

# *KILMINGTON PARISH COUNCIL*

*Parish Clerk – Mrs. L. C. Wood*

**Minutes of the Annual Parish Council meeting held on Thursday, 28<sup>th</sup> May 2015, in Whitesheet CE Primary Academy, immediately after the Annual Parish Meeting. Meeting convened at 7.48 p.m.**

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

**93. To elect Chairman of Kilmington Parish Council for 2015/16 and to receive the Chairman's Declaration of Acceptance of Office**

Cllr. Mrs. Hames nominated Cllr. Graham Cotton be elected as Chairman of the Parish Council for the ensuing year. Proposal seconded by Cllr. Reeves and carried with a unanimous vote.

**94. To elect Vice-Chairman of Kilmington Parish Council for 2015/16 and to receive the Vice-Chairman's Declaration of Acceptance of Office**

Cllr. Reeves nominated Cllr. Mrs. Hames be elected as Vice-Chairman of the Parish Council for the ensuing year. Proposal seconded by Cllr. Meeker and carried with a unanimous vote.

**Apologies for absence** received from Cllr. Giles Hunt who was attending a meeting in Cornwall but would try to get back before the end of the meeting.

**95. To receive Declarations of Acceptance of Office from Councillors and any declarations of interest from Members and to consider requests for new DPI dispensations.**

The Chairman and Vice-Chairman signed their Declarations of Acceptance of Office.

*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 a pecuniary interest in Minute No. 104b)

**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 no longer permitted to speak unless invited to do so by the Chairman).*

- NONE

**96. Minutes** – The Minutes of Parish Council meeting held on Thursday, 12<sup>th</sup> March 2015 were approved and signed as a correct record of proceedings.

**97. To review Standing Orders for Kilmington Parish Council** – The Standing Orders, having been distributed to members in advance of the meeting, were approved and adopted by the Council without further amendment.

**98. To review Financial Regulations for Kilmington Parish Council** – The Financial Regulations, having been distributed to members in advance of the meeting, were approved and adopted by the Council without further amendment.

**99. To appoint/re-appoint Internal Auditor** – RESOLVED that Mr. Eugene Reed should be re-appointed as Internal Auditor.

**100. To review Committee Structures and to appoint members, decide terms of reference etc. . – *Playing Fields Advisory Committee:***

It was unanimously agreed that the Playing Fields Advisory Committee should be re-appointed en bloc with the same terms of reference: i.e. to advise on the management, with a budget determined by the Parish Council. The Committee shall consist of 2 members of Kilmington Parish Council and 3 co-opted members (not members of Kilmington Parish Council). As the committee is an advisory committee, both members and co-opted members shall have voting rights. The committee shall determine the date of their meetings and elect a Chairman. The committee will not hold office beyond the next Annual Parish Council meeting where the Parish Council shall consider its appointment/re-appointment and terms of reference.

**101. To appoint/re-appoint representatives to outside bodies/organisations:** - The following councillors were appointed/re-appointed as representatives on the following groups:

Area Board	Chairman & Vice-Chairman
Parish Steward	Chairman
Kilmington Parish Amenities Fund	Cllr. Mrs. E. Hames

**102. To review bank accounts and signatory arrangements** - The Clerk explained that she had not managed to progress the agreement to change the second account to an interest bearing deposit account and to change the current signatory arrangements from three councillors to two. For the time being, the signature arrangements remain any three signatures from Cllrs. N. Meeker, G. Cotton, Mrs. E. Hames & C. Reeves.

**103. Matters Arising**

**a) Proposals for 40 mph roundels & repeater signs for Kilmington Common (see Minute No. 86b)** – The Clerk confirmed that she had received drawings outlining the proposals for Kilmington Common. The plans, which were distributed to members, show the section of road that will have the additional upright repeater signs and an example of how the roundels will be laid out. The total cost, as set out in the plans is shown as £1150. Members confirmed that they supported the proposals for the roundels and repeater signs, as shown in the outline drawing and confirmed that the Parish Council would agree a contribution of up to £250 – as previously discussed at the CATG meeting.

**b) Suggestion to form partnership to improve situation along Tower Road (see Minute No. 87b)** – Members were reminded that it was agreed to raise this matter as an agenda item at the last meeting when it had been suggested, following a conversation between Mr. Mike McCormack of the National Trust and Cllr. George Jeans, that a partnership be formed between the Community Area Transport Group, National Trust, Stourton Parish Council & Kilmington Parish Council to try and improve the situation along Tower Road regarding litter, bad passing places and general poor state of road surface. Members agreed that they would be quite happy to support the suggestion and join any partnership that they may wish to form.

**c) Installation of Speed Indicator Device (SID) (Minute No. 89c)** – Cllr. Reeves said that he had not yet erected the pole on his land but would contact Cllr. Jeans to get details of the necessary height and dimensions of the pole and would erect the pole as soon as possible.

**104. 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:**

**b) Applications considered/determined since last meeting:**

**Application:** 15/01818/FUL  
**Location:** Land adjacent Wyndamere, Butts Lane, Kilmington BA12 6RD  
**Proposal:** Erection of a new 2 storey detached 4 bedroom dwelling  
Parish Council response: Support with conditions/concerns  
Wiltshire Council decision: Refuse

**Application:** 15/03350/FUL  
**Location:** Dovecot Barn Manor Farm Kilmington BA12 6RW  
**Proposal:** Alterations to outbuilding including new roof structure  
Parish Council response: Support with conditions  
Wiltshire Council decision: Approve with conditions.

**Application:** 15/03356/FUL  
**Location:** Church Farm Church Road Kilmington Warminster Wiltshire BA12 6RD  
**Proposal:** Demolish part of existing agricultural building and erect new apex agricultural Building  
Parish Council response: Support  
Wiltshire Council decision: Not yet determined

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

**a) Highway & footpath issues for Parish Steward** – The Chairman reported that Cllr. Mrs. Hames met with Lee Haine last time he came to Kilmington and the time before that, both he and Lee Haine had driven around the village and Mr. Haine had said that he needed to justify the tarmac gang coming out to the village and said he reckoned he had identified enough potholes to do that. Cllr. Meeker said that they had been around and filled some potholes.

**b) Report on Annual Local Highway Services Meeting 28.4.15** — The Clerk reported that she had attended the Annual Local Highway Services Meeting in Salisbury on 28<sup>th</sup> April where officers of Wiltshire Council were on hand to discuss the services being delivered for 2015/16. Unfortunately, the meeting was rather depressing. The Balfour Beatty Contract that has now been in place for 3 years was for £11m per year to carry out grass cutting, gulley emptying, street cleaning & litter collection, pothole filling (they also look after play areas in other parishes and closed churchyards). Due to financial constraints Wiltshire Council has now only offered them £6m per year and so a revision of the contract has had to take place.

- Safety will be given priority
- Statutory guidance will be come second
- Discretionary levels will come third.

Members noted this information and raised the issue of duplication of services.

**c) Parish Emergency Assistance Scheme (PEAS) – 2015/16** – the Clerk informed members that Wiltshire Council was asking if Parish Council's wished to participate in the Parish Emergency Assistance Scheme 2015/16. The two schemes operated are to provide each parish with at least 1t of salt for cold weather use and also to provide 1t of sand along with sandbags and other equipment to assist in flooding events. It was agreed to request a 1t bag of sand and sand bags should be delivered to Church Road Farm.

## **106. Play Area**

The Clerk reported that the signs had now been erected in the Playing Field. There was still a problem with the Aerial Runway and the Clerk waiting for the contractor to come out and inspect it. In the meantime, the Aerial Runway had been disabled so that it was out of action. Signs had been erected but these were being removed repeatedly.

## **107. Finance, Policy & Resources**

**a) To review the Council asset register** – the asset register was reviewed and agreed

- b) To assess risks facing the council and review of insurance provision & effectiveness of internal controls** – The Clerk presented members with an assessment of risks facing the council, a review of insurance provision and an assessment of internal controls. Members agreed with all assessments.
- c) Internal Audit Report** – The Clerk informed members that Mr. Eugene Reed had carried out an independent examination of the Parish Council’s accounting records, its compliance with relevant procedures and its risk assessments and internal control procedures on 19<sup>th</sup> May 2015. 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) Accounts & Audit - To approve accounts & supporting statements and to verify bank reconciliation for the year ended 31<sup>st</sup> March 2015** – members approved the accounts and supporting statements and the bank reconciliation was verified with the bank statements received.
- e) To complete Annual Return for the year ended 31<sup>st</sup> March 2015** – From the information provided in Minute 107c) to 107e) above, the Accounting Statements 1-11 were completed and approved by the Parish Council. Points 1-9 of the Annual Governance Statement were read out to members. Members answered yes to each of the statements. Sections 1 & 2 of the Audit Commission’s Annual Return for the year ended 31 March 2015 were signed by the Clerk and by the Chairman in the presence of the Parish Council.
- f) To note public rights to inspect accounts** – the Clerk informed members that a notice had been placed on the noticeboard informing the public of their rights to inspect and make copies of the accounts and that all documents would be available, on reasonable notice. Local Government Electors and their representatives also had rights to question the external auditor about the accounts.
- g) Staging date for automatic enrolment – letter from The Pensions Regulator** – the Clerk confirmed that she had received a letter from The Pensions Regulator confirming that the law on workplace pensions has changed. Under the Pensions Act 2008, every employer with staff in the UK must automatically enrol those who meet certain criteria into a workplace pension scheme and contribute towards it. The staging date for Kilmington Parish Council is 1<sup>st</sup> January 2016.
- h) To approve the following payments:** - The following payments were approved. However, the Clerk said that she had only just received the Aon renewal quotation and had been quite shocked to discover that this had risen from £890 last year to £1335 this year. The Clerk had therefore approached Came & Co (Insurance Brokers that specialise in Local Council insurance) to ask them if they could provide a quotation & their quotation had been £845.20 to provide insurance via Hiscox or £802.94 if the Parish Council were to undertake a 3-year long term agreement. Members agreed to accept the new quotation with the 3-year Long Term Agreement on the understanding that the premium will not rise by more than 10% over 3 years.

Broker Network Ltd (Came & Co	(Local Council Insurance)	802.94
Wiltshire Association of Local Councils	Annual Subscription 2015/16	106.60
Upper Stour, St. Mary’s	Donation towards maintenance of cemetery	410.00
Mere & District Linkscheme	Section 137 Donation	105.00
Kilmington News	Section 137 Donation	65.00
Upper Stour Magazine	Section 137 Donation	55.00
L. C. Wood	Clerks Salary – April – June (Q1)	288.00 (cheque dated 24.6.15)
HMRC	PAYE – Q1	72.00 (cheque dated 10.7.15)
NALC	Annual Subscription fee for Local Council Review	17.00
M. Reeves	Maintenance – war memorial	£ 40.00

D. L. Davis	Play Area Inspections – 28.3.15– 26.6.15	130.00
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**108. General Items**

**a) To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year –** the following dates were agreed.

- 17<sup>th</sup> September 2015
- 26<sup>th</sup> November 2015
- 17<sup>th</sup> March 2016
- 2<sup>nd</sup> June 2016

The Clerk said that Mr. Eric Coombes had provided her with information about National Commemorations for the 70<sup>th</sup> Anniversary of the end of the Second World War – VJ Day 70<sup>th</sup> Anniversary: Saturday 15 August 2015. The Clerk was asked to thank Mr. Coombes and to ask him if there was anything in particular he wanted to arrange.

Meeting closed 9.49 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.*