

KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows Email: parishclerk@kilmingtonwiltshire.org

Minutes of the Parish Council meeting held on Thursday, 12 March 2020 at Home Barn, The Street, Kilmington

Present: Cllrs G Cotton (Chairman), Mrs Hames (Vice-Chairman), M Curtis, R Flower, G Hunt (left at 21.00 hrs), I Meeker and C Reeves.

In attendance: Mrs R Burrows (Clerk) and Cllr G Jeans; 3 members of the public.

The meeting opened at 19.35 hrs

The Chairman thanked Cllr Mrs Hames for arranging for Home Barn to be used for the meeting and asked that she in turn pass the PC's thanks on to her son and daughter in law who own the property.

PUBLIC SESSION: *This provides an opportunity for Members of the Public to raise questions about and comment on items on the Agenda.*

A member of the public said that there appeared to be a water leak in the road on between Church Hill and Church Farm and they had 'phoned Wessex Water to ask them to come out and investigate. Cllr Meeker said it was an underground spring and the road had sunk which was the cause of the problem.

151. APOLOGIES for absence. None

152. 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.

- Cllr Reeves declared an interest in item **159. Section 137 Funding of "Kilmington Murders of 1556"** play being a Warden of St Mary's Church, Kilmington.

153. MINUTES OF LAST MEETING

The minutes of the last Parish Council meeting held on Thursday, 28 November 2019 were approved and signed as a correct record.

154. MATTERS ARISING (not covered by other Agenda items)

a) Openreach Community Fibre Partnership: Cllr Jeans said that discussions had been going on between Wiltshire Council and Openreach over the past few months to resolve the problem of the group of residents wanting faster broadband, not having to form a legal entity company. He reported that Openreach were willing to include Kilmington in a pilot scheme they are setting up which would avoid the need for this but it would require a minimum number of residents to join, if enough vouchers are to be used to pay for the cost of the project. The Clerk said she had learned that residents in the Hamlet of Norton Ferris had been included in the original list of interested parties. However, the quote which had come back from Openreach was far too high to justify being able to include them; the latest thinking is therefore that the pilot scheme would only be for Butts Lane and possibly those residents in Kilmington Common who are not already on FFTP (fibre to the premises). Cllr Jeans suggested that the Clerk should contact Adrian Grant at Wiltshire Council to find out where things currently stand. **Action: Clerk**

b) S W Wiltshire Area Board initiative Real Madrid Football training

The Clerk said that following the discussions at the last meeting she had written to the three main schools in the area and had received back the name of a promising young player from Mere School who lived in the village and who played for Mere Town football club. However, this proposed initiative had encountered problems as it is not permitted for a Parish Council to sponsor an individual unless they hold The General Power of Competence (Localism Act 2011) and we do not. The eligibility criteria for this includes, amongst other things, the Clerk having a set of qualifications in Local Council administration and the relevant training. As there are few parish or town councils in SW Wiltshire who hold The General Power of Competence, the SW Wilts Area Board has amended the constraints on spending precept monies and will fund the initiative. However, they have also altered accessibility to the training including priority should be given to disadvantaged children in the area. Cllr Jeans agreed to take this

matter forward for the Parish Council and the Clerk was asked to send him the name of the one child who had so far been nominated.

Action: Clerk/Cllr Jeans

155. 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) Application to consider at the meeting: None

b) Applications considered/determined since last meeting:

Application No: 19/10758/PNCOU prior notification on change of use under Class Q for a Proposed Change of Use and Conversion of Barn into a single dwelling (Use Class C3) and for associated operational development Barn on land at Butts Lane.

PC response: Support

Application Withdrawn

Application No: 19/11868/FUL same as above: Application Withdrawn

Application No. 20/00138/FUL change of use of ancillary accommodation at Ferngo, Norton Ferris BA12 7HR

PC response: Support

LPA: approved on 3 March 2020 with conditions

Application No. 2000646/FUL extend existing south-west facing gable end to form new carport and annexe (retrospective application) at The Cowshed, Kilmington Common

PC response: No comment

LPA: decision expected 18 March 2020

156. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

a) Parking outside the Playing Field – the Chairman said that a disappointing reply from the National Trust (NT) had been received in mid December and this had been circulated to members of the PC. In an effort to try to persuade Wiltshire Council Highways department to commit more strongly to solving the problems, he has arranged a meeting with them that will take place on 23 March.

Action: Chairman

(note by the Clerk: Whilst the Chairman did not go into detail regarding the reply from the NT dated 12.12.19, for the record and sake of good order, their reply gave various references to the botanical assessment undertaken by them. The hedgerow is species rich and provides suitable conditions for hedgerow birds, small mammals and food plants and overwintering habitat for a wide range of invertebrates. The hedgerow is an ancient one and this field boundary has remained unchanged for a least 100 years. They have concluded that the field boundary is integral to the historic landscape and if removed would have a detrimental impact on the character of the rural lane. In addition, they feel that the reduction in size of the playing field together with the change of use will result in the loss of some amenity value and that the proposals constitute development which is in direct contravention of the covenants.

b) Speed Indicator Device – Cllr Flower said the consortium was running well and he had filled and sent off the questionnaire regarding online training for volunteers the Clerk had forwarded to him in February.

c) Road repairs to The Street & Butts Lane Dip – the Chairman said as reported at the last meeting, David Button (WC Area Highways Engineer) was very sympathetic to our request for major works to be undertaken in Butts Lane; he will try to obtain a time line from him as to when we might expect some work to start.

Action: Chairman

d) Ditch maintenance/Flood Plan – the Chairman said that with the School now out of use due to the electrical fire in December, a place of safety in the event of flood was a real problem. St Mary's Church would not be suitable as there is no plumbing. Other progress to report is that a training workshop has been arranged on two evenings (25 March in Mere/8 April in Ebbesbourne Wake) and both Cllr Reeves and the Chairman agreed to attend. The Clerk to inform Karen Linaker WC Community Engagement Manager.

Action: Clerk/Cllrs Cotton & Reeves

e) Parish Steward – the Chairman asked all members of the parish council to report to him any items for Fred Winter, our Steward, to undertake. The system of Fred calling into see the Chairman on the day he was working in the village is working well.

Action: ALL

f) Missing sign – the Clerk reported that she had obtained agreement from WC for the Kilmington Common sign to be replaced free of charge in the new financial year. She will continue to monitor until it is in place. **Action: Clerk**

g) Butts Lane - the Clerk said that she had received an email from a resident in Butts Lane to complain about the state of the railings. In the recent storms a tree had fallen on them which had caused more damage; a flickering light on the school was causing annoyance during night time hours and asked if a dog waste bin could be installed as residents walking their dogs were not “picking up” after their pets. At this point in the meeting one of the members of the public present requested to speak as he had relevant information on this subject and the Chairman allowed this. The resident said that the tree that had come down in Storm Ciara was on his property and he had asked a tree surgeon to look at this and others on his land just a few weeks beforehand. The tree surgeon had said there was no action to take and he would return in the summer to reassess the situation. It had therefore come as quite a shock to discover the damage. He said that he had telephoned the headmistress of the School first thing on Monday morning to report the damage and he thanked Cllr Reeves for his help in clearing away the debris. The Clerk asked if it would perhaps be possible for the resident to make a claim on his insurance for the cost of repairing the railings but this was not agreed as appropriate. There then followed a discussion on the state of the railings and what, if anything, could be done as even before the tree came down, they were in a bad state of repair. It was RESOLVED that the Chairman should contact Highways Department at WC to see if they could be removed and the footpath re-tarmacked.

Action: Chairman

The resident present said that he had also spoken to the School concerning a light on the school building which was flickering all night and the Headmistress had resolved the problem quickly.

The Clerk said she had been in contact with the WC Dog Warden (Craig Campbell) about the possibility of a dog waste bin so that she could report her findings at this meeting. He had explained that WC do not use dog waste bins as they are classed as clinical waste and, as such, disposal of the contents is very expensive. He confirmed that currently Kilmington has 3 litter bins in the parish (in the playing field, outside the playing field by the bus stop and by Mount Pleasant) and dog waste can be placed in these bins or taken home and placed in household waste bins. If the PC were to decide to move one of these litterbins to install in another location, there would be a charge of £100 to do so. Mr Campbell also confirmed that if the PC want to install additional litter bins, we can with WC prior permission but then we would be responsible for the cost of emptying them and this would need to be done via a commercial contract with a company like Idverde or who have a waste carriers licence. It was RESOLVED that no extra bins be purchased and that none of the existing bins should be moved. It was brought to the attention of the PC that household waste is regularly being left in the litter-bin by the bus stop. Cllr Jeans said this was an offence and, as such, WC are stepping up their actions and will prosecute anyone found to be doing it. The Clerk was requested to make special mention of this problem of dog fouling in Butts Lane and to remind all residents that they should not place household rubbish in any of the litter-bins, in her next monthly report for the Upper Stour Parish magazine.

Action: Clerk

157. PLAY AREA

a) Update from the Play Area Committee – Cllr Reeves said the committee had not met since November and as reported at the last meeting, a working party will gather in the Spring to remedy some of the minor issues highlighted in the RoSPA report from last September. With regard to the graffiti tag which has been drawn on one of the skate board ramps, the Clerk was asked to contact RoSPA for advice on how this affects the surface and to confirm that the best course of action is for it to be repainted. Darren Davis was at the meeting and said that it had made the surface of the ramp slightly more slippery; he confirmed that he has plenty of the required paint left over from the last time the ramps were re-painted if this needed to be done.

Action: Clerk

b) Costings for additional Safagrass matting and replacement basketball back-board – the Clerk said she had received a quote for £394.00 plus VAT from Alvian Ltd to replace the basketball backboard and hoop. It was RESOLVED not to spend this considerable amount of precept money on a replacement at this time. Regarding the Safagrass, it was agreed that 2 x 1 sq. meters would be sufficient to add to the surface already in place. The Clerk said that the cost of this is approx. £35 + VAT per square meter and the PC RESOLVED that the Clerk should order this and the play area committee would arrange for it be laid.

Action: Clerk/Play Area Committee

158. VE DAY 75TH ANNIVERSARY CELEBRATIONS – Cllr Hames said that she and Cllr Reeves had attended a meeting with the Home Guard Club committee the previous evening and the Clerk had also met with them in February. The day chosen for activities at the Home Guard Club was Saturday 9 May. The activities being planned included a children’s tea party when Cllr Reeves would provide some music with his organ, there would be tractor and pony rides along with stalls and tombola in the afternoon. The Clerk said she would contact Wiltshire Council Highways department to try to organise a road closure so that the children’s tea party could take the traditional British form of having it in the road. The timing for this was confirmed as 13.30 to 17.00 hrs. **Action: Clerk**

The evening festivities would include a BBQ and disco. The possibility of a small firework display at 21.00 hrs to conclude the evening was being investigated but it had been emphasised that permission from the National Trust and Mr Parker would need to be obtained and the Home Guard Club would need to have the display covered under their Public Liability insurance policy. The PC RESOLVED to donate a sum of £300 towards these events subject to the events not being cancelled due to the Covid-19 pandemic.

159. SECTION 137 FUNDING OF “Kilmington Murders of 1556” PLAY – a request for a financial donation had been received from a local group who are writing a play based on the infamous Kilmington Murders of 1566 to help to raise funds for the Tower Society of St Mary’s Church. The group which includes residents of Kilmington hope to undertake to perform the play in local village halls on a tour basis and finally in Salisbury where the convicted murderer of Lord Charles Stourton was executed. Under current legislation – ie the Local Government Act of 1972, a parish council may financially support the group in the putting on of the play in the form of a donation under Section 137 but not a donation to the Church itself. It was RESOLVED that the Parish Council would donate a sum of £50 to assist with the production of the play. **Action: Clerk**

160. FINANCE

a) Receipts – the Clerk said there had been no monies received since the last meeting (*note from the Clerk – this was incorrect, a sum of £354.12 had been paid into Lloyds bank on 4 December 2019 being the cost of the fireworks less VAT from the Amenity fund*).

b) Balance of Lloyds Bank account - the Clerk reported that the current balance of the Lloyds Bank account at 29 February 2020 was £8573.30 and this reconciles with the bank statement of the same date. The Chairman duly signed the Bank Reconciliation form.

c) Up-dated Spend v Budget current financial year report - the latest updated figures had been circulated prior to the meeting. There were no questions but the Clerk said that the PC should have just under £8000 to carry over into the new financial year.

d) It was RESOLVED to approve the following **payments** and the Chairman and Cllr Mrs Hames signed the cheques:

Name/payee	Purpose	Amount £	Cheque #
T J Thornley	Domain name & web hosting renewals	52.79	635 already paid
Mrs R K Burrows	Clerk’s expenses - Postage & stationery	19.80	636
Mrs R K Burrows	Clerks salary & allowance Q4 2019-20	288.90	637
HMRC	PAYE Q4	64.80	638
D L Davis	Play Area Inspections Q4 2019-20	156.00	639
T J Thornley	Website updates Q4	25.00	640

e) Clerk’s salary increase 2020-21 – the Clerk reported that the annual pay award negotiations between the NALC and employers are still on going. Her request for progression of one-step on the Clerks National Salary Scale was agreed by all members so that from 1 April she would be paid the hourly rate for SCP 11.

f) Review of the Asset Register – the Clerk had circulated the current Asset Register with the Agenda for this meeting and it was RESOLVED that the details were correct and agreed that these assets were reflected correctly in the insurance provision.

g) Review and assess the effectiveness of internal controls including Risk Management policy - 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.

161. COMMUNITY “WHATSAPP” – the Clerk said she had been asked to look into the possibility of setting up a community group on mobile phone “Whatsapp”. She had contacted various other Parish and Town Clerks and had

been advised that generally this isn't considered to be a positive move for a parish council as it would involve buying a smart phone together with a monthly billing contract. If administrated via the Clerk it would also necessitate having to increase the clerk's paid hours. The clerk said she would not be willing to undertake this responsibility. It was RESOLVED not to take this matter any further. (item closed)

162. WC SPATIAL PLANNING POLICY – Green Infrastructure & Open Space Survey – the Clerk said a lot of information had been sent via email and post on this survey from WC which is required has to be completed and turned by the end of March. It was RESOLVED that the Chairman and Clerk would meet to complete this survey. **Action: Chairman/Clerk**

163. CLERK'S NOTICES

a) Website compliance with new regulations coming into force from September 2020 – the Clerk said that in order to make sure our website will comply with the new accessibility statutory requirements she has been in touch with both our current webmaster (Tim Thornley) and another company Web Squared Ltd of Andover. The latter's quote had come in at £900 whereas Mr Thornley had given a rough estimate of £500. The Clerk said she would prefer to remain with a local company and that Tim Thornley was always ready to help and solve any IT problems she had. It was agreed that there was no advantage in changing to another company and that the PC should remain with Tee and Dee Productions. The Clerk to contact Mr Thornley for a firm quote ready for the next meeting before proceeding. **Action: Clerk**

b) Whitesheet C of E Primary School – the Clerk was concerned about where the Annual Parish and PC AGM meetings would be held in May if the school is not back in use by then. The Home Guard Club was ruled out as being too noisy with skittles being played on most, if not, every evening. In addition, a licenced premise can only be used if nothing else is available. A suggestion was made of using St Mary's Church and Cllr Reeves volunteered to find out if this would be possible. **Action: Cllr Reeves**

The Clerk had added the following two items to her notices as these had arrived after the Agenda had been agreed with the Chairman.

c) Wiltshire Council Survey of facilities and employment provision in rural community – Wiltshire Council require this survey to be returned by 31 March and it was agreed that the Chairman and Clerk would complete the forms. **Action: Chairman/Clerk**

d) Wiltshire Council Bus Survey – the Clerk said she had received notification from WC that the Government had announced additional funding to improvement bus services and all members had been notified of this Corporate Briefing. Details of how bus services could be improved in the village and surrounding areas were requested by 27 March. Cllr Cotton said that there was no transport group in the village similar to other communities and thus it would be difficult to provide relevant information. Again, the Chairman and Clerk would meet to consider this and give a reply to Wiltshire Council. **Action: Chairman/Clerk**

164. DATE OF NEXT MEETING

The date of the next meeting will be Thursday, 14 MAY 2020 at 7.30 pm at a venue to be confirmed.

The Chairman declared the meeting closed at 21.16 hrs.

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 14 May 2020

Signed.....

Date.....