

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

3 Wardour Road
Chippenham
Wiltshire
SN14 0PA

Tel 01249 657695
Email ksmparishclerk@gmail.com

11th July 2025

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 17th July 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.

Council Meeting held 19th June 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/2025/05246 – Full Planning Permission
Conversion of the existing farm building to provide 1 No new dwelling in variance of application PL/2024/11624, including the creation of a new access
Barn at Prior Cottage, Honey Knob Hill, Kington St Michael, Chippenham SN14 6JR
For Mr William Kallaway **(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-17724 20.06.25 £ 1,738.04
Playdale Playgrounds Ltd. Play Area repairs supplies. Inv 60928 £ 4,394. 83 less previous
payments. outstanding amount £ 1,998.83
Glasdon UK Ltd. Purchase of Durapol 2 bollards & sockets Inv S191726 27.06.25 £ 585.89

- b) Payments made since the last Council Meeting **(see attached) (to note)**

Soft Surfaces Ltd. Black wetpour repair kits etc. Inv 25739 09.07.25 £ 182.40

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

- d) To note Bank Account balances as at 5th June 2025. Any later balances will be reported at the Council Meeting. **(to note)**

HSBC Main Business A/c No 31545043	£ 68,515.90
HSBC Reserves A/c No 21545078	£ 47,807.53
HSBC Charities A/c No 71545051	£ 799.20
Defibrillator A/c No 51563041	£ 990.93

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 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 25/028 (c) (i) To receive any updates. **(to note)**
- ii) Grove Lane highway junction. A Parishioner has raised the issue of a black and white post at the junction blocking good vision in the left direction meaning that car drivers have to pull forward more than is necessary. The Council's views have been requested. **(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) (For Decision)**
 - iii) QE2 Recreation Field Maintenance. To receive update/s since the last Council Meeting. **(to note) (For Decision)**
 - iv) QE2 Recreation Field – Adjacent Highway Pavement. Pursuant to Minute 25/029 (a) (iv). To receive update/s since the last Council Meeting. **(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. Pursuant to Minute 25/029 (d). There still remains a need for all Council Members to review their contact details and information that appears on the Council website. There also remains a need for all Council Members to confirm if they wish their Gov.uk emails diverted to their private email addresses for convenience. **(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, including potential financial support. **(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. Pursuant to Minute 25/029 (i) To consider how the Parish Council might use the Newsletter to update Parishioners on Council decisions, future plans, etc. Closing date for editorial submission if Friday 18th July 2025. **(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 25/029 (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)**. As reported at the last Council Meeting the last LHFIG Meeting was held on the 9th June 2025. The Note Tracker/Agenda was received and circulated. To receive any updates and consider any actions required. The date of the next LHFIG Meeting is the 16th October 2025 at 10.00am to be held in Committee Room A, Monkton Park Council Offices. The Note Tracker will be provided when available. **(to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North**. As reported at the last Council Meeting the Flood Group met on the 29th May 2025 10.00-12.30 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). There are no Minutes from the Meeting available yet. The date of the next Meeting is the 24th July 2025 and details will be provided in due course. **(to note) (For Decision)**

- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Pursuant to Minute 25/030 (c). To receive any updates. The Council has been advised of a special offer from EVOLIS ElanCity. **(see attached) (For Decision)**
- d) **Pavement Parking-Provision of Bollards.** Pursuant to Minute 25/030 (d). To receive any updates. **(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.** As reported at the last Council Meeting the Area Board met on Monday 2nd June 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The Draft Minutes have been published online. The next is scheduled for the 15th September 2025 at the same venue. Further dates are scheduled for the 10th November 2025 and 9th February 2026. The Parish Forum met on Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. The Guest Speakers were from the Wiltshire Police Neighbourhood Team and Emily Malcolm of Yesterday's Story CIC who explored how local Parishes could be involved in a new Chippenham Heritage Project. The next Forum Meeting is scheduled for Wednesday 24th September 2025 at a venue to be confirmed. To receive any updates. **(to note) (For Decision)**
- g) **School Travel Plan and Safe Place.** 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.** Pursuant to Minute 25/030 (h). To receive any updates. **(to note) (For Decision)**
- i) **Wiltshire Council and Wiltshire Climate Alliance.** Pursuant to Minute 25/030 (i). The Council 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. To receive any updates. **(to note)**
- j) **Kington St Michael United Charities (KSMUC).** Pursuant to Minute 25/030 (j). The Council had written to the KSMUC on the 5th June 2025 seeking their views on the circumstances of the Parish Council nominee. The Council wrote again on the 20th June 2025 providing further comment. **(see attached)** A response has been received confirming that the term of office of the present incumbent ends on the 12th March 2026 and prior to this the KSMUC will contact the Council seeking a nominee for the next 4-year term of office in accordance with the Charities Constitution. **(see attached) (to note)**
- k) **Community Consultation.** Pursuant to Minute 25/030 (k). It was agreed that Council Members would provide the Clerk with suggestions to allow a draft questionnaire to be considered at this Council Meeting, including suggestions as to how a survey might be conducted. At the time of Agenda publication there have been no further suggestions received. **(For Decision)**
- l) **Village Hall Acoustics-Hearing Difficulties.** Pursuant to Minute 25/030 (l). It was suggested that the speaker/microphone system, if available would be trialed at this Council Meeting. **(For Decision)**
- m) **OPPC Road Safety Conference – Friday 4th July 2025.** Pursuant to Minute 25/030 (n). The Council was notified by the Police and Commissioner that an “improving road safety” conference was to be held on Friday 4th July 2025 at Tidworth Garrison Theatre 10am to 4pm. One representative, from each Parish Council, was invited and from Community Speedwatch teams across the Force area. The event was cancelled. A survey is now being carried out on future arrangements. **(see attached) (to note) (For Decision)**
- n) **Wiltshire Council Briefing Note 25-04.** The Council has received a Briefing Note in regards to the Wiltshire's Housing Land Supply Statement. **(see attached) (to note)**

- o) **Wiltshire Council Briefing Note 25-05.** The Council has received a Briefing Note in regards to the Wiltshire Community Air Network. **(see attached) (to note)**
- p) **Wiltshire Council Briefing Note 25-06.** The Council has received a Briefing Note in regards to the Launch of the fourth Solar Together Scheme for Wiltshire and Swindon. **(see attached) (to note)**
- q) **Flood Wardens Newsletter.** The Council has received the July 25 edition of the Environment Agency Flood Wardens Newsletter. **(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 18th September 2025 at 7.15pm.**