

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

16th July 2026

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

Also Present: Wiltshire Cllr H Greenman and 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

Wiltshire Councillor H Greenman provided a brief update on Wiltshire Council matters referring to the Local Plan Review timescale, the significant changes in housing requirement figures, including the Gypsy and Travellers' allocation figures and Delegation of Decisions being made by Planning Officers with the withdrawal of the "call-in" procedure. All matters were later agenda items.

There were no further Reports.

26/031 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Hall and Cllr P Macdonald (Chair),

26/032 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)

26/033 MINUTES Members had previously been circulated with the Minutes.

- i) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 18th June 2026. **Cllr G Gamble proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY**

26/034 PLANNING

Planning Applications: Prior to the consideration of each Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. No Representations were received.

- a) PL/2026/03817 – Wiltshire Council R3
Renew planning permission for 5 years for existing mobile classroom (Mobile 807(05))
Kington St Michael C of E Primary School, The Ridings, Kington St Michael
SN14 6JE
For Wiltshire Council

Following consideration **the Council agreed** that they had no objections.

Cllr J Newton proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

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

- a) Wiltshire Gypsies and Travellers Development Plan Document Update (DPD).

The Council understood that there was a significant number of additional pitches now required in Wiltshire (now 297) as a result of the Government's requirement to include settled travellers and van dwellers in allocations.
(noted)

- b) Lime Down Solar Park – Update 7th July 2026.

The Council had been advised by PINS of the latest Examining Authority's procedural decision. **(noted)**

- c) Wiltshire Local Plan - Update

The Council had been informed of the Wiltshire Council's intention to commence the preparation of a new Wiltshire Local Plan together with a timetable of key milestones including anticipated consultations with stakeholders and communities. There was now a consultation and a call for sites running until 30th September 2026. **(noted)**

There were no further planning matters reported.

26/035 FINANCE The Council considered financial matters.

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

Greenscape Services Ltd. Ground Maintenance contract. Inv SI-18351 £ 1,808.76
Mr G Gamble. Annual Parish Meeting refreshments. reimbursed £ 42.98

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.

KSM QE2 Field Group. Donation	10.06.26	£ 5,580.00
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- d) **Bank Accounts:** The Council **noted** that the Council's Bank Account balances at 5th July 2026 were:

HSBC Main Business A/c No 31545043	£ 41,724.68
HSBC Reserves A/c No 21545078	£ 48,548.89
HSBC Charities A/c No 71545051	£ 811.60
HSBC Defibrillator A/c no 51563041	£ 1,005.31

26/036 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Parish Steward visits had been scheduled for 15th July, 15th September, 15th October, 16th November and 9th December 2026. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. There was no update on this occasion. **(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 26/026 (c) (i). Cllr G Gamble reported that he had sourced a local contractor and the Clerk should make the necessary arrangements. **(noted)**
 - ii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 26/026 (c) (ii). There had been no change in circumstances since the last Council Meeting. The bollards would be installed subject to contractor's availability. **(noted)**
 - iii) The Ham – northwest highway visibility splay. Pursuant to Minute 26/026 (c) (iii). There had been no change in circumstances since the last Council Meeting. Wiltshire Highways were still investigating. **(noted)**
 - iv) The Street (adjacent to The Ridings). Minute 26/026 (c) (iv). Wiltshire Highways had suggested that the provision of bollards may be a solution. Further options were being investigated with Wiltshire Highways. **(noted)**

26/037 UPDATE ON STANDING ITEMS

- a) **Recreation Ground –**

- i) QE2 Recreation Field Group. Cllr G Gamble reported that the Group was considering the introduction of an improved cut grass walkway “loop” around the perimeter that would need an addition to the

existing cutting contract. A one off cut would be beneficial and Cllr O Mead and Cllr T Mead agreed to investigate options. **(noted)**.

- ii) QE2 Recreation Field Capital Works. Field Capital Works. Pursuant to Minute 25/90 (ii). There was no update on this occasion. **(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. As the problems continued in other areas of the Village with the same company vehicle the Traffic Commissioners had been advised of the problems. **(noted)**
- b) **Notice Boards** – The Clerk advised that there had been no change in circumstances since the last Council Meeting. Cllr G Gamble advised that he had sourced a local contractor for the re-glazing of The Ridings notice board but illness had prevented the works being completed to date. **(noted)**
- c) **Flooding & Drainage** – There was no update required on this occasion. **(noted)**
- d) **Parish/Community Website/Social Media** – Council Members were reminded that they should from time to time review their contact details and information that appeared on the Council website. Council Members had been provided with their gov.uk email address registration details including passwords. Some were now receiving and sending from gov.uk addresses. Originally there had been an intention to allow the diversion of emails to private email addresses. Under Law this was no longer acceptable and all Members must now use a gov.uk email address for Council business. The Clerk would re-circulate the required information to those who had not already created their addresses. **(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 the continuing lease negotiations and arrangements being conducted between the Trustees and existing and potential tenants. There may be a need for Parish Council financial assistance and further details will be provided. **(noted)**
- g) **Kington St Michael Neighbourhood Plan** – Cllr S Woodhead updated the Council on the draft Neighbourhood Plan. Wiltshire Council had now responded to the Regulation 14 Consultation and this had allowed the Steering Group and their Consultants to consider any revisions necessary. It was likely that the Plan time period would now cover the period to 2045 instead of the original 2038. The question of local land allocations remained a difficult matter to resolve. It was likely that the updated version could be considered by the Council at the next Council Meeting. Because of the extra work required it was likely that the Council would need to provide some additional funding to cover the Consultants charges. **(noted)**
- h) **Kington St Michael Emergency Plan** – Cllr F Twisse raised the issue of the storage of emergency related equipment and PEAS supplies in the QE2 Field portacabin. There will be a need to compartmentise the Council storage from

Field Group storage and emergency access made available. This would need to be investigated further. A later agenda item provided a number of emergency related documents. Minute 26/038 (h) refers. **(noted)**

- i) **Village Newsletter** – The Council had received notification that the Editor of the Newsletter had decided to retire from the position and Council Members would try to assist in seeking a replacement to continue this well regarded community production. **(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. A Surveyor had now been found to assist the Council and as soon as the valuation was received this could be forwarded to the Council Solicitor to proceed with the required registration work. **(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.** Cllr G Gamble reported that he had sourced a local contractor and the Clerk should make the necessary arrangements. **(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. **(noted)**

26/038 **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 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. Cllr A Hall would take the readings. **(noted)**
- d) **Parish Council Database.** Promotion again in the next Newsletter could increase circulation numbers **(noted)**

- e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had last met on Monday 1st June 2026 in the Wiltshire History Centre, Chippenham. The next was scheduled for the 12th October 2026 in the same venue. The Parish Forum met on Wednesday 17th June 2026 in Sutton Benger Village Hall. The next is scheduled for Wednesday 30th September 2026 at 7.00pm in Hullavington Village Hall. **(noted)**
- f) **School Travel Plan and Safe Place.** There was no change in circumstances since the last Council Meeting. **(noted)**
- g) **Wessex Water – Community Drop-in.** The Council had been advised that Wessex Water were holding sessions to allow customers to come and talk to them about water related issues, including bills. Local sessions were planned for Tuesdays 25th August, 13th October and 8th December 2026 at 10am-12pm and 1-2pm in Chippenham Library, Market Place, Chippenham. **(noted)**
- h) **Environment Agency – Flood Wessex – Lunch and Learn Sessions.** The Council had received an update advising that the next session was scheduled for Thursday 23rd July 12:30pm on Local Resilience Forums. The update included a number of template documents for Flood Warden/Flood Coordinator/Flood Plan/Emergency Plan use that were circulated. **(noted)**
- i) **Wiltshire Council – PEAS Winter Preparations 26/27.** The Council had received the annual request for the Council to consider requirements. Mention had been made of the development of a **snow or flood plan** to sit with the community emergency plan. Cllr P Macdonald would consider requirements and consideration would need to be given as to how the Recreation Ground storage facility can accommodate emergency items.. **(noted)**
- j) **Wiltshire Council Briefing Note 26-08.** The Council noted receipt of a Briefing Note in regards to the Crisis and Resilience Fund Update. This was of particular interest to households using oil as a fuel. **(noted)**
- k) **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 had any change in circumstances. The Clerk would provide log-in and password details again, should this be required. In addition Members had been made aware of Wiltshire Council requirements to remove all Members' addresses off the online database as soon as possible. **(noted)**
- l) **Chair's Update.** There was no report on this occasion. **(noted)**
- m) **Wiltshire Council Briefing Note 26-09.** The Council noted receipt of a Briefing Note in regards to an Update on the Future Energy Landscapes (FEL) Project. **(noted)**
- n) **Wiltshire Council Briefing Note 26-10.** The Council had received a Briefing Note in regards to the Legislative changes to the Neighbourhood Plan making process, and the implications of the withdrawal of the Wiltshire Local Plan. **(noted)**
- o) **Wiltshire Council Briefing Note 26-11.** The Council had received a Briefing Note in regards to the National Scheme of Delegation of Planning Functions

(NSD). Basically this advised that there would be little opportunity for a “call-in” of planning applications for a Committee decision in the future. **(noted)**

26/039 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no matters raised.

26/040 DATE OF NEXT MEETING

The next Council Meeting would be held at **7.15pm, on Thursday 17th September 2026.**

Signed:

Chair, Kington St Michael Parish Council

Date: **17th September 2026**