

KINGTON ST MICHAEL PARISH COUNCIL

Vivian A Vines MBE SLCC
Clerk of the Council

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9th January 2026

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 15th January 2026** 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 20th November 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/2025/09153 – Householder Planning Permission
Internal re-configuration, windows replacement with enlargement of landing windows, removal of southeast porch and replacement of northeast porch. Roof retiling and re-rendering with associated works
Hazeland House, 32, Kington St Michael, Chippenham SN14 6JJ
For Ms J Hamilton **(see online) (For Decision)**
- b) PL/2025/08935 – Listed Building Consent (Alt/Ext)
Internal re-configuration, windows replacement with enlargement of landing windows, removal of southeast porch and replacement of northeast porch. Roof retiling and re-rendering with associated works
Hazeland House, 32, Kington St Michael, Chippenham SN14 6JJ
For Ms J Hamilton **(see online) (For Decision)**
- c) PL/2025/09431 – Householder Planning Permission
Single storey side extension and first floor extension
33, The Ridings, Kington St Michael, Chippenham SN14 6JG
For Mr Will Handcock **(see online) (For Decision)**
- d) PL/2025/09319 – Notification of proposed works to trees in a Conservation Area
Tree works to G3 Group T1 – Sycamore, T3 – Yew, T6 – Sycamore, T7 – Sycamore, T8 – Sycamore, T17 – Yew, T19 – Yew, T20 – Yew, T21-T26 – Yews, T27+T28 – Ash, T29 – Sycamore, T30 – Yew, T31 – Sycamore, T34 – Sycamore, T35-T37 – Yew and T38 – Sycamore..
Kington Manor, Kington St Michael, Chippenham SN14 6JA
For Bates **(see online) (For Decision)**
- e) PL/2025/09314 – Notification of proposed works to trees in a Conservation Area
Tree works to G2 Group. All Ash with moderate to major Ash dieback. T3 – Fell, T4 – Fell, T5 – Fell, T8 – Fell, T9- Fell T12 – Remove bough and T12 – Remove bough..
Kington Manor, Kington St Michael, Chippenham SN14 6JA
For Bates **(see online) (For Decision)**
- f) PL/2025/09312 – Notification of proposed works to trees in a Conservation Area
Tree works to G7 Group T1 – Elm, T2 – Chestnut, T3 – Oak, T4 – Elm, T5 – Poplar, T6 – Chestnut, T7 – Poplar and T8 – Chestnut
Kington Manor, Kington St Michael, Chippenham SN14 6JA
For Bates **(see online) (For Decision)**
- g) PL/2025/09321 – Notification of proposed works to trees in a Conservation Area
G5 Group of 21 Leylandii that were originally planted as hedge plants – as with all of site it has not been maintained for some time and now G5 is overextending listed graveyard. To reduce the height of the group by up to 3-3.5m to reduce both sides as much as possible without causing browning..
Kington Manor, Kington St Michael, Chippenham SN14 6JA
For Bates **(see online) (For Decision)**
- h) PL/2025/09320 – Notification of proposed works to trees in a Conservation Area
Tree works to G4 Group T1 – Ash, T2 – Horse Chestnut, T3 – Sycamore, T4+T5 – Hollies T8 - Ash, T9 - Sycamore, T10 - Sycamore, T11 – Sycamore and T12 – Sycamore..
Kington Manor, Kington St Michael, Chippenham SN14 6JA
For Bates **(see online) (For Decision)**
- j) PL/2025/09326 – Notification of proposed works to trees in a Conservation Area
Tree works to G6 Group T1 – Ash, T2 – Ash, T4 – Ash, T5 – Sycamore, T6- Sycamore, T7 – Yews, and T8 - Holly..
Kington Manor, Kington St Michael, Chippenham SN14 6JA
For Bates **(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.

- k) 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 **Approved with Conditions 26th November 2025**
- l) PL/2025/08864 – Notification of proposed works to trees in a Conservation Area
T1 Silver Birch – Crown reduce by up to 3m. Crown raise to 3m over neighbours driveway.
Prune clear of property
Manor Cottage, Kington St Michael, Chippenham SN14 6JA
For Mr Paul Gardner **No Objection from Wiltshire Council 9th December 2025**
- m) Wiltshire Gypsies and Travellers Development Plan Document Update (DPD).

Notification was received that Wiltshire Council were re-commencing the process following the deferment of a decision and as part of the review they had re-opened their “call for sites” giving the opportunity for landowners to submit sites for assessment and potential allocation in the revised DPD. The Council considered this at the last Council Meeting and determined that there were no suitable sites within the Parish that could be suggested.

At the time of Agenda publication there are no further updates. **(to note)**

- n) Notice of Acceptance of an application for a Development Consent Order (DCO) by the Planning Inspectorate (on behalf of the Secretary of State) under Section 56 of the Planning Act 2008 Lime Down Solar Park.

Notification was received that proposals (EN010168) for Five Solar Array Sites, etc. was submitted to the Secretary of State on the 19th September 2025 and was accepted for examination on the 17th October 2025. Hard copy details could be viewed at Malmesbury, Chippenham, Corsham, Melksham and Yate Libraries. Representations and PINS Registration was required by 23:59pm Friday the 9th January 2026. The Council previously discussed this large scale proposal and submitted comments and the Clerk registered their interests within the required timescale to allow them to comment further as the examination proceeds. **(to note)**

- o) PL/2025/09338 – Notification of proposed works to trees in a Conservation Area. 5 Day Notice Tree works to Group G7 T1 – Elm, T2 – Chestnut, T4 – Elm, T6 – Chestnut and T8 -Sycamore.. Kington Manor, Kington St Michael, Chippenham SN14 6JA
For Lucy Hiscutt Smith & Arbor
(Dead, Dying or Dangerous Tree(s)) decision 27th November 2025
- p) PL/2025/09337 – Notification of proposed works to trees in a Conservation Area. 5 Day Notice Tree works to G1 – Ash Tree Fell
Kington Manor, Kington St Michael, Chippenham SN14 6JA
For Lucy Hiscutt Smith & Arbor
(Dead, Dying or Dangerous Tree(s)) decision 27th November 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)**

Parish Online. Mapping Software renewal 26/27	Inv 00HY130-008	04.01.26	£ 45.00
Vision ICT. Renewal of SSL website certificate 26/27.	Inv 21353	01.01.26	£ 60.00
KSM Village Hall. Hire of meeting room. Additional charges.		01.12.25	£ 48.75

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

There have been no payments made..

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

Swindon Borough Council. "Oaks at 80" grant	28.11.25	£ 80.00
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d) To note Bank Account balances as at 5th November 2025. * Any later balances will be reported at the Council Meeting. **(to note)**

HSBC Main Business A/c No 31545043	£ 56,340.46
HSBC Reserves A/c No 21545078	£ 48,119.08
HSBC Charities A/c No 71545051	£ 804.41
Defibrillator A/c No 51563041	£ 997.39

e) Council Budget: To consider the Council Budget and Budget proposals for the Council Year 2026-2027 and required Precept.

The Council is required to submit Precept requirements to Wiltshire Council by the 20th January 2026. The Council set their Precept requirement at £54,568.32 in 2025/2026 to retain the capital budget provision and to cover spending proposals.

The Council should be mindful of Government's views on the future of Local Government spending and the possibility that Parish Councils may be considered under capping and referendum proposals. There are no proposals being suggested at the present time but the situation could change.

The Council will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit and in addition Wiltshire Council may well ask for further Parish Council financial support for any works proposed within the Parish, such as LHFIG Area Board requests. At the present time there is little room in the Council's budget that can support extra Revenue spending, without increasing the Precept.

Wiltshire Council Financial Planning has provided 2026/27 Tax Base details to assist the Council with their Budget setting and Precept requirements. **(see attached)**

Should the Council retain the existing £54,568.32 Precept, using the new (325.82) Tax Base this would result in a £167.48 Band D charge. To compare, a Kington St Michael property last year paid a £170.59 Band D charge, the Tax Base being (319.88).

Council Members will need to bring forward suggestions for inclusion or exclusion in the forward Revenue Budget.

Similarly, Council Members will need to bring forward suggestions for the forward Capital Budget and set priorities and realistic timescales.

As mentioned above the Council and Parishioners will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the Capital as well as Revenue tasks for the local community's benefit.

A Budget Proposals 2026/27 spreadsheet is attached showing this year's Budget, (in red Column K) the estimated outturn figures alongside (in blue Column L) excluding capital set-aside and (in green Column M) including capital spend and set-aside, and previous budgets going back to Year 2016/17 to give Members some guidance.

The estimated outturn figures might change for Year End 31st March 2026 but reasonable assumptions have been made. In year 24/25 there were significant Capital works carried out (£53,325.00) and during year 25/26 the spend is likely to be around £27,359.00 and this is reflected in the overall spend figure for 25/26.

The spreadsheet provides 5 options to assist. The first (in black Column N) shows a standstill budget to show how retaining the same Precept would result in a £3.11 a year Parish Council Tax decrease for a Band D property charge. In this case Members should simply look at the bottom line Precept figure of £54,568.32 for the comparison and not the line budget totals as the total figure will need to be proportioned to reflect updated budget requirements.

Option 4 (in purple Column R) is the nearest reflection of how the total sum could be spread if Members wished to pursue this. The reality is that the Council could increase their overall budget by about £1,000.00 and not increase Council Band D Tax levels. The other options allow for a reduction or increases in the Budget, particularly by increasing or reducing the set aside figures.

One saving/reduction that can be made for the next few years is the potential charge for Election costs from Wiltshire Council. The Council budgeted £2,000.00 to cover this in 25/26 with the actual cost being £370.00. In theory there is £1,630.00 in Council funds to carry forward. Members should be mindful that if there are any resignations then there will be charges incurred for the Election process and a small £100.00 amount has been retained as a budget item. One increase that can be considered is the Section 137 Grants budget where there has been a steady increase in requests. Presently £3,750.00 and shown rising in increments to £5,000.00. **(see attached)**

Although a reduction or small increase in Precept may be welcomed by the Tax Payer, Council Members need to be mindful of the fact mentioned earlier that the Government could introduce measures limiting increases to low percentages, although there has been a suggestion in the past that if increases were required in order to take on devolved services from a Higher Authority then they would not be included in a percentage figure.

The spreadsheet shows how each option would impact on the Band D property charge, per year, per month and per week and the Excel spreadsheet is "live" and so Council Members can adapt the figures shown in any of the options. **(see attached) (For Decision)**

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. To receive any updates. Parish Steward visits are scheduled for 19th January, 16th February, 16th March, 16th April, 15th June, 15th July, 15th September, 15th October, 16th November and 9th December 2026. **(to note) (For Decision)**
- b) **Rights of Way** – To raise general issue and to receive any further updates. **(to note) (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 25/069 (c) (i). To receive any updates. **(to note) (For Decision)**
 - ii) Tor Hill Footpath. Pursuant to Minute 25/069 (c) (ii). To receive any updates. **(to note)**
 - iii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/069 (c) (iii). The Council agreed to defer the installation of bollards as the HGV Company involved had advised that they had instructed the local driver not to park in that area. Recently, it is reported that the parking had recommenced and the Company has been informed. The bollard proposal was deferred to avoid the need for the capital expense and Members may wish to consider this further. There is no

change in circumstances in regards to the claim for reimbursement of costs at the time of Agenda publication. **(to note) (For Decision)**

- iv) The Ham – northwest highway visibility splay. Pursuant to Minute 25/069 (c) (iv). To receive any updates. **(to note)**
- v) The Street (adjacent to The Ridings). Agenda item 6 (c) (iii) above refers to HGV vehicle parking and associated with this the alternative parking area chosen by the HGV Company driver is alongside The Ridings boundary wall on a former verge area that is now within the expanded highway through mis-use. There has been concerns about this previously and suggestions are now being made by a Parishioner that bollards or planters should be installed to prevent the parking. Council is reminded that they are not the Highway Authority and would need to seek approval to place obstructions within the highway width (that includes verges) before any local action could be taken. Council has to be mindful that all road users are entitled to park legally on the highway if there is no obstruction or danger created and of any knock-on effects that occur as a result of highway changes. **(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. Pursuant to Minute 025/70 (ii). To receive any 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. To receive any update/s since the last Council Meeting. Agenda item 6 (c) (iii) above refers. **(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 still remains a need for some Council Members to review their contact details and information that appears on the Council 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.
 - i) Village Hall Acoustics-Hearing Difficulties. To receive and consider any updates since the last Council Meeting. **(to note) (For Decision)**
- g) **Kington St Michael Neighbourhood Plan**. To receive and consider any updates. A later Part 2 Agenda item refers to the potential Regulation 14 Consultation. **(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. To receive any updates 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**. To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- 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).** The last LHFIG Meeting was held on the 16th October 2025 at 10.00am in Committee Room A, Monkton Park Council Offices. The Note Tracker has been provided. The next LHFIG Meeting is scheduled for the 8th January 2026 at 10.00am in the same venue. **(to note) (For Decision)**
 - b) **Wiltshire Operational Flood Group North.** The Flood Group last met on Wednesday 19th November 2025, 10.00 - 12.00. The Agenda, venue and hybrid meeting details were provided. The date scheduled for a further Flood Group Meeting is the 21st January 2026. **(to note) (For Decision)**
 - c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** To receive any updates. **(to note)**
 - d) **Parish Council Database.** To raise general issues and to receive any updates. There has been no change since the Council last met. Promotion of the database in the next Newsletter could increase distribution numbers. **(to note) (For Decision)**
 - e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 10th November 2025 in the Wiltshire History Centre, Chippenham. The next is scheduled for the 9th February 2026 in the same venue. To receive any updates. The Parish Forum met on Wednesday 26th November 2025 at 7.00pm in the St Mary Magdalene Church, Hullavington. The Guest Speaker was from the SSEN (Scottish & Southern Electricity Networks). The next Forum Meeting is scheduled for Wednesday 25th February 2026 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker will be Simon Smith, Wiltshire Council Senior Planning Officer. He suggests it would be helpful if he could have some advance warning of specific questions so that he can be properly prepared. **(to note) (For Decision)**
 - f) **School Travel Plan and Safe Place.** The Council has written to the School Headteacher who has responded positively advising that they will be in touch in the New Year after they have been able to look at the matters in depth. **(to note)**
 - g) **Community Governance Review (CGR).** Pursuant to Minute 25/51(p). Notification has been received that the Electoral Review Committee of Wiltshire Council will not be considering Kington St Michael Parish in their first reviews. **(to note)**
 - h) **Wiltshire Council Briefing Note 25-09.** The Council has received a Briefing Note in regards to the Community Governance Review process. **(see attached) (to note)**
 - i) **Wessex Water – Community Drop-in.** The Council has been advised that Wessex Water are holding sessions to allow customers to come and talk to them about water related issues, including bills. Local sessions are planned for Tuesdays 20th January, 10th March and 5th May 2026 at 10-12am and 1-2pm in Chippenham Library, Market Place, Chippenham. **(to note)**
 - j) **Flood Wessex Lunch & Learns Sessions.** The Council has received invitations. A future online Session is planned for the 22nd January 2026 and details have been provided. **(see attached) (to note)**
 - k) **Wiltshire Council Briefing Note 25-10.** The Council has received a Briefing Note in regards to the Us Girls Melksham pilot. **(see attached) (to note)**
 - l) **WALC Environment Network.** The Council has received an invitation to the inaugural meeting of the new Network. Details are attached. The meeting will take place by ZOOM on Thursday 29th January 2026 between 12:00 and 13:00. **(see attached) (to note) (For Decision)**

m) **Community Consultation.** The Council agreed to carry out a Community Consultation and hard copies were delivered to all households with a submission timescale that closed during late December last year. Updates and reports on the initial data will be considered as a later Part 2 Agenda item. **(to note)**

n) **Chair's Update.** To receive any updates and issues since the Council has last met.

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 February 2026 at 7.15pm.**

PART 2 AGENDA

As the following Items relate to Confidential Matters, in accordance with Kington 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) Kington St Michael Neighbourhood Plan – The Steering Group and their Consultants have now produced a Draft Plan with related documents which, if agreed by the Parish Council, can now move forward to the Regulation 14 Public Consultation Stage. This is an important development stage and will be the first opportunity for the public, external bodies and developers to comment on the proposals that, following review, will lead to an appointed Neighbourhood Plan Inspector's appraisal and the required local Referendum. The Council is asked to consider the Draft Plan and agree for the Regulation 14 Consultation to proceed. **(For Decision)**

b) Community Consultation. To receive initial data and appraisals and consider further actions.**(see attached) (For Decision)**