

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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11th April 2025

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 17th April 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)**
Apologies have been received from Cllrs J Newton and M-C Simpson.

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 March 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/2025/00485 – Householder Planning Permission
Single Storey Side and Rear Extensions to Existing Garage
86-87, Kington St Michael, Chippenham SN14 6HX
For Mr James Willment **(see online) (For Decision)**

* The Council considered this planning application on the 20th February 2025, originally submitted as a two-storey scheme. The Council has been advised that the scheme has been amended to propose a single-storey scheme and the Council is invited to submit further comments. Original comments are attached for information. **(see attached)**

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/2025/01219 – Prior Approval – Class R – Agricultural Buildings to a flexible Commercial Use Change of Use if Existing Agricultural Barn for Class E and associated storage in lieu of PL/2024/0760
Kington Farm, Kington St Michael, Chippenham SN14 6DH
For Mr T Royal **Prior Approval Granted 28th 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)**

WALC/NALC. Subscription fees 2025/2026	Inv WALC-0554	01.04.25	£ 315.56
Greenscape Services Ltd. Grass maintenance contract.	Inv SI-17547	25.03.25	£ 1,738.04
Place Studio Ltd. Neighbourhood Plan support.	Inv 039	25.03.25	£ 1,618.80
WALC. Training course fee.	Inv WALC-0725	31.03.25	£ 36.00
Playdale Playgrounds. Quotation 00101427	04.04.25 50% deposit		£ 4,394.81

- b) Payments made since the last Council Meeting

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

- c) Receipts. There have been no receipts since the last Council Meeting **(to note)**

- d) To note Bank Account balances as at 5th April 2025 **(to note)**

HSBC Main Business A/c No 31545043	£ 55,119.46
HSBC Reserves A/c No 21545078	£ 47,673.01
HSBC Charities A/c No 71545051	£ 796.95
Defibrillator A/c No 51563041	£ 988.14

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 15th April, 16th June, 15th July, 15th September, 15th October, 17th November and 10th December 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 24/097 (c) (i) To receive any updates. **(to note)**
- ii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/097 (c) (iii). To receive any updates. **(to note)**

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. The Council was advised that the RoSPA Report had identified defective play equipment. A quotation has now been received from the equipment suppliers, Playdale Playgrounds, to carry out remedial works. **(see attached) (For Decision)**
 - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. **(to note)**
 - iv) QE2 Recreation Field – Honey Knob Hill boundary. Pursuant to Minute 24/098 (a) (iv). To receive any updates. **(to note)**
- 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. **(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 24/098 (o). To receive any updates. **(to note)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House**. To receive any updates **(to note)**

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 was scheduled to meet on the 20th March 2025 at 10.00am by TEAMS. The Agenda and joining information was circulated. **(to note)**

- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Pursuant to Minute 24/099 (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. The Notes and Presentation from the Meeting have been circulated. 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 24/099 (g). There is no change in circumstances since the last Council Meeting. **(to note)**
- h) **Parish Council Elections – 1st May 2025.** Following the close of nominations for the Parish Council Elections the Election will be uncontested as there were 8 candidates recorded to fill the 9 Council Seats. This means that the Council will be easily quorate after the 6th May 2025, when the existing Council Members stand down and the new Council takes over. It is important to note that all Councillors cannot take decisions until they sign their Declaration of Office prior to the Annual Council Meeting scheduled for Thursday 15th May 2025. As the new Council has been given authority to co-opt an eligible person to fill the Member Vacancy an item will appear on the next Agenda for the Council to agree how they wish to carry out the co-option procedure and whether they will wish to advertise the Vacancy etc. **(to note)**
- i) **Flood Warden Newsletter – Spring 2025.** The Council has received the latest Wessex Water/Environment Agency Flood Wardens Newsletter. **(see attached) (to note)**

9. ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting was held on Thursday 10th April 2025. To receive any reports and updates. **(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 **Annual Council Meeting** to be followed by the next **Full Council Meeting** is scheduled for **Thursday 15th May 2025 at 7.15pm.**