

# 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> February 2023

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

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 briefed the Council on Wiltshire Council's budget proposals for 2023/2024. He would provide detailed information in his yearly Report to the Annual Parish Meeting.

There were no further Reports.

#### **22/72 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr E Hocking (Vice Chair), Cllr V Ingham and Cllr P Macdonald.

#### **22/73 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders**

There were no Interests declared.

#### **22/74 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 19<sup>th</sup> January 2023. **Cllr W Roe proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY**

#### **22/75 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/2023/00716 – Householder Planning Permission  
Proposed First Floor Side Extension  
Hill View, Kington Langley, Nr Chippenham, Wiltshire SN14 6BJ  
For Mr John Herbert

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

**Cllr J Newton proposed, Cllr G Gamble 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)**

**22/76 FINANCE** The Council considered financial matters.

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

Idverde Limited. grass cutting contract. Inv 10870181	25.01.23	£ 431.76
KSM Primary School. Newsletter printing Inv KSM 202301	31.01.23	£ 72.24

**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)**

M P Singer. Installation of highway post. Inv 30341	26.01.23	£ 286.80
UDS Planning Ltd. Nplan Mapping Tool. Inv KIN2101	16.10.22	£ 300.00

- 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> February 2023 were:

HSBC Main Business A/c No 31545043	£ 73,389.39
HSBC Reserves A/c No 21545078	£ 45,867.65
HSBC Charities A/c No 71545051	£ 766.76
HSBC Defibrillator A/c no 51563041	£ 854.15

- e) **Council Budget Year 2023-2024**

The Council had considered and approved their Budget at the 19<sup>th</sup> January 2023 Council Meeting and had set their Precept Requirement. A copy of the Budget was circulated to Council Members for information. **(noted)**

22/77 **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. Further visits were scheduled for 21<sup>st</sup> February and 21<sup>st</sup> March 2023. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

The issues previously raised in connection with temporary electric sheep fencing erected across paths had been resolved. **(noted)**

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

The condition of Stubbs Lane was of concern and a request would be made for remedial action. It was assumed that Wiltshire Highways would hold Wessex Water Authority responsible and on completion of the works would insist in reinstatement of the Lane.

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

22/78 **UPDATE ON STANDING ITEMS**

a) **Recreation Ground –**

- i) QE2 Recreation Field Group. Cllr G Gamble reported that the Group would financially benefit from the successful Progressive Supper. **(noted)**
- ii) QE2 Recreation Field Capital Works. Possibilities of on-site container storage and other equipment were being considered when the Group meets on the 23<sup>rd</sup> February 2023. Planning for the Community Orchard continued. **(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 –** Several Council Members confirmed that they had not created their gov.uk email account, nor set up diversions to their private email addresses. 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 –** There was no update on this occasion. There was still a need for the Briefing Note to be prepared on the Project to enable Parishioners to be updated on progress to date and future consultation. This 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 in April 2023 should be seen as a deadline date so that a presentation could be included to raise interest and ensure a good attendance. **(noted)**

- f) **Kington St Michael Village Hall** – There was no update on this occasion. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr Newton updated the Council on progress since the last Council Meeting. The Steering Group had been concentrating on the Designated and Local Green Spaces policies and had reached a conclusion that The Village Green (Pond) and the QEII Recreation Field were sufficiently covered by the Town & Village Green (June 2014) Registration of the former and the Field in Trust Status (October 2011) of the latter and both could become Valued Local Green Spaces not requiring the Designated Green Space categorisation. **The Council agreed with this approach. Cllr J Newton proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY.**

Cllr Newton advised that following the “call for sites” consultation the Steering Group had received three submissions of land available for potential inclusion in the Plan. The Steering Group had held a working meeting with their consultants to consider whether to progress with any further sites work. Due to capacity and resources available, and the ambition to get the plan made as swiftly as possible, the Steering Group had resolved not to further explore this topic. He advised that site assessment and allocation work would significantly extend the timescale for the Neighbourhood Plan to be made. None of the sites would therefore be included in the Draft Neighbourhood Plan. The Steering Group would continue to focus on refining the draft policies to influence development as it comes forward and protect and enhance locally valued assets. He indicated that the original intention that the Regulation 14 Draft Plan stage should be reached by the end of March 2023 was delayed as the initial draft had now been forwarded to Wiltshire Council as part of a screening process, following which a Draft Plan would be presented to the Parish Council for their approval to proceed with the Regulation 14 Consultation stage. **(noted)**

- h) **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 could meet soon. The need to confirm “Safe Places” was an essential requirement. **(noted)**
- i) **Village Newsletter** – The Editor had advised that cut off dates for editorial/adverts for this year’s issues were 27<sup>th</sup> March, 26<sup>th</sup> May, 21<sup>st</sup> July, 25<sup>th</sup> September and 24<sup>th</sup> November 2023. **(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 received a Report from former Councillor Sandra Eaton who had continued to work on the Council’s behalf following Wiltshire Council’s refusal.

It was unlikely that an appeal against the refusal would be successful. Despite the refusal there had been some success in gaining Wiltshire Council's agreement to include an increased area for resurfacing.

Council Members were again mindful of the amount of work that Sandra Eaton had completed **and agreed that** thanks should be recorded.

**The Council agreed that** the Report and associated information should be circulated to interested parties.

- 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. Cllr G Gamble would raise the matter with the owner/s concerned so that the installation could proceed.

#### 22/79 **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 had met on the 24<sup>th</sup> January 2023. Cllr F Twisse had attended and confirmed that the advisory crossing work was now in the hands of a contractor. 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. **(noted)**
- b) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on 19<sup>th</sup> January 2023. The date of the next Meeting would be advised. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The Council had agreed to investigate whether the Council should employ their own traffic engineer/s to carry out the highway survey/s. This was no longer necessary as the Wiltshire Highway Survey was now taking place. **(noted)**
- d) **Community Speedwatch Team.** There was no change in circumstances since the last Council Meeting. However, with the Highway Survey now taking place progress could be made in registering CSW volunteers and a Team Leader for Police vetting and training. Cllr F Twisse had agreed to be the Team Leader. **(noted)**
- e) **Speed Identification Devices (SIDs).** There was no change in circumstances since the last Council Meeting. Minutes 22/79 (c) and (d) above refer. **(noted)**
- f) **Pavement Parking-Provision of Bollards.** There was no change in circumstances since the last Council Meeting. **(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 had met on the 16<sup>th</sup> January 2023 at the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The Council had been advised that the next Meeting would be on the 13<sup>th</sup> March 2023 at a venue to be notified. **(noted)**

The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**

- i) **Cost of Living Community Support.** There had been no suggestions made since the last Council Meeting and the **Council agreed** that no further action was required.
- j) **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. It was noted that Cllr E Hocking would be discussing matters further with the School. **(noted)**
- k) **Wiltshire Council - Briefing Note 23-01.** The Council noted receipt of a Briefing Note in regards to the Use of Council-owned Land for Environmental Mitigation. Wiltshire Council, in its capacity as landowner, was considering the best way to make use of its land to assist with environmental mitigation. The Parish Council would need to investigate if there were any areas of Wiltshire owned land that might be suitable. **(noted)**
- l) **His Majesty King Charles III – Coronation Celebration.** There was a need to ascertain the local views on King Charles III Coronation celebrations. Cllr E Allen agreed to seek views. The QE2 Field Group would need to consider the possibility of a joint celebration over the Bank Holiday weekend.
- m) **Highway Fingerpost Signs.** At the last Council Meeting the Council agreed that further consideration would be given to the replacement of existing fingerpost signage as a long-term project and to consider where these might be required. As a start it was suggested that the Tor Hill Crossroads would be a suitable location. The Clerk would investigate costs that might include the possibility of a King Charles III Coronation finial rather than the Queen’s Jubilee finial used in the Stanton Lane signpost.
- n) **Wiltshire Council - Briefing Note 23-03.** The Council noted receipt of a Briefing Note in regards to the End of COVID-19 Booster Vaccine Campaign. **(noted)**
- o) **Wiltshire Council - Briefing Note 23-04.** The Council noted receipt of a Briefing Note in regards to the Community Governance Review-Consultation. On this occasion there were no issues that affected the Parish. **(noted)**
- p) **Village Gateways.** The Council had been contacted by a local manufacturer who had provided details for consideration. The Council considered Gateways as visually attractive entrance features and a potential traffic calming method. With

this in mind the Clerk would investigate costs for all available style options for both entrances to the village. (4 No signs in total)

**22/80 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

**22/81 DATE OF NEXT MEETING**

The date of the next Council Meeting was confirmed as **7.15pm, Thursday 16<sup>th</sup> March 2023.**

Signed:

Chair, Kington St Michael Parish Council

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