

KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of a Parish Council meeting held on Thursday, 8th March 2018, at 7.30 p.m. in Whitesheet CE Primary Academy.

Present: Councillors G. Cotton (Chairman), Mrs. E. Hames (Vice-Chairman), M. Curtis, R. Flower, I. Meeker & C. Reeves

Also: Mrs. Ruth Burrows and Wiltshire Cllr. George Jeans.

Public Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. The Chairman will re-convene the Parish Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman).

- None received.

Apologies for absence received from Cllr. Giles Hunt

52. To receive any declarations of interest from Members and to consider requests for new DPI dispensations.

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.

- None received

53. Minutes – RESOLVED to approve Minutes of Parish Council meeting held on Thursday, 23rd November 2017 and Minutes of extra Parish Council meeting held on Monday, 11th December 2017.

54. Matters Arising

a) Parish Clerk vacancy – The Chairman introduced Ruth Burrows and said he was pleased to report that she had agreed to join the Parish Council as Parish Clerk for a trial period of 6 months starting on 1st April. Ruth said that she was Clerk to Stourton with Gasper Parish Council which takes up more of her time than she actually gets paid for and the reason that she would like a 6-month trial period was because she was worried that it would become too involved and start taking over her life. ‘After six months I will know how much of my time it is taking.’ The Chairman also pointed out that Ruth does not have enough room to take storage of all the Council’s older files and paperwork but that Mrs. Wood and Mere Town Council had reached agreement that these files could remain in Mere Town Council’s offices for the time being. The Parish Council also presented Lindsey Wood with a gift and a card and thanked her for her work as Parish Clerk to Kilmington Parish Council during the last 8 years.

b) South West Wiltshire Area Board Community Speed Indicator Initiative 2017 (Minute No. 42d) – The Chairman reported that getting the specification and quotes for the Speed Indicator Device (SID) had proved more difficult because the Parish Councils needed to have the ability to change the speed limit from 30 to 40 on the SID as the speed limit in Zeals was 40mph. He also reported that the Parish Councils will need to source the poles and identify the land on which to put the poles in each parish. The Clerk reported that now the specification, quotations and chosen supplier had been received, she had managed submit the grant application for funding to the SWW Area Board today but she was not sure when a decision would be made.

c) Parking outside Playing Field (Minute No. 42e) – With reference to his concerns raised about congested parking outside the Playing Field, Cllr. Meeker said that he thought that some of the playing field hedge

could be removed so that cars can be parked in a herringbone fashion adjacent to the highway without causing obstruction. Cllr. Meeker said that whilst he understood that there would be a cost involved to do this work, he didn't think that the Parish Council should worry about the financial side for the time being but should pursue whether or not the proposal could be feasible. The Chairman said that he had a recollection that the Parish Council had looked at this some 7 years ago but no-one could actually find out where the property line was, there were issues with the telegraph pole and then the Parish Council looked at using some of the playing field for parking but could not come up with a solution as to how to manage the parking & keep parking/children separate for safety. Wiltshire Cllr. Jeans said that he had submitted a request to housing to ask if the property services department might be prepared to help with the parking congestion problems. The Clerk was asked to see if she could dig out some of the old paperwork on the previous proposals which may contain information on the boundary ownerships. Cllr. Jeans advised members that if they wanted to pursue the idea of releasing some land to provide parking then, as the road was classed as a 'C' road you would need permission of the Highways Authority. He advised that the Council should take some photographs to highlight the congestion problems and the Parish Council would then need to submit proposals to the Area Board Manager and ask for it to be raised as a Community Area Transport Group (CATG) scheme and it was then essential for Parish Councillors to attend the CATG meetings in order to push the project forward.

d) Response to Wiltshire Local Plan Review & Joint Spatial Framework Consultation (Minute No. 50b) –

The Clerk reported that she had submitted a response on 14th December objecting to the decision to move the Mere Community Area from the Salisbury Housing Marker Area (HMA) into the Trowbridge HMA but that there had been no reports on the outcome of this consultation as yet.

e) Bench outside The Flats in The Street, Kilmington – The Clerk reported that she had been in correspondence with Wiltshire Council who had no records that the bench belonged to them and they also pointed out that it did not look like the style of bench that Wiltshire Council or Salisbury District Council would have fitted. It was also questionable as to whether the bench was regularly used as it must have been in very poor condition for some time and was now unrepairable and it had not been reported to the Parish Council until last year or Wiltshire Council previously. The Clerk was also concerned that the bench was unsafe and had unsightly metalwork protruding from the concrete base. Wiltshire Council had offered to remove the bench even though they could not prove ownership. Cllr. Reeves said that he thinks the bench may have been put there when the flats were built but as members were unaware that the bench was well used and would be missed, Cllr. Reeves agreed to organise removal of the bench and said that he would grind off the metalwork to make it safe.

55. Reports

a) Wiltshire Councillors report – Cllr. Jeans said that he published a report in the pink paper parish magazine but pointed out that the recent bad weather had caused some difficulties in trying to ensure that the roads were clear and, in the more rural areas like Kilmington, ensuring that the farmers & contractors were given the go-ahead to go out snow clearing. On that subject, the Parish Council asked for it to be minuted that a vote of thanks was extended to Cllr. Ian Meeker for the work that he did in clearing the snow in and around the village.

b) Neighbourhood Police report – There was no police present but the Parish Clerk handed out copies of the Community Policing Report for February 2018

56. 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:

None

b) Applications considered/determined since last meeting:

Application No: 17/12287/FUL
Proposal: Full Planning – Conversion and extension of existing garage into annex.
Address: Rosegate, Kilmington Common, Kilmington. BA12 6QY
Parish Council response: Support subject to conditions LPA response: Not yet determined

Application No: 17/12437/FUL
Proposal: Full Planning – Erection of a garage/store and stables within the curtilage and the change of use of land to agriculture and garden.
Address: Great Ground, Kilmington Common, Kilmington. BA12 6QU
Parish Council response: Support subject to conditions LPA response: Approved subject to conditions

Application No: 17/12236/FUL
Proposal: Full Planning – Proposed two storey side extension
Address: Wisteria Cottage, Norton Ferris. BA12 7HS
Parish Council response: Support LPA response: Approved

57. Highways, Rivers, Footpaths & Transport

a) Highway & footpath issues for Parish Steward, Wiltshire online reporting & street lighting faults –

Cllr. Jeans said that he had raised the issue of flooding of the gully at Green Ride, as reported to him by Mr. Davis. The Clerk reported that the Parish Steward had given her a sheet of completed work as follows:

Filled 8 potholes in The Street	Cleared 8 gulleys in The Street
Filled 4 potholes in Butts Lane	Dug gully out on Church Road junction

b) Highway & Transport Newsletters (attached) + CATG meeting reports – the Clerk reported that Mere Town Council had collected Kilmington's salt allocation from the Mere Depot last week. Cllr. Mrs. Hames reported that there was still a stockpile of salt at the farm and members agreed that they were happy for Mere to keep & use Kilmington's salt allocation on this occasion.

c) Footpath through Playing Field – the Clerk said that she had raised this issue because it had been discussed at the November Parish Council meeting when Cllr. Hunt raised the need for accessibility for people walking their dogs versus the 'No Dogs' signage and fencing restrictions around the play area and also because it had been necessary for her to try and deal with some dog related issues in the playing field over recent months. The Clerk said that it was not 'good practice' for dogs to be permitted into childrens' play areas but the presence of a public footpath through the playing field made this invalid. However, upon checking the Rights of Way Definitive statement and map, it was not clear to the Clerk or to Cllr. Meeker that the line of the footpath should be through the playing field in any case, as it looked like it should go along the track to the west of the playing field. Cllr. Reeves said that he thought there may have been some formal diversion of the footpath when the playing field was transferred from the National Trust to the Parish Council and it was agreed that the Clerk should try and look at the Deeds and searches that took place when the Parish Council purchased the playing field and defer further discussion until the next meeting.

d) A303 Stonehenge Public Consultation - see: <https://highwaysengland.citizenspace.com/he/a303-stonehenge-2018/> - Members noted this

58. Playing Field

a) Update on maintenance work & actions carried out since RoSPA Safety Inspection report – The Clerk reported that in line with the actions recommended in the RoSPA Safety Inspection report, Mr. Davis had excavated around the timber posts of the junior swings where they were set into the ground and found that they had decayed or rotted to a fairly high extent. As a matter of precaution and on safety grounds, the Clerk had instructed Mr. Davis to

remove the swings altogether. The Clerk pointed out that Wiltshire Council was holding some Policy R2 funds (£4258.00) and that it might be possible to utilise these funds towards a new set of swings in the near future.

59. Finance, Policy & Resources

a) Payments - RESOLVED to approve the following payments:

Whitesheet CofE Primary Academy	Hire of meeting rooms	275.00 (pd. 11.1.18)
T. J. Thornley	Website domain name renewal (1 yr)	14.39 (pd. 16.1.18)
L. C. Wood	Clerks Salary – Jan – March (Q4)	304.85
HMRC	PAYE – Q4	76.40
D. L. Davis	Play Area Inspections for 13 week period up to 30.3.18	130.00
T. J. Thornley	Website updates & web hosting	58.40

b) Report on bank reconciliation – The Clerk pointed out that the latest Bank reconciliation, carried out on 28.2.18 showed that the balances reconciled at £6889.70

c) To review Financial Regulations and Standing Orders (attached) - the Council’s Financial Regulations & Standing Orders, having been distributed to members in advance of the meeting, were reviewed, considered effective and agreed that no amendments necessary.

d) To review and assess the effectiveness of internal controls - – the Clerk presented members with an assessment of risks facing the council, a review of insurance provision and an assessment of internal controls. Members agreed with all assessments.

e) New General Data Protection Regulations and requirement for Data Protection Officer – report on briefing meeting attended by Clerk - The Clerk had attended a Briefing Session on 25.1.18 organised by Wiltshire Association of Local Councils and held in Warminster. The session was led by the National Association of Local Councils Solicitor & Head of Legal Services. The GDPR was designed to enable individuals to better control their own data & enforcement commences on 25th May 2018. The Clerk had prepared an 8-page summary report which she was happy to distribute to members upon request.

60. General Items

a) Centenary of the end of the First World War (Battle’s Over – a Nation’s Tribute) – The Clerk reported that the Pageantmaster, Bruno Peek, is co-ordinating a nationwide WW1 tribute and asking parishes if they wish to take part in one or more of the following:

1. Beacons of light to be lit at 7.00 pm on 11.11.18. – The Parish Council would need to register its intention to participate.
 2. Notify all churches in the area and request that they “ring out for peace” by bell-ringing at 7.05 pm on 11.11.18. Entry form on website, to be completed latest 31.7.18 by churches wishing to participate.
 3. To coincide with the bell ringing, Town Crier to undertake “A cry for peace around the world”. Text and procedure is specified in guide issued by pageantmaster.
 4. A local piper can be asked to take part in the celebration by playing Battle’s O’er at 6.00 am on 11.11.18 at a location of their choice (other than a cathedral). Anyone wishing to do this should register a.s.a.p.
 5. The Last Post may be played at 6.55 pm at the beacon site prior to the lighting of the beacon.
- Members noted this information.

b) Great British Spring Clean –The Clerk pointed out that due to the recent snowy conditions, the Great British Spring Clean would now be running until 25 March to give everyone more time to take part and help tidy up their patch. If the parish council is taking part and a rubbish collection is required then the Area Board Manager would need to be notified. The event could also be registered with Keep Britain Tidy.

c) Date of next meeting – Thursday, 10th May

61. Forthcoming meetings/events

- Cranborne Chase AONB – Annual Planning & Transportation Seminar – Achieving Community Benefits from Dark Night Skies – 20th March 2018, 9.30 a.m. to 4.15 pm, Dinton Village Hall. SP3 5EB
- Wiltshire Council South West Wiltshire Area Board Meeting – Wednesday, 21st March 2018 at Nadder Centre, Weaveland Road, Tisbury, Wiltshire. SP3 6HJ at 6.30 p.m.

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.

Meeting closed at 9.55 pm

DRAFT