

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

19th January 2023

Present: Cllr G Gamble (Chair), Cllr E Allen, Cllr A Hall, Cllr E Hocking (Vice Chair), Cllr V Ingham, 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

- i) Wiltshire Cllr Howard Greenman (Strategic Planning Committee Chair) briefed the Council on difficulties occurring over the Government's 5 Year land supply policy particularly where developers were not bringing forward approved housing schemes and delaying Section 106 Agreements potentially leading to the loss of HIF funding. He referred to a deadline now given to a developer of a Trowbridge development that potentially involved a loss of £8million funding. He again emphasised the need for the Parish to continue the development of its' Neighbourhood Plan. He briefed the Council on Wiltshire Council's draft budget proposals for 2023/2024 with a potential £465million budget, a potential rise of 2.99% in Band D Council Tax. He highlighted the fact that a huge increase in cost related to assisting the "vulnerable society".

There were no further Reports.

22/62 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr F Twisse.

22/63 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.

22/64 **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 November 2022. **Cllr E Hocking proposed, Cllr V Ingham seconded and RESOLVED UNANIMOUSLY**

22/65 **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/2022/09712 – Householder Planning Permission
Proposed Demolition of Existing Garage and New Double Bay Garage to Side 35, Honey Knob Hill, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JJ
For Mr & Mrs Hatherall

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

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

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

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

- a) PL/2022/06868 – Householder Planning Permission
Rear and Side Single Storey Extensions
6 The Close, Kington St Michael, Nr Chippenham, Wiltshire SN14 6LE
For Mr A Martin **Approved with Conditions 22nd November 2022**
- b) PL/2022/08533 – Tree Consent Notification in Conservation Area
T1 – Poplar Tree, Fell, T2 and T3 – 2 x Poplar Trees, Re-Pollard
The Dower House, Manor Close, Kington St Michael, Nr Chippenham, Wiltshire SN14 6JA
For Mrs Jeanine Cuthbert **No objections by Wilts Council 13th December 2022**
- c) Householder Planning Permission*
Proposed Two-Storey Side and Rear Extensions
Honeysuckle Cottage, 64 Kington St Michael, Nr Chippenham, Wiltshire SN14 6JE
For Mr A Cole

* A Parishioner had asked the Council for pre-application advice/views on his proposals to carry out works. Council Members had been circulated with the details. In considering the request the Council was mindful of the fact that the Council was a Statutory Consultee on planning applications and that under Standing Orders and Code of Conduct they should not fetter their decision making process by indicating their views before a formal planning application was submitted for consideration. The Council discussed the proposals and felt that they appeared sympathetic to the existing dwelling and street picture. In principle there appeared to be no objections but it could only be an informal view that would be subject to further detailed appraisal of any formal planning application.

- d) PL/2022/07575 – Householder Planning Permission
 2 No Roof Lights to Rear Elevation
 Lookfar, 5 Kyneton Way, Kington St Michael, Nr Chippenham, Wiltshire SN14
 6RF
 For Mr Steve Woodhead **Approved with Conditions 13th January 2023**

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

22/66 **FINANCE** The Council considered financial matters.

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

Idverde Limited. grass cutting contract.	Inv 10864271	22.11.22	£ 431.76
Idverde Limited. grass cutting contract.	Inv 10867573	19.12.22	£ 431.76
KSM Primary School. Newsletter	Inv KSM 202207	22.07.22	£ 72.24
KSM Primary School. Newsletter	Inv KSM 202209	26.09.22	£ 96.32
KSM Primary School. Newsletter	Inv KSM 202211	28.11.22	£ 96.32
Vision Ict. Website SSL Certificate 23/24.	Inv 15916	01.01.23	£ 60.00
Parish Online. GeoExphere Mapping	Inv 00HY130-0005	04.01.23	£ 45.00
Dauntsey PC. Leander highway fingerpost sign.	Inv 03	04.01.23	£ 2,661.00
Dauntsey PC. SID installation posts and signs	Inv 04	04.01.23	£ 388.60

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

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

St John Ambulance. First aid services	Inv SP22008613	28.11.22	£ 115.20
Crackerjack Fireworks. Bonfire night packages.	Inv 02233	21.10.22	£ 1,162.33
KSM Village Hall. Hire of Meeting Room		17.11.22	£ 15.00
QE2 Field Group. Jubilee Orchard Section 137 donation.		05.12.22	£ 200.00
Community First Trading. Zurich Bonfire night insurance		15.12.22	£ 112.00

- c) **Receipts:** The Council noted the following Receipt. **(noted)**

Wiltshire Council. BACS Precept 22/23 (Tranche 2)	23.09.22	£ 21,861.66
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- d) **Bank Accounts:** The Council noted that the Council's Bank Account balances at 5th January 2023 were:

HSBC Main Business A/c No 31545043	£ 76,600.71
HSBC Reserves A/c No 21545078	£ 45,829.79
HSBC Charities A/c No 71545051	£ 766.13
HSBC Defibrillator A/c no 51563041	£ 853.45

- e) **Council Budget, Budget Proposals and Precept for Year 2023-2024**

The Council considered Budget proposals for Year 2023-2024 together with background advice in regard 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, including a potential spending outturn for year 2022-2023. The Clerk advised that the underspend shown included the actual spend on the Tor Hill Project for this year and did not yet include the budget set aside figure. A smaller set aside could be included at year-end to be within budget. 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. 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 320.62 to 315.86 per property.

Following consideration, **the Council agreed to a standstill budget and to request a Precept requirement of £43,723.32** for the next Council Financial Year (2023-2024). An explanation to Parishioners on the Council's decision would be given at the future Annual Parish Meeting.

Proposed Cllr A Hall, seconded Cllr V Ingham and RESOLVED UNANIMOUSLY

22/67 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. There was particular concern at recent heavy flooding at Tor Hill and the icy road conditions. It appeared that the road salt/grit bin had already been fully used or had not been refilled for this winter period. The condition of Stubbs Lane was also of concern and a request would be made for remedial action. Any further works should be notified to Cllr Macdonald the Council's Link Member. Further visits were scheduled for 24th January, 21st February and 21st March 2023. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

There were issues raised in connection with temporary electric sheep fencing erected across paths and Cllr E Hocking offered to raise the matter with the landowner. **(noted)**

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

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

22/68 UPDATE ON STANDING ITEMS

- a) **Recreation Ground** –
- i) QE2 Recreation Field Group. Cllr E Hocking reported that the Group would financially benefit from the planned Progressive Supper. The Clerk reported that the Field Group had written to the Council on the 11th December 2022 to thank the Council for their support and commitment and advising that a £1,000.00 donation would be made towards Council funds. **(noted)**
 - ii) QE2 Recreation Field Capital Works. Possibilities of on-site container storage and outside gym equipment were being considered. **(noted)**
 - iii) QE2 Recreation Field Maintenance. There was no update on this occasion. **(noted)**
 - iv) QE2 Recreation Field Bonfire Night. There was no further report required. **(noted)**
 - v) QE2 Recreation Field - RoSPA Report 2022. There was no update on this occasion. **(noted)**
- b) **Notice Boards** – There were no issues raised. **(noted)**
- c) **Flooding & Drainage** – There was particular concern at recent heavy flooding and the need of a local supply of grit sand/gel bags to be available to assist house owners. These would normally be part of the annual Wiltshire Council PEAS request and allocation but as the situation could become urgent the Council agreed to investigate the purchase of a stock of bags. Discussion ensued on the need for local storage of emergency equipment and the like and the opportunity of sharing any container storage placed at the QE2 Field. **(noted)**
- d) **Parish/Community Website/Social Media** – A majority of Council Members confirmed that they had been unable to create the gov.uk email accounts and access emails using the log-in details provided. Some had not attempted to do so. The opportunity existed for connections to be made using Webmail should Members be so minded. Some now indicated that they did not wish to have the facility. This created practical difficulties as the public would be attempting to email Members using their gov.uk addresses and expecting responses. Alternatives were discussed for diversions to be set up to Members private email addresses or even their private addresses being publicised on the website contact pages. Members would give further consideration and inform the Clerk how they wished to proceed. **It was agreed that all Members would solve their issues** by the date of the Council's next Meeting.
- e) **Tor Hill Footpath Project** – Following the last Council Meeting a suggestion had been made that a Briefing Note be prepared on the Project to enable Parishioners to be updated on progress to date and future consultation. Several Council Members had indicated that they would provide input. There had been no further action to date. Cllr E Hocking updated Council Members and advised that she had recently received updated details from the consultants but she was still to peruse these and to share with affected parties. Following the completion of this she would be in a position to recommend how the Council could consult

the whole Parish on the proposals. Cllr A Hall had mentioned earlier in the Meeting that there was a lack of public detail on the project and although the last Council Minutes had given a brief overview in response to a public session question at the last Meeting, advising that there would be no intention of proceeding with the works without local support and that the Council had raised capital funds over the last few years to cover consultant's advice but had no funds available to carry out such a major project should any scheme proceed, this had been a rather vague answer. The Clerk suggested that these would need to be matters of detail covered and dealt with in any Briefing Note the Council issues. To clarify the financial position at this point, since 2014 the Council had included a Tor Hill Footpath Capital set-aside budget provision totalling around £52,000.00 being £4,000.00 per year for 14/15, 15/16, 16/17, 17/18 and 18/19 and increasing to £6,000.00 in 19/20, £8,000.00 in 20/21 and £9,000.00 in years 21/22 and 22/23. From this the Council had agreed to finance Consultants fees in order to take the project forward to planning stage and to find out the likely capital works cost involved. It had always been recognised that the works would be a significant figure and that there would be a need to seek grants and financial support from others. The Council re-iterated that there would be no final decisions made until actual costs were known and the Parish had been consulted. **(noted)**

- f) **Kington St Michael Village Hall** – There was no updated on this occasion. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr Newton reported that the Steering Group was scheduled to meet the following week to discuss matters resulting from the call for sites consultation. He indicated that it was intended that the Regulation 14 Draft Plan stage should still be reached by the end of March 2023. **(noted)**
- h) **Kington St Michael Emergency Plan** – There was no update on this occasion. **(noted)**
- i) **Village Newsletter** – There would be a need at some stage to ascertain the local views on King Charles III Coronation celebrations. **(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. Council Members noted that former Councillor Sandra Eaton continued to work on the Council's behalf and had recently contacted Wiltshire Council over the matter, potentially seeking a non-compliance with the Inspector's direction decision. Subsequently, Wiltshire Council had refused the application and the Council needed to consider whether to appeal against the refusal. Council Members were mindful of the amount of work that Sandra Eaton had completed to date and that she had indicated that she would pursue things further should the Council be so minded. The Council welcomed her offer **and agreed that** the matter should be pursued further to reach a final conclusion.

- n) **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. There was no update on this occasion. **(noted)**
- o) **Data Protection. GDPR** – There was no update required. **(noted)**
- p) **Queen’s Platinum Jubilee – Celebration Bench.** The Council had purchased a Platinum Jubilee Bench and the preferred site remained at The Ham as previously agreed. Wiltshire Highways had indicated that if the siting did not interfere with highway visibility there was no objection. Cllr G Gamble would raise the matter with the owner/s concerned so that the installation could proceed.

22/69 **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).** The LHFIG last met on 4th October 2022. The date of the next Meeting was scheduled for 24th January 2023 at 10.00am. The Meeting would be held using Microsoft Teams. The agenda and joining link had been received and circulated. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 24th November 2022. The Council had received a Briefing Note from the Portfolio Holder for Flooding Flood Group. Late notice and a brief Agenda had been received for a Hybrid Meeting to be held on 19th January 2023 (the day of this Council Meeting). **(noted)**
- c) **Highway Parking – The Ham.** There was no update **and the Council agreed to** remove the item from future Council Agendas.
- d) **Stanton Lane 4 way Highway Fingerpost Sign.** The new cast metal replacement with Platinum Jubilee finial had now been erected and favourable comments from Parishioners had been received. A brief discussion took place on whether further fingerpost signs should be erected around the Parish. This would be considered further. **(noted)**
- e) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** There was no change in circumstances since the last Council Meeting. A brief discussion took place on whether the Council should employ their own traffic engineer/s to carry out the highway surveys. Cllr E Hocking would investigate costs with the Tor Hill Project Consultants. **(noted)**
- f) **Community Speedwatch Team.** There was no change in circumstances since the last Council Meeting. **(noted)**
- g) **Speed Identification Devices (SIDs).** There was no change in circumstances since the last Council Meeting. **(noted)**
- h) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. **(noted)**

- i) **Asset of Community Value - The Plough Inn, Kington Langley.** Cllr Hall updated the Council advising that it appeared that the matter had now reached a position where no further action could be taken. He thanked the Council for the support given to the applications. **(noted)**
- j) **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)**
- k) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board Meeting scheduled for Monday 12th December 2022 had been cancelled due to inclement weather. The re-arranged date had been 16th January 2023 at 7.00pm at the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- l) **Cost of Living Community Support.** Cllr E Allen had asked that the Council consider whether there was a need for the Council to support people locally with their cost of living difficulties during the hard winter months. At the last Council Meeting the Council had been mindful of the precedent of community support given during the Covid-19 pandemic and that the potential for warm spaces to be provided from a rural aspect should be considered. Following consideration the **Council agreed to defer consideration** until the next Council Meeting so that ideas could be suggested.
- m) **School Travel Plan and Safe Place.** Cllr F Twisse had asked that the Council discuss two issues in regards to the Primary School, being the use of the School as a “safe place” and the need for an updated School Travel Plan. The Council was aware of the issues **but agreed to defer until** the next Council Meeting for detailed input from Cllr Twisse.
- n) **Election Costs.** Wiltshire Council had advised that it would intend to recover administration costs from May 2025. (The next Full Council Election date). There would be costs associated for contested and uncontested elections and also any by-elections occurring during the lifetime of a Council. An indication of potential charges at today’s date was provided. **(noted)**
- o) **His Majesty King Charles III – Coronation Celebration.** Council Members were aware that the King’s Coronation takes place on Saturday 6th May 2023 and that Monday 8th May 2023 would be an additional UK-wide Bank Holiday. The Council had supported the Late Queen’s Platinum Jubilee in 2022, including road closure for the High Street party. The Council considered whether there was a need to support a Village Event during the Coronation period. At this early stage the views of the community were unknown and an option discussed was that it might be appropriate for the community to join the QE2 Field for a working Bank Holiday weekend including a social event. The possibilities and feasibility would be considered further.
- p) **CPRE Wiltshire – Best Kept Village Competition 2023.** The Council had received advance notification that an invitation to enter this year’s Competition would be received in late February. It was understood that the entry deadline would be 21st April 2023. **The Council considered and agreed that** no entry would be made in this year’s Competition.

22/70 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

22/71 DATE OF NEXT MEETING

The date of the next Council Meeting was confirmed as **7.15pm, Thursday 16th February 2023.**

Signed:

Chair, Kington St Michael Parish Council

Date: **16th February 2023**