

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

16th October 2025

Present: Cllr P Macdonald (Chair), Cllr A Hall (Vice Chair), Cllr G Gamble, Cllr T Mead, Cllr O Mead, Cllr J Newton, Cllr W Roe, Cllr F Twisse and Cllr S Woodhead.

Also Present: Wiltshire Cllr H Greenman, 5 members of the public (Simon Chambers, Graham Howe, Helen Howe, Margaret Pratley and Tim Royal) 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) Margaret Pratley asked that the condition of The Ridings field side footpath be assessed, as there were a number of potholes that needed filling.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

- i) Wiltshire Cllr H Greenman reminded the Council that the Chippenham Community Area Parish Forum would meet on Wednesday 26th November 2025 at 7.00pm in the St Magdalene Church, Hullavington. He updated the Council on the ANPR initiative (a later agenda item) and reminded all that he had called-in the 86-87, Kington St Michael planning application and sought representation from the Council when the Development Control Committee met.

There were no further Reports.

25/054 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

25/055 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared. (noted)

25/056 MINUTES Members had previously been circulated with the Minutes.

- i) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 18th September 2025. **Cllr S Woodhead proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY**

25/057 **PLANNING** Prior to the consideration of the Planning Applications received, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

Planning Applications:

- a) PL/2025/07348 – Listed Building Consent (Alt/Ext)
Proposed replacement of an internal wall, replacement of two external doors, and the painting of external windows and doors
Home Farmhouse, 2 Kington St Michael, Chippenham SN14 6HX
For Mr Dominic Jones

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

Cllr P Macdonald proposed, Cllr S Woodhead and RESOLVED UNANIMOUSLY

- b) PL/2025/07614 – Householder planning permission
Removal of small single storey extension, partial rebuild and conversion of garage and erection of 1.5 storey extension with internal remodelling
4 The Orchard, Kington St Michael, Chippenham SN14 6JH
For Mr & Mrs Graham and Helen Howe

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

Cllr P Macdonald proposed, Cllr G Gamble seconded and RESOLVED UNANIMOUSLY

- c) PL/2025/05271 – Full planning permission
Proposed 2 x Static Homes, 1 x day room, 1 x Treatment Plant, Hardstanding and associated works
Birch Tops, Malmesbury Road, Kington Langley. SN14 6BQ
For Mr Wayne Griggs

Following consideration of the application **the Council resolved to raise objections and to recommend that Wiltshire Council refuse** the application and take the appropriate enforcement action.

Albeit that this was a retrospective application the Council objected to the proposal and recommended that the application be refused.

The principle of the development was considered alongside highway safety implications and the Council was surprised that the application did not include the creation of a new access from the A350 as part of it.

The application sought to retain what existed and suggested that there was an existing access whereas it was known that prior to the unauthorised works all that existed was a small rarely used agricultural field gate. The works carried out included hard surfacing and side fencing to create a deep pull in to set back gates.

The Council believed that this should become part of the application, as access was such an important issue.

It appeared to the Council that the fundamental issue was that should any applicant propose a new dwelling (in this case 2 dwellings plus extras) in an unsustainable countryside location served by a new (or modified) access arrangement from the A350 the major dual carriageway through route from the north to the south in close proximity to M4 Junction 17 then all National and Local planning policy and Highway Authority policies would lead to a rejection.

With this, in principle, objection the Council felt that looking at the details submitted was irrelevant but mindful of the fact that the development was suggested as being contained to the rear of the land holding (western boundary) concern was expressed as to the future intentions for the large area of the remaining field towards the east.

In the knowledge that the application was retrospective to retain already completed occupation and works then the question was asked as to what form of control could be placed on this un-development area to prevent further development in this countryside location?

The applicant suggested that there was an exception to accepted restrictive planning policy for the countryside as he was providing accommodation for an extended Gypsy/Traveller family that were “technically” homeless. The Council did not believe this contention and trusted that Wiltshire Council would investigate this fully and the several local connections that existed, including why there was homelessness.

Even if the personal circumstances were sound it did not alter the fact that this location and particularly the dangerous access arrangements that created severe highway safety implications to users of the A350 in this high speed location should lead to refusal and enforcement action to re-instate the site to its former low-key agricultural use.

Finally, the Council wished to draw attention to the fact that the former field entrance and now a main access point and the site driveway along the southern boundary of the site was a Public Footpath leading to Kington St Michael village. There was no mention of this in the submission, nor any proposals to retain public access through the site. The Council suggested that this created severe implications for users of the Right of Way especially as there was a suggestion that one of the static homes was required to guard the site.

Cllr P Macdonald proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

- d) PL/2025/07749 – Householder planning permission
Rear extension, first floor extension, new entrance porch, addition of dormers and minor changes to material finishes
Half Moon, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr Tobie Holbrook

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

Cllr P Macdonald proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

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

- e) PL/2025/07566 – Trees in Conservation area
T1 – Ash tree fell, T2 – Holm Oak tree fell, T3 – Beech tree fell,
T4 – Ash tree fell, T5 - Ash tree fell
Kington Manor, Kington St Michael SN14 6JA
For Lucy Hiscutt **Approved by Wiltshire Council 18th September 2025**
- f) Wiltshire Local Plan 2020-2038 Examination – Notification of Stage 2 & 3 Arrangements.

The Council had been advised that in response to the Regulation 19 Consultation the next stages of the Local Plan Examination process would commence with the Stage 2 Hearing sessions from 10.00am on the 11th November to 13th November 2025 and 2nd December to 4th December 2025 with Stage 3 Hearings to commence from 10.00am on the 10th February to 12th February 2026, Tuesday 3rd March to 5th March 2026 and 17th March to 19th March 2026. All being held at Emmanuel's Yard, Church Street, Trowbridge BA14 8RZ. There was a deadline for written statements of the 20th October 2025 for Stage 2 matters and the 21st November for Stage 3 matters. **The Council agreed that** their previous submissions on the Local Plan Review would suffice.

There were no further planning matters reported.

25/058 FINANCE The Council considered financial matters.

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

Greenscape Services Ltd. Grass maintenance contract. Inv SI-17918	£ 1,738.04
Black Nova Designs. Website gov.uk domain renewal Inv 28457	£ 48.00
Playsafety Limited. RoSPA Report September 2025. Inv 92664	£ 184.80
Johnathan's Fireworks. Mission Control product. Order 2833	£ 1,445.00
Lion Containers Ltd. 20ft Container etc inc delivery AD87725	£12,048.00*
*less deposit paid £ 6,024.00 = £ 6,024.00	
Validhurst Ltd. Philips microphone. Inv GB5001GWPRZ751 24.09.25	£257.99
Shenzen Trading. Cable etc. Inv DS-AEU-INV-GB-2025-520756697	£ 9.99
Vision ICT Ltd. Development of new Community website Inv 20861	£ 1,320.00
PKF Littlejohn LLP. External Audit AGAR. Inv SB20252603	£ 378.00
Wiltshire Council. Election charges. Inv 92051955 14.10.25	£ 370.00

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

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

Community Heartbeat Trust. 2 x Vivest powerbeat defibs Inv 27992	£ 2,418.00
Lion Containers Ltd. 20ft Container etc inc delivery AD87725	£ 6,024.00

- c) **Receipts:** The Council **noted** that there had been the following Receipt since the last Council Meeting.

Wiltshire Council Precept 25/26 Tranche 2 BACs.	23.09.25	£ 27,284.16
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- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5th October 2025 were:

HSBC Main Business A/c No 31545043	£ 66,409.28
HSBC Reserves A/c No 21545078	£ 48,059.41
HSBC Charities A/c No 71545051	£ 803.41
HSBC Defibrillator A/c no 51563041	£ 996.15

- e) Annual Governance and Accountability Return Year Ending 31st March 2025

Members were reminded that on the 19th June 2025 they approved the AGAR Return for submission 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. The Council had now been advised that the review was complete and PKF had confirmed that there were no matters of concern. The Notice of Conclusion of Audit had been published on the Council website as required on the 29th September 2025. **(noted)**

25/059 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr P Macdonald, updated the Council on completed and ongoing works. Parish Steward visits were scheduled for 17th November and 10th December 2025. **(noted)**

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

Cllr S Woodhead updated the Council on his continued inspection walks. He made reference to the condition and stiles on KSTM3 and route KSTM2 that ultimately leads through the earlier PL/2025/05271 planning application site to the A350. **(noted)**

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

- i) Replacement Waste Bins. Pursuant to Minute 25/049 (c) (i). The Clerk reported that he had found a contractor who was willing to carry out the work and was now awaiting a cost estimate. **(noted)**
- ii) Tor Hill Footpath. Pursuant to Minute 25/049 (c) (ii). The work needed to be completed but the Council could not proceed on the basis of an open-ended commitment. **It was confirmed that** further discussions should be carried out with the contractor to reach agreement on potential maximum costs, including day rates.
- iii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/049 (c) (iii). The Council had agreed to purchase and install 4 bollards. There was a need to seek the approval of Wiltshire Highways before the work could be carried out. **(noted)**
- iv) The Ham – northwest highway visibility splay – Concerns had been previously expressed in regards to the unsightly condition of this

splay understood to be maintained under License by the adjacent neighbour at 1, The Ham. There had been ongoing problems associated with this verge area including encroachment by the neighbour and the Council's view was that the Wiltshire Council Licence should be revoked and that the reinstatement and further long-term maintenance should be carried out by Wiltshire Highways. The Clerk would continue discussions with Wiltshire Highways to resolve the issue. **(noted)**

25/060 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. Later Agenda items referred. **(noted)**
- ii) QE2 Recreation Field Capital Works. Cllr O Mead reported that the QE2 Field Group had recently written to the Council seeking support towards a number of improvements to the playground area equipment. The proposals suggested a 4 Stage approach with a overall costs in the region of £26,500. They were keen to discuss with the Council how this could be funded. The proposals will be included on the next Council Agenda. From an initial Council point of view the Group would need to source funding from others, such as the Area Board, the National Lottery Fund, Landfill Grants and perhaps seek, Community First advice with the Council potentially acting as a supporter. **(noted)**
- iii) QE2 Recreation Field Maintenance. Cllr P Macdonald reported that the path reinstatement was complete and that a new path connection to the new container was to be provided. He also confirmed that safety railings on the bridge to Nymph Hay were now installed. Delivery of the new container was expected in time for the Bonfire Night celebrations. **(noted)**
- iv) QE2 Recreation Field – Adjacent Highway Pavement. Minute 25/050 (a) (iv) referred. The Council had now received an initial response from the HGV third party and the Clerk would continue negotiations. **(noted)**
- v) QE2 Recreation Field – Fly Tipping. Minute 25/050 (a) (vi) referred. The Council had received a request for help in regards to anti-social behaviour and with limited powers the Council could only act as a conduit by advising the Neighbourhood Policing team or seeking Landlords assistance. It was hoped that their intervention, including fly-tipping nuisances the matters could be resolved. The Council had discussed previously what actions could be implemented to control further tipping, including closing any access points in boundary fences to prevent trespassing. The Council would consider what works could be carried out to secure the boundary fence line at the next Council Meeting. **(noted)**.
- vi) QE2 Recreation Field – Entrance Gate/s. During the Council Meeting the Clerk reported that he had noted an email advising that a problem had occurred that afternoon in regards to the main entrance gate swinging loose because the fixing hole at ground level was full of

soil so that the metal fixing bolt could not be actioned. Consequently the gate had swung open causing a Parishioner to fall. The problem would be viewed the following day and any action required taken. **(noted)**

- b) **Notice Boards** – There were no issues raised. **(noted)**
- c) **Flooding & Drainage** – There remained a need for the Council to write to property owners in the vicinity of Stanton Lane that would need to clear blocked surface water drainage crossing their land. The assistance of the Wiltshire drainage team in identifying land owners would be requested. **(noted)**
- d) **Parish/Community Website/Social Media** – There still remained a need for all Council Members to review their contact details and information that appeared on the Council website. **(noted)**
- e) **Tor Hill Footpath Project** – There was no update as the Council had deferred further consideration until the Neighbourhood Plan process was further advanced. **(noted)**
- f) **Kington St Michael Village Hall**
 - i) Since the Council had last met the Village Hall Trustees had advised that they had agreed that the Village Hall booking rates would increase by £1.00 per hour to all hirers from the 1st January 2026. The Clerk had booked the Hall for Council Meetings until May 2027 and the calendar was circulated for information. **(noted)**
 - ii) Village Hall Acoustics-Hearing Difficulties. Pursuant to Minute 25/050 (f). Cllr T Mead updated the Council and advised that the equipment had now been purchased and installation arrangements were to be made. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead advised that it was likely that a draft Neighbourhood Plan could be considered at the next Council Meeting. **(noted)**
- h) **Kington St Michael Emergency Plan** – The Council's Emergency Planning Coordinator, Cllr F Twisse, advised that there had been no change in circumstances since the last Council Meeting. **(noted)**
- i) **Village Newsletter** – The Council considered that editorial should be provided to highlight Council business. **(noted)**
- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – There was no updated required. **(noted)**
- l) **Registration of Land and Buildings/Village Hall etc.** There was no change in circumstances since the last Council Meeting. **(noted)**
- m) **Community Safety/Neighbourhood Watch:** There had been no change in circumstances since the last Council Meeting. The Clerk continued to circulate Community Messaging to those on the Council's Database. **(noted)**

- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen’s Platinum Jubilee – Celebration Bench.** The Clerk reported that he had found a contractor who was willing to carry out the work and was now awaiting a cost estimate. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** There was no updates on this occasion. **(noted)**

25/061 **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).** As reported at the last Council Meeting the last LHFIG Meeting had been held on the 9th June 2025. The Note Tracker/Agenda had been received and circulated. The next LHFIG Meeting was scheduled for the 16th October 2025 at 10.00am to be held in Committee Room A, Monkton Park Council Offices. The Note Tracker had been provided. **(noted)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 18th September 2025 10.00-12.00 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). The date of the next Meeting was scheduled for Thursday 20th November 2025, 10.00 to 12.00. The venue and hybrid meeting details would be provided. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The Council had now installed the two ElanCity SIDs and data produced could be forwarded to LHFIG in due course in support of a reduction in speed limit request. **(noted)**
- d) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on Monday 15th September 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The next was scheduled for the 10th November 2025 at the same venue. A further date was scheduled for the 9th February 2026. The Parish Forum had met on Wednesday 24th September 2025 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker had been Jennie Shaw a Director of the Wiltshire Bobby Van Trust. Cllr S Woodhead reported that he felt that she had been an inspirational speaker and the Trust should be supported as much as possible. The issue of sharing costs of an ANPR Camera had also been discussed. The next Forum Meeting was scheduled for Wednesday 26th November 2025 at 7.00pm in the St Mary Magdalene Church, Hullavington and it was hoped that Members, if available, could attend. **(noted)**
- f) **School Travel Plan and Safe Place.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- g) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** The Council’s Rights of Way Warden, Cllr S Woodhead, had provided a further update earlier in the Meeting. Minute 25/050 (b) above refers. **(noted)**

- h) **Wiltshire Neighbourhood Watch Association AGM.** The Council was advised that this would take place on Saturday 18th October 2025 at Wiltshire Police HQ, Devizes at 10.00am. Guest Speakers would be Chief Constable, Catherine Roper and Philip Wilkinson, Police & Crime Commissioner. **(noted)**
- i) **ANPR Camera – Burton.** Parish Forum Members had received a Neighbourhood Policing Team update advising that research had shown that many burglary offenders in the rural area are likely to live outside of Wiltshire and that offences in the villages adjacent to the B4049 from the Acton Turville direction through to the A420, including the Allington area suffered badly. There were proposals to install an ANPR camera on the route that could vastly improve detection rates but that this would be subject to funding. It had been suggested that a camera installation would cost around £5k and that with local Parish Council support this could be installed within a short timetable. Following consideration **the Council agreed** to provide a Section 137 Grant of £300.00 towards the project. **Cllr T Mead proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY**
- j) **Chair’s Update.** Since the Council had last met the Council had been advised of an “Oaks at 80” Project. The Great Western Community Forest had launched a project to plant Oak trees to commemorate the end of World War II. **The Council agreed that this was a worthy project** and the Clerk would complete the required survey.
- k) **Wiltshire Council Briefing Note 25-07.** The Council had received a Briefing Note in regards to new Bus Stop Infrastructure Funding and Emerging Processes for Requests. **The Council agreed to respond** to the request and the Clerk would complete the required survey.
- l) **Community Consultation.** Pursuant to Minute 25/051 (i). It had been agreed that a group of Council Members would consider and recommend a draft questionnaire to be considered at this Council Meeting, including suggestions as to how a survey might be conducted. Following consideration **the Council agreed** the final content, removing reference to the Tor Hill Project and including the Jolly Huntsman questions and subject to final arrangements the consultation would now proceed.

25/062 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

25/063 DATE OF NEXT MEETING

The next Council Meeting would be held at **7.15pm, on Thursday 20th November 2025.**

PART 2 AGENDA

The following Item related to Confidential Matters and in accordance with Kington St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it was considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the

Public and Press should be excluded for the remainder of the Meeting and they were instructed to withdraw.

a) Kington St Michael Neighbourhood Plan – Site Allocation/s and related matters.

The Council was updated on proposals and was informed that a Public Consultation Event was likely to take place at the Kington St Michael Club on Tuesday 11th November 2025 (3pm to 8pm) This date would be confirmed.

Signed:

Chair, Kington St Michael Parish Council

Date: **20th November 2025**