

**KILMINGTON PARISH COUNCIL**

Parish Clerk – Mrs Ruth Burrows Email: parishclerk@kilmingtonwiltshire.org

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**Minutes of the Virtual Parish Council meeting held via Zoom internet conference platform (due to Covid-19) on, Wednesday 2 September 2020 commencing 8.00 pm**

**Present:** Cllrs G Cotton (Chairman), Mrs E Hames (Vice-Chairman), M Curtis, R Flower, G Hunt, I Meeker and C Reeves.

In attendance: Cllr G Jeans (arrived 20.58 hrs) & Mrs R Burrows (Clerk)

**The Chairman welcomed all members and opened the meeting at 20.03 hrs**

**170. APOLOGIES for absence:** None.

**171. DECLARATIONS OF INTEREST.**

- None received.

**172. MINUTES OF LAST MEETING**

The minutes of the last Parish Council meeting held on Tuesday, 2 June 2020 were approved and signed as a correct record.

**173. MATTERS ARISING FROM THE MINUTES (not covered by other Agenda items)**

**a) SW Wiltshire Area Board initiative Real Madrid Football training** – the Clerk confirmed she had taken the necessary actions as requested at the March meeting but shortly after the Covid19 pandemic had been declared and the country placed on lockdown. Nothing further has been heard on this subject and she was not expecting anything further to develop. **Item closed.**

**b) VE Day 75<sup>th</sup> Anniversary Celebrations** – the Chairman said that this event had been cancelled so the £300 donation agreed at the March meeting was not made. However, the Home Guard Club committee had arranged celebrations in the village for VJ Day last month. It was proposed by Cllr Mrs Hames, seconded by Cllr Cotton and agreed by all that a donation of £50 be made to assist towards the expenses incurred for this event. **Action: Clerk**

**c) Donation to Kilmington Murders of 1556 Play** – the Chairman reported that shortly after the PC had agreed to donate £50 towards this event, the playwright had unfortunately died and the donation was therefore not made. Cllr Cotton said he had heard that it is intended for this idea to be resurrected at some future date and the Tower Society would need to reapply for a donation at that time. **Item closed.**

**174. PLANNING**(All applications can be viewed on Wiltshire Council's website

<http://www.wiltshire.gov.uk/environmentandplanning/planninganddevelopment/planningapplicationsearchonline/planningsearch.htm> – and type in the relevant application number)

**a) Applications to consider at the meeting:**

**20/06156/FUL** erect oak framed pergola to the side elevation at Somerleaze, Norton Ferris.

Members had looked at the details on line and it was RESOLVED to support.

**Action: Clerk**

**20/06169/FUL** conversion of redundant barn to form 2-bed dwelling on land adjacent to Greenfield, Butts Lane.

The Chairman said it was unclear as to why this application had been resubmitted unchanged having been withdrawn in January. A lengthy discussion took place on the issues involved with no evidence of any agriculture being carried out on the site at present and a lack of any business plan included in the application. It was RESOLVED that the PC's support would be conditional on the assumption that the applicants provide a full business appraisal, to clearly demonstrate a viable agricultural business as set out in their documentation to WC Planning. In addition the Clerk was requested to clarify a statement in the applicant's Planning Justification relating to special circumstances. The Clerk said she would draft the wording for the form and send to the Chairman for approval before submitting to WC. **Action: Clerk**

**b) Applications considered/determined since 12 March 2020 meeting:**

**20/00646/FUL** extend existing south-west facing gable end to form new carport and annexe (retrospective application) at The Cowshed, Kilmington Common

**PC response:** No comment

**LPA:** approved with conditions 16.03.20

**20/02149/FUL** extension to existing covered yard and positioning of a caravan for workers at Coombe Barn Farm, Norton Ferris

**PC response:** Support

**LPA:** approved with conditions 03.06.20

**20/03893/FUL** proposed side extension at 4 The Street, Kilmington

**PC response:** No objections

**LPA:** approved with conditions 06.07.20

**175. BROADBAND - Openreach Community Fibre Partnership initiative** – the Chairman said that there was confusion regarding the various Government schemes currently in operation. He had knowledge of three such schemes:

i) Cllr Tony Dean has written to parishes in the SWW area board regarding a voucher scheme but the details are so complicated we are not even sure Kilmington is a part of it.

ii) The resident, who had persuaded Openreach to consider Kilmington for a pilot scheme and had been endeavouring to set up a voucher scheme, has become disillusioned and has virtually given up as the latest quote of £100K was totally inappropriate.

iii) Early in August Cllrs Cotton and Reeves had both separately seen and spoken to an Openreach engineer who was planning fibre cable routes through the village; when he was questioned, he confirmed what he was doing was not part of the voucher scheme but was connected to Central Government's pledge to get broadband into rural villages. The time frame would be 6 months (best case) or 18 months (worse case) and a cable could be laid a third of the way up Church Road. Once this was in place it would apparently be very simple and cost effective for the properties in Butts Lane to be connected. Cllr Cotton said he was reporting this information in good faith but obviously nothing official has been confirmed and his conversation was with "a man in a van".

Cllr Reeves said he had spoken to another village resident 10 days ago who had seen an engineer from Truespeed who was also looking to install fibre routes in 18 month's time along the Common. Cllr Hunt said broadband was already in place there but it was uncertain whether the cables finished at the crossroad at Cote Lane, so perhaps there are plans for fibre to be extended. Cllr Meeker said he didn't think anyone we spoke to would be able to offer a definitive answer on this subject and that it was a question of wait and see. It was RESOLVED that there was little action the PC could take at the present time and the situation should be monitored. **Action: All**

**176. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT**

**a) Parking outside Playing Field** – the Chairman said no further progress has been made, as the meeting with Julie Watts from Wiltshire Council's (WC) Highways department, due to take place at the end of March, had to be cancelled. Cllr Cotton said he would be contacting Ms Watts in the next few weeks and that Cllr Hunt had agreed to work with him in producing the draft of a letter which could be submitted to the National Trust.

**Action: Cllrs Cotton and Hunt**

**b) Speed Indicator Device** – Cllr Flower said the SID had been with Stourton since March but it had not been used until a month ago when Zeals took it over for the month of August. It is now due to be passed to us for September but so far the Zeals co-ordinator has not delivered it to him. Cllr Flower also said that although he had signed up for some internet training on SID placement, to date he has not received any further information.

**c) Road repairs to The Street & Butts Lane dip** – with regard to The Street resurfacing, Cllrs Mrs Hames had there had been numerous complaints and the work had not been done properly with unfilled potholes having just been left and an extremely bumpy surface was now the result, which will last no time at all. The works undertaken last year from the junction of the B3092 up to Street Farm were top quality but there is no comparison with those carried out this year. Cllr Jeans said he would speak to David Button WC Highways Engineer and, if it is agreed the work is not up to standard, the contractors will be made to do it again at no cost to WC. **Action: Cllr Jeans**

As far as Butts Lane is concerned, David Button has confirmed that due to the cost implications of Covid19 it will probably be 5 years now before any major works can be undertaken to make good this road. **Item closed.**

**d) Ditch maintenance/Flood plan** – the Chairman confirmed that the training session planned at the end of March had been cancelled due to the coronavirus but the Clerk is making enquiries to see if something could be arranged for a remote/Zoom type training course. **Action: Clerk**

**e) Parish Steward** – the Chairman reported that Fred Winter was continuing to call into him, on a regular basis, to ask for guidance. He will be on holiday in September and although the new programme schedule has not yet been received, he would like feedback from all members with suggestions on what work our Steward should be requested to do. Cllr Reeves requested he be asked to cut back around hidden speed limit signs in the hedges particularly in The Street and Church Road. **Action: All**

**f) Missing “Kilmington Common” sign** – the Clerk said she had been in contact with WC to remind them of their promise to replace our sign; she was pleased to report that David Button (WC) had ‘phoned her on 22 July to confirm that he is authorising and placing an order for it with Ringway. He said that unfortunately, this company usually took some time to produce items like this but at least we now have confirmation it will be replaced free of charge and erected where it was originally sited. **Action: Clerk to monitor**

Cllr Flower said that the fingerpost at Yarnfield is missing as well as the zig-zag sign on the corner; Cllr Meeker said he had reported this at our March meeting. The Clerk said she would report on the MyWilts App once she had driven up to the area and had taken photos. **Action: Clerk**

**g) Railings in Butts Lane** – the Chairman confirmed he has spoken to David Button (WC) on this subject and he thinks he may be able to find some money towards the cost of removing them but not replace them if that is what the PC would like to do. Cllr Meeker said it would be relatively easy to remove the rails but taking out the posts would need careful consideration. There could be remnants of the reinforcement rods sticking out which would be dangerous and if anyone were to trip or injure themselves we could be sued. Cllr Flower suggested the residents who would be most affected by the removal of the railings should be consulted before anything is decided on; this was agreed by all. Cllr Meeker offered to contact the residents of the 2 houses and report back to the Chairman. **Action: Cllrs Meeker & Cotton**

**Missing Sign in Butts Lane** –the Clerk apologised and said she had omitted to report at the March meeting that a resident in Butts Lane had been in contact with her in February concerning the lane’s name sign which had disappeared near the Church Road junction. The resident had said that if the PC could purchase a new sign, her husband would be more than willing to undertake the labour to install it. The Clerk had enquired with WC as to the cost of a new one and it would be £195.69 supplied via Ringway. Cllr Meeker said that a new name plate could be obtained via an internet supplier for approximately £52 but the Clerk said it was against WC regulations for signs to be made by any other company than those certified by them to a specific standard – hence the quote from Ringway. Cllr Jeans confirmed this but also said that if a wooden fingerpost would suffice, it could be installed somewhere up at the junction of the two roads; an Area Board grant of up to £350 toward the cost could then be applied for. It was agreed that Cllrs Cotton, Reeves, Meeker will investigate further and report back at the next meeting. **Action: Cllrs Cotton/Meeker/Reeves/Clerk**

## **177. FIREWORKS DISPLAY**

Cllr Mrs Hames said she had discussed whether or not the display could be held this year with Cllr Reeves and Liz Reed of the Amenity Fund. She very much felt it would be good for the village for it to go ahead as nothing else had been possible this year but with the current restrictions of limiting numbers to 30, it did seem unlikely. She said that the fireworks would have to be ordered in around 5 weeks time if it were to take place and that is when the final decision will need to be made. Cllr Meeker said that the current fine for organising an event with more than 30 people is £10,000 and the PC would have to be mindful of this. Cllr Reeves asked if the Clerk or Cllr Jeans would be able to search out the latest guidance to see if firework displays specifically are mentioned; Cllr Jeans said he would do this and report back to the Clerk. All members agreed that Covid19 regulations must be followed and our insurance company’s approval sought. Cllr Mrs Hames said that she would advise all in due course what was eventually decided. **Action: Cllr Jeans/Cllr Mrs Hames**

**178. R & J VEHICLES LTD - SCRAP METAL YARD** – the Chairman reported on the activities operating out of the old Smith’s yard as follows:

R & J Vehicles purchased this property around the turn of the year; they have developed a very intensive business in dismantling vehicles and exporting engines, gearboxes and suspension units. They are increasingly moving 40ft containers on to the site to load with components. Cllr Cotton has been concerned on two counts (a) whether the required planning permission has been obtained and (b) what the environmental situation is because of the proximity of their premises to the start of the River Wylfe. He said he has been trying to establish whether they have obtained all of the relevant permits and equipment needed to work with fluids to operate this type of business. He started looking into this on 12 June with the hope that he would find everything in place and that he would not have to involve the PC at all.

The Building Enforcement Officer has made a site visit and has confirmed that in 1997 planning approval was granted to Smith's Yard for a transport yard with maintenance facilities. This officer has requested one of the Directors to confirm exactly what they are doing on the site as he suspects they will need additional planning permission. Cllr Cotton said he had sought advice at a national level from the Environment Agency with no result. However, on the day of the PC meeting he received a telephone call from the Environment Agency Officer for Wessex. He feels this is a potentially very serious situation and he is very concerned about possible discharge into the Wylfe and will be investigating the matter urgently. Cllr Cotton is happy to continue with this and does not feel there is the need at present for the PC to become involved with the writing of letters etc. Regarding the 40ft container lorries driving up and down The Street, he has spoken to David Button (WC) who was sympathetic and agrees that our village roads are not designed for such large vehicles passing one another; once the planning situation has been clarified, the traffic impact can then be considered.

**Action: Chairman to monitor and report to the next meeting**

**179. PLAY AREA**

Cllr Mrs Hames said that the RoSPA Inspector is due this month. The play areas were reopened mid July with some temporary signage. The Clerk has arranged for a Warminster company to produce some more permanent signs and these have been delivered this afternoon. The Clerk said she has asked Darren Davis (DD) to place them in the area ASAP and hopefully before the Inspector makes his visit. Cllr Mrs Hames reported she had cleaned the signs on the entrance gate and the skate park to make them more visible. She also said that the Springer Horse is again showing signs of water damage especially to the paintwork so, depending on what the Inspector reports, we may have to think about dismantling this piece of play equipment. The Clerk said that she had spoken with DD regarding this as it was mentioned on his weekly reports and he had reminded her that we would need to consider the wet pour material it is sited in.

**180. FINANCE**

**a) Receipts since last meeting** - £150.07 VAT claim for 2019-20; £58.00 balance of R2 S106 funds from WC and £85 from Lloyds Bank as compensation for the delay and lengthy phone calls re setting up internet banking.

**New defibrillator unit:** Cllr Mrs Hames said she had a cheque to pass to the Clerk from the Amenity Fund for £300 being their donation toward the new unit. This is now in place outside of Thenford but as far as the Chairman understood, it was not yet connected to the electricity mains, as this could not be done until it was empty and not being occupied by holiday rentals. The date of 20 September had been mentioned as the first available date. Cllr Jeans said he thought it had all been completed, and would make enquiries with his son to find out what has happened. The Clerk was asked to write to Ian Cameron who is the co-ordinator for the unit, to thank him for arranging the replacement and for his diligence in organising everything.

**Action: Clerk**

The Chairman asked how much more money was needed to pay off the balance of the cost and the Clerk replied that the unit had cost £1400; we had paid £575 with the balance due after one year (June 2021). After the donation of £300 from the Amenity Fund, there would be £440 remaining but the £85 payment from Lloyds Bank could also be used for this as, although the Chairman had suggested this should be a one off payment to her, she would not be claiming overtime for the hours she spent on the telephone to Lloyds Bank. Cllr Reeves suggested asking for donations via the Kilmington News and this was agreed by all to be an excellent idea. Cllr Mrs Hames will arrange this.

**Action: Cllr Jeans/Cllr Mrs Hames**

**b) Balance of Lloyds Bank account** - the Clerk reported that the current balance of the Lloyds Bank account at 31.08.20 was £11,301.45 and this reconciles with the bank statement of the same date. The Chairman duly signed the Bank Reconciliation form.

**c) Payments** – it was RESOLVED to approve the following payments by Faster Payments via internet banking:

Citizens Advice Wiltshire	Section 137 donation	£50.00	FP
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Mrs R K Burrows	Clerk's expenses	£29.48	FP
<b>To approve payments for 30.09.20</b>			
Mr D L Davis	Play Area Inspections Q2	£156.00	FP
Mrs R K Burrows	Salary and allowance Q2	£288.90	FP
HMRC	Clerk's PAYE Q2	£64.80	FP
<b>To approve payments due before next meeting</b>			
Playsafety Ltd	Annual Play Area Inspection	*TBA	FP
British Royal Legion	Wreath for Remembrance Day	*TBA	FP

The donation of £50 to the Wiltshire Branch of the St John's Ambulance (as shown on the meeting Agenda) was not approved as the Clerk had been unable to contact any local person for bank account details and it was not felt appropriate to make a donation to the head office/national organisation.

The full quarterly payment of £156 was agreed to DD.

\*The exact amounts paid will be confirmed at the November meeting.

**d) Clerk's annual salary increase** – the Clerk said that the new pay scales which were effective from 1 April 2020 have just been advised so her next salary slip at the end of December will be adjusted to include the back-dated pay. In addition, last November when the budget was being decided, it was agreed that the Clerk would move up a point on the pay scale to SCP 11; overall the increase amounts to £5.10 per month.

**e) Spend v budget to 31.08.20** – the Clerk had circulated the latest spreadsheets to all members prior to the meeting and there were no questions.

**f) Payments over £100 to 31.08.20** – details had been circulated prior to the meeting and these will be uploaded onto the website.

**g) Donations made in June** – emails of thanks have been received from Mere Link Scheme, Upper Stour Magazine and St Mary's church.

**181. UPDATED WEBSITE**

The Clerk reported that our revamped website <https://kilmingtonwiltshire.org> is now compliant with the new regulations coming into force later this month and that she is now able to upload documents herself.

**182. VENUE FOR FUTURE PC MEETINGS**

The Chairman said that with the school no longer being available for meetings, he had enquired with the Home Guard Club (HGC) as to whether that venue could be used, once normal meetings could resume. He had spoken to Anne Davis and she had confirmed that the HGC would be prepared to close the premises to their members four evening per year in order for them to take place, with a donation being made of £50 per meeting. All present felt it was important for parish council meetings to remain in Kilmington and as it would be supporting a village cause, it was RESOLVED to agree this venue and charge. However, at this stage it is not clear when we might be able to hold our first meeting at the HGC.

**Action: Clerk**

**183. DATE OF NEXT MEETING**

It was agreed that the next meeting would be held on Wednesday 25 November – details of whether this will be a Zoom meeting or at the Home Guard Club will be decided nearer the time.

**Action: All to note**

The Chairman thanked all present for attending and especially Cllr Jeans. The meeting closed at 10.05 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 at the next meeting**

Signed.....

Date.....