

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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SN14 0PA

9th May 2025

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 15th May 2025** commencing at **7.30pm** (or on the closure of the Annual Council Meeting) 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 17th April 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/2025/02910 – Prior Notification: Building
Erection of New Agricultural Storage Building
Down Farm, Kington St Michael, Chippenham SN14 6LP
For Mr & Mrs Richard Bliss **(see online) (For Decision)**
- b) PL/2025/03307 – Full Planning Permission
Erection of B8 unit with associated works
Land West of Oakleigh Acres, Draycot Cerne, Chippenham SN15 5LH
For Mr Darren Barnsley **(see online) (For Decision)**
- c) PL/2025/03868 – Notification of Proposed Works to Trees in a Conservation Area
T1 Silver Birch – Fell. T2 Black Cherry Plum – Fell. T3 Mulberry - Fell
Hillside House, 94 Kington St Michael, Chippenham SN14 6HX
For Mr Alan Ingham **(see online) (For Decision)**
- d) PL/2025/03986 – Householder Planning Permission
Extension to Dwelling
Well Cottage, 56 Kington St Michael, Chippenham SN14 6JE
For Mr & Mrs Alex & Charlotte Formoso **(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.

There are no 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)**

Greenscape Services Ltd. Grass maintenance contract. Inv SI-17598	20.04.25	£ 1,738.04
Community First. Membership subscription 25/26		£ 40.00
KSM Primary School. Newsletter printing. Inv KSM20252404	24.04.25	£ 96.32
Vision ICT Ltd. Website hosting and support 25/26 Inv 20208	01.05.25	£ 290.26
KSM Village Hall. Hire of Hall for 11 PC Meetings 25/26	30.04.25	£ 165.00
KSM Village Hall. Hire of Hall for Parish Forum Meeting 25.09.24	30.04.25	£ 15.00

- b) Payments made since the last Council Meeting

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

- c) Receipts. There has been the following receipt since the last Council Meeting **(to note)**

Wiltshire Council. BACS Precept 25/26 Tranches 1.	17.04.25	£ 27,284.16
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- d) To note Bank Account balances as at 5th April 2025 Any later balances will be reported at the Council Meeting. **(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. Parish Steward visits are scheduled for 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 24/109 (c) (i) To receive any updates. **(to note)**
 - ii) Tor Hill Footpath Highway Boundary. Pursuant to Minute 24/109 (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. **(to note)**
 - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. At the last Council Meeting a public question was raised as to the pruning of the memorial Holm Oak. The question could not be answered that evening. To consider if any response is still required. **(to note) (For Decision)**
 - iv) QE2 Recreation Field – Honey Knob Hill boundary. Pursuant to Minute 24/110 (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. There is a need for all Council Members to review their contact details and information that appears on the Council website and Community website. **(to note) (For Decision)**
- 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. The Council has been reminded by Wiltshire Council that they should have an up to date Community Emergency/Flood Plan. Having an adopted and registered Emergency Plan will not stop emergencies occurring, but actions within the Plan by the community, may help reduce the impact. The Council will be aware of the potential assistance available from the Wiltshire and Swindon Prepared Local Resilience Forum (LRF) and also the requirement for Emergency Contact Hubs, such as the Village Hall, the Kington Club, the Church and the Public House. **(For Decision)**
- 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 24/110 (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 was held on the 9th January 2025. The Note Tracker has been received and previously circulated. To consider any actions required. The next was scheduled for 22nd April 2025; the Note Tracker was circulated, but was postponed as this was within the Election period. The new date is the 9th June 2025, 2pm to 4pm in Committee Room D, Monkton Park. The Note Tracker will be provided in due course **(to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group last met on the 20th March 2025. There are no Minutes from the Meeting available yet. The date of the next Meeting has yet to be advised. **(to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Pursuant to Minute 24/111 (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 24/111 (g). There is no change in circumstances since the last Council Meeting. **(to note)**
- h) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** The Council has received details of how Parish Councils can contribute to the maintenance and improvements to paths within their Parish boundaries. Several letter templates have been provided. **(see attached) (to note) (For Decision)**
- i) **Wiltshire Council and Wiltshire Climate Alliance.** The Council has received notification and information relating to a Climate and Environment Summit to be held at County Hall, Trowbridge on the 20th and 21st June 2025. **(see attached) (to note)**

9. 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.

10. DATE OF NEXT MEETING: The date of the next Council Meeting is scheduled for Thursday 19th June 2025 at 7.15pm.