

# 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

12<sup>th</sup> June 2026

Dear Councillor,

You are summoned to a **Meeting of the Kington St Michael Parish Council**, to be held on **Thursday 17<sup>th</sup> June 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)**  
Apologies have been received from Cllr P Macdonald.
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.
  - i) Annual Council Meeting held 21<sup>st</sup> May 2026. **(see attached Draft Minutes) (For Decision)**
  - ii) Council Meeting held 21<sup>st</sup> May 2026. **(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)

There are no 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)**

WALC. Cllr Fundamentals Training Course. Cllr T Mead. Inv WALC-1237	26.05.26	£ 48.00
Linda Durno. Renewal of website management contract 26/27		£ 700.00

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

There have been no payments made.

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

### d) To note Bank Account balances as at 5<sup>th</sup> May 2026\*\* **(to note)** \*\* Any later balances will be advised at the Council Meeting.

HSBC Main Business A/c No 31545043	£ 41,868.69
HSBC Reserves A/c No 21545078	£ 48,445.20
HSBC Charities A/c No 71545051	£ 809.87
Defibrillator A/c No 51563041	£ 1,004.16

## 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 15<sup>th</sup> June, 15<sup>th</sup> July, 15<sup>th</sup> September, 15<sup>th</sup> October, 16<sup>th</sup> November and 9<sup>th</sup> December 2026. The service recommenced on the 1<sup>st</sup> June 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 25/089 (c) (i). To receive any updates. There has been no change in circumstances since the last Council Meeting. A contractor needs to be found to carry out the works. **(to note) (For Decision)**

ii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/089 (c) (iii). As reported at the last Council Meeting the Council has now purchased the bollards and these will be installed subject to contractor's availability. **(to note)**

iv) The Ham – northwest highway visibility splay. Pursuant to Minute 25/089 (c) (iv). To receive any updates. There has been no change in circumstances since the last Council Meeting. **(to note)**

v) The Street (adjacent to The Ridings). Pursuant to Minute 25/111 (c) (iv). To receive any

updates. There has been no change in circumstances since the last Council Meeting. **(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. Pursuant to Minute 025/90 (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)**.
  - iv) QE2 Recreation Field – Adjacent Highway Pavement. To receive any update/s since the last Council Meeting. There has been no change in circumstances since the last Council Meeting. **(to note)**
- b) **Notice Boards** – To raise general issues and to receive any updates. Pursuant to Minute 25/101 (b). There is no change in circumstances since the last Council Meeting regarding the replacement notice board proposal. There is still a need to re-glaze The Ridings notice board. **(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. Council Members should from time to time 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.
- 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. To receive any updates since the last Council Meeting. There has been 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**. To receive any updates since the last Council Meeting. There has been no change in circumstances since the last Council Meeting. A contractor needs to be found to carry out the works. **(to note) (For Decision)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House**. To receive any updates. There is no change in circumstances since the last Council Meeting. **(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 31<sup>st</sup> March 2026 at 10.00am in Monkton Park Council Offices. The Note Tracker has been provided. The date of the next LHFIG Meeting is the 24<sup>th</sup> September 2026. A further date is scheduled for the 28<sup>th</sup> January 2026. **(to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North**. The Flood Group last met on Wednesday 20<sup>th</sup> May 2026. Further Meetings are scheduled for 22<sup>nd</sup> July, 23<sup>rd</sup> September and 11<sup>th</sup> November 2026. **(to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices**. To receive any updates. Members will recall that data from the SIDs will be

used by LHFIG and Wiltshire Highways to ascertain the criteria and need for a speed reduction. **(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 by Members could increase distribution numbers. **(to note)**
- e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 1<sup>st</sup> June 2026 in the Wiltshire History Centre, Chippenham. To receive any updates. The next is scheduled for the 12<sup>th</sup> October 2026 in the same venue. The Parish Forum is meeting on Wednesday 17<sup>th</sup> June 2026 at 7.00pm in Sutton Benger Village Hall. The Agenda has been circulated. **(to note)**
- f) **School Travel Plan and Safe Place.** To receive any updates. **(to note)**
- g) **Wiltshire Council Briefing Note 26-06.** The Council has received a Briefing Note in regards to the ongoing Community Governance Review. At this time the Chippenham Community Area is not affected. **(see attached)**
- h) **Wiltshire Council Briefing Note 26-07.** The Council has received a Briefing Note in regards to the Five-year Housing Land Supply and Updated Gypsies and Travellers' Accommodation Assessment. **(see attached)**
- i) **WALC – Road Safety Information Seminar.** The Council has been invited to this Seminar to be held on Friday 17<sup>th</sup> July 2026, 1.00pm to 3.40pm (approx) at the Conference Suite, County Hall, Trowbridge, in conjunction with the Wiltshire and Swindon Road Safety Partnership. Written questions can be submitted by the 3<sup>rd</sup> July 2026, the date bookings close. It is emphasised that the event is not designed to consider individual Parish or Town-specific highways cases or concerns.
- j) **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 30<sup>th</sup> June, 25<sup>th</sup> August, 13<sup>th</sup> October and 8<sup>th</sup> December 2026 at 10am-12pm and 1-2pm in Chippenham Library, Market Place, Chippenham.
- k) **BT Telephone Box.** Pursuant to Minute 26/019. During the Neighbourhood Plan Reg 14 drop-in sessions the status of the telephone box had been raised, particularly as it was suggested that it was Listed and needed significant maintenance. The question of ownership and responsibility needs to be identified before the Council might wish to get involved. **(For Decision)**
- l) **Register of Interests.** Council Members are reminded that by Law this should be completed on the Wiltshire Council website within 28 days of being elected/co-opted or when they have any change in circumstances. The Clerk will provide log-in and password details again, should this be required. **(to note)**
- m) **Chair's Update.** To receive any updates and issues since the Council has last met. The Council was approached by CAWS (Email 06.06.26), which was circulated to Members. A deadline for submission was required by 15<sup>th</sup> June 2026. Although no response from Members, the Chair considered that in order to assist CAWS a response providing evidence of the multiple cumulative impacts potentially occurring in the Parish should be given. **(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 17<sup>th</sup> September 2026 at 7.15pm.**