

KILMINGTON PARISH COUNCIL

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

Minutes of the Parish Council meeting held on Thursday, 13 September 2018 in Whitesheet CE Primary Academy.

Present: Cllrs G Cotton (Chairman), Mrs Hames (Vice-Chairman), M Curtis, R Flower, I Meeker, C Reeves
Cllr G Jeans (arrived at 20.50hrs left the meeting at 21.20hrs), Mrs R Burrows (Clerk)

The meeting was opened at 19.34 hrs.

80. 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).

- None

81. APOLOGIES

Apologies for absence had been received from Cllr G Hunt who was on holiday.

82. 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 C Reeves declared an interest in item No 86. (a) being the father of the planning application applicant.

83. MINUTES OF LAST MEETING – 10 MAY 2018

Cllr Reeves said his name had been misspelled once in these minutes. He also said that the wording on **item 74.a) SWWAB Community Speed Indicator (SID) Initiative** was not quite correct. This was discussed and it was agreed it had been known that because the pole was being sited on private land there was no need for David Button (WC Highways) to be contacted for approval of the site. With this correction they were approved and the Chairman signed the minutes.

84. MATTERS ARISING

a) SWWAB Community Speed Indicator (SID) Initiative (Minute 74.a): Cllr Flower reported that the SID is now up and running and is currently with Stourton. The procedure agreed is that when the battery runs out, the PC co-ordinator will recharge it and then pass on to the next parish. The current battery life is approximately 22 days. He holds the battery for the Community SID that is circulated around the various villages and to protect its life, keeps it charged. Cllr Flower said that there seemed to be some confusion over the brackets as during the initial discussions it had been agreed to buy 3 – one for each parish. The Clerk said that she did not have copies of the original quotes as the previous Clerk had handled it and no emails were transferred over to her on this subject. However, she confirmed that only one bracket had been invoiced. She had telephoned Traffic Technology who confirmed that additional brackets could be purchased at a cost of £150 each plus £40 delivery. The Chairman thanked Cllr Flowers and also Cllr Reeves for sorting out the pole.

b) Parking outside Playing Field (Minute 74b): The Chairman said he was pleased to report that some progress has been made. Julie Watts of WC had recommended contact with the Economic Development and Planning directorate at Trowbridge to obtain pre-planning application advice which is free to Parish Councils. This will enable us to find out what we can and cannot do to try to provide parking for the residents of the houses opposite the playing field. We need to produce a site plan, photographs and sketches. A discussion took place on visibility issues and that telegraph poles would have to be removed in order to provide herringbone parking and there was also the issue of a drain underneath the road. Cllr Meeker agreed to complete the form for submission to Wiltshire Council (W.C.).

Action: Cllr Meeker

c) Footpath through the Playing Field (Minute 74.d): the Chairman said that the W.C. Rights of Way Warden had been contacted and he has confirmed that there is no doubt at his end as to where the path runs and he had provided a map showing that it runs along the side of the track and not across the playing field to the style in the

corner. In order to move this issue on and to try to conclude it, he was going to ask Cllr Hunt to see if he can get the National Trust to look at the documents relating to the sale of the land by the Hoare family in 1984 to see if the Right of Way was moved at that stage.

Action: Cllr Cotton/Cllr Hunt

d) General Data Protection Regulations (GDPR): the Clerk said that since the last meeting she had added a privacy/disclaimer note at the bottom of all emails which are sent from kilmingtonclerk@btinternet.com. She will continue to read up and report items as necessary.

85. REPORTS

a) Wiltshire Councillor's report: at the time this item came before the meeting Cllr Jeans had not arrived (he had already advised he might be late due to Zeals PC meeting on the same evening) but when he arrived he reported as follows:

- **The Wiltshire Council Electoral Review:** this review is underway by the Local Government Boundary Commission (LGBC) and its purpose is to recommend new electoral arrangements for the next elections in 2021. This will involve the total number of councillors elected to the council in the future, the number of divisions, the number of councillors representing each division, division boundaries and names of divisions. Cllr Jeans said that there is a public consultation underway and the purpose is to provide electoral equality where each county councillor represents roughly the same number of electors as others across the county. Wiltshire Council had wanted to increase numbers to 99 but the LGBC would fine tune and it might stay the same as now – 98.
- Cllr Jeans asked if the problems with the mirror at the Coombe Farm junction on the B3092 were now resolved as he had spoken to just about all resident affected.
- Cllr Jeans asked about the parking outside the playing field and he suggested that the Clerk should write to WC to see when the lease for waste land opposite the playing field was due for renewal as possibly some of this could be used for residents parking. The clerk was requested to do this. **Action: Clerk**
- Cllr Jeans asked if the SWWAB grant for the SID has been paid – the Clerk confirmed it had been received into the bank account in April.
- **Druley Hill Northeast C41 to Yarnfield Gate road repairs:** Cllr Jeans said he had reported our comments to Wiltshire Council. Cllr Meeker said that the road closure advised at the May meeting had not actually taken place.

b) Neighbourhood Police report: the Clerk said that as per the Chairman's request at the Annual Meeting in May – she had eventually made contact with the local Mere Community Policing team (Peter Tscherniawsky) who said he would try and get to this meeting or at least some of our meetings. She said she has a copy of the July Mere Beat report if anyone would like to see it and members present requested her to forward such reports to them so that they can be kept up to date with any crime in the village and surrounding areas. **Action: Clerk**

86. 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: (Cllr Reeves left the meeting)

18/07767/FUL&18/07903/LBC: erection of garage, garden store and carport at The Old Chapel, The Street BA12 RG
There was some confusion as to the materials to be used to build the garage and the Clerk did not have the necessary equipment to print off the drawings; not all members present had had the chance to look at the application on line so it was agreed that they would send any comments to the Clerk before the cut-off date of 27 September. **Action: ALL**

b) Applications considered/determined since last meeting:

18/04617/FUL – Erection of 3-bed chalet bungalow built in garden of Thenford.

Thenford, The Street, Kilmington. BA12 6RG (resubmission of 18/01713/FUL)

PC response: Object

LPA response: **Refused**

18/06777/FUL – ground floor garage/workshop and first floor bedroom annex at Grange Farm Cottage, Maiden Bradley, Wilts BA12 7HX

PC response: No objections

LPA response: **Approved with conditions**

87. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

a) "Green Ride" Bridleway: a resident in the village had emailed the Clerk concerning the maintenance of the trees and to complain that they had been cut back with the debris not removed. The Chairman confirmed that he had been in contact with the resident concerned. The trees along this bridleway are the property of the Kilmington Parish Council as they had been purchased with monies donated at the time of the Queen's Silver Jubilee in 1977, therefore the PC had a duty to maintain them. It was RESOLVED that a contractor be appointed to prune them back to 4.5 m and the Clerk was requested to obtain at least three quotes for this work in readiness for discussion and approval at the next meeting. The Chairman said he had the details of 3 tree surgeons and he would pass these on to the Clerk.

Action: Clerk

b) B3092 Coombe Barn junction: this was discussed at some length and the old mirror is now back in place although it is not understood why the new mirror has not been installed. The Chairman said he would contact the farmer at Coombe Barn farm to find out if everyone is now happy. It was suggested that perhaps additional signage could be placed on the B3092 approach to the junction such as "Dangerous Junction ahead" with possibly with the support and financial assistance of CATG - the next meeting of this committee is planned for 7 November

Action: Cllr G Cotton

c) Parish Steward & Pot Holes: Cllr Cotton said that he had driven around the village taking photographs of all the major potholes so that they could be reported on the My Wilts app. However, he had discovered that it was not possible to do this as one report and each pot hole had to be reported separately. However, he had contacted David Button (W.C.) who had confirmed that if he sent the details to him they could be looked at. The Clerk said that at the last CATG meeting which she had attended with her Stourton PC hat on, the message was that if pot holes are reported on My Wilts app they will be looked at. She offered to submit the reports if any member wanted to send her the details and reiterated that whilst our Parish Steward could fill small pot holes, he was not responsible for filling all pot holes in the village.

Action: ALL

d) Druley Hill Northeast C41 to Yarnfield Gate road repairs: see Cllr Jeans report item above (item 85.)

e) PEAS Scheme 2018-19: the Clerk said she had updated the Snow Plan and Cllrs Reeves and Hames had approved it before sending it to W.C. An audit of the grit bin had also been requested and she had done that. The form requesting 1 tonne of salt had been emailed over to the Weather Team at WC and Cllr Reeves should collect it from Warminster Depot on Thursday 18 October between the hours of 8am and 1 pm. The Clerk said she would remind Cllr Reeves a few days beforehand.

Action: Cllr Reeves/Clerk

f) Grass Verge outside Olde Sawmill: the Clerk read out details of an email from a resident asking for the grass verge to be maintained as she had been doing this herself and as a consequence had broken two lawn mowers because of stones in the grass. The Clerk has been in contact with David Button who said that the piece of land in question is cut once a year by W.C. contractors and the visibility splays either side were done on a monthly basis. He also said that if a resident wanted the area cut more frequently they could do that themselves but can only do so legally after they have been granted a FoC Sect 142 of the Highways Act 1980 licence. This information was passed to the resident and she had replied that the verge had never been cut by the contractors. After discussion, the councillors present, as well as the Clerk, were not exactly sure to which piece of land was actually being referred to by the resident and because the resident had been maintaining it, in all probability that is why the contractors had not done it. The Chairman said he would go and see the resident to talk things through to see if there was anything else the PC could do to assist.

Action: Cllr Cotton

g) Japanese Knotweed on Cote Lane: Cllr Hunt had sent an email to the Clerk asking that the meeting be made aware that he has observed this invasive weed flourishing at the top of Cote Lane near the bus stop and that he had reported it to W.C. but felt the PC should do likewise. The Clerk confirmed she had submitted a report on behalf of the PC on the My Wilts app. Several members present said this has previously been treated by W.C.

h) The Street – resurfacing : Cllr Cotton said that he had spoken to the W.C. official who is regarded as the "Supremo" who allocates expenditure for this type of resurfacing and it has been confirmed that the works ticket has been issued and the job is estimated to take place at the turn of the year.

88. PLAY AREA

a) Report from Play Area Committee: the Clerk said a very comprehensive report had been received from the Committee. The majority of items needing action from the 2017 report had now been completed but the two that were still outstanding are the cracked backboard on the basket board and the gaps around the wet pore flooring perimeter. It was agreed that the Clerk should take no action to replace the basket board backboard as this could still be used in its present condition and was in fact not used much. A lengthy discussion took place on the wet pore and it was agreed that the gaps would be filled in with sand as an interim measure to see how effective in the longer term it would be. Cllr Cotton said some wet pore repair material had been obtained but because it is classed as a carcinogenic material there were concerns about actually using it.

The Clerk had been in contact with Alvian regarding the possible repair of the Twister/rotator dizzy disc and also to ask them for an estimate to give the zip wire/cable way an overhaul. It had been confirmed that the former is not repairable and should be left as a stepper and the estimate for the zip wire has come in at £95.00 excluding VAT. It was proposed by Cllr Reeves, seconded by Cllr Cotton and unanimously agreed by all that the PC accepts this estimate and the Clerk should arrange for the works to be done. **Action: Clerk**

The Clerk informed the meeting that the **new RoSPA report** had been received on 12 September and she had forwarded copies to the Play Area Committee and the Chairman. Cllrs Reeves and Hames said they could not open the report on email so the Clerk will forward the link. The Clerk said she had not read the report in detail but having had a quick look through there did not appear to be any new major concerns or high risk items needing attention. The Chairman thanked the Committee and the Clerk for all the work they had put in over the past few months.

b) New Swings Installation: the new swing set had been installed earlier in the week (11-12 Sept) but it would be Friday before they could be used as the concrete base needed time to set properly before use. A notice and tape had been placed around the equipment advising of this. Cllr Hames had been the main contact with the installation team and signed off the works agreeing to remove the tape and notice on the 14 September. The Clerk said that the invoice for the swings had been received and she would like approval for this to be paid prior to receiving the Section 106 R2 funds from W.C. Previous experience with funding /R2 payments had shown that it can take several weeks for the money to be paid into our bank account from W.C. and there is a late payment surcharge on the swings invoice. It was RESOLVED that the PC would pay the invoice immediately and the Clerk would send the invoice and required photographs to W.C for reimbursement at the soonest opportunity. **Action: Clerk**

c) Replacement springer: two quotes for similar replacements had been received – one from Fenland Leisure at £931.89 and the other from Alvian at £676. The main problem with the current pony springer is that the seat is damaged and needs to be replaced. Cllr Jeans suggested it might be possible for a contact he has to make a new seat at a low cost. It was RESOLVED that at the current time the springer would not be replaced and that the Clerk would try to find someone to make a new wooden seat and/or establish if it was possible to fix a new seat. **Action: Clerk**

d) Notices in the Play Area: the Clerk said she had been in contact with the original supplier and they have agreed to produce a sticker with the new telephone contact number which can be glued over the out of date number. This should be done very soon. The Clerk was requested to look into the costs of a new notice for the playing field stating "No Private BBQ's and No Fires" roughly A1 size (23.4" x 33.1") **Action: Clerk**

89. FINANCE MATTERS

a) Lloyds Bank: the Clerk reported that as agreed at the last meeting, account no. 02145627 had been closed and the funds (£624.51) transferred over to the main current account.

In order to sort out the signatories Lloyds Bank had felt it necessary to send mandate variation forms which have to be signed and returned by the current 3 signatories –Cllrs. Cotton, Hames and Reeves. These were passed to those members who will complete and return to the Clerk asap so that she can return them altogether in one envelope. **Action: Cllrs Cotton/Hames/Reeves**

For the other 4 signatories of **Raymond Swarbrick (deceased), Neville Meeker, Richard Lapham (deceased) and Susan Mills** – who are still authorised to sign cheques on this account, to be removed the bank had sent forms for them to sign. The Clerk said she had telephoned Lloyds Bank to explain that two are deceased and the other two are no longer members of the P.C. The bank requires the P.C. to resolve to have these signatories removed and a copy of the Minutes sent to with the forms and they will take the necessary action. Proposed by Cllr C Reeves, seconded

by Cllr G Cotton and unanimously agreed by all members that these signatories should be removed from our account records at Lloyds Bank. **Action: Clerk**

In addition, it was also **RESOLVED** that the mandate be amended to allow any two of the four signatories to sign cheques. Proposed by Cllr Flower, seconded by Cllr Hames and unanimously agreed that this be done. **Action: Clerk**

b) Monies received: £413.33 each from Zeals PC & Stourton PC for their respective one-third share of cost of SID. £120.11 VAT reclaim.

c) Current bank balance: £10,243.72

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

| Name/Payee | Purpose | Amount | Cheque No. |
|-------------------------------|---|----------|-----------------------|
| Whitesheet CE Primary Academy | Hire of school hall for May meetings | £25.00 | 566 (already paid) |
| Community Heartbeat | 2 x Defibrillation Electrodes | £87.60 | 567 |
| D L Davis | Play Area Inspections 1.7.18 - 29.9.18 | £130.00 | 568 |
| Mrs R K Burrows | Clerks salary & allowance Q1 & Q2 2018-19 | £554.46 | 569 |
| HMRC | PAYE Q1 & Q2 2018-19 | £123.60 | 570 |
| Citizens Advice Wiltshire | Section 137 Donation | £50.00 | 571 |
| Playsafety Ltd | Annual Play Area Inspection 2018 | £126.00 | 572 |
| Fenland Leisure Products | Installation of new Swings | £5040.00 | 573 |
| T J Thornley | Website updates | £25.00 | 574 |

90. GENERAL ITEMS

a) South West Wiltshire Area Board – to note:

(i) Public debate re Small “Affordable” Homes in Rural Villages: the Clerk referred to the various emails and documents she had forwarded on this subject and the need for members to be aware of the initiatives being undertaken in our area.

(ii) Wiltshire Council’s Electoral Review: see Cllr Jeans report – item 85.

b) Firework display 5 November 2018. The Clerk said she had spoken to Lindsey Wood for advice regarding the procedure for this event. The Risk Assessment has been updated and the Clerk passed a paper copy to Cllr Hames. She will send a copy via email to Cllr Reeves and Cllr Cotton, as well as our Insurance Brokers Came and Company although she had spoken with them at the time our policy was renewed to ask if the firework display would still be covered and they had confirmed it would be so long as all the necessary risk assessments were adhered to. As soon as approval is given by the insurance company, the Clerk will inform Cllrs Hames and Reeves who organise the display. The Clerk asked if there was any paper certificate for the two persons who undertook the special training last year but Cllr Hames said there was not but that the certification was for 3 years. The issue of children playing on the equipment especially the skate board area during the display and the risk of injury because it was in the dark was discussed. The PC is mindful of the fact that should its insurance fail to cover liability, then the onus is then on individual councillors. The Clerk was asked to check the policy wording to see if there is any mention of cover not being extended to children playing in the playing field after dusk. **Action: Clerk**

c) Old Annual Meeting Minute Book (1894 – 2010). The Clerk said that Lindsey Wood (former Clerk) had handed over to her this very old book and she would like to request that the Parish Council consent to it being deposited with the Wiltshire and Swindon History Centre in Chippenham for safe keeping. It was **RESOLVED** that this should be done but Cllr Reeves asked if he could have a look through it before it is taken. The Clerk said she would drop the book off to him during the course of the next couple of weeks as there was no immediate rush to deposit it. **Action: Clerk**

d) Date of next meeting – Thursday, 22 November 2018. The Clerk reminded members present that this is the meeting when budgets are discussed and set for the next financial year’s Precept. The meeting was closed at 21.40 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 22 November, 2018

DRAFT