

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.00pm

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

20th January 2022

Present: Cllr Gerry Gamble (Chairman), Cllr Elizabeth Allen, Cllr Alex Hall, Cllr Emily Hocking (Vice Chairman), Cllr Victoria Ingham, Cllr Peter Macdonald, Cllr John Newton, Cllr William Roe and Cllr Fiona Twisse.

Also Present: Wiltshire Councillor H Greenman, 13 members of the public (12 of which signed the attendance register) 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 raised that were not covered by later Agenda items.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor H Greenman provided a brief overview on the Wiltshire Council 5 year land supply. He advised of his concerns that, although staffing levels had improved within Planning Services, the lack of local knowledge of new Officers was worrying. He highlighted the need for the Parish to persevere with their Neighbourhood Plan. He suggested that, although there were no definite figures yet, the Wiltshire Council budget setting process showed a better situation than previously understood.

21/074 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

21/075 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

Cllr Alex Hall declared an Interest in all matters involving the Asset of Community Value application for The Plough Inn, Kington Langley. Cllr Victoria Ingham declared an Interest in Planning Application PL/2021/11217.

There were no further Interests declared.

21/076 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 18th November 2021. **Cllr Peter Macdonald proposed, Cllr Fiona Twisse seconded and RESOLVED UNANIMOUSLY**

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. The Council had received written representations prior to the Meeting in regards to Planning Application PL/2021/11545. Further representations were received at the Meeting from interested parties.

- a) PL/2021/10462 – TCA
Notification of Proposed Works to Trees in a Conservation Area
93, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX
For Miss Helen Bailey

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that **there were no objections to raise and agreed that** this would be confirmed at this Council Meeting.

The Council confirmed the decision. **Cllr Peter Macdonald proposed, Cllr Gerry Gamble seconded and RESOLVED UNANIMOUSLY**

- b) PL/2021/08203 – Reserved Matters - Reconsultation
Reserved Matters Application following Outline Permission 18/01692/OUT
(appearance, landscape, layout and scale)
Land Rear of 35, Honey Knob Hill, Kington St Michael, Nr Chippenham,
Wiltshire SN14 6JJ
For QDOS Homes

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that **there were no objections to raise and agreed that** this would be confirmed at this Council Meeting.

The Council confirmed the decision. **Cllr Peter Macdonald proposed, Cllr William Roe seconded and RESOLVED UNANIMOUSLY**

- c) PL/2021/11217 – Householder Planning Permission
Replacement of Existing Single-Storey Double Garage and Workshop with New Garden Room providing Home Office and Additional Ancillary Living Accommodation
Hillside House, 94, Kington St Michael, Nr Chippenham, Wiltshire SN14 6HX
For Mr & Mrs Ingham

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that **there were no objections to raise and agreed that** this would be confirmed at this Council Meeting.

The Council confirmed the decision. **Cllr Peter Macdonald proposed, Cllr William Roe seconded and RESOLVED UNANIMOUSLY**

Cllr Victoria Ingham had declared an interest in the matter and took no part in the consideration process.

- d) PL/2021/11545 – Full Planning Permission
Removal of Modern Farm Buildings and Provision of 4 Poultry Houses
Morshall Farm, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JX
For Bybrook Agriculture Ltd

The Council received several representations from interested parties and also the applicant, who answered question's raised and indicated a willingness to discuss alternative options with near neighbours. On conclusion of the public participation the Council considered the application and **resolved that the Council would object to the present proposals** and advise Wiltshire Council that:

The objections had been threefold and related to health, location and traffic.

The applicant had explained the proposals and had indicated that there was a possibility of a compromise being made whereby the poultry houses might be re-positioned to be 400-500 metres away from the nearest un-associated residential property. If this was done then this might reduce the potential nuisance arising from smell and noise. There had also been a suggestion that traffic controls could be put in place that would restrict traffic through the village and the narrow road network. How this could be guaranteed had been doubted, particularly when few alternative routes were available.

Consequently, the Council determined that there were serious reservations in regards to potential hazards from smell, disease transmission, noise, waste/effluent disposal, proximity to existing property and loss of residential amenity, unsightly panoramic views given that the buildings were away from the existing built form and, importantly, traffic and highway safety.

Regarding the latter, additional large vehicle traffic adding to the existing high traffic volumes throughout the village, where the High Street with no passing spaces, was filled with parked vehicles 24 hourly and often needing to park on pavements to retain the narrowest of driving widths was impractical and unacceptable.

The Council understood the commercial needs but there were fundamental objections to the proposals as they stood.

Cllr Emily Hocking proposed, Cllr Peter Macdonald seconded and RESOLVED UNANIMOUSLY

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

- a) PL/2021/09963 – Householder Planning Permission
Proposed Detached Oak Frame Garage with Room above and Widening of Existing Access to enable Pedestrian Gate to be installed
Swallow Barn, Upper Swinley Farm, Stanton St Quintin SN14 6DG
For Mr B Head **Approved with Conditions 10th December 2021**
- b) PL/2021/10374 – Listed Building Consent
Proposed Detached Oak Frame Garage with Room above and Widening of Existing Access to enable Pedestrian Gate to be installed
Swallow Barn, Upper Swinley Farm, Stanton St Quintin SN14 6DG
For Mr B Head **Approved with Conditions 10th December 2021**

21/078 **FINANCE** The Council considered financial matters.

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

Idverde Ltd. Grounds Maintenance 01/11/21-31/11/21	Inv 10824205	£ 431.76
Idverde Ltd. Grounds Maintenance 01/12/21-31/12/21	Inv 10827310	£ 431.76
KSM Village Hall. Meeting Room hire.	Inv date 01.01.22	£ 60.00
Black Nova Designs. Website design and hosting 21/22	Inv BND-7310	£ 600.00
Vision ICT Ltd. Renewal of SSL Certificate 22/23	Inv 14039	£ 60.00
GeoXphere Ltd. Parish Online subscription 22/23	Inv 00HY130-0004	£ 40.50
KSM Primary School. Newsletter printing.	Inv KSM 202102	£ 120.40
Greenbarnes Ltd. QE2 Field Notice Board.	Inv 16338	£ 1,898.43
St Michael & All Angels Church PCC. Section 137 grant		£ 800.00

Cllr Gerry Gamble proposed, Cllr William Roe seconded and RESOLVED UNANIMOUSLY

- b) **Payments made:** The Council noted that no Payments had been made since the last Council Meeting.
- c) **Receipts:** The Council noted that no Receipts had been received since the last Council Meeting.
- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 4th January 2022 were:

HSBC Main Business A/c No 31545043	£ 65,412.61
HSBC Reserves A/c No 21545078	£ 45,729.01
HSBC Charities A/c No 71545051	£ 764.44
HSBC Defibrillator A/c no 51563041	£ 851.56

- e) **Council Budget, Budget Proposals and Precept for Year 2022-2023**

The Council considered Budget proposals for Year 2022-2023 together with background advice in regards to future Capital and Revenue spending requirements, including potential devolution costs. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale.

A Budget proposals spreadsheet was circulated and detailed consideration was given to a forward budget and cost pressures and options were considered including a standstill budget. The Council was also mindful of the fact that any increases proposed needed the support of Parishioners who would need to be informed of the reasons for any increase in spending. In addition the Council acknowledged that with Wiltshire Council continuing to reduce services there could be a need for the Parish Council to carry out additional tasks.

The Council agreed to continue to retain the Capital Fund reserves as a number of projects needed support during both the design and construction stages. The Council also needed to include several commitments to cover legal costs, land and building Registrations and potential increased ground and footpath maintenance costs. The Council also budgeted to pursue speeding traffic solutions. The Parish Council was mindful of how any potential increase in the Council Budget would affect the Band D property Council Tax Payer and the

Council had been advised of the Tax Base figures by Wiltshire Council. The Council noted that the Band D Tax Base had changed from 324.57 to 320.62 per property.

Following consideration, **the Council agreed to request a Precept requirement of £43,723.32** for the next Council Financial Year (2022-2023). A KSM Newsletter article should provide an explanation to Parishioners on the Council's decision and a report given at a future Annual Parish Meeting.

Proposed Cllr Emily Hocking, seconded Cllr Peter Macdonald and RESOLVED UNANIMOUSLY

21/079 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, the Council Link Member, advised that he continued to report all works identified and pursued the Wiltshire Council on outstanding matters. He reported on numerous relatively "minor" potholes but the conditions in Stanton Lane were now extreme with edge of road potholes/ruts and associated verge erosion now a "major" issue. Mrs M Pratley raised the issue of previously reported but uncompleted bramble clearance. Cllr Fiona Twisse reported the dangerous condition of a drain cover in the footpath in front of the Old Village Hall/Stubbs Lane corner. Parish Steward visits had been scheduled for 27th January, 24th February, 24th March and 25th April 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 was still considering 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. The Clerk reported that Mr P Bussey had contacted the Council seeking support for works to be carried out to highway verge trees in The Ridings. His efforts to date with Wiltshire Council had not been successful. The Parish Council had no responsibility in the matter but would contact the Wiltshire Council Trees and Woodland Officer to highlight the problems and to seek a resolution. **(noted)**

21/080 UPDATE ON STANDING ITEMS

a) **Recreation Ground –**

- i) QE2 Recreation Field Group. There was no report on this occasion. **(noted).**
- ii) QE2 Recreation Field Capital Works. The installation of the Notice Board, multi-purpose bin and bag dispenser remained outstanding. **(noted)**
- iii) QE2 Recreation Field Maintenance. The cutting of the trees/hedge between the play area and the adjacent property remained outstanding. **(noted)**

- iv) QE2 Recreation Field Multi-Purpose Waste Bin & Dog Poo Bag Dispenser. Minute 21/080 (ii) above refers. **(noted)**
 - v) QE2 Recreation Field Notice Board. Minute 21/080 (ii) above refers. **(noted)**
 - vi) QE2 Recreation Field RoSPA Inspection. The matters raised in the Annual RoSPA play area inspection report were being addressed, including the repairs to swings and play area fencing. **(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 still remained in the design process. Cllr Emily Hocking asked Council Members who had not yet submitted their details to do so as soon as possible. Historic records were now being uploaded. **(noted)**
 - e) **Tor Hill Footpath Project** – It was reported that the consultants had now reviewed the project and were preparing a report with suggestions/proposals, advice and potential costs for the Council’s future consideration. **(noted)**
 - f) **Kington St Michael Village Hall** – There was no update on this occasion. **(noted)**
 - g) **Kington St Michael Neighbourhood Plan** – Cllr John Newton reported that the Steering Group was conducting a Green Spaces study and looking for assistance on ownership matters, including the Village Pond, the QE2 Recreation Field, the grassed areas either side of the entrance to The Ridings and the grassed area at the entrance to The Ham. In addition they would be carrying out a “call for development site/s” and were seeking the advice of Wiltshire Council on the appropriate wording. They were receiving welcomed assistance from their consultants, Place Studios. **(noted)**
 - h) **Kington St Michael Emergency Plan** – Cllr Fiona Twisse updated the Council on further progress. Her intention was to include a newsletter article, requesting area volunteers for assistance reporting to a coordinator. **(noted)**
 - i) **Village Newsletter** – The Editor advised that there continued to be positive feedback. **(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. It was reported that historical information had now been received that could be marked on a site plan and passed to the Solicitor for the next stages. **(noted)**
 - n) **Community Safety/Neighbourhood Watch**: There had been no change since the last Council Meeting. **(noted)**

- o) **Data Protection. GDPR** – There was no update required. **(noted)**
- p) **Queen’s Platinum Jubilee 2022.** Cllr Elizabeth Allen reported that forward planning was underway and that it was planned that a ticketed open-air event be held on the Saturday and a lunch on the Sunday. The possibility of joining the national lighted beacon project was under consideration. There was a need to publicise in the Newsletter. In addition Mrs M Pratley had suggested that the Council should consider planting a specimen tree in celebration. With this in mind it was suggested that the QE2 Field Group community orchard project could include a Jubilee tree-planting element. A Parishioner had suggested that, bearing in mind a previous request for a bench in the High Street, that perhaps a commemorative bench could be installed on the public verge area at The Ham. The Clerk provided an engraved bench design that would satisfy this request and **the Council agreed to purchase and install a Balmoral 6ft Queen’s Platinum Jubilee Celebration bench at a cost of £620.00. Proposed Cllr Elizabeth Allen, seconded Cllr Emily Hocking and RESOLVED UNANIMOUSLY**

21/081 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.** There were no new issues raised. **(noted)**
- b) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** Kirsty Rose, Wiltshire Council Highway Officer, had visited on the 23rd November 2021 and considered a number of issues, including the advisory pedestrian crossing. Initial thoughts identified clutter of highway signage, distances of signage and the potential replacement of bollards. **(noted)**
- c) **Community Speedwatch.** Before the training of 6 volunteers and the lead appointment to receive additional Police clearance, there was a need for the traffic survey to be completed by Wiltshire Highways before progress could be made on Community Speed Watch. Wiltshire Highways had notified the Council that delays could be expected, as there was a backlog of requests, but that the situation was improving. **(noted)**
- d) **Speed Indication Devices (SIDS).** The Clerk had been instructed to proceed with orders from suppliers and installers and arrange for the work to be completed as soon as possible. Before proceeding the Clerk updated the Council on potential costs for the works required. The Council found these acceptable and instructed the Clerk to place the necessary order/s with suppliers and installers and arrange for the work to be completed as soon as possible. **Cllr Fiona Twisse proposed, Cllr Peter Macdonald seconded and RESOLVED UNANIMOUSLY**
- e) **Pavement Parking-Provision of Bollards.** The Clerk reported that the contractor, who had the necessary Highway Licence, would carry out this work at the same time as the SID installation to reduce costs. In each case (Minutes 21/081 (d) and 21/081 (e) refer) there will be a requirement for a Council Member/s to meet the contractor on site to agree the final positions. **(noted)**

- f) **Community Area Transport Group.** CATG had met on the 17th November 2021 using Microsoft Teams. The Notes of the Meeting had been circulated. Following the Meeting the Council had been advised that CATG Scheme contributions would increase from 25% to 30% from the 1st April 2022. The next CATG Meeting was scheduled for 22nd February 2022. Kirsty Rose, Wiltshire Council Highway Officer, had visited on the 23rd November 2021 to assess the Advisory pedestrian crossing matters. (Minute 021/081 (b) above refers) **(noted)**
- g) **Asset of Community Value - The Plough Inn, Kington Langley.** The Council was aware that on the 11th November 2021, Wiltshire Council had determined not to list the property. Cllr Alex Hall provided a brief update and advised that the opportunity still existed for views to be expressed by completing the campaign survey on the Kington Communities Enterprise Ltd website. **(noted)**
- h) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. Council Members were reminded to invite those within their own "Address Book" to register. **(noted)**
- i) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on the 13th December 2021. The next Area Board Meeting was scheduled for Monday 14th March 2022 at 7.00pm. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- j) **Kington St Michael Parish Council Policies.** Pursuant to Minute 21/071 (i). The Council had received the draft Parish Council Complaints Procedure and a Frivolous, Abusive, Vexatious Requests & Complaints Policy based upon Model Templates prepared by NALC and the LGA at the last Council Meeting. The matter had remained for final consideration until this Council Meeting. **The Council agreed to adopt the updated Council Complaints Procedure and a Frivolous, Abusive, Vexatious Requests & Complaints Policy. Proposed Cllr John Newton, seconded Cllr Victoria Ingham and RESOLVED UNANIMOUSLY**
- k) **Council Member Retirement.** Pursuant to Minute 21/071 (l). The Council had agreed to honour the work of former Councillor Roger Sealy by planting his choice of specimen tree at the Recreation Ground and had purchased the Victorian tree guard. This was now ready for collection and arrangements needed to be made. The Council had also agreed to purchase and plant the Holm Oak during this planting season. Cllr Gerry Gamble would make the necessary arrangements. **(noted)**
- l) **Agenda Standing Items.** Pursuant to Minute 21/071 (p). Cllr Alex Hall had asked the Council to consider whether they should include an additional Standing Item Update in regards to the Kington St Michael United Charities. The Council had agreed to write to the Charity for their views. A response had been received and was circulated. The Charity had declined to provide regular reports to the Council. Consequently, the Council could take no further action but hoped that the Charity would attend future Annual Parish Meetings to update the Parish on Charity matters. **(noted)**
- m) **Wiltshire Operational Flood Group North.** A Group Meeting had been held on the 17th November 2021 using Microsoft Teams. The date of the next Meeting (via Microsoft Teams) with an invitation to attend and to raise any local concerns was Tuesday 25th January 2022 at 9.30am. The link had been circulated. **(noted)**

- n) **Wiltshire Council - Briefing Note No 21-27.** The Council had received a Briefing Note in regards to the Wiltshire Council Covid-19 Update. **(noted)**
- o) **St Michael and All Angels Church, Kington St Michael PCC.** The Council had received a request from the PCC to consider a donation towards the grass cutting maintenance of the open Churchyard. The Council had previously supported a Section 137 donation. In error, no request had been made in 2020 and the Council was asked to consider a grant to cover the grass cutting for years 2020 and 2021, particularly as the income to the Church funds had been badly restricted with Covid-19 problems. **The Council considered and agreed a Section 137 grant of £800.00 to the St Michael and All Angels Church, Kington St Michael PCC. Proposed Cllr Emily Hocking, seconded Cllr Gerry Gamble and RESOLVED UNANIMOUSLY**
- p) **Chippenham Without Parish Neighbourhood Plan.** The Council had received notification of the Regulation 14 Consultation. Timescale for comments was from 4th January to 28th February 2022. The Council deferred any response to the next Council Meeting. **(noted)**
- q) **Community First AGM.** The Council had been provided with the Minutes of the AGM held on the 6th October 2021. **(noted)**
- r) **Wiltshire Council - Briefing Note No 22-01.** The Council had received a Briefing Note in regards to the changes in the Wiltshire Council New Residual Waste Collections Rounds. **(noted)**
- s) **A350 Chippenham Bypass.** The Council had been notified of the proposals for the dualling of the remaining single carriageway sections. Potential start date being 2024 with completion 2025. **(noted)**
- t) **CPRE Wiltshire Best Kept Village Competition 2022.** The Council had received advanced notification that the BKVC was to take place again this year. No decision was required on entry at this stage. In addition an approach had been received from the Editor of Wiltshire Voice who was writing an article for the CPRE Wiltshire twice-yearly magazine on why villages did, or did not, enter. **(noted)**

21/082 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

21/083 DATE OF NEXT MEETING

The next Council Meeting was confirmed as **7.00pm, Thursday 17th February 2022.**

Signed:

Chairman, Kington St Michael Parish Council

Date: **17th February 2022**