

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

Kington St Michael Village Hall, Kington St Michael SN14 6HX

21st May 2026

Present: Cllr G Gamble, Cllr J Newton, Cllr W Roe, Cllr F Twisse and Cllr S Woodhead (Vice-Chair).

Also Present: Mr V Vines MBE Clerk of the Council.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

PUBLIC QUESTION TIME

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

26/011 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Hall, Cllr P Macdonald (Chair), Cllr O Mead and Cllr T Mead. Apologies were also received from Wiltshire Cllr H Greenman

26/012 Declaration(s) of Interest – In accordance with Kington St Michael Parish Council's Code of Conduct and Standing Orders

There were no Interests declared. **(noted)**

26/013 MINUTES Members had previously been circulated with the Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 23rd April 2026. **Cllr G Gamble proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

26/014 PLANNING Prior to the consideration of the Planning Applications received, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

Planning Applications:

- a) PL/2026/00311 – Full Planning Permission
Erection of 2 No cattle sheds and 1 No straw barn
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JT

For Mr T Reynolds **

- ** The Council had considered this application on the 19th February 2026 and had raised no objections. Since the last Council Meeting the Council had been advised that the application had been updated. It had now been re-registered as it included temporary residential accommodation

PL/2026/00311 – Full Planning Permission
Erection of 2 No cattle sheds and 1 No straw barn. Provision of temporary on-site residential accommodation for agricultural worker
Manor Farm, Easton Piercy, Kington St Michael, Chippenham SN14 6JT
For Mr T Reynolds

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

Cllr J Newton proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

- b) PL/PL/2026/02602 – Listed Building Consent (Alt/Ext)
Replace rotten, draughty, leaking, timber windows on the front of the property with aluminium double glazed windows, finished in RAL 7016 anthracite grey
Barn 2, Upper Swinley Farm, Stanton St Quinton, Chippenham SN14 6DG
For Mr & Mrs Pennington

Following consideration of the application **the Council resolved to raise no objections** to the proposal.

Cllr J Newton proposed, Cllr S Woodhead seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

Planning General: Planning Decisions received and other Planning related Matters.

- c) PL/2026/00410 – Section 37 Notification- Overhead Lines Electricity Act
Improve and reinforce the existing local electricity network
Land at Broomfield Farm, Easton Piercy, Kington St Michael SN14 6JU
For Scottish and Southern Electricity Networks **Approved 24th April 2026**
- d) PL/2026/01356 - Full Planning Permission
Alterations to attached Barn to create 1 No holiday let
Down Farm, Allington Lane, Kington St Michael, Chippenham SN14 6LP
For Mr & Mrs Richard Bliss **Approved with Conditions 27th April 2026**
- e) PL/2026/01661 – Listed building consent (Alt/Ext)
Alterations to attached Barn to create 1 No holiday let
Down Farm, Allington Lane, Kington St Michael, Chippenham SN14 6LP
For Mr & Mrs Richard Bliss **Approved with Conditions 27th April 2026**
- f) 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 SN14 6JR
For Mr William Kallaway **Approved with Conditions 29th April 2026**

- g) PL/2026/01897 –Householder Planning Permission
Demolition of existing rear conservatory, construction of a single-storey lean-to rear extension and partial conversion of integrated garage
Brakemead Barn, 6 Skillins, Kington St Michael, Chippenham SN14 6RL
For Mr & Mrs Watkins **Approved with Conditions 8th May 2026**

- h) Lime Down Solar Park – Planning Inspectorate Rule 8 letter 24th April 2026.

An Examination Procedure letter had been received setting out the updated timetable and procedures including notification of further hearings and accompanied site inspections. This provided the opportunity for the Council to provide input on areas of local concern that may have arisen in written form or at an Open Floor Hearing to be held on the 30th June 2026. (**noted**)

- i) PL/2026/01449 –Householder Planning Permission
Single storey extension to side of existing dwelling
56 The Ridings, Kington St Michael, Chippenham SN14 6JG
For Mrs Helen Evans **Approved with Conditions 14th May 2026**

There were no further planning matters reported.

26/015 FINANCE The Council considered financial matters.

- a) **Payments to make:** The Council considered and approved the following Payments:

Community First-Zurich Insurance renewal 26/27	YLL2720278713	£ 954.27
KSM Village Hall. Hire of Meeting Room 26/27	30.04.26	£ 280.50
Glasdon UK Limited. 5 x Manchester bollards	Inv SI936706	£1,470.78
KSM CE Primary School. Newsletter printing	Inv KSM 20260519	£ 99.20
Greenscape Services Ltd Maintenance contract.	Inv SI-18305	£1,808.76

Cllr G Gamble proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY

- b) **Payments made:** The Council **noted** that there had been no Payments made since the last Council Meeting.
- c) **Receipts:** The Council **noted** the following Receipt/s since the last Council Meeting.

Wiltshire Council. Precept 26/27 BACs Tranche 1	17.04.26	£29,117.00
---	----------	------------

- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5th May 2026 were:

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
HSBC Defibrillator A/c no 51563041	£ 1,004.16

- e) **Annual Governance and Accountability Return Year Ending 31st March 2026**

The Council was advised that last year (2024/2025) they had been required to submit an Annual Return to the External Auditor, PKF Littlejohn LLP, to carry

out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This had been because both the Council's spending and income for Year Ending 31st March 2025 was above the threshold where a Parish Council could apply for a Certificate of Exemption from the external requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year. The Parish Council was advised that spending and income for Year ending 31st March 2026 exceeded both of the thresholds.

The Parish Council needed to complete the Annual Governance process, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales. The Annual Return Part 3 documents were circulated, completed and signed where appropriate by the Clerk and Vice-Chair.

The Clerk advised that the Internal Audit had been carried out and no issues found. The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had prepared the Council Receipt and Payments Accounts for Year Ending 31st March 2026 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2026. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Vice-Chair and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: Authority was given for the Vice-Chair and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

Cllr S Woodhead proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY

26/016 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Parish Steward visits were scheduled for 15th June, 15th July, 15th September, 15th October, 16th November and 9th December 2026. The Council had been informed that the service would recommence on the 1st June 2026. Cllr S Woodhead suggested that a formal letter should be written to Wiltshire Highways in regards to the deplorable condition of highway surfaces in the Parish compared to other local areas. He highlighted numerous black spots and attention should be drawn to all as a matter of urgency. **The Council agreed that** this action should be taken.
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

Cllr S Woodhead reported that he had recently walked Footpaths KSM7-KSM9 and found no obstructions. **(noted)**

- c) **Highway & Footpaths Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

- i) Replacement Waste Bins. Pursuant to Minute 25/089 (c) (i). There had been no change in circumstances since the last Council Meeting. **(noted)**
- ii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 25/089 (c) (iii). There had been no change in circumstances since the last Council Meeting. **(noted)**
- iii) The Ham – northwest highway visibility splay. Pursuant to Minute 25/089 (c) (iv). There had been no change in circumstances since the last Council Meeting. **(noted)**
- iv) The Street (adjacent to The Ridings). Minute 25/111 (c) (iv). Wiltshire Highways had suggested that the provision of bollards may be a solution. Further options were being investigated. **(noted)**

26/017 UPDATE ON STANDING ITEMS

a) Recreation Ground –

- i) QE2 Recreation Field Group. Cllr G Gamble reported that the Group was considering a project to install a cycle track around the QE2 Field. A pond was also being considered. **(noted)**.
 - ii) QE2 Recreation Field Capital Works. Field Capital Works. Pursuant to Minute 25/90 (ii). There was no update on this occasion as the QE2 Field Group was still considering options. **(noted)**
 - iii) QE2 Recreation Field Maintenance. There was no update on this occasion **(noted)**
 - iv) QE2 Recreation Field – Adjacent Highway Pavement. The Clerk continued negotiations with the third party. **(noted)**
- b) **Notice Boards** – The Clerk advised that there had been no change in circumstances since the last Council Meeting. The work to the glazed panel in The Ridings notice board was still required. **(noted)**
- c) **Flooding & Drainage** – There was no update required on this occasion. **(noted)**
- d) **Parish/Community Website/Social Media** – There remained a need for all Council Members to review their contact details and information that appeared on the Council website. **(noted)**
- e) **Tor Hill Footpath Project** – There was no update as the Council had deferred further consideration until the Neighbourhood Plan process was further advanced. **(noted)**
- f) **Kington St Michael Village Hall** – Cllr S Woodhead reported on leasing negotiations and arrangements being conducted between the Trustees and existing and potential tenants. There were a number of significant improvements required to the premises including toilet alterations and a contractor would need to be found. The Trustees would be grateful of help including an additional Member to join and support the trustees. **(noted)**

- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead reported on the draft Neighbourhood Plan Regulation 14 Consultation ending on the 24th May 2026. Drop-in sessions in the Village Hall on the 6th and 14th May 2026 had been well attended with some issues raised that were not pertinent to the Plan itself. These would need to be considered by the Council, rather than the Steering Group. An extension of time had been requested by Wiltshire Council to respond. Some responses could mean that further consultations may be necessary concerning possible land allocations. **(noted)**
- h) **Kington St Michael Emergency Plan** – Cllr F Twisse provided a briefing on potential emergency supplies that could be purchased and stored in secure facilities at the new storage facility at the QE2 Field. Further consideration would need to be given to providing the storage and how, in times of emergency, access could be achieved. There was a need to review the existing Emergency Plan to make it fit for purpose. **(noted)**
- i) **Village Newsletter** – The Council had been unable to submit content for the latest edition, as editorial dates were not aligned to Council Meetings. How to solve this needed to be addressed otherwise only outdated news would appear. **(noted)**
- j) **Asset Register** – There was no update required. **(noted)**
- k) **Insurance** – There was no updated required. **(noted)**
- l) **Registration of Land and Buildings/Village Hall etc.** There was no change in circumstances since the last Council Meeting. **(noted)**
- m) **Community Safety/Neighbourhood Watch:** There had been no change in circumstances since the last Council Meeting. The Clerk continued to circulate Community Messaging to those on the Council's Database. **(noted)**
- n) **Data Protection. GDPR** – There was no update required. **(noted)**
- o) **Queen's Platinum Jubilee – Celebration Bench.** There was no change in circumstances since the last Council Meeting. **(noted)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** There had been no change in circumstances since the last Council Meeting. However, Council Members briefly discussed the Kington St Michael Community Pub Limited proposals. Notwithstanding, advice being sought on the financial case Council Members **agreed that** advice should also be sought from the Plunkett Foundation before the matter could be considered further.

26/018 **CLERKS REPORT**

The following items were received for decision, information, and 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 had been held on the 31st March 2026 at 10.00am in Monkton Park Council Offices. The Note Tracker had been provided. The date of the next LHFIG Meeting was the 24th September 2026. A further date was scheduled for the 28th January 2027. **(noted)**

- b) **Wiltshire Operational Flood Group North.** The Flood Group had last met on Wednesday 18th March 2026. The date scheduled for the next Flood Group Meeting had been the 20th May 2026. Further Meetings were scheduled for 22nd July, 23rd September and 11th November 2026. **(noted)**
- c) **Community Speedwatch-Speed Indication Devices (SIDS)-Autospeedwatch Devices.** The data produced needed to be forwarded to LHFIG in support of a reduction in speed limit request. **(noted)**
- d) **Parish Council Database.** Since the last Council Meeting one person had joined the database. Promotion again in the next Newsletter could prove beneficial. **(noted)**
- e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had last met on Monday 9th February 2026 in the Wiltshire History Centre, Chippenham. The next was scheduled for the 1st June 2026 in the same venue. The Parish Forum had met on Wednesday 25th March 2026 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker had been Simon Smith, Wiltshire Council Senior Planning Officer. The next Parish Forum was scheduled for Wednesday 17th June 2026 at 7.00pm in Sutton Benger Village Hall. **(noted)**
- f) **School Travel Plan and Safe Place.** There was no change in circumstances since the last Council Meeting. **(noted)**
- g) **Register of Interests.** Council Members were 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 would provide log-in and password details, should this be required. **(noted)**
- h) **Section 137 Grant..** The Council had been requested to consider a grant towards the upkeep of the Jubilee Bed Flower Planter costs. The Council had previously supported the volunteers **and agreed that** a Section 137 grant of £100.00 be provided.
- i) **Chair's Update.** There were no issues raised on this occasion. **(noted)**

26/019 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

BT Telephone Box. During the Neighbourhood Plan Reg 14 drop-in sessions Cllr S Woodhead reported that the status of a telephone box had been raised, particularly as it was suggested that it was Listed and needed significant maintenance. The question of ownership and responsibility had been raised. There was a need to investigate this further.

There were no further matters raised.

26/020 DATE OF NEXT MEETING

The Annual Council Meeting to be followed by the next Council Meeting would be held at **7.15pm, on Thursday 18th June 2026.**

Signed:
Chair, Kington St Michael Parish Council

Date: **18th June 2026**