upgrade work recently completed. The problem could potentially be solved with adjusted timing of the light sequence. Cllr Hall reported that Kington Langley had recently considered the matter and that they had agreed to raise the issue with Wiltshire Highways. **The Council agreed to support the neighbouring Council and the Clerk would raise the matter as a joint approach.**
- e) **Village Newsletter/Media Representative.** Pursuant to Minute 22/20 (iii). The Council had been asked to consider whether they should appoint a Council Member to fulfill the role. **Cllr Hocking volunteered to fulfill the role.**
- f) **Website Management Contract.** The Agreement with the Contractor had been due for renewal for the period 1st July 2022 to 30th June 2023. The Council confirmed the Contract with Mrs L Durno.
- g) **Stanton Lane Cross Roads Highway Fingerpost Sign.** The dilapidated condition of the Stanton Lane fingerpost sign had been raised at the Annual Parish Meeting. The existing sign was of traditional historic design and was situated in a prominent position. The Council considered that a programme of investment in cast metal signs that would require little maintenance would be beneficial. The design information provided was acceptable and, although not a true crossroads situation it was felt that it would be beneficial if a finger be included advising of the Easton Piercy direction. The Clerk would confirm details and final costing with the supplier.
- h) **Stanton St Quintin Neighbourhood Development Plan (2021-2036).** The Council had been notified of the Regulation 16 Consultation. Consultation timescale had been 8th June 2022 to 5.00pm on the 20th July 2022. The Council had no negative observations to make and supported the Stanton St Quintin Parish in their endeavours. The Clerk would respond accordingly.

- i) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There was no update on this occasion. **(noted)**
- j) **Community Speedwatch Team.** Pursuant to Minute 22/18 (b). There was no change in circumstances since the last Council Meeting. The Highway Improvement Survey request had been submitted. **(noted)**
- k) **Speed Identification Devices (SIDS).** There was no change in circumstances since the last Council Meeting. **(noted)**
- l) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. **(noted)**
- m) **Asset of Community Value - The Plough Inn, Kington Langley.** Cllr Hall advised that a new application for the Designation of a Community Asset had been recently submitted. He advised that Kington Langley Parish Council had recently supported the application. The Council had supported both previous applications and **agreed to support** the latest application. **Proposed Cllr Gamble, seconded Cllr Twisse and RESOLVED UNANIMOUSLY** Cllr Hall had declared an interest in the matter and took no part in the decision-making process.
- n) **Parish Council Database.** There was no change in circumstances since the last Council Meeting. Council Members were reminded again to invite those within their own "Address Book" to register. **(noted)**
- o) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had been scheduled to meet on 13th June 2022 at 7.00pm in The Neeld Hall. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- p) **Wiltshire Council Chippenham Climate & Ecological Emergency Forum.** The Forum had met on 7th June 2022. Notes of the Meeting had been circulated. Cllr Allen updated the Council on her attendance. A "Community Conference" was arranged for the 6th and 7th October 2022 in the Neeld Community and Arts Centre. **(noted)**
- q) **Wiltshire Council Briefing Note 22-13.** The Council had received a Briefing Note in regards to new Area Board Arrangements. **(noted)**

22/30 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

22/31 DATE OF NEXT MEETING

The date of the next Council Meeting was confirmed as **7.15pm, Thursday 21st July 2022.**

Signed:

Chair, Kington St Michael Parish Council

Date: **21st July 2022**