

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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14th March 2025

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 20th March 2025** commencing at **7.15pm** in **Kington St Michael Village Hall, Kington St Michael SN14 6HX**. The Press and Public are welcome to attend.

Yours faithfully,



Vivian A Vines MBE SLCC
Parish Clerk

FULL COUNCIL MEETING

(Agenda Items for decision are marked as such)

NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

PUBLIC QUESTION TIME: an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES: an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

AGENDA

1. **APOLOGIES:** To receive and agree Apologies received from Council Members. (For Decision)
2. **DECLARATIONS OF INTEREST:** To receive and note Declarations of Interest in accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders, including any Dispensations required under the Code of Conduct. (to note)
3. **MINUTES:** To receive, consider and to confirm the Minutes of the Parish Council Meeting/s held.
Full Council Meeting held 20th February 2025. (see attached Draft Minutes) (For Decision)
4. **PLANNING:**

Planning Applications: To make observations on Planning Applications received.

Prior to the consideration of any Planning Application received, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

- a) PL/2025/02164 – Householder Planning Permission
Extension to Dwelling
34B, Honey Knob Hill, Kington St Michael, Chippenham SN14 6JJ
For Mr Alistair Morelli **(see online) (For Decision)**

There are no further planning applications to consider at the time of Agenda publication. **(to note)**

Planning General: To receive notification of any Planning Decisions received and any amendments and updates to previously considered Planning Applications. To receive notification and consider any other Planning related matters.

- b) PL/2024/11019 – Lawful Development Certificate for an Existing Use
Erection of a single storey outbuilding
Half Moon, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr Tobie Holbrook **Approved with Conditions 20th February 2025**
- c) PL/2024/11014 – Lawful Development Certificate for an Existing Use
Erection of a tractor shed
Half Moon, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr Tobie Holbrook **Approved with Conditions 20th February 2025**
- d) PL/2024/10310 – Full Planning Permission
Erection of a Detached Outbuilding (Retrospective)
Half Moon, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr T Holbrook **Approved with Conditions 20th February 2025**
- e) PL/2024/11066 – Full Planning Permission
Conversion of an existing outbuilding to form 1 No holiday let
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JY
For Mr & Mrs Chris Swarder **Approved with Conditions 7th March 2025**

There are no further planning matters to report at the time of Agenda publication. **(to note)**

5. FINANCE: To note any financial matters, any receipts and payments made

- a) Payments to make. **(see attached) (For Decision)**

Information Commission. Data Protection renewal 24/25		£ 52.00
Clerks Expenses. Mr V A Vines Year 2024-2025 Claim Form	10.03.25	£ 1,037.00
Clerks Net Salary Mr V A Vines Year 2024-2025 Claim Form	10.03.25	£ 3,750.66
Clerks HMRC Year 2024-2025 PAYE	10.03.25	£ 937.66

- b) Payments made since the last Council Meeting

There have been no payments made since the last Council Meeting. **(to note)**

- c) Receipts. The following receipts have been received since the last Council Meeting **(to note)**

KSM Village Shop. "The Kingtons" book sales. A/c No 31545043	01.03.25	£ 44.85
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- d) To note Bank Account balances as at 5th March 2025 **(to note)**

HSBC Main Business A/c No 31545043	£ 65,915.74
HSBC Reserves A/c No 21545078	£ 47,601.86
HSBC Charities A/c No 71545051	£ 795.76
Defibrillator A/c No 51563041	£ 986.67

- e) Receipts. At the last Council Meeting (Minute 24/085 (c) refers) it was recorded that the Council had received a £100.00 donation from the KSM Book Recycling Scheme deposited into account No 51563041. For clarification this account is the Defibrillator Funds holding account. **(to note)**

6. HIGHWAY MATTERS:

- a) **Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team.** To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. Cllr P Macdonald is the Parish Steward Link Member. Parish Steward visits are scheduled for 17th March and 15th April 2025. **(or Decision)**
- b) **Rights of Way** – To raise general issues and to receive any further updates. **(For Decision)**
- c) **Highway & Footpaths Conditions and Maintenance** – To raise general issues and to receive any updates. **(For Decision)**
 - i) Replacement Waste Bins. Pursuant to Minute 24/086 (c) (i) To receive any updates. **(to note) (For Decision)**
 - ii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/086 (c) (iii). To receive any updates. **(to note)**
 - iii) The Ridings – Cones on highway verges. The Council has been asked if the cones erected are a permanent fixture, intended to stop School drop off cars driving on the grass? The question is raised as to what is a more appropriate fixed solution? **(see attached) (For Decision)**

7. UPDATE ON STANDING ITEMS:

- a) **Recreation Ground** – To raise general issues and to receive any updates.
 - i) QE2 Recreation Field Group. To receive any update/s since the last Council Meeting. **(to note)**
 - ii) QE2 Recreation Field Capital Works. To receive update/s since the last Council Meeting. **(to note)**
 - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. The existing grass cutting contractors, Greenscape Ltd, has provided a quotation for the 2025 cutting season. This includes the Recreation Ground, the Village Green, The Ham, Tor Hill and The Haha footpaths and will be a slight cost reduction on the 2024 season. The overall cost is within the Council's approved budget for 25/26. In these circumstances, as the cutting season is to commence shortly the contract has been agreed. **(see attached confidential document) (to note)**
 - iv) QE2 Recreation Field – Honey Knob Hill boundary. Pursuant to Minute 24/087 (a) (iv). To receive any updates. **(to note) (For Decision)**
- b) **Notice Boards** – To raise general issues and to receive any updates. **(to note)**
- c) **Flooding & Drainage** – To raise general issues and to receive any updates and to consider any actions required. **(to note) (For Decision)**
- d) **Parish/Community Website/Social Media** – To raise general issues and to receive any updates since the last Council Meeting. including communication between Elected Members. The KSM Village Website, www.kingtonstmichael.com was designed and has been hosted by Vision ICT Ltd since its inception over 10 years ago. The website is well valued within the community and notice has been given that as it is running on V4 and V5 technology there is a need to decommission the website on the 31st January 2026. Briefly the reasons given are technical obsolescence, security concerns and cost inefficiency. Vision ICT Ltd offer support to create a seamless transition tailored to a new website to KSM requirements retaining all existing content. The Clerk is the Council's link with the Web Controller and together will ensure that there is the seamless link between the existing and new website prior to the decommission date. **(to note)**
- e) **Tor Hill Footpath Project** – The Council has deferred further consideration until the Neighbourhood Plan process is further advanced. **(to note)**
- f) **Kington St Michael Village Hall** – To receive and consider any updates. **(to note)**

- g) **Kington St Michael Neighbourhood Plan.** To receive and consider any updates. **(to note)**. **(For Decision)**
- h) **Kington St Michael Emergency Plan.** To receive any updates. **(to note)**
- i) **Village Newsletter** – To raise general issues and agree editorial if necessary. **(to note)** **(For Decision)**
- j) **Asset Register** – To raise general issues and to receive any updates. **(to note)**
- k) **Insurance** – To raise issues and receive updates as required. **(to note)**
- l) **Registration of Land and Buildings/Village Hall etc.** The matters are with the Council's Solicitor and the Land Registry. There is no change in circumstances since the last Council Meeting. **(to note)**
- m) **Community Safety/Neighbourhood Watch:** To receive any updates. **(to note)**
- n) **Data Protection. GDPR** – To raise general issues and to receive any updates. **(to note)**
- o) **Queen's Platinum Jubilee 2022 – Celebration Bench.** Pursuant to Minute 24/087 (o). To receive any updates. **(to note)** **(For Decision)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** To receive any updates **(to note)** **(For Decision)**

8. CLERKS REPORT: To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s

- a) **Chippenham Local Highway and Footpath Group (LHFIG).** A LHFIG Meeting last met on the 9th January 2025. The Note Tracker has been received and previously circulated. To consider any actions required. The next is scheduled for 22nd April 2025 at 10.00am in Committee Room D, Monkton Park. The Note Tracker for this Meeting will be circulated in due course. **(to note)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group is scheduled to meet on the 20th March 2025 at 10.00am by TEAMS. The Agenda and joining information has been circulated. **(to note)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Pursuant to Minute 24/088 (c). To receive any updates. **(to note)**
- d) **Pavement Parking-Provision of Bollards.** There is no change in circumstances since the last Council Meeting. **(to note)**
- e) **Parish Council Database.** There has been no change in circumstances since the last Council Meeting. **(to note)**
- f) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 3rd March 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. To receive any updates. The Parish Forum met on Wednesday 26th February 2025 at 7.00pm in Christian Malford Village Hall. The Guest Speaker was Catherine Roper, the Wiltshire Chief Constable. To receive any updates. The Parish Forum will meet next on Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. The Council should consider representation at Forum Meetings. **(to note)**
- g) **School Travel Plan and Safe Place.** Pursuant to Minute 24/088 (g). There is no change in circumstances since the last Council Meeting. **(to note)**
- h) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** Minute 24/088 (h) refers). After the Council Elections in May the Council will need to review the emergency planning situation to ensure it is fit for purpose. **(to note)**
- i) **Parish Council Elections – 1st May 2025.** This item appeared on the last Council Agenda and is included again for information. The Wiltshire Society of Local Council Clerks recently received a presentation from the Wiltshire Council Elections Team regarding the forthcoming Elections in May 2025 that will include 2,118 Town and Parish Council seats. The Elections Act 2022 brings in some changes for the Elections this time and Clerks had been asked to suggest candidates attended the online webinar and read Election packs in full, even if they have been through the process several times before.

Nomination forms will be accepted at three hubs – Chippenham, Trowbridge and Salisbury. Attached is a copy of the presentation that might be of assistance. **(see attached)**

- j) **St Michael & All Angels Church PCC.** The Council has received a request from the PCC for financial support towards the grass upkeep of the open burial ground. The Council has previously determined that a Section 137 grant could be given for this community purpose. To consider and agree a Section 137 donation. **(For Decision)**
- k) **Wiltshire Council – Briefing Note 25-01.** The Council has received a Briefing Note in regards to the Electronic Refuse Collection Vehicle (eRCV) trial. **(see attached) (to note)**
- l) **Flood Warden Newsletter – Winter 2024-25 (Jan 25).** The Council has received the latest Environment Agenda Flood Wardens Newsletter. **(see attached) (to note)**
- m) **Wiltshire Council – Briefing Note 25-02.** The Council has received a Briefing Note in regards to the Management of Council Business and Publicity during the pre-election period. **(see attached) (to note)**
- n) **Citizens Advice Wiltshire.** The Council has received a request to consider a financial donation towards the service costs. The Council has previously provided assistance to this Charity. To consider the request. **(see attached) (For Decision)**
- o) **Wiltshire Council – Briefing Note 25-03.** The Council has received a Briefing Note in regards to the Local Nature Recovery Strategy (LNRS) update. **(see attached) (to note)**

9. ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting is scheduled for Thursday 10th April 2025 at 7.30pm. (Minute 24/089 refers) The Council agreed the Agenda at the last Council Meeting, that refreshments would be provided for attendees and that the Village Shop would be asked to assist. **(to note)**

10. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to a future Full Council Meeting.

- 11. DATE OF NEXT MEETING:** The date of the next **Full Council Meeting** is scheduled for **Thursday 17th April 2025 at 7.15pm.**

PART 2 AGENDA

As the following Items relate to Confidential Matters, in accordance with Kingston St Michael Parish Council Standing Orders (Admission of Public and Press to Meetings) it is 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 that they are instructed to withdraw.

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