

# **KINGTON ST MICHAEL PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 7.15pm**

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

**16<sup>th</sup> March 2023**

Present: Cllr G Gamble (Chair), Cllr E Allen, Cllr A Hall, Cllr E Hocking (Vice Chair), Cllr J Newton, Cllr W Roe and Cllr F Twisse.

Also Present: Wiltshire Councillor H Greenman, Mr D Palmer, Mrs M Pratley 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**

- i) Mr D Palmer raised the issue of dog fouling particularly relating to The Ridings footway but in the village generally. He had contacted the Wiltshire Council Dog Warden who had suggested that local action could solve the problem before any legal action was taken. At this time the “culprit/s” had not been confronted. The Parish Council felt that a “name and shame” solution could be beneficial through the notice boards, the newsletter and other mediums. In the longer term permanent signage could be erected along the footway but in the first instance Cllr E Allen offered to produce and erect some temporary signs that could solve the problems.

There were no further Questions.

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

- i) Wiltshire Cllr Howard Greenman briefed the Council on Wiltshire Council waste recycling matters. He would provide detailed information in his yearly Report to the Annual Parish Meeting.

There were no further Reports.

#### **22/82 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr V Ingham. Cllr P Macdonald was not in attendance. No apologies had been received from him. This was abnormal and Members were concerned as to his welfare.

#### **22/83 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council’s Code of Conduct and Standing Orders**

There were no Interests declared.

22/84 **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 16<sup>th</sup> February 2023. **Cllr J Newton proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

22/85 **PLANNING**

**Planning Applications:** Prior to the consideration of the Planning Application received, 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 PL/2023/01467 – Householder Planning Permission  
Two Storey Side and Rear Extension together with Internal Reconfiguration  
64, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE  
For Mr & Mrs A Cole

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

**Cllr E Hocking proposed, Cllr E Allen seconded and RESOLVED UNANIMOUSLY**

There were no further applications considered. **(noted)**

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

There were no planning matters reported. **(noted)**

22/86 **FINANCE** The Council considered financial matters.

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

Idverde Limited. grass cutting contract. Inv 10872845	22.02.23	£ 431.76
Clerks Expenses.Mr V A Vines Year 2022-2023 Claim Form	10.03.23	£1,008.54
Clerks Net Salary.Mr V A Vines Year 2022-2023 Claim Form	10.03.23	£3,750.66
Clerks HMRC Year 2022-2023 PAYE	10.03.23	£ 937.66
KSM Village Hall. Hall hire charges 19/01/23 + 16/02/23	28.02.23	£ 30.00
Place Studio Ltd. Neighbourhood charges. Inv 6043	16.03.23	£2,061.00

**Cllr G Gamble proposed, Cllr E Allen 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. **(noted)**

QE2 Field Group. Donation	06.01.23	£ 1,000.00
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- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5<sup>th</sup> March 2023 were:

HSBC Main Business A/c No 31545043	£ 71,974.09
HSBC Reserves A/c No 21545078	£ 45,904.60
HSBC Charities A/c No 71545051	£ 767.38
HSBC Defibrillator A/c no 51563041	£ 854.84

## 22/87 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Any works should be notified to Cllr Macdonald the Council's Link Member. A Parish Steward visit had been scheduled for 21<sup>st</sup> February 2023 and a further visit was scheduled for 21<sup>st</sup> March 2023. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.
- i) The Clerk advised that a Parishioner had asked the Council to consider replacing a dilapidated Right of Way stile in the hedgerow fronting The Ridings at the Town Close end. She had asked a contractor to quote for the replacement that included a stile and dog gate. The first issue related to responsibility for the upkeep and this fell with the landowner. It had been suggested that the landowner was reluctant to carry out the works. The Council was mindful that a precedent would be created but before involving the Wiltshire Rights of Way Officer and pursuing legal means Cllr E Allen agreed to inspect the on-site situation and report back to the Council.

There were no further issues raised. **(noted)**

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

There were no issues raised. **(noted)**

## 22/88 UPDATE ON STANDING ITEMS

### a) Recreation Ground –

- i) QE2 Recreation Field Group. Cllr E Hocking reported that the Group had been discussing various new projects and moving forward with others. There were thoughts still of a Coronation Community working weekend with a BBQ on the Bank Holiday Monday. **(noted)**
- ii) QE2 Recreation Field Capital Works. Discussions included the possibilities of on-site container storage and kick wall gates, fencing and line marking. The Community Orchard had moved forward with many financial donations being received and trees now being ordered. Various extras, like memorial plaques were now being considered. Discussions on Outside Gym/Fitness equipment continued. Grants would be requested. **(noted)**
- iii) QE2 Recreation Field Maintenance. There was no update required on this occasion. **(noted)**

- iv) **QE2 Recreation Field - RoSPA Report 2022.** There was no update required on this occasion. **(noted)**
- b) **Notice Boards** – There were no issues raised. **(noted)**
- c) **Flooding & Drainage** – There were no issues raised. **(noted)**
- d) **Parish/Community Website/Social Media** – A majority of Council Members confirmed that they had not created their gov.uk email account, nor set up diversions to their private email addresses. It was stressed that there was a need for Members to address this as soon as possible because the public may be making contact via email and not receiving responses.
- e) **Tor Hill Footpath Project** – Cllr E Hocking updated the Council and advised that the consultant’s updated scheme was now available for consultation, firstly with locally affected parties and then with the community generally, hopefully at the Annual Parish Meeting. There was still a need for the Briefing Note to be prepared on the Project to enable Parishioners to be updated on the history of the project and progress to date and the future consultation process. This still relied on Council Member input in order for the Clerk to prepare a draft Note for approval and distribution. The Clerk suggested that the Annual Parish Meeting to be held on the 6<sup>th</sup> April 2023 could provide the opportunity for initial discussions. **(noted)**
- f) **Kington St Michael Village Hall** – There was no update on this occasion. **(noted)**

**Kington St Michael Neighbourhood Plan** – Cllr Newton advised the Council that there had been progress since the last Council Meeting as a response was still awaited on whether there was a need for Strategic Environmental and Habitat Assessments. **(noted)**
- g) **Kington St Michael Emergency Plan** – Cllr F Twisse updated the Council on progress having completed the Wiltshire Council Plan template and advised that the working group needed to meet soon. The need to confirm “Safe Places” was still an essential requirement. **(noted)**
- h) **Village Newsletter** – The Editor had advised that cut off date for editorial/adverts for the next issue was 27<sup>th</sup> March 2023. It was suggested that articles on dog fouling, the Tor Hill footpath (Cllr E Hocking) and the Coronation Celebrations (Cllr E Allen) should be included. **(noted)**
- i) **Council Award Scheme** – There was no update. **(noted)**
- j) **Asset Register** – There was no update. **(noted)**
- k) **Insurance** – There was no update. **(noted)**
- l) **Lych Gate/Village Shop/Hall Road Area Maintenance/Conditions Upgrade (LGVSHRU)** including the Registration of Land and Buildings. There had been no change in circumstances since the last Council Meeting. **(noted)**
- m) **Community Safety/Neighbourhood Watch:** The Council had previously agreed that there was a need to consider taking things forward with a Newsletter article

and social media to elicit further interest. The matter would be raised at the Annual Parish Meeting. **(noted)**

- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen’s Platinum Jubilee – Celebration Bench.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- p) **His Majesty King Charles III – Coronation Celebration.** Cllr E Allen had previously agreed to coordinate any local celebrations on Platinum Jubilee lines and reported that it was “hard going” through lack of volunteer involvement. Possibilities existed for the use of the Village Hall in inclement weather. It was not known what local businesses were intending to do over the weekend. Her initial thoughts were for a Sunday “bring your own” Lunch with picnic tables being provided and a potential Hog Roast. Initially, she thought that a road closure around the Stubbs Lane/Village Hall area would be sufficient but the Council felt that a full High Street closure between 11.00am and 4.00pm, similar to the Platinum Jubilee, would attract more people and this should be pursued. At the end of the day it depended on community support and volunteers and the matter would need to be raised in the Newsletter and social media. To provide financial assistance **the Council agreed a budget of £500.00** towards the local celebrations.

#### 22/89 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).** The LHFIG met on the 24<sup>th</sup> January 2023. Prior to the Meeting a LHFIG Chairs update note had been received regarding performance and the 22/23 uncommitted funds being rolled over to 23/24. The Note Tracker/Draft Minutes from the Meeting had been received. The next Meeting was scheduled for 25<sup>th</sup> April 2023 at 10.00am in the Langley Room, Monkton Park Council Offices. There was no hybrid option on this occasion. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on the 19<sup>th</sup> January 2023. The next Meeting was scheduled for Thursday 30<sup>th</sup> March 2023 at the Melksham Without PC, Community Campus, Market Place, Melksham SN12 6ES at 9.30am. It was possible to attend using Microsoft Teams. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The Council had now received the Highway Traffic Survey. Minutes 22/89 (d) and (e) below refer. **(noted)**
- d) **Community Speedwatch Team (CSW).** Progress could have been made by registering the CSW volunteers and a Team Leader for Police vetting and training. However, the results of the highway traffic survey now completed by Wiltshire Highways had now been received that indicated that the C154 High Street position chosen did not meet the eligibility criteria for CSW. This was disastrous news as the Council had for months made plans to purchase and install Autospeedwatch and SID devices to provide local solutions to traffic speeding through the village. There was general comment that the survey had been conducted at a time when several local circumstances had distorted the collected

data. The matter needed to be taken up with LHFFIG with the possibility of further survey/s being carried out. **(noted)**

- e) **Speed Identification Devices (SIDs).** The Council although acknowledging that the Highway Survey results to date indicated “no problem” the Council considered otherwise and felt that they had the local responsibility of providing a safer environment for the community and agreed that they should proceed with the purchase and installation of the ElanCity Evolus Radar Speed Sign and Solar power panels. (SID) The Council had already purchased the fixing posts. There remained a need to ask Wiltshire Highways to confirm that the chosen site/s were acceptable. **Cllr E Hocking proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**
- f) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. However, as the Council was now to proceed with the SID installation project the contractor could now be instructed to carry out the bollard installation at the same time. There remained a need to ask Wiltshire Highways to confirm that the chosen site/s were acceptable. **(noted)**
- g) **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)**
- h) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board Meeting had been scheduled for Monday 13<sup>th</sup> March 2023 at 6.30pm at North Wraxall Community Hall, North/Upper Wraxall SN14 7AF. No Council Member had attended. The Council would be notified of the next Parish Forum Meeting date when scheduled **(noted)**
- i) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- j) **Highway Fingerpost Signs.** A Quotation was awaited for the Tor Hill Crossroad replacement sign. The **Council agreed that** the finial should incorporate the King’s Coronation emblem instead of the Platinum Jubilee emblem used on the Stanton Lane sign.
- k) **Village Gateways.** A quotation was awaited for the 4 No gateway signs. **(noted)**
- l) **Census 2021.** The results of the Census were available. Members were circulated with the information and the online links to the information. **(noted)**
- m) **Great British Spring Clean 2023.** Keep Britain Tidy had advised the Council that this year’s mass action campaign would take place from 17<sup>th</sup> March to 2<sup>nd</sup> April 2023. The Clerk had been notified that the KSM Women’s Institute had organised a litter pick for Saturday 1<sup>st</sup> April 2023. **(noted)**
- n) **Wiltshire Council - Briefing Note 23-06.** The Council had received a Briefing Note in regards to the Wiltshire School Places Strategy 2023-2027. **(noted)**
- o) **Honey Knob Hill – Planning Portal.** Members had been concerned for a number of years (since the nationwide Planning Portal submission system had been available for public use) that numerous planning applications were now

including Honey Knob Hill in the postal address as a result of the automatic addressing availability. This had also impacted on other auto-infill databases resulting in misdirected emergency services, postal services and general inconvenience. Consideration was given to resolving the matter as it appeared that this may be more than a local issue and needed resolving countywide and nationally. **It was agreed that** James Gray MP should be asked to intervene and seek changes through Government Agencies.

- p) **Wiltshire Council - Briefing Note 23-07.** The Council had received a Briefing Note in regards to the Government Energy Support Schemes Update. **(noted)**

## **22/90 ANNUAL PARISH MEETING 2023:**

The Annual Parish Meeting was scheduled for Thursday 6<sup>th</sup> April 2023 at 7.30pm. There was a legal requirement to hold the Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> June each year.

There needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2023-2024 information. The opportunity would be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda would be flexible and was in the hands of Parishioners in attendance. As a starting point the Council suggested some Agenda items that might be appropriate:

- a. Recreation Ground Facilities
- b. King Charles III Coronation Celebrations
- c. Tor Hill Footpath Project
- d. Community Safety/Neighbourhood Watch/Emergency Plan
- e. Traffic Speeds – the provision of Autospeedwatch Tools and Speed Identification Device (SID)
- f. Community Speedwatch – the Speedwatch Scheme volunteers
- g. Highway Fingerpost Signs Project
- h. Lych Gate Project – Upgrade of Footpath KSM 12 (part) – Byway Open to All Traffic
- i. Village Entrance Gates Project
- j. Rights of Way – Footpath maintenance – Community Warden
- k. Honey Knob Hill – Postal address complications
- l. Climate Action Plan
- m. Tree Nursery Scheme
- n. Parish Database-Communications

## **22/91 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

i) Cllr E Allen reported on her attendance at the Chippenham Climate and Ecological Emergency Forum (CCEEF) held on the 9<sup>th</sup> March 2023. Resulting from discussions she recommended that the Council should consider a Climate Action Plan. In addition she highlighted ways that some were moving forward with encouragement for other forms of transport by installing free cycle racks and also free water butts for properties. In both cases there may be possibilities of seeking Wessex Water Community Fund grants.

ii) Cllr J Newton gave his apologies for the Annual Parish Meeting and the next Council Meeting.

There were no further issues raised.

**22/92 DATE OF NEXT MEETING**

The date of the next Council Meeting was confirmed as **7.15pm, Thursday 20<sup>th</sup> April 2023**.

Signed:

Chair, Kington St Michael Parish Council

Date: **20<sup>th</sup> April 2023**