

# *KILMINGTON PARISH COUNCIL*

*Parish Clerk – Mrs. L. C. Wood*

**Minutes of a Parish Council meeting held on Thursday, 17<sup>th</sup> September 2015, at 7.30 p.m. in Whitesheet CE Primary Academy.**

**Present:** Cllrs. G. Cotton, M. Curtis, R. Flower, Mrs. E. Hames & C. Reeves

## **Public Session - None**

*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).*

**Apologies for absence** received from Cllr. N. Meeker & Wiltshire Councillor George Jeans. Cllr. Giles Hunt had also sent his apologies for absence which related to work commitments. Members were happy to approve his absence.

## **109. 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

**110. Minutes** – The Minutes of the Annual Parish Council meeting held on Thursday, 28<sup>th</sup> May 2015 were approved and signed as a correct record of proceedings.

## **111. Matters Arising**

**a) Proposals for 40 mph roundels & repeater signs for Kilmington Common (see Minute No. 103a)** – The Clerk said that she had asked for an update on the progress of installing the 40mph roundels and repeater signs along Kilmington Common but had been informed by the Senior Traffic Engineer that she has no control over when BBLP carry out the works but will push for a date at the next programme update meeting. The Chairman said that he felt that it was disgraceful that Wiltshire Council had no control over when their contractors carried out work. The Clerk said that she had been informed that it would need to be carried out before the end of the financial year because the contract with BBLP would be finishing then (*see Minute No. 112a below*)

**b) Installation of Speed Indicator Device (SID) (Minute No. 103c)** – With grateful thanks to Chris Reeves and to George Jeans, it was noted that the Speed Indicator Device is now up and working along Kilmington Common and with the impending road closure along the B3092 just past Maiden Bradley, this will be useful.

**c) Parish Emergency Assistance Scheme (PEAS) – 2015/16 (Minute No. 105c)** – the Clerk confirmed that she had submitted a preliminary request for a tonne bag of sand and 50 empty sandbags to be delivered to Mr. Neville Meeker and for a tonne bag of salt to be delivered to Mr. Chris Reeves.

**e) Insurance renewal (Minute No. 107h)**- The Clerk confirmed that she had taken up the insurance with Hiscox, via Came & Company at the quotation price of £802.94 with a 3-year long term agreement. Hiscox undertook not to increase the premium any more than index link price (subject to the Parish Council not increasing sums insured or adding new items and also subject to no claims or incidents). Cllr. Mrs. Hames asked if the Parish Council would be willing to support a village bonfire & firework display this year again and members agreed that they would. The Clerk agreed to inform the insurance company accordingly.

## 112. Reports

### **a) Wiltshire Councillors report** – None received

Members discussed issues relating to Broadband and noted that 2 green boxes had been installed in Norton Ferris. The Chairman said that Cllr. Giles Hunt had discovered that the National Trust had issued a purchase order for a contract to run cable past the village and felt that this could be taken advantage of by Wiltshire Council in order to provide the village with cheaper broadband. The Chairman said, however, that he had made enquiries with Wiltshire Council and discovered that the budget allocation for Phase 1 of the programme had been used up. Kilmington was in Phase 2 but he could not find out what the time schedule for Phase 2 was. He explained that Cllr. Jeans had agreed to make enquiries with Openreach/Wiltshire Council. The Chairman said that he would also speak to Mr. John Parfitt about Wessex Internet.

The Clerk explained that Wiltshire Council and Balfour Beatty Living Places (BBLP) have announced they have mutually agreed to end their contract, saying it had become clear the arrangements were no longer appropriate for either party. BBLP started the £150M five-year highway maintenance contract in June 2013. The contract will now end next March. A phased transfer plan to minimise disruption to the service is now in place. A number of existing subcontractor agreements will transfer to Wiltshire Council for continuity in major resurfacing, ground maintenance and grass cutting services. The council will now seek a service provider to start a new contract on 1 April 2016. In the meantime Balfour Beatty will remain responsible for street lighting maintenance and highways activity such as temporary repair works, paths and cycle schemes, and will continue to work closely with Wiltshire Council.

**b) Neighbourhood Police report** – The Clerk handed out copies of the September Neighbourhood Police Team Newsletter and said that this mentioned the new trial way of police working, known as System Thinking Operational Policing'. The trial is starting on 14<sup>th</sup> September and PC Richard Salter will no longer be the beat officer for Mere. His duties will be covered by PC Greg Fergusson who will also be responsible for Tisbury. PCSO Peter Tscheriawsky will remain in his current post but response officers from Warminster/Trowbridge will be dealing with jobs on our patch. The Chairman mentioned recent problems with uncontrolled dogs in the village.

## 113. 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: 15/06410/ADV  
Proposal: 3 freestanding signs at entrance – non illuminated  
Location: King Alfred's Tower Car Park, Tower Road, Stourhead BA12 6QD  
Parish Council's response: No comment  
Wiltshire Council's decision: Approve with conditions

Application: 15/07112/FUL  
Proposal: Retrospective application for the erection of a garage/store and caravan for use as storage.  
Location: Land to the South East of 'Greenfields', Butts Lane, Kilmington BA12 6RB

Parish Council response: Support with Conditions/Concerns  
Wiltshire Council decision: Refuse

Application: 15/03356/FUL (Amended Plans)

Proposal: Demolish part of existing agricultural building and erect new apex agricultural building.

Location: Church Farm, Church Road, Kilmington. BA12 6RD

Parish Council decision: Support (with note about reservations over further future expansion)

Wiltshire Council decision: Not yet determined

#### **114. Highways, Rivers, Footpaths & Transport**

**a) Highway & footpath issues for Parish Steward** – The Clerk read out an email received from the Local Highways Community Coordinator, Lee Haine – ‘you may have read in the local papers about the fact that Balfour Beatty Living Places are no longer providing the local services for grounds, street cleaning and minor maintenance for the council and this is now provided by The Landscape Group (TLG) directly under the management of Wiltshire Council. The change allows the council greater flexibility to deliver these services. To support this new model we will be replacing the current Community Day provision with immediate effect and replacing it with an ‘identified need’ service delivery. What this means is a move to works being undertaken where there is a known requirement. For town and parish councils and resident issues, this will be achieved by the works being reported and prioritised through the My Wiltshire App. Town and Parish Councils are asked to report issues in their areas via the My Wiltshire App. The local coordinator will then prioritise the work from the information given. Hence the more information provided at the time of the report, the quicker a decision will be made on the council’s actions. It must be noted that just because a report is made it will not guarantee the work being completed. But it will guarantee the council will consider the requires and prioritise the work appropriately.’

Members said that there was an increasing number of deeper potholes. The Clerk said that Cllr. Jeans had received a call from a parishioner regarding a recent accident at Coombe Barn Lane junction. The Council discussed the idea of asking Wiltshire Council to erect a concealed junction sign up. Cllr. Flower said that he would see what signage is already in place. The possibility of installing ‘Tractor Turning’ signs was also discussed.

**b) Diversion of Footpath No. 5 Kilmington** – the Clerk reported that she had received notice from Wiltshire Council that the order to divert Footpath No. 5 Kilmington had been confirmed and the Definitive Map and Statement had been modified accordingly.

**c) Notice of Temporary Closure of C25 (Part), Kingston Lane, Bradley Lane and Whitepits, Maiden Bradley & Kingston Deverill** – The Clerk said that she had received a Notice of Temporary Closure to come into operation on 26<sup>th</sup> October and to be required daily until 20<sup>th</sup> November 2015 to enable BT Openreach to access underground chambers for cabling.

**d) Breast Cancer Care Stourhead Pink Ribbonwalk 2015** – the Clerk said that she had received an email from the organisers of this event stating that it had been a huge success with over 500 participants. They are optimistic that the six walks this year should raise well over £1 million. ‘None of this would be possible without local support and assistance in facilitating this event and I wish to extend sincerest gratitude on behalf of the entire Breast Cancer Care team. We are keen to run the event again in 2016 and will be in touch when we have an idea about the dates.’

**e) Notice of Temporary Closure of B3092 Frome Road (part)** – the Clerk said that she had received a Notice from Wiltshire Council stating that the B3093 Frome Road would be closed, from its junction with Forest Road (just past Maiden Bradley) for a distance of approximately 50m in a southerly direction. The Closure was to

enable Wiltshire Council to carry out bridge reconstruction works and would come into operation on 12<sup>th</sup> October. It was anticipated that the work will take until 2 November to complete.

### 115. Play Area

**a) Aerial Runway** – It was reported that the Alvian Ltd (the original contractors) had been out to carry out modifications in order to address the problem with the aerial runway lifting. The problem now seems to have been addressed.

### 116. Finance, Policy & Resources

**a) Payments - RESOLVED** to approve the following payments:

B & S Chains	Sundries for Play Equipment & Safety Surfacing repairs	174.60
Grant Thornton	External Audit 2015	120.00
Mere Town Council	Contribution towards office facilities	142.00
L. C. Wood	Clerks Salary – July - Sept (Q2)	288.00 (cheque dated 30.9.15)
HMRC	PAYE – Q2	72.00 (cheque dated 10.10.15)
D. L. Davis	Play Area Inspections – 27.6.15 -	130.00
Playsafety Ltd	Annual Play Area Inspection	121.20
Jimmy's Fireworks	Fireworks for Bonfire Night event	395.00
Kingsbury Hedging		£500.00

**b) Conclusion of Audit for accounts year ended 31 March 2015** - The Clerk reported that the External Audit had been completed on 22<sup>nd</sup> July with the External Auditor, Grant Thornton UK LLP, returning the Annual Return and reporting 'on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The clerk confirmed that a Notice of Conclusion of Audit had been placed on the noticeboard informing parish electors that they may obtain, inspect or take a copy of the Statement of Accounts and Auditor's Certificate and Report by arrangement with the Clerk.

**b) Pension – Automatic Enrolment** – with reference to Minute No. 107g) the Clerk confirmed that as the only member of staff for the Parish Council, she had a right to join the Council's chosen pension scheme but did not qualify for auto-enrolment because she only earned £27.69 per week (qualifying amount being £192 per week). The Clerk confirmed that she did not want to exercise her right to join the Council's pension scheme as the earnings did not make it worthwhile. The Clerk had sought advice from the Pensions Regulator on what action the Council needed to take now and they had advised that the Council needs to write to the employee advising them that they can exercise their right to join the Council's pension scheme. If the employee writes back to say that they do not wish to join, then there's no requirement to set up a scheme.

**c) Transparency Code – website – quotes, grants etc.** – With reference to the requirement for a web presence for the Parish Council in order to comply with the new Transparency Code for Smaller Authorities, the Clerk confirmed that she had been trying to set up a community website through southwilts.com but they will not confirm the registration and the Clerk had subsequently found out that they may no longer be accepting new websites. She had also sought advice from Mr. Tim Thornley of teandee design who had provided a quotation to host a website for Kilmington:

The website would consist of:

- FRONT PAGE
- MINUTES which would then go into MINUTES ARCHIVE
- AGENDAS
- ACCOUNTS
- COUNCILLORS + MEMBER RESPONSIBILITIES + CONTACTS
- ASSETS

The website would cost between £400-£500, registering the domain name would cost £13.19, there would be a £35 annual hosting fee and Mr. Thornley would charge approximately £160 pa (£20 per hour) to add agendas, minutes, accounts etc. to the website. [Kilmingtonparishcouncil.org](http://Kilmingtonparishcouncil.org) or [kilmington.org.uk](http://kilmington.org.uk) were both available as domain names.

The Clerk had also contacted a third party company that would set up a fully responsible website to meet the obligations of the Transparency Code at a cost of £500 + VAT. This would have a Content Management System which would enable a council representative to add/amend content to the website.

The Clerk said that she had received the application form for funding from the government to enable Parish Councils to meet their obligations of the Transparency Code and confirmed that funding was available to set up websites. It was agreed that the Clerk should complete the funding application form, that it was preferable to have teeandee designs to produce the website so that they could undertake the content management and that it would be preferable to have [kilmingtonwiltshire.org](http://kilmingtonwiltshire.org) as a domain name as it would take away any confusion from the village in Devon with the same name.

#### **117. General Items**

None

Meeting closed 9.13 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.*