

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
clerk@kingtonstmichaelparishcouncil.gov.uk

11th September 2026

Dear Councillor,

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

Full Council Meeting held 16th July 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)

- a) PL/2026/04828 – Notification of proposed works to trees in a conservation area
Two Holly trunks have grown grotesquely from the base of an 18th century chest tomb. The second is angled to the North, is exceedingly ugly, and impedes passage along the main church path. It is proposed to fell this trunk within 0.4m of the ground
Land south east of St Michaels Church, Stubbs Lane, Kington St Michael
For Wiltshire Council **(see online) (For Decision)**
- b) PL/2025/02425 – Outline planning permission : Some matters reserved
Outline planning application (main access from Scotland Hill and highways works on A429, not reserved) for phased commercial/industrial/logistics development (Use Classes B2 and B8) with ancillary offices, green infrastructure and associated works (including site clearance and demolition works).
Land North East of Junction 17 of the M4, Chippenham
For Stoford Alderley (Chippenham) Ltd **(see online) ***

* The Council responded to this application on the 25th March 2025. **(see attached)** The Council has been notified that the applicant has submitted amended plans and additional information and the opportunity is given for the Council to make further comments. The amended details provided are of a detailed nature and do not alter the Council's fundamental objections to the proposals.

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.

- c) PL/2025/07348 – Listed Building Consent (Alt/Ext)
Proposed replacement of an internal wall, replacement of two external doors, and the painting of external windows and doors
Home Farmhouse, 2 Kington St Michael, Chippenham SN14 6HX
For Mr Dominic Jones **Approved with Conditions 16th July 2026**

- d) **Verification of settlement facilities data for the new Wiltshire Local Plan.**

As part of the evidence gathering and base lining for the new Local Plan, Wiltshire Council is collecting information on the facilities and services available within settlements across Wiltshire. They ask for information to be reviewed and whether it is accurate. They also welcome views on whether the Council is aware of any previously developed or underused land in the Parish that may be suitable for future development or regeneration. **(see attached) (to note) (For Decision)**

- e) **Wiltshire Local Plan - Update**

The Council has 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 is a consultation and a call for sites running until 30th September 2026. The new Local Plan is scheduled for adoption in 2029. **(to note) (For Decision)**

- f) **Lime Down Solar Park – Update.**

The Council has been advised by PINS of the Examining Authority's (EA) procedural decision/s and also given the opportunity to respond to questions raised. **(previously circulated) (to note)**

- g) **Gypsies and Travellers Development Plan Document – Update.**

The Council has been advised by Wiltshire Council that work on the Plan has now ceased. The needs of the Gypsy and Traveller community is now to be addressed through the new Wiltshire Local Plan process. An updated evidence base is to be prepared to support the new Local Plan, now scheduled for adoption in 2029. **(to note)**

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)**

Greenscape Services Ltd. Grounds Maintenance contract. Inv SI-18396	20.07.26	£ 1,808.76
Greenscape Services Ltd. Grounds Maintenance contract. Inv SI-18442	20.08.26	£ 1,808.76
KSM Primary School. Newsletter printing Aug/Sept 26. Inv KSM20260519	16.07.26	£ 49.60
PKF Littlejohn LLP. AGAR year ending 31.03.26 Inv SB20261724	08.09.26	£ 378.00
Jonathan's Fireworks. Mission Control product Order 3083	27.08.26	£ 1,300.50

b) Payments made since the last Council Meeting

There have been no payments made. **(to note)**

c) Receipts. There has been the no receipt/s since the last Council Meeting. **(to note)**

d) To note Bank Account balances as at 5th August 2026 **(to note)** * any later balances will be reported at the Council Meeting.

HSBC Main Business A/c No 31545043	£ 39,864.92
HSBC Reserves A/c No 21545078	£ 48,601.67
HSBC Charities A/c No 71545051	£ 812.48
Defibrillator A/c No 51563041	£ 1,007.40

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

The Council was required to submit an Annual Return to the External Auditor, PKF Littlejohn LLP who carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The Council approved the AGAR Return on the 21st May 2026.

The External Auditor has reached their conclusions and issued their completion letter dated 8th September 2026. This is attached together with related AGAR documents.

In their Section 3 Report they have identified that the Council incorrectly completed Section 2, Box 11 providing an answer No. During their consideration the Clerk confirmed that the answer should have been Yes, as they are not a sole managing trustee of any Charitable Trust the answer given correctly in Section 1 Box 9..

To conclude this year's review the Council now needs to prepare and publish a "Notice of Conclusion of Audit" on the Council's website. **(see attached) (to note)**

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 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 26/036 (c) (i). To receive any updates. **(to note)**

- ii) QE2 Recreation Field – Adjacent Highway Pavement and Parking Generally. Pursuant to Minute 26/036 (c) (ii). The works to install the bollards has now been completed. **(to note)**
- iv) The Ham – northwest highway visibility splay. Pursuant to Minute 26/036 (c) (iii). To receive any updates. **(to note)**
- v) The Street (adjacent to The Ridings). Pursuant to Minute 26/036 (c) (iv). To receive any updates. **(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)**
 - v) QE2 Recreation Field RoSPA Inspection.. The Council was notified that the inspection would take place during September. As an extra cost the Council agreed that they wished to attend the visit. The Council should agree who will attend the visit and to note that very short notice will be given of the inspection date and time. **(For Decision)**
 - vi) Bonfire & Fireworks Night – 7th November 2026. The Council has not been notified of this year's date but it is assumed that the nearest Saturday to the 5th will be identified. As owner of the QE2 Recreation Field the Council needs to agree the use of the QE2 Field for the event. The Council will need to increase their insurance cover for the evening. There will also be a need to pay for St John's Ambulance presence and also the purchase of the fireworks. If agreed the Council usually notifies livestock owners in the vicinity who could be affected. **(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. Council Members should from time to time review their contact details and information that appears on the Council website. As advised at the last Meeting Council Members have been provided with their gov.uk email address registration details including passwords. Some are now receiving and sending from the gov.uk addresses. Originally there was an intention to allow the diversion of emails to private email addresses. Under Law this is no longer acceptable and all Members must now use a gov.uk email address for Council business. **(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) (For Decision)**
- g) **Kington St Michael Neighbourhood Plan**. To receive and consider any updates. A later Agenda item refers to the forthcoming Parish Housing Needs Survey. The Draft Plan will soon reach the Regulation 15 Consultation Stage and the Council will be required to agree that this can proceed. **(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. Members are reminded of the intention of the existing Editor to retire and that they would assist in finding a new Editor. **(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)**
- p) **Asset of Community Value - Future of the Jolly Huntsman Public House.** To receive any updates 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 31st 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 24th September 2026. A further date is scheduled for the 28th January 2026. **(to note) (For Decision)**
- b) **Wiltshire Operational Flood Group North.** The Flood Group last met on Wednesday 22nd July 2026. To receive any updates. Further Meetings are scheduled for 23rd September and 11th November 2026. **(to note) (For Decision)**
- c) **Community Speedwatch - Speed Indication Devices (SIDS) – Autospeedwatch Devices.** Pursuant to Minute 26/038 (c). 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) (For Decision)**
- e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 1st June 2026 in the Wiltshire History Centre, Chippenham. The next is scheduled for the 12th October 2026 in the same venue. The Parish Forum met on Wednesday 17th June 2026 at 7.00pm in Sutton Benger Village Hall. The next is scheduled for Wednesday 30th September 2026 at 7.00pm in Hullavington Village Hall. **(to note)**
- f) **School Travel Plan and Safe Place.** To receive any updates. **(to note)**
- g) **Wiltshire Council Briefing Note 26-12.** The Council has received a Briefing Note in regards to the Get Wiltshire Walking programme. **(see attached) (to note)**
- h) **Wiltshire Council Briefing Note 26-13.** The Council has received a Briefing Note in regards to the Wiltshire Community Air Network (WCAN) PM2.5 project update. **(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 13th October and 8th December 2026 at 10am-12pm and 1-2pm in Chippenham Library, Market Place, Chippenham. **(to note)**
- j) **Community First AGM & Awards.** The Council has been invited to this event to be held on Wednesday 7th October 2026 5.30pm-7.30pm in Devizes Town Hall. Details have been circulated and attendance should be confirmed by 31st August 2026. **(to note)**
- k) **Wiltshire Council Briefing Note 26-14.** The Council has received a Briefing Note in regards to the Wiltshire Council Waste Service update July 2026 **(see attached) (to note)**
- l) **Wiltshire Council – PEAS Winter Preparations 26/27.** As reported at the last Council Meeting the Council has received the annual request for the Council to consider

requirements. Mention is made of the development of a **snow or flood plan** to sit with the community emergency plan. Bearing in mind later Agenda item 8 (r) the Council may wish to take advantage of the last chance to order supplies. **(see attached) (For Decision)**

- m) **North Wiltshire HRC Update.** The Council has received an update on the search to identify suitable sites for a new recycling centre in the north of Wiltshire. A site in Marlborough Road, Royal Wootton Bassett has been identified for next stage assessment. **(see attached) (to note)**
- n) **Wiltshire Council Briefing Note 26-15.** The Council has received a Briefing Note in regards to the Wiltshire Council Community Governance Review. At this stage the Chippenham Community Area is not involved. **(see attached) (to note)**
- o) **Wiltshire Council Briefing Note 26-16.** The Council has received a Briefing Note in regards to the Wiltshire Freight Action Plan Consultation **(see attached) (to note) (For Decision)**
- p) **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. In addition Members have been made aware of Wiltshire Council requirements to remove all Members' addresses off the online database as soon as possible. **(to note) (For Decision)**
- q) **Chair's Update.** To receive any updates and issues since the Council has last met. **(to note)**
- r) **Wiltshire Council Briefing Note 26-17.** The Council has received a Briefing Note in regards to Wiltshire Resilience Support and Emergency Preparedness. **(see attached) (to note) (For Decision)**
- s) **Wiltshire Association of Local Council (WALC) AGM.** The Council has received an invitation to attend a potential hybrid meeting to be held on Wednesday 30th September 2026 at Community First, Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY at 6.30pm. Each Council is entitled to send representatives to attend, with up to two representatives from each Member Council entitled to vote. Further details will be circulated nearer the Event. **(to note) (For Decision)**
- t) **Rural Housing Needs Survey – Kington St Michael.** The Council has invited Wiltshire Council to carry out a required Survey as part of the Neighbourhood Plan process who are to provide editorial for newsletter and social media, posters and a small number of survey hard copies. There is a preference for online survey responses. The promotional material also includes postcards for all households and businesses that will need local delivery. At the present time there is no official start date, although the online survey will be available from the 5th October 2026. A survey closing date is given as 26th October 2026. There is a need to publicise the Survey and agree delivery of information to ensure a good response rate to secure the proper evidence base for housing need in the Parish. **(see attached) (to note) (For Decision)**
- u) **Wiltshire Association of Local Council (WALC) Annual Conference.** The Council has received an invitation to attend this event to be held on Tuesday 6th October 2026 at the Double Tree by Hilton Swindon, situated at Lydiard Fields, Great Western Way SN15 8UZ (Jct 16 M4). The Event is sponsored by Parish Online and includes several workshops and presentations. Details have been circulated. **(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 15th October 2026 at 7.15pm.**

PART 2 AGENDA

As the following Item/s 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) Grant application. (see attached) **(For Decision)**