

KILMINGTON PARISH COUNCIL

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

Minutes of the Annual Parish Council meeting held on Thursday, 16 May 2019 in Whitesheet CE Primary Academy.

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

In attendance: Cllr G Jeans (left 21.45), Mrs R Burrows (Clerk)

The meeting opened at 20.00 hrs

112. ELECTION OF CHAIRMAN

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

113. ELECTION OF VICE-CHAIRMAN

Cllr Mrs Hames was elected Vice-Chairman, proposed by Cllr Flower and seconded by Cllr Reeves. Cllr Mrs Hames signed a declaration of acceptance of office form.

114. APOLOGIES for absence were received from Cllrs M Curtis and G Hunt.

115. 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 Meeker declared an interest in item 121.(a) being the applicant of the planning application. Cllr Reeves declared an interest in the Emergency planning item 121.(b) added to the agenda after publication, as the owner of a property opposite the proposed development. The Clerk had not received any dispensations in regard to agenda items for this meeting.

116. 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**

117. MINUTES OF LAST MEETING

The minutes of the last Parish Council meeting held on Thursday, 7 March 2019 were approved and signed.

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

a) Firework Display – Cllr Mrs Hames said she had spoken with Darren Davis and he was looking into getting himself on an appropriate course; this would probably mean that the fireworks would then have to be purchased from the company who ran the training but it would allow Darren to set them off. **Action Cllr. Mrs Hames**

b) Noticeboard refurbishment – the Chairman said Mr Tony Chubb, a long time resident of Kilmington had kindly offered to make a new noticeboard for the parish and he would do this without charge. Furthermore, he said he hoped to have it finished and in place by the time of the Summer Solstice Friday 21 June. All members present expressed thanks for this kind gesture and the Clerk was asked to write to Mr Chubb once the new board was in place. **Action: Clerk**

c) Following the information the Chairman had given to the meeting re the noticeboard, it was agreed that the following residents should be thanked in a written letter for all their hard work and services to the parish. Barry Paul who looks after the Sheep Cote; Peter Sansom and Georgina Muir who look after the village pump areas; Ian Cameron for monitoring the defibrillator. **Action: Clerk**

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

a) Playing Fields Advisory Committee - It was unanimously agreed that all current members 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.

b) Parking area for Brookside outside playing area – It was unanimously agreed that Cllrs Ian Meeker, Mrs Elizabeth Hames would represent the Parish Council with 1 co-opted member: Mr Mark Box. This committee is yet to meet (see Minute item 122.a)

120. 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 |
| Kilminster Parish Amenity Fund: | Vice-Chairman. |

121. 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:

19/03205/FUL demolish in part existing agricultural buildings and erect extension to existing barn to house cattle at Church Farm, Church Road, Kilminster BA12 6RD

Cllr Meeker having declared an interest left the meeting whilst this item was discussed and took no part in discussion or voting. Members had looked at the plans on the website and had no issues or objections. RESOLVED to support this application on a proposal made by Cllr Flower, seconded by Cllr Reeves and agreed by all present. The Clerk was asked to return the form to WC Planning Development. **Action: Clerk**

19/03330/FUL extension with internal alterations at Brendon, Church Road, Kilminster BA12 6RE

Notice of this application had been received by the Clerk after the issue of the Agenda for this meeting. Cllr Flower said he had not received the email with details of this application. The item was discussed but no resolution was made and a final decision was deferred until the beginning of June. **Action: ALL**

It was agreed that in future, the Clerk will forward all new applications emails to members as soon as they arrive in her in-box but it must be borne in mind that the details are not always available on the WC planning website until one or two days later. In addition, it was RESOLVED that in future for all planning applications, as soon as details are known, the Clerk will contact the applicant or agent and ask for a paper copy of the plans to be posted to the Chairman. Cllr Cotton will arrange for these to be circulated around to all members if appropriate. **Action: Clerk**

18/11603/FUL erection of a detached 3-bedroom cottage within the curtilage of "Thenford"

An appeal has been made to the WC Planning Inspectorate. Details of the appeal which is against a Refusal of planning permission will be decided on the basis of a Written representations procedure. This arrived with the Clerk after the Agenda for this meeting had been issued but as the PC will not meet again until September it was added as an Emergency Item for discussion. It was RESOLVED that the PC should maintain its opposition and objection to this application. *The proposed development is totally inappropriate for the site not least because it is within the curtilage of a listed building. If such a development were to be permitted, we would have to question the point of listing a building for its protection. The comments KPC lodged in regard to the two previous applications for a dwelling on this site still stand. No development whatsoever should be permitted on this site least of all a house which appears to be of similar size and scale to Thenford. The inappropriateness of this proposal cannot be overstated.*

We feel that the highways/traffic issues have been understated and the important factor is the vision from within the proposed access not the vision from the Cote/Church Lane junction. Furthermore, planning permission should have been sought to erect the fence which is within the curtilage of a listed building and we have not seen any evidence of this.

With regard to foul water sewage disposal, KPC supports the two residents who have already submitted objections to this application, confirming that the current Old Sawmill Sewage System to which Thenford is connected has no extra capacity and it will not be possible to connect any new property to the existing system. If a new septic tank is built on site – presumably in the garden – we would have concerns regarding possible flooding issues.

Action Clerk

- b) Applications considered/determined since last meeting:
- 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 plans approved 01.04.19
- 19/01805/FUL** erection of a detached single storey dwelling and garage to replace an existing barn
Great Ground Farm, Kilmington Common.
PC response: Support **LPA:** approved with conditions 25.04.19

122. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

a) Parking outside the Playing Field – Following the last meeting, the Clerk had read through the documents relating to the sale of the land from the National Trust (NT) and had found that there were restrictive covenants in force. After consultation with members she had written to the NT with copies of the drawings, explaining what the PC hoped to achieve using a small part of the playing field and requesting a covenant release. A reply had been received and additional information was needed by the NT so that they could consider our request. In particular they were concerned about the ancient/historical blackthorn hedge along the edge of the field having to be removed. Cllr Meeker had spoken to Amanda Turner (NT Covenant Officer) and also emailed her asking that they consider the wider picture and the overall benefit it will have not only to the residents of Brookside but the village and surroundings in general. In particular he had pointed out the safety aspects of having so many parked cars along the side the playing field and the hazard it creates for children who could run out into the road from between parked cars and be hit by a moving vehicle on The Street. Nothing further had been received back from the NT and Cllr Meeker was not optimistic about the outcome. In the meantime, the Chairman agreed to contact WC (Julie Watts) to see if any information on the hedge was available on the maps they hold. **Action: Chairman**

b) Footpath KIL16 across the playing field - Cllr Reeves said that he, Cllr Mrs Hames and the Clerk had met with Nick Cowen, WC Rights of Way Warden on site to discuss possible options. Mr Cowen had said there could be some funding available via a Parish Improvement grant to help with the costs of making a permissive path down the inside of the playing field parallel to the track including the extra gates which would be required at either end. The members present then had a lengthy discussion on the best way forward. It was RESOLVED that the Clerk should write to Mr Cowen asking what would be involved to have the footpath officially **diverted** to run down the side of the playing field, including costs and how much time it would take. **Action: Clerk**

c) B3092 Coombe Barn junction – the Chairman reported that at the CATG meeting on 1 May, it had been agreed that an enhanced sign in yellow, showing a tractor, as well as the junctions, should be designed and Julie Watts (WC) will be working on this to hopefully be ready for approval at the next CATG meeting in September. He thanked Cllr Jeans for his input at the meeting and in speaking up on behalf of Kilmington so that our item was placed in their Top 5 priorities – over another parishes’s request.

d) Speed Indicator Device – Cllr Flower reported there was some discord amongst the consortia in that Zeals and Stourton wanted to change the handover procedure so that it changes on the 1st of each month. Cllr Flower said that in this opinion this would not be a sensible move and will cut down considerably how much each parish can have the SID in operation. The WC guidelines are that the unit should not be live for longer than 14 days at any one location. If the Zeals and Stourton proposal is agreed, it will mean that each parish only has the SID operating 4 times each year (once every three months) and in between times it will just be sat in a co-ordinators garage. Cllr Cotton agreed to speak with both Chairmen of Zeals and Stourton PC’s to try to sort out. **Action: Chairman**
Cllr Jeans reminded members that the PC’s insurance policy should be checked to ensure that it covered volunteers being used to place and remove the SID as the WC protocol states that it must be undertaken by an approved contractor. (Since the meeting, the Clerk has checked with our insurance and they have confirmed that there is “no issue provided all reasonable steps are taken to prevent injury arising”)

e) Road repairs to The Street & Butts Lane Dip – the Chairman reported he had been in contact with Ms Diane Ware Principal Technical Officer at WC and plans are in place to pre-patch in September and the whole area will be resurfaced in the 2020-21 financial year. This refers to that part of The Street not touched at the end of last year. With regard to the dip in Butts Lane, this was included in our Top 10 priority list.

f) Ditch maintenance/Flood Plan – the Chairman said that progress was being made on a Flood Plan and thanked Cllr Reeves for his input so far. Cllr Jeans said that there appeared to be more money available for the clearance of ditches and if there were any blocked drains in the parish, details should be put onto the Wilts App and there is a good chance that they will be actioned. The Chairman will send the details to the Clerk for her to action.

Action: Chairman/Clerk

g) Parish Steward – the Chairman said that Fred Winter our Steward was now calling in to see him each month for the list of jobs to be undertaken. Members should email the Chairman if they know of anything which needs to be done by the Steward.

Action: ALL

h) Repainting of white lines – the Chairman reported that all the white lines we had requested to be repainted had been done. Cllr Jeans confirmed that this time around, thermal (longer lasting) paint had been used and the normal WC contractor had been deployed to do the work.

i) WC's initiative to improve the appearance of Towns and rural areas – our list of priorities has been submitted including photographs of pot holes.

123. PLAY AREA

The Clerk said that no report from the Play Area Committee had been received. Cllr Mrs Hames said there had not been any reason to hold a meeting and everything seemed to be in order. The Clerk reported that she, along with Cllr Reeves and Cllr Mrs Hames had taken the opportunity to look at the roadside fence and hedge of the field after their meeting with Mr Cowen (item 112.b) and a couple of small gaps had been identified which Cllr Reeves had offered to repair and make good when he could set some time aside to do it. Cllr Mrs Hames said that it was a pity that when the new swing set was installed, a better use of the safagrass matting had not been made as it would not be possible to move it at this stage.

124. FINANCE, POLICY & RESOURCES

a) Review of Standing Orders & Financial Regulations – the Clerk had distributed both sets of documents in advance of the meeting. The Standing Orders were reviewed, considered effective and it was RESOLVED that no amendments were necessary on a proposal by Cllr Reeves and seconded by Cllr Mrs Hames. With regard to the Council's Financial Regulations, some minor amendments had been suggested by the Clerk and on a proposal by Cllr Reeves, seconded by Cllr Flower these were agreed.

b) Appointment of Internal Auditor - it was agreed that Mr Eugene Reed should be re-appointed as internal auditor; The Clerk was requested to send a letter to him thanking him for his services to the P.C.

c) Year-end Accounts & Internal Audit report– the accounts to 31 March 2019, presented at the Annual Meeting were approved and signed. The Clerk informed the members that on 25 April 2019, 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.

d) Annual Governance & Accountability Return 2018-2019 Part 2 - the Clerk had distributed these documents to members in advance. Sections 1 and 2 were approved and signed off by the Chairman and the Clerk in the presence of the Parish Council.

e) Certificate of Exemption from External Audit - 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

f) 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. The dates set for the period of public rights are shown as 17 June – 26 July and these would be emailed to T J Thornley for uploading onto our website.

Action: Clerk

g) Payments received

The Clerk reported that the precept of £6,819 and VAT claim of £1666.25 had been received into our bank account.

h) To approve the following payments: The Parish Council RESOLVED to make the following payments: With regard to insurance renewal (first item in the table), the Clerk said that three quotes had been received via Came and Company our agent and they had recommended that the one from Inspire (AXA) be accepted. This is the same provider as used for the current policy. It was RESOLVED not to enter into a three year agreement at a slight reduction and to renew the policy for one year commencing 1 June 2019.

| | | | |
|-------------------------------|---------------------------------------|---------|---------|
| Came & Co | Insurance renewal | 1005.71 | Chq.602 |
| Wilts Assoc of Local Councils | Annual subscription 2019/20 | 115.90 | Chq.603 |
| Upper Stour, St Mary's Church | Donation towards cemetery maintenance | 475.00 | Chq.604 |
| Mere & District Link scheme | Section 137 donation | 110.00 | Chq.605 |
| Kilmington News | Section 137 donation | 70.00 | Chq.606 |
| Upper Stour Magazine | Section 137 donation | 60.00 | Chq.607 |
| M Reeves | War memorial maintenance | 70.00 | Chq.608 |
| D L Davis | Play Area Inspections Q1 | 156.00 | Chq.609 |
| Mrs R K Burrows | Salary and allowance Q1 | 289.10 | Chq.610 |
| HMRC | PAYE Q1 | 64.60 | Chq.611 |
| T J Thornley | Website updates Q1 | 25.00 | Chq.612 |
| Whitesheet CE Primary Academy | Hire of meeting room | 25.00 | Chq.613 |
| Mr Gary Adlem | Replacement for cheque no. 599 | 250.00 | Chq.614 |

125. General Items

a) Date of next meeting – Thursday, 5 September.

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

28 November 2019

5 March 2020

14 May 2020

Action: ALL

The Chairman declared the meeting closed at 10.10 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 5 September, 2019

Signed.....

Date.....