

## KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows Email: [kilmingtonclerk@btinternet.com](mailto:kilmingtonclerk@btinternet.com)

### Minutes of the Parish Council meeting held on Thursday, 22 November 2018 in Whitesheet CE Primary Academy

**Present:** Cllrs G Cotton (Chairman), Mrs Hames (Vice-Chairman), M Curtis, R Flower, G Hunt (arrived 19.50hrs), I Meeker and C Reeves. Cllr G Jeans (left at 21.20hrs), Mrs R Burrows (Clerk) and 1 member of the public (left at 21.20hrs).

**The meeting was opened at 19.31 hrs.**

**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 he had come along to the Parish Council meeting to highlight various problems relating to land that is rented out by Wiltshire Council. He reported that a caravan was permanently parked on the land and the area was extremely untidy all summer, only now being tidied because the lease is due for renewal shortly. The Chairman said he was sorry to hear this and asked that he, and other residents who are affected, should all write to or email the Clerk so that the Parish Council can take up the matter with Wiltshire Council.
- Cllr Jeans, as a member of the public, asked for consideration to be given when setting the budget for next year's Precept, to putting some funds aside to support South West Wilts Area Board grants. This was in connection with the Home Guard Club which is in need of a new roof. The general rule now is that if a grant is made from the limited monies available, the Parish Council is also asked to make a contribution. This doesn't need to be a large sum, just an amount of say £100 that shows the project is supported by local people.

**90. APOLOGIES FOR ABSENCE.** None

#### **91. 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 two items – No. 93 (b) being the land owner of the track in question and No. 95 (b) 18/08360/FUL being the father of the planning application applicant.

**92. MINUTES OF LAST MEETING –RESOLVED** that the Minutes of the meeting held on Thursday, 13 September 2018 be approved and signed as a correct record of proceedings.

#### **93. MATTERS ARISING**

**a) Parking outside Playing Field (Minute 74b):** Cllr Meeker provided 3 copies of the plans he had arranged to be drawn up through his contact (GMA Design) which could be used in any preliminary discussions. These gave two options, one using herringbone parking and the other with a gate into the parking area. The Chairman said it appeared to him that there may have been certain changes in opinion since the idea of creating this parking area had originally been looked at several years ago. A lengthy discussion then took place on the various obstacles which may need to be overcome if planning consent is eventually given:

- How to manage the area, perhaps allocating each house in Brookside Terrace two spaces with a nominal charge p.a.
- Cllr Hunt said the issue of enforcement is tough and difficult to manage.
- The amount of land which would need to be taken from the playing field.
- Covenant consent from the National Trust would need to be sought although it was not felt any costs would be involved as no commercial gain is proposed.
- The actual cost of the works would be substantial although it was suggested that locals might be able to offer assistance with labour and supplying materials at advantageous rates.

Cllr Meeker said that perhaps a sub-group could be formed to include residents. Cllr Mrs Hames said that the proposal a few years ago had to be dropped but she was fully behind this new incentive and all agreed the overall effect of total enhancement to the village would be achieved, not just parking for the residents of Brookside. It was proposed by Cllr Meeker, seconded by Cllr Reeves and agreed by all that the drawings be submitted to the Economic Development and Planning directorate at Trowbridge Planning who offer a free pre-planning advice to Parish Councils. Cllr Meeker said his contact who did the drawings had offered to do this. **Action: Cllr Meeker**

**b) Footpath through the Playing Field (Minute 74.d):** Cllr Hunt said that he had received confirmation from the National Trust that they could not find any mention of the footpath in any of the documents they hold in relation to the sale of the land to the Parish Council. The Chairman said that the map that Aitkens had used in connection with the resurfacing of The Street a few weeks ago seemed to show the footpath running through the playing field. He had therefore requested the Clerk to go back to Nick Cowen of W.C. to query this; the Clerk confirmed she had emailed and 'phoned and to date no response has been received. The meeting was reminded why this item had arisen in the first place namely the conflict of "No dogs" in the playing field versus the fingerpost indicating a public footpath where villagers would want to walk with their dogs. The item would remain on the Agenda for the next meeting when it was hoped a further response from the ROW Warden would be forthcoming. **Action: Clerk**

**c) Firework Display:** Cllr Mrs Hames said that despite the wet evening, the fireworks display had been a success with no incidents to report. She handed a cheque to the Clerk for £379.13 which was the cost of the fireworks less the VAT which the PC will reclaim. It was agreed that arrangements would be made in April/May next year for Darren Davis to obtain the necessary qualification to be responsible for next year's firework display. **Action: Cllr Hames**

**d) The Old (1894 – 2010) Annual Parish Meeting book :** Cllr Reeves handed this back the Clerk who said that it would be taken by Cllr Jeans to the Wiltshire & Swindon History Centre in Chippenham together with the similar book for Stourton with Gasper P.C. A letter would accompany the books asking for a receipt to be kept in the Clerk's records. **Item discharged**

## 94. REPORTS

### **a) Wiltshire Councillor's report:**

- Cllr Jeans said he continues to try to help people in the community and took 16 pensioners to Wincanton for lunch on the Tisbury mini bus this week.
- At the S.W.Wilts Area Board last evening he had succeeded in getting a motion passed that any Parish receiving a grant from the Board should be asked to give financial support – this has not previously been the case.
- On the subject of fly tipping he explained that when this occurs on the public highway, W.C. will arrange for collection and disposal; when it occurs on private land, then the landowner is responsible. However, any that is left on council tenant property comes under the Housing Revenue account and can be reported and removed by W.C.

**b) Neighbourhood Police report:** The Clerk said she had been unable to obtain anything from Peter Tscherniawsky and had contacted Lindsey Wood (Mere Town Council) to find out if she had any recent Community Policing reports. Lindsey had replied that these are not being produced any more and it looks like Parish Councils should be sending a representative to the S.W.Wiltshire Safety meetings, held in Tisbury, when there is always an Officer present who reports and can answer questions. Cllr Jeans said that he Chair's this meeting and it was confirmed at the last meeting that if a police presence is required at any particular village function, they will endeavour to send an Officer along; this was never the case in previous years.

## 95. 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:

18/07767/FUL & 18/07903/LBC – erection of garage, garden store and carport

The Old Chapel, The Street BA12 6RG

**PC response:** No objections

**LPA response:** Approve with conditions

18/08360/FUL erection of single dwelling and alterations to existing access  
Land at Orchard House, Kilmington Common BA12 6QY

**PC response:** support only if consistent planning approach ref height restriction on 2<sup>nd</sup> floor.

**Object** if consistent approach **not maintained.** **LPA response:** TBA

The Clerk had noted that the target date for a decision was showing as 26 November on the WC website although Cllr Meeker said he had heard this might be delayed due to drainage.

## 96. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

**a) "Green Ride" Bridleway:** Three quotes had been received in connection with the works on the trees - £550; £410; and £250. It was proposed by Cllr Mrs Hames, seconded by Cllr Flower and agreed by all present that the Clerk should request David Harkness to undertake the work at a cost of £250.00 plus VAT which will be reclaimed. The reason for this spend from our "Maintenance of other assets" budget was given in the last meeting minutes but is qualified here again so that Parishioners are fully aware of the details. The 6 x lime trees along this public bridleway are the property of the Kilmington Parish Council. They were purchased with monies donated at the time of the Queen's Silver Jubilee in 1977, and was instigated by the Parish Council. All owners of the land bordering the bridleway have access rights. Therefore, the current Parish Council has agreed that it has a duty to maintain the lime trees; hence this is why monies are being spent to employ the services of a tree surgeon. **Action: Clerk**

**b) B3092 Coombe Barn junction – additional signage:** The Chairman reported that he had been in contact with Julie Watts, W.C. but unfortunately she could not approve the signs he had sourced at £50 each, which were red and white with the wording "Dangerous Junction Ahead". Her comments were that they do not inform the driver as to what the "danger" is and could potentially be more of a hazard and distraction to a driver than assist in warning of the junction. Ms Watts had also confirmed it was not possible for these to be placed on private land; she had however suggested alternative signage at £350 each which included the cost of installation on the highway. It was agreed by all that the Clerk should ask for this to be placed on the Agenda of the next CATG meeting. The Clerk pointed out that it was important for a member of the P.C. to be present at the meeting on 27 February as from her limited experience, if there was no representative from the Parish, the item was not discussed and was held over until there was. The Chairman said he hoped to attend the next meeting. **Action: Clerk/G Cotton**

**c) The Street – resurfacing:** The Chairman said that some works had taken place on 5-7 November but because not all of it had been done, he had contacted W.C. to find out why. The reason he was given is that there was a need to preserve the areas that have been resurfaced and those not yet touched require extensive work before the tarmac can be re-laid. He was informed that the contractors would return next year when more money is available.

**d) Speed Indicator Device:** Cllr Flower said that a system was now in place for the movement of the shared SID to be transferred to and from the three villages. It is currently up and running on the pole along Kilmington Common. Cllr Jeans said that the shared Community SID would be returning to Kilmington for a three week period in January and that he is arranging for it to be collected from Hindon and delivered to Cllr Flower.

**e) PEAS Scheme 2018-19:** Cllr Reeves said he had collected our allocation of 40 x 25kg bags of salt from the Warminster Depot and it is stored on his farm. The priority gritting and snow clearance routes were then briefly discussed.

## 97. PLAY AREA

**a) Report from Play Area Committee & the Clerk:** There was no formal report and the Clerk said she had agreed with Mrs Bowles that she would report on the various outstanding issues.

**The zip wire/cableway:** Alvian had been out to the playing field and completed the overhaul.

**Springer horse:** as requested at the last meeting, the Clerk had been in contact with a local man from Mere who undertook DIY jobs within the local community. He was very keen to make a new seat and refurbish this item at a cost of approximately £50-60. Cllr Jeans said that he understood the little horse was now back in the playing area. (Subsequent to the meeting, the Clerk had received confirmation that the springer horse had been returned on 23 November- fully refurbished). **RESOLVED** the Clerk was asked to write a letter of thanks and enclose the payment.

**Action: Clerk**

**Wet-pour:** no action since the last meeting.

**b) RoSPA 2018 report:** the Clerk said she had now looked at this in detail and there were no “high risk” levels contained in it. There was one “medium risk” and that was in connection with the zip wire/cable way. The report says “Where the cable enters into a tube, top bar or similar it is not possible to determine its condition. Therefore this was excluded from the inspection. However, the recommendation is that it is vital that the operator arranges to dismantle the unit to inspect the full length of the cable for any corrosion, wear or damage.” The Clerk said that she had again been in contact with Alvian who supplied and installed this equipment. They in turn had been in touch with the manufacturers who have confirmed that the seat and chain can be dismantled so that a thorough inspection can be undertaken. The cost would be £150.00 plus VAT but should it be found necessary to replace the seat and chain then an extra £105.00 would be needed. Alvian confirmed that on inspection they would provide us with a report stating any wear and the next inspection date based on what their findings were. **RESOLVED** that the Clerk should contact Alvian and ask them to go ahead with the inspection as soon as possible. **Action: Clerk**

The remaining items in the report were all “low risk” or “very low risk”.

**c) Notices and to approve “No BBQ and No Fires” sign:** The existing sign in the playing field giving the Clerks’ telephone number has now been updated. It was **RESOLVED** to go ahead with the new No BBQ and No Fires sign details of which had been previously circulated. **Action: Clerk**

## 98. FINANCE MATTERS

**a)** The Clerk reported that the Lloyds Bank account balance as at 31.10.18 was £8032.17.

**b)** Lloyds Bank account mandate revisions: the Clerk said she had not yet managed to get all of the forms signed. If two signatories could sign the last form tonight that would enable everything to be sent off to Lloyds Bank this week. **Action: Clerk**

**c)** The Clerk confirmed that a bank transfer from W.C had been received for £4200.00 representing Policy R2 funds for the new swings.

**d) RESOLVED** To approve the following payments:

Name/payee	Purpose	Amount £	Cheque #
Jimmy’s Fireworks	Firework display event	395.00	575 already paid
Jimmy’s Fireworks	Firework display event	59.95	576 already paid
Alvian Ltd	Maintenance of zip wire/cable equipment in the playing field	114.00	577
Mrs R K Burrows	Expenses : Stamps/printer ink/ stationery items	87.52	578
Mrs R K Burrows	Clerks salary & allowance Q3 2018	277.23	579
Accounting & Office solutions	Annual pay role fee	100.00	580
HMRC	PAYE Q3 2018	61.80	581
D L Davis	Play Area Inspections – 01.10.18 – 29.12.18	130.00	582
J Kingsbury	Grass cutting of the playing field annual charge	700.00	583
Whitesheet CE Primary	Hire of meeting hall Sept & Nov 2018	50.00	584
T J Thornley	Website updates	25.00	585
Clearsigns	No BBQ & No Fires sign for playing field	62.50	586
Royal British Legion	Poppy Wreath	17.00	587

**e) Annual Budget:** to consider annual budget figures for 2019/20 (draft report attached). It was **RESOLVED** to approve the draft figures with the following amendment:  
Add £100 for Parish/Community grant support and subtract £100 from SID maintenance as it was not thought necessary to put anything aside this year for the latter as Cllr Flower confirmed he is already holding a spare battery.

**f) To approve Precept on Wiltshire Council for 2019/20:** It was proposed by Cllr Reeves and seconded by Cllr Mrs Hames and agreed by all to approve the precept of £6819.00 and the Chairman signed the Precept form in the presence of the Parish Council. **Action: Clerk**

**99. 1-2 NEW AFFORDABLE FOR RENT HOUSES:** The Chairman said that W.C. had been in contact with him regarding the possibility of one or two new affordable houses for rent being built on Council owned land within the village. W.C. has the funding is currently looking for possible sites.

**100. GENERAL ITEMS**

**a) Wiltshire Association of Council's proposal to extend member services to include "employment services" from Monahans.** The Clerk had circulated a consultation document relating to increased membership subscriptions if these personnel services are included. It was RESOLVED that she would return the form indicating that the Parish Council did not support this, as with just one very part time member of staff, it was highly unlikely Human Resource support from WALC would be required. **Action: Clerk**

**b) Parish Steward:** this item had been omitted from item 96 and Cllr Meeker asked if our Steward had been in the village this month. The Chairman replied that he had driven around with him to ascertain what jobs were needed. The Clerk pointed out the during the winter months he is only allocated half a day per month, same as Stourton with Gasper although Zeals has him for two full days.

**c) Date of next meeting** – Thursday, 7 March 2019 at 7.30 pm Whitesheet CE Primary Academy.

The meeting was closed at 22.05 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 7 March 2019**

Signed: .....

Date: .....