

KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows Email: kilmingtonclerk@btinternet.com

Minutes of the Parish Council meeting held on Thursday, 7 March 2019 in Whitesheet CE Primary Academy

Present: Cllrs G Cotton (Chairman), Mrs Hames (Vice-Chairman), M Curtis, R Flower, G Hunt, I Meeker and C Reeves.

In attendance: Cllr G Jeans (left at 20.15hrs), Mrs R Burrows (Clerk) and 4 members of the public.

The Chairman, Cllr G Cotton opened the meeting at 19.30 hrs.

PUBLIC SESSION. There were no questions or statements from the members of the public present.

101. APOLOGIES FOR ABSENCE. None

102. DECLARATIONS OF INTEREST.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Kilmington Parish Council Code of Conduct for Members and by the Localism Act 2011.

The Chairman reminded members that when they had declared a pecuniary interest in any item on the agenda they should leave the room and not take part in any of the discussions unless the Chairman and other members agreed it was appropriate.

Cllr R Flower declared an interest in item 106.a) 19/01805/FUL being the applicant of the planning application.

Cllr C Reeves declared an interest in item 104.b) being the owner of the adjoining land.

103. MINUTES OF LAST MEETING

The Minutes of the meeting held on 22 November 2018 were approved with one amendment which the Clerk had been advised of prior to the meeting. This referred to item 91, Cllr Reeves was the owner of adjoining land on planning application 18/08360/FUL not the father of the applicant. The Chairman initialled the amendment and signed the minutes.

104. MATTERS ARISING

a) Parking outside Playing Field (Minute 93a): Cllr Meeker said that GMA Design had submitted a pre-planning application (18/11961/PREAPP) together with the drawings to Development Services, Wiltshire Council (WC). A response had been received back indicating that **planning officers** felt both options could be considered to be acceptable on their own merits, but as Option 1 would be smaller in overall size and would require a lower volume of earth to be excavated to that of Option 2, they would be of the opinion from a planning and landscape impact, this would be the preferred option. However, comments from WC **highway officers** indicated that their preference would be Option 2 which allows vehicles to enter and leave the parking area in forward gear via a single entry point of access. As highway officer comments always take precedence to that of the planning officers, it was agreed that Option 2 would be further explored by the Parish Council.

Following discussion on the formation of a Sub-Committee, it was proposed by Cllr Meeker and seconded by Cllr Reeves and agreed by all, that one should be formed. Cllr Meeker and Cllr Mrs Hames would represent the P.C. and Mr Mark Box, a resident of Brookside, was co-opted to be a member. The first task of the Sub-Committee would be to come up with a figure of how much the project would cost to implement. Cllr Jeans confirmed that the cost of a full planning application by parish councils receives a 50% reduction in fees. He also reminded members that it would be possible to apply for a S.W.W.A.B. grant of up to £5000. Various other possible grants were then briefly discussed and Cllr Jeans said there were many opportunities to obtain funding for such projects – the PC could borrow the money from the Public Loan Corporation at a very favourable low interest rate payable over 30 years; home energy provider, Calor Gas is offering deserving rural community projects the opportunity to apply for grants up to £5000 and there are more which can be explored.

Cllr Meeker reminded the meeting that the covenant of the land (the playing field) purchased by the P.C. from the National Trust must be examined to see if there were any restrictions on the use of some of the playing field land as car parking. Cllr Reeves said he thought that a covenant did exist but it only referred to any of the land being sold for housing development. The Clerk was requested to check the details and confirm to the Sub-Committee asap.

Action: Clerk

b) Footpath through the Playing Field (Minute 93b): The Clerk said she had found the old correspondence from Salisbury District Council when the land was still owned by the N.T. and when planning permission had been sought for a change of use into the playing field. This dated back to 1983 and there were numerous references to footpath KIL16 "crossing the playing field". This information had been passed to Nick Cowen the Rights of Way Warden (ROW) and his mapping team to investigate. The Chairman said that no further information had been uncovered and the general consensus was that due to scaling, when digital mapping was introduced, the footpath appeared as if it was down the track at the side of the field. The Clerk said she had spoken with the ROW who said it might be possible to accommodate a "permissive path" down the side of the playing field and that he was happy to come over to the village for a site meeting with members of the P.C. to discuss the options. A member of the public asked to speak and the Chairman allowed this – he said that the public right of way would always be across the playing field; the Clerk and Chairman agreed and said that it would always be the legal route and any "permissive path" would not become a right of way. The Clerk was asked to liaise with Cllr Reeves and Cllr Mrs Hames to arrange the meeting at a convenient time and date to all.

Action: Clerk/Cllr Reeves/Cllr Mrs Hames

The following item was not on the Agenda but was raised by the Chairman.

c) Firework Display (Minute 93c): Cllr Mrs Hames said that she would speak to Darren Davis regarding his attendance on a specialist course in readiness for this year's display.

Action: Cllr Mrs Hames

105. REPORTS

a) Wiltshire Councillor's report: (*Cllr Jeans reported on subjects further down the Agenda which would be discussed after he had left the meeting, as he had to leave early for another engagement*)

Cllr Jeans talked about the Top Ten priority list in connection with WC's initiative to improve the appearance of rural areas and said that our list had been submitted to David Button. However, the Clerk said that following the information given at CATG meeting on 27 Feb, it was clear that specifics were required and, whilst the list would show the priority for each item, more details needed to be given to D Button (see item 107.h)

Cllr Jeans reported on the various roadworks taking place over the next few weeks on the B3092 which will result in road closures; the town of Mere will be hit hard when resurfacing of Castle St. and Salisbury St. take place from 18–29 March between the hours of 9.30am to 3.30pm. He confirmed that the white line repainting is a totally separate Area Board initiative and should be treated outside of the top ten priority list with details being sent to Julie Watts who is the administrator of CATG.

Cllr Jeans raised the subject of the new SID policy which has been circulated to all parish councils (see item 107.c) and stressed the importance of making sure that this piece of equipment is covered for public liability on our insurance policy and that if the WC guidelines were not strictly adhered to, it would not invalidate our policy. The Clerk confirmed that the cost of replacement and public liability is covered on the PC's insurance but she would have to make enquiries concerning the other issues.

Cllr Jeans reiterated his stance on item 108. of the Agenda saying that he usually supports housing for local people and if any such planning application goes to the Southern Area Planning Committee he would consider it with an open mind.

106. PLANNING

(All applications can be viewed on Wiltshire Council's website

<http://www.wiltshire.gov.uk/environmentandplanning/planninganddevelopment/planningapplicationssearchonline/planningsearch.htm> – and type in the relevant application number)

a) Applications to consider at the meeting:

19/01805/FUL erection of a detached single storey dwelling and garage to replace an existing barn
Great Ground Farm, Kilmington Common.

Cllr Flower, having declared a pecuniary interest, left the meeting whilst this item was discussed and took no part in discussion or voting. Members had all looked at the plans on the website and had no issues or concerns to raise.

RESOLVED to recommend approval of the above application on proposal made by Cllr Hunt, seconded by Cllr Curtis and carried with a unanimous vote of those present. The Clerk was asked to return the form to planning.

Action: Clerk

b) Applications considered/determined since last meeting:

18/08360/FUL erection of single dwelling and alterations to existing access
Land at Orchard House, Kilmington Common BA12 6QY

PC response: support only if consistent planning approach ref height restriction on 2nd floor.
Object if consistent approach not maintained. **LPA response:** Approved with conditions on 21.12.18

18/11264/FUL two storey side extension and single storey rear extension
1 Green Ride BA12 6QT

PC response: only support if the external materials are changed to stone or a similar colour/shade.
LPA response: Approved with conditions on 21.01.19

18/11603/FUL erection of a detached 3 bed cottage within the curtilage of Thenford
PC response: Object **LPA response:** Refused

19/00042/FUL replacement and erection of stable and garage and workshop
Walnut Cottage, Kilmington Common BA12 6QY
PC response: Support with conditions **LPA:** revised target date for decision 5 April '19

107. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

a) "Green Ride" Bridleway: the works have been carried out by David Harness and his invoice received. Cllr Mrs Hames said a good job had been done and those members present who had seen the area agreed. **Item closed**

b) B3092 Coombe Barn junction – additional signage: the Chairman reported that he and the Clerk had attended the CATG meeting held on 27 February when this item was discussed. Julie Watts (Principal Engineer WC) has recommended additional farm vehicle warning signage on the Maiden Bradley side of the junction at a cost of £750 which was agreed would be funded by CATG on the condition that a 25% contribution is paid by the PC. It was proposed by Cllr Reeves, seconded by Cllr Mrs Hames and agreed by all that the Clerk should confirm to WC that the PC is prepared to accept the £187.50 cost. The Chairman said the wheels of WC and this group turn slowly and it will now go forward to the next meeting on 8 May so hopefully would be implemented by mid-summer. **Action: Clerk**

c) Speed Indicator Device: Cllr Flower said the arrangement between the shared SID was working but he had always had to go to Zeals to collect it whereas their co-ordinator was supposed to deliver it back to him. The Clerk was asked to send a note to Cllr M Gibbons the Zeals co-ordinator reminding him of the agreed procedure. WC have revised their guidelines for SIDs and we are now informed that they should only be deployed on a temporary basis and should not be insitu for more than 14 days. Research by the Transport Research Laboratory has indicated that the effect of the SID on speed reduction is greatest within the first two weeks of deployment, with sites having SIDs in situ for longer recording little or no further speed reductions after two weeks. The Clerk said that there had been some correspondence between Stourton and Zeals PC's regarding the possibility of arranging for one PC to cover the insurance for replacement of the SID should it be damaged whilst in any of the three parishes with the cost of this shared between the consortia. The Clerk said that adding it to our insurance this year had increased the policy by £9.98 with this in mind, all agreed that the PC **would not** join with the other two parishes and would continue to cover the SID separately on their insurance. The Clerk was asked to relay this decision to Stourton and Zeals PC's.

Action: Clerk

d) Road repairs to The Street & Butts Lane dip: the Chairman said that the resurfacing section of The Street which was not completed late last year would be undertaken in the new financial year. Discussion took place on the works that are needed on the Butts Lane dip, which has had some repair in recent years but now needs to be looked at again. The Chairman said he would report it on the My Wiltshire app. **Action: Chairman**

e) Ditch maintenance: the Chairman reported that he had been in contact with the Flood Resilience Officer at WC to clarify ditch clearance responsibilities. It was confirmed that WC has no monies available for this task except where there is a flood risk or if there is an established ownership by them of the land around the ditch. It is the responsibility of the landowners to keep ditches clear that are adjacent to their land and the Clerk has been provided with sample template letters which can be sent to relevant landowners if non-clearance of ditches is causing flooding. In addition, it was confirmed by WC that if the parish had a Flood Plan it would receive continuous priority to maintain drains – no plan, no priority. It was RESOLVED to adopt a Flood Plan and the Chairman and Cllr Reeves undertook to do this. **Action: Chairman/Cllr Reeves**

f) Parish Steward: the Chairman reported that our steward was now in the habit of calling in to see him on the day he was due to undertake works in the village to find out what was required. The next date for him to spend half a day is 25 March.

g) Repainting of white lines: members present agreed to send details of any white lining that is needed to be repainted to the Clerk and she will make a list for submission to Julie Watts at WC

Action: ALL

h) WC initiative to approve the appearance of Towns and rural areas: additional funding has been made available by the Department for Transport and WC's own revenue budgets for 2019-20 and a request for a Top 10 list had been received from the Area Board. Following emails to members, the Clerk had submitted this but it had not contained specific information which is needed before any works can be considered or approved for the village. Members were requested to provide the Chairman or Clerk with precise details of pot holes with photos if possible and any other specifics so that the list can be resubmitted to David Button, WC

Action: ALL

108. 1-2 NEW AFFORDABLE "FOR RENT" HOUSES

The Chairman said WC had approached the PC to see if they would be for or against the principle of 1 or 2 new affordable houses for rent being built by them in Kilmington as they do have a potential site (along The Street by Brookside Terrace). Cllr Meeker asked if private parking would be provided with any new houses and the Chairman confirmed they would. It was agreed that the PC would support this on a proposal by Cllr Hunt, seconded by Cllr Reeves and agreed by the other members present except for Cllr Mrs Hames, who abstained from voting due to her living in close proximity to the proposed site.

Action: Chairman

109. PLAY AREA

a) Report from Play Area Committee: the Clerk had received a comprehensive report from Mrs Gillian Bowles and the main issues mentioned were the refurbishment of the springer horse which Cllr Reeves had also done some work on and Darren had made good the filler. It was not considered necessary to replace this item in the foreseeable future. Work has started on the repairs to the fence and Cllr Reeves would be mending the damage caused by his hedge trimmer once the weather permitted. The Davis Memorial bench has been removed and is being replaced with a new one by Darren Davis. In this regard the Clerk was requested to write to Darren to thank him on behalf of the P.C.

Zipwire/Cable way – this had been given a medium risk in the annual inspection with a request that the unit be dismantled and an inspection of the full length of the cable for corrosion, wear or damage be undertaken. Alivan who supplied this item, had been contacted and we were advised the design made this impossible and that a new seat and chain would have to be installed instead. This has been done and an assurance sought from the manufacturer that it would be good for at least 5 years.

Wetpour: nothing further has been done and the playing field committee will discuss again during the summer months what action can be taken.

b) RoSPA 2018 report: covered above in Play Area report.

c) BBQ notice – the notice has been made and is ready for collection from Clear Signs. Cllr Mrs Hames offered to collect it from their Sturminster Newton premises and the Clerk to provide her with the address.

Action: Cllr Mrs Hames/Clerk

d) Grass cutting: Cllr Flower said he had been contacted by Mr Kingsbury who wanted to know if his services were required for the coming season for cutting the grass in the playing field. He had informed Cllr Flower that if so, his fee would be the same as the last year (£700.00). It was proposed by Cllr Reeves, seconded by Cllr Mrs Hames and agreed by all that Mr Kingsbury again contracted to do this work.

Action: Cllr Flower

110. FINANCE MATTERS

a) The Clerk reported that the Lloyds Bank account balance as at 07.03.19, after deduction of items listed in 110.c), is £5153.81

b) Lloyds Bank account mandate revisions: there was a further Mandate Variation form to be signed by two signatories on the account to confirm the deletion of Messrs Lapham, Swarbrick, N Meeker and Miss S Mills. The Chairman and Cllr Mrs Hames signed the forms and the Clerk will send back to the bank. Action: Clerk (item closed)

c) RESOLVED To approve the following payments:

Name/payee	Purpose	Amount £	Cheque #
Mr R Chard	Repair of springer in play area	50.00	588 already paid
Alvian Ltd	Replace chain and seat on zip wire/cableway	306.00	589 already paid
T J Thornley	Domain name renewal	18.60	590 already paid
David Harness	Maintenance of lime trees in Green Ride	318.00	591 already paid
Stourton with Gasper Parish Council	50% share of Clerk's course & SLCC annual subs	64.00	592
Mrs R K Burrows	Postage stamps	8.46	593
Mrs R K Burrows	Clerks salary & allowance Q4 2018-19	277.23	594
HMRC	PAYE Q4	61.80	595
D L Davis	Play Area Inspections Q4 2018-2019	130.00	596
Whitesheet CE Primary	Hire of meeting hall March 2019	25.00	597
T J Thornley	Website updates Q4	25.00	598
GMA Design	Brookside parking drawings/plans	250.00	599
T J Thornley	Website hosting annual renewal	38.40	600

d) To approve the NALC (2019-20) annual pay award & revised new pay spine from 01.04.19 for the Clerk.

The Clerk had forwarded details to all members prior to the meeting of the new pay levels and hourly rate. It was **RESOLVED** to place the Clerk at the new SCP 10 level at an hourly rate of £10.79.

e) To review the Council Asset Register: the Council's Asset Register, having been distributed to members in advance of the meeting, were reviewed and were reflected correctly in the insurance provision.

Cllr Mrs Hames said that the railings at the Sheep Cote were damaged and asked if the Council should be investigating their repair and/or replacement. After discussion, it was agreed that there was no need to do anything as with the railings as they are now, they appeared to be encouraging villagers to sit in the area and this was preferable to having the area enclosed.

f) To review and assess the effectiveness of internal controls including Risk Management : the Clerk had, prior to the meeting, distributed members with an assessment of risks facing the council, a review of insurance provision and an assessment of internal controls. There were no comments and members agreed with all assessments.

111. GENERAL ITEMS

a) Noticeboard refurbishment: there had apparently been one response for a volunteer in the village to refurbish the board, although they had not been in contact with the Clerk. Cllr Mrs Hames said that she would ask this person to contact the Clerk so that she could meet with him (at a mutually convenient time) to discuss the project and what the cost might be. **Action: Cllr Mrs Hames/the Clerk**

b) Old hand written Meeting Minute Book: May 1983 to May 2002 & Accounts ledger: it was agreed by all that for the time being these records would be kept by the Clerk and not sent to the Wiltshire & Swindon History Centre.

c) Date of next meeting – Thursday, 16 May 2019 at Whitesheet CE Primary Academy preceded by the Annual Parish Meeting.

The meeting was closed at 21.20hrs.

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.

Signed:

Date:

These minutes will be reviewed and formally ratified by the Parish Council on 16 May 2019