

KILMINGTON PARISH COUNCIL

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

Minutes of the Annual Parish Council meeting held on Thursday, 10 May 2018 in Whitesheet CE Primary Academy.

Present: Cllrs G Cotton (Chairman), Mrs Hames (Vice-Chairman), M Curtis, R Flower, G Hunt, I Meeker, C Reeves, G Jeans (Unitary Cllr), Mrs L Wood (out-going Clerk), Mrs R Burrows (Clerk)
7 members of the public

62. ELECTION OF CHAIRMAN

Cllr Cotton was elected Chairman, proposed by Cllr Mrs Hames and seconded by Cllr G Hunt. Cllr Cotton signed a declaration of acceptance of office form.

63. ELECTION OF VICE-CHAIRMAN

Cllr Mrs Hames was elected. Proposed by Cllr Reeves and seconded by Cllr Flower.

64. 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.

No declarations of interest were declared and the Clerk had not received any dispensations both in regard to agenda items for this meeting.

65. 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 allowed 3 minutes to speak after which they are no longer permitted to speak unless invited to do so by the Chairman).

A member of the public said that the parking at Brookside has gone from bad to worse over the past 17 years and there was too much congestion, he asked what the parish council were proposing to do about it. The emergency services would struggle to attend if they were needed to be called. The Chairman agreed and said that it was being looked into and Wiltshire Council will be asked to assist to resolve the problem.

The same member of the public said he had several questions concerning the playing field and play area. These are briefly mentioned below but the member of the public said he would provide the Clerk with his full list so that each, and every item of concern, he had raised could be addressed and dealt with. *(At the time of publishing these minutes, the list had not been received from the said member of the public).*

- How many of the items requiring attention in the RoSPA Inspection Report had been carried out and when were they done? He said he thought that less than half had been completed and the report had been issued in Sept 2017.
- He said that users have a duty to clear up after using the areas but the grass cutting was not all that it should be.
- Regarding the Playing Field Committee how often does it meet and report? What funding is available and he felt more time and money should be allocated to the play area. He did not feel that the current Committee was working well. He said that perhaps a flyer should go out to all the village asking for volunteers to undertake some of the outstanding works.
- He asked how much of the annual budget was put aside each year for the playing field/area?
- He said that the swings that had been removed needed to be replaced and asked that the PC urgently look into doing this.

66. APOLOGIES

None.

67. MINUTES OF LAST MEETING

The minutes of the last Parish Council meeting held on Thursday, 8 March 2018 were approved and signed.

68. REVIEW OF STANDING ORDERS FOR KILMINGTON PARISH COUNCIL.

This was undertaken at the PC meeting held on 8 March 2018.

69. REVIEW OF FINANCIAL REGULATIONS FOR KILMINGTON PARISH COUNCIL

This was undertaken at the PC meeting held on 8 March 2018.

70. APPOINT/RE-APPOINTMENT OF INTERNAL AUDITOR

It was agreed that Mr Eugene Reed should be re-appointed as internal auditor.

71. REVIEW COMMITTEE STRUCTURES, RE-APPOINT MEMBERS & DECIDE TERMS OF REFERENCE

It was unanimously agreed that the Playing Fields Advisory Committee should all be reappointed as follows: Parish Council : Cllr Mrs Hames, Cllr Reeves; 1 co-opted member: Mrs Gillian Bowles. The committee to determine dates of meetings and provide notes of same; all members shall have voting rights.

72. APPOINT/RE-APPOINT REPRESENTATIVES TO OUTSIDE BODIES & ORGANISATIONS

It was proposed by Cllr Reeves and seconded by Cllr Flower and all present agreed that the following would be reappointed for the forthcoming year:

Area Board:	Chairman and Vice-Chairman
Parish Steward:	Chairman
Kilmington Parish Amenity Fund:	Vice-Chairman.

73. TO REVIEW BANK ACCOUNTS AND SIGNATORY ARRANGEMENTS

The Clerk informed members that she had already begun the up-dating process and the Lloyds Bank Mandate Variation request form was ready for signature by the PC members currently authorised. This removes Mrs Wood, adds her own name and also updates the change of mailing address for statements and other correspondence. The Clerk stressed that although she would have signing authority it would only be in extreme circumstances that she would actually sign cheques, as this was not considered good practice. However she had to be a signatory in order to have access to view the balance of the account and request a statement at the branch. **Action: Clerk**

The Clerk requested that the second Lloyds Bank Treasurers account no. 2145627 be closed and the funds transferred over into the main current account. It was proposed by Cllr Flower and seconded by Cllr Mrs Hames that this should go ahead and all agreed. **Action: Clerk**

74. MATTERS ARISING

a) SWWAB Community Speed Indicator (SID) Initiative (Minute 54b) The Clerk said that the grant of £1500 had been successful and had been paid into our bank account. The Chairman reported the device had been purchased and was now awaiting the pole to be put into place on private land along the Common. The cost of installation on public land prohibited this. David Button (WC Highways) had to approve the location site for the pole and he would be contacting him in relation to this. The Clerk had invoiced both Stourton and Zeals PC's with their one-third share of the cost of the device. The Clerk will reclaim the VAT on the whole of the cost of the SID. **Action: Clerk/Chairman**

b) Parking outside Playing Field (Minute 54c) The Chairman gave the history of this problematic issue and how the PC had tried to improve the situation back in 2011. The idea then was to provide parking within the playing field and so remove vehicles from the road but efforts had to be abandoned due to WC wanting us to have the power cable pole moved which would have cost in the region of £3,500 and the fear that if we had gone ahead, we would be having to deal with vehicles being dumped in the area and the PC having to go through the proper legal channels to have them removed. The Chairman said he had met with a Principal Highways Engineer on 9 May at the playing field to discuss the issues and she has agreed to prepare a list of actions which the PC will have to take to move the project forward. The Chairman stressed there is no guarantee that we will successfully solve this problem but it seems the suggestion put forward at our last meeting in March by Cllr Meeker of herringbone parking is not out of the question as precedents had recently been set. Cllr Meeker said any actions the PC are eventually able to take to remedy this would need to have the full support of all the residents who currently park alongside the playing field

and for them to police it as otherwise we will all have wasted our time. We must await the action list from Julie Watts (WC) before we can proceed.

Action: Chairman

c) Bench outside The Flats in The Street, Kilmington (Minute 54e) Cllr Reeve confirmed the bench has been removed.

Item closed

d) Footpath through the Playing Field (Minute 57c) As requested at the March meeting, Mrs Wood the out-going Clerk, had done a search of the files. She had found a very old map but the route of the Right of Way is not clear. It was agreed that the Clerk would contact WC Right of Ways Warden and set up a site meeting as soon as possible.

Action: Clerk

e) General Data Protection Regulations (GDPR) The Clerk gave a short report on the current situation. The new regulations come into force on 25 May 2018 but it is still very unclear if a Data Protection Officer needs to be appointed. An amendment to the legislation has been proposed to exclude small Parish Councils from having to do this and the out-come is awaited. She has been to a Q & A briefing at County Hall, Trowbridge and is following advice from the SLCC which has provided an on-line check list. The Clerk said she will continue to monitor and try to keep up-dated; as long as we are seen to be trying to comply that will be sufficient at the moment but this whole subject will become clearer as time goes on.

Action: Clerk

75. 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)

Applications to consider at the meeting: None

Applications considered/determined since last meeting:

Application No. 18/01713/FUL

Proposal: Erection of a 3-bed chalet bungalow to be built in the garden of Thenford.

Address: Thenford, The Street, Kilmington. BA12 6RG

Parish Council response: Object LPA response: Application withdrawn

76. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

a) Highway & footpath issues for Parish Steward – the Clerk said that a new dates schedule had been received and our Steward was due to be with us for one full day on Monday 4 June, 2 July, nothing in August and again on 28 September and could all members report back to her and/ the Chairman any items they felt need to be rectified. In general, it seemed that members were not happy with the standard of maintenance of the village. The Clerk said that whilst Parish Stewards carried some materials to repair small potholes, the main and larger ones had to be reported on the My Wiltshire app and this entailed giving detailed information on the exact location, the size and if possible a photograph. A lengthy discussion took place on various potholes on the parish roads and the Clerk said that she had received an urgent email that afternoon advising of a road closure on 31 May for three days. This related to Druley Hill Northeast C41 to Yarnfield Gate. It was agreed that the Clerk would write an email to Cllr Jeans expressing their disbelief and concerns that this road is, yet again, being closed for the same repair work which has already been undertaken on three earlier occasions. Cllr Jeans explained the process of how the agency appoints the contractor and that although the work may have been done 3 times, WC only pays for it once. However, it was pointed out that apart from the wasted cost element involved, the inconvenience factor to residents having to use a diversion route also should to be taken into account. On receipt of our letter, Cllr Jeans will take up the matter with WC.

Action: ALL /Cllr Jeans/Clerk

b) Parish & Town Council Highway Evenings + Highways Newsletter May 2018 – Mrs Wood gave a brief report on the recent evening meeting she had attended. The main points she highlighted were as follows:

- Pothole grant has increased to £2.6M and WC was expecting less so they are now able to continue service level until 2020. However, crunch time will come in 2020 when they are expecting the rural grant fund to cease.
- In 2020 when Rural Grant support stops, some services might be lost. Quite likely that WC maintained play areas will be removed and in future will become just kick about areas.

- Parish steward scheme was suspended because of damage to highways following recent bad weather. All stewards were seconded to pothole and highway repairs. Scheme will resume from 1 June and is fully funded for the time being. Areas for improvement, to keep or discard can be emailed to Adrian Hampton.

c) PEAS Scheme 2018-19 – the Clerk said that she had received an email from the Winter Weather Team (WC) requesting us to submit our salt requirements for next winter. This had to be returned by the end of August. It was agreed by all that we would request 1 tonne as in previous years and Cllr Reeves offered to collect from the Warminster Depot as usual. A request for an audit of our grit bins had been received in the same communication. Members present said only 1 grit bin is located in the parish and this is at Cote Lane. The Clerk will seek out and check the contents. A Snow Plan is required to be submitted in readiness for next winter and the Clerk will attend to this.

Action: Clerk/Cllr Reeves

77. PLAY AREA

a) Use and upkeep of the playing field and how the community can help with 'Stewarding' – the resident who had asked several questions regarding the play area earlier in the public session, had since left the meeting. However, he had promised to email his list to the Clerk so that full consideration to all of his items of concern could be addressed.

Action: Play Area Committee/Clerk/Chairman

b) Report from Play Area Committee and update on maintenance work & actions carried out since RoSPA Safety Inspection report The Chairman read out the notes from the meeting of the Play Area Committee held on 2 May. Regarding the Sept 2017 RoSPA report there are several non-urgent recommendations which do not have any time limit that are still to be actioned before the next inspection. The Committee has allocated these to be carried out. Several of the repairs in last year's report have already been actioned. The Committee would like to purchase some swings before the summer holidays. The Clerk confirmed that there was an amount of £4,200 of Section 106 R2 funds available to the PC and, at Mrs Wood's suggestion, she had telephoned Sarah Holloway at WC to ask her if these funds could be used for the swings. It had been confirmed during that conversation that new swings or upgrading of swings would be permitted. The Committee will now go ahead and obtain 3 quotes for the swings so that the Clerk can submit the grant forms to WC asap.

Action: Play Area Committee /Clerk

78. FINANCE, POLICY & RESOURCES

a) Review of the PC Asset Register Mrs Wood had provided the new Clerk with an up to date register of Assets. RESOLVED that the details in the asset register were correct and agreed that these assets were reflected correctly in the insurance provision.

b) Assessments of risks facing the Council, review of insurance provision & effectiveness of internal controls.

The risk assessment and effectiveness of internal controls had been agreed at the March 2018 meeting (Minute59d). The review of insurance was discussed and the Clerk said our policy is due for renewal on 1 June 2018. Three quotes had been received via Came and Company our agent and they had recommended that the one from Inspire (AXA) be accepted. Whether or not to enter into a three year agreement at a slight reduction was discussed in detail but it was agreed that we would renew for one year only.

Action: Clerk

c) Audit of Accounts

i) Certificate of Exemption- the clerk said that new legislation had come into effect for this reporting season and new External Auditors (PKF Littlejohn) had been commissioned for our area. It is now possible for parish councils with a gross income or expenditure of £25,000 or less to certify themselves exempt from a limited assurance review as long as they meet the qualifying criteria. This means that whilst all of the usual paperwork still has to be completed, displayed on the noticeboard and put onto our website, the papers did not have to be submitted to the auditors; this would save the fee of £200. The Parish Council confirmed that it had met the qualifying criteria from a limited assurance review by the external auditor and it was proposed by Cllr Reeves and seconded by Cllr Mrs Hames that we should Certify ourselves Exempt and the Chairman and Clerk signed the Certificate of Exemption in the presence of the Council.

Action: Clerk

ii) Annual Internal Audit report – Mrs Wood informed the members that on 8 May 2018, Mr Eugene Reed had carried out an independent examination of the PC's accounting records, its compliance with relevant procedures and its risk assessments and internal control procedures. Mr Reed had agreed that, in all

significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council and had signed the Annual Internal Audit Report in the Annual Return accordingly.

- iii) Annual Governance Statement 2017/18** – points 1-9 were read out and members answered “yes” to each of the statements (except Statement 9 which was answered N/A). This document was signed by the Chairman and the Clerk in the presence of the Parish Council.
- iv) Accounting Statements 2017/18** – the accounts to 31 March 2018, presented at the Annual Meeting were approved and signed. Section 2 of the Annual Return was also approved and signed off.
- v) Notice of Public Rights & Publication of Unaudited Annual Governance and Accountability Return.** The Clerk confirmed that, as required by The Accounts & Audit Regulations 2015 the Parish Council must now publish the Annual Return, the Declaration that the Accounting Statements are unaudited and the Notice for the Commencement of the Period for the Exercise of Public Rights. Publication is on the parish website: www.kilmingtonwiltshire.org

d) Payroll & PAYE outsourcing – the clerk said that she did not have the necessary software or experience of PAYE to complete this and would like the PC to outsource this work. She recommended that Sonia Booth of Accounting Office Solutions (AOS) be asked to take this on. She had obtained a quote of £100pa for this service. It was proposed by Cllr Hunt and seconded by Cllr Mrs Hames that AOS be used for the Clerk’s payroll.

Action: Clerk

e) To approve the following payments: The Parish Council RESOLVED to make the following payments:

Name	Purpose	Amount £	Cheque no.
Came & Co.	Local Council Insurance renewal	958.97	555
Wiltshire Association of Local Councils	Annual Subscription 2018/19	113.17	556
Upper Stour, St. Mary’s	Donation towards maintenance of cemetery	465.00	557
Mere & District Linkscheme	Section 137 Donation	110.00	558
Upper Stour Magazine	Section 137 Donation	60.00	559
M. Reeves	Maintenance – war memorial	60.00	560
D. L. Davis (cheque dated 30.6.18)	Play Area Inspections – 1.4.18 – 29.6.18	130.00	561
T. J. Thornley	Quarterly Website updates	25.00	562
Traffic Technology Ltd	Community Speed Indicator Device	3288.00	563
Kilmington News	Section 137 Donation	70.00	564
Fenland Leisure Products	Play Area – Toddler swing seat	98.40	565

f) Guidance for Parish & Town Councils on receiving and the use of CIL funds – the Clerk reported that WC had circulated in April, guidelines for the use of Community Infrastructure Levy funds. She would ensure that all members received information, as with the change of Clerks’ this had been omitted.

Action: Clerk

79. General Items

a) The Tower Society – Cllr Cotton said that this Society has been formed with the purpose of obtaining grants for the restoration of St Mary’s church tower. They need a letter of support from the PC to help their requests and applications for funding from various bodies. He stressed that they are not asking for funding for the project from the Parish Council. It was RESOLVED that the Clerk should write a letter of support.

Action: Clerk

b) Date of next meeting – Thursday, 13 September.

The following dates were set for the remainder of this financial year:

22 November,

7 March 2019

16 May 2019

Action: ALL

Meeting closed at 9.45 pm

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.

NOTE: The minutes will be reviewed and formally ratified by the PC on 13 September, 2018

DRAFT