

KILMINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 24 MARCH 2021 AT 8.00 PM BY ZOOM VIDEO CONFERENCE

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

In attendance: Cllr George Jeans (joined at 20.39 hrs) and Mrs Ruth Burrows (Clerk & RFO)

The Chairman opened the meeting at 20.13 hrs, welcomed everyone present and explained the arrangements for conducting the Zoom meeting.

PUBLIC SESSION

There were no members of the public in attendance.

199. APOLOGIES FOR ABSENCE.

- None

200. 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 Christopher Reeves declared an interest in item 210 Section 137 donation to “Murder Most Foul” being a Warden of St Mary’s Church.

201. MINUTES OF THE LAST MEETING

The Minutes of the last Parish Council meeting held on 25 November 2020 were approved and signed.

202. MATTERS ARISING FROM THE MINUTES (not covered by other Agenda Items)

- None

203. PLANNING

All applications can be viewed on Wiltshire Council’s website and type in the relevant application number [Planning - Wiltshire Council planning-building-control/planning](#)

a) Applications to consider at the meeting:

Application No: 21/01557/FUL Proposed part demolition, refurbishment, extensions and garaging at 1 Stags Head Cottages, Kilmington.

The Chairman said that paper copies of the drawings relating to this application had been requested from the applicant and these had been circulated around to each member of the PC. He noted that Cllr Meeker had omitted to make any comment as to whether he supported or otherwise. Cllr Meeker said he fully supported the re-development of the site but was concerned about the amount of glazing being used especially to the north elevation and felt this should be reduced. He said he would prefer to revert to an open discussion at the meeting rather than personal comments. The Chairman said that circulating the paper drawings was not intended to be a substitute to a discussion and encouraged all members to have their say on this application this evening. Cllr Meeker said that over the past couple of years, a precedent had been set on the use of cladding, which he felt was not in keeping with the rural aspect of the various properties. A discussion then took place on the possible light pollution caused by the amount of glazing shown in the plans and this was a concern especially as the property falls within an ANOB. Although this issue had been mentioned in the design statement with some provision to mitigate with blinds and shutters, there could be no way of ensuring these would be used. The Chairman said that he had spoken to the nearest neighbour – the resident of Moor Close and he was in receipt of a copy of the letter she had written to WC if anyone wanted to see it. It was RESOLVED that the PC would fully support the redevelopment of the site but feel that a condition should be that proper acknowledgement and consideration is given of the nearest neighbour in connection with possible light pollution. In addition, when the exit gate is replaced it must open inwards and the visibility splay onto New Road needs attention.

Action: Clerk

b) Applications considered/determined since last meeting:

Application No: 21/01282/FUL Proposed demolition of existing single storey side extension, erecting two-storey habitable extension in its place at Thatches, Norton Ferris.

Application No: 21/01263/FUL Proposed change of use from agricultural land to domestic use. Changes to driveway. Erection of triple bay garage with loft space over at Thatches, Norton Ferris.

PC response: Support

LPA: Not yet determined (decision expected 23.04.21)

204. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

a) Parking outside the Playing Field (Minute 190.a): The Chairman said that a new Estate Manager at NT Stourhead (Tim Barter) has been appointed and he had a meeting with him ten days ago to discuss our proposal to provide car parking for the residents of Brookside using some of the playing field land. He was pleased to report that he feels there has been a change of attitude and there now appears a greater desire to assist us in providing a solution. However, Philip Niemand, the General Manager of Stourhead has suggested a 3-way meeting between the PC, the NT and Wiltshire Housing. This is because before they can withdraw their disapproval of our plans, they need to be sure that every other possibility has been explored and they feel that the spare land opposite the playing field, currently leased to one of the residents of Brookside, could provide the required parking. Members may remember that some time ago, we were contacted by Wiltshire Housing seeking our views on that land providing 1-2 affordable homes (Minutes 7 Mar 2019 - ref. 108). The Chairman has therefore had discussions with Cllr Jeans and he will ask WC Housing to confirm that the land is zoned for housing. It is hoped that this will satisfy the NT so they can remove their objection. Cllr Cotton said we would of course still need formal planning permission and there would be other various organisations who would have to sign off the plans. In addition, he was worried about where the money to fund the project would come from as, although Cllr Meeker had, on the outset of the project said he was sure he could find volunteers and machinery to carry out this work within the village, this was going to be an expensive project. The Chairman said that Cllr Jeans had hinted there could be an opportunity to persuade WC Highways to contribute toward the cost, as we would be using 1.5 metres from the edge of the tarmac to create the parking spaces. Cllr Meeker said we should not forget the question of the council underground drain which is collapsing due to subsidence and that would need to be investigated. **Action: Chairman/Cllr Jeans**

b) Speed Indicator Device: Cllr Flower said that the national lockdowns had thrown the schedule out and he had been unsure of where it was or which village it should be with. However, it had been delivered to him on Monday (22 March) and he would put it in place as soon as he could. The Clerk asked him to clarify that it would be held in Kilmington for the month of April before being passed on to Stourton and this was confirmed. A discussion took place on whether or not the other pole in Cllr Reeves' field is to be used in future but Cllr Flower said it did not have any brackets, it was much higher and more difficult to place on that pole so he had no intention of using it. The Clerk said she thought there should be two people setting up the SID to comply with Health and Safety regulations.

c) Road repairs to The Street & Butts Lane dip (Minute 190.c): The Chairman said he had spoken to David Button (WC Highways) re our complaint on the quality of the resurfacing works done last year on The Street. It would appear that their consultants Atkins should have carried out a maintenance check to assess their durability and performance last December but no report has been received so this is now being chased. If remedial works are required, they will be undertaken without further charge to WC. **Action: Chairman/Clerk to monitor**
With regard to Butts Lane, the patching work which was done last autumn took place during a period of heavy rain and have not solved the problem with many pot holes still in place. The Chairman suggested that the heavy farm vehicles and milk tankers frequently driving on this section of road were a contributing factor to the damage occurring. Cllr Meeker said he thought there had been a series of botched works done over the past few years, and that if a proper job had been done in the first place, there would not be the continual need for patching and revisiting the same pieces of road. As some members may recall, his family had resurfaced and paid for themselves, the road from the cross roads, up to the farm and the church and after 22 years this stretch of road was still perfect because a decent job had been done in the first place. Cllr Jeans said David Button has every sympathy with the situation and all he could do was request again that the road is resurfaced but in the current financial climate there was really no money available for such projects and it would be some time before anything is done. **Action: Cllr Jeans**

d) Flood Plan and Ditch maintenance: The Chairman apologised for not being to provide an update on a flood plan but said he hoped to have some news at the next meeting. **Action: Cllrs Cotton/Reeves**

e) Parish Steward : the Chairman said it was important to have feedback from all members on any jobs which needed attention by the Steward. It was agreed that the Clerk would send out a reminder all councillors a week before the Steward's was due to be in Kilmington and she would also send out a list of works he is able to perform. These are limited as he is one man but he is able to fetch tarmac and fill small potholes. **Action: Clerk/all members**

f) Signage (Minute 190.f & 187.b): since the last meeting, the stolen "Kilmington" finger on the post at Yarlinton Gate had been replaced and also the "Kilmington Common" sign on the corner of New Road and Tower Road.
Items closed

g) Butts Lane – damaged railings (Minute 190.g): The Chairman said he did have some news on this item which was sensitive and he would speak directly to Cllr Meeker outside of the meeting. **Action: Cllrs Cotton & Meeker**

205. PLAY AREA

a) RoSPA report December 2020: the Clerk said the inspectors' report had not highlighted any urgent or high risk items needing attention. She had summarized an action list, as she had done the previous year, and this has been sent to the Playing Field Committee and Darren Davis. Due to Covid and the closure of the playing field this past year, little maintenance has been carried out apart the repainting of the skate ramps by Mrs Gillian Bowles and the washing down of all the signage by Cllr Mrs Hames. She said that two additional pieces of Safagrass matting for under the swing set had been purchased last July and she felt some priority should be given to have this laid. Cllr Reeves said he would be asking Jim Kingsley, who cuts the grass, as to the best way of doing it; Cllr Mrs Hames said that she thought it should be set down into the grass as the existing matting is being damaged either by the mower and strimmer. **Action: Cllr Reeves**

b) Repair of the Shelter: Cllr Reeves reported that the shelter had now been fully refurbished and that Tony Chubb had done a very good job. Cllr Mrs Hames said that the Amentity Fund was now able to contribute the sum of £200 towards the cost. Two signs had disappeared during the shelter repairs. Cllr Mrs Hames said Darren Davis had a spare "keep 2 metres apart" sign and the Clerk said she would order a generic "slippery surface when wet" sign from Amazon. **Action: Clerk**

206. WILTSHIRE REPORTING – items submitted by the Clerk since last meeting

a) Blocked drains near Kilmington Common – case no. 00013898 – the Chairman reported that work had been done on this during recent weeks. He thought the road closure from the Home Guard Club to Cote Lane on 31 March was to enable further investigation to take place, as one of the main problems was trying to track the course of the drain.

b) Blocked gully at Cote Lane – case no. 00015766 : the Chairman said the grips and drains have all been cleared and it would be interesting to see what now happens after heavy rainfall.

c) Bridleway gate on land near Coombe Barn Farm – case no. 00013833: the Clerk said this item had been reported by a resident horse-rider via Cllr Jeans. The Clerk had reported it and as no progress had been indicated on the MyWilts app, she had contacted the WC Rights of Way officer who confirmed they were aware of the report but had not been able to do anything. Cllr Jeans said that the SWW Area Board has a budget put aside for such items and if the PC could find someone to quote for the works, a request for a grant could be made. The Clerk said she would look into this matter. **Action: Clerk**

d) Fly-tipping nr. Brookside, The Street – case no. 00020361: nothing to report, the items not yet removed.

e) Pot Holes in Butts Lane – case no. 00021537: nothing to report

f) Pot Holes in New Road, Kilmington Common – case no. 00021540 – the Clerk said she had heard from WC Highways that this item is now closed and she had received a standard report indicating "the road is routinely inspected. Any intervention level defects found on the inspection have works instructions raised and are given a priority." She said this report did not tell us anything and in fact she thought the new MyWiltshire reporting was not an improvement on the old system and she had given feedback to this effect to WC. Cllr Meeker asked if it would be possible for the Parish Steward to arrive in the village with a given number of tarmac bags, ready to fill in any potholes. The Chairman said that he already does that and in fact, two months ago Fred Winter had used 14 bags of

tarmac on various potholes around the village roads. This highlighted again, the need for councillors to email the Chairman with details of any potholes they thought the Steward could deal with (see item 204.e above)
 Cllr Jeans said he had recently been advised of a new ruling that no action would be taken on any potholes in the road (reported on MyWilts App) which were less than 40mm (1½ inches). Cllr Flower raised the question of potholes on the Wiltshire Cycleways and that pushbike wheels are much smaller. Cllr Jeans said that under the Road Traffic Act cyclists are not acknowledged; Cllr Cotton said that the Act would need to be amended before any action is taken and this is despite the huge amount of money being spent by the current Government to encourage people to use bikes.

207. DEFIBRILLATOR UNIT (Cpad)

The Chairman said that no progress had been made with regard to securing permission for the electricity supply to be connected to the new unit as both he and Ian Cameron have been unable to obtain a reply from the owner of Thenford. However, he understands both Thenford and Little Thenford are now sold subject to contract. A discussion took place on how to proceed, the outcome being that the Chairman undertook to make enquires with Southern and Scottish Electric to see if it would be possible to have the unit connected to an unmetered supply via its own box and what the cost implications might be. Cllr Reeves offered to have the unit installed on the edge of his property in Cote Lane where the paper box is located as there is already an electric supply there.

Action: Chairman/Clerk

208. WILTSHIRE COUNCIL ELECTIONS – 8TH MAY 2021

The Clerk reminded all Councillors that nomination papers must be taken to Salisbury, that an appointment must be arranged beforehand and the last day for submission is Thursday 8 April. Cllr Mrs Hames has volunteered to take any other members papers over when she goes on Monday 29 March. All those taking up this kind offer were requested to ensure that they provide their email address and contact telephone number. Cllr Jeans said that the email address is used by WC to send confirmation of receipt of a valid nomination pack.

209. PURCHASE OF LAPTOP FOR THE CLERK – SUBMISSION OF GRANT TO SWWAB

The Clerk reported that the PC has been successful in obtaining an SWW Area Board grant application for the sum of £368 towards the purchase of a laptop. She requested that approval be given this evening for her to buy a suitable laptop and the necessary software and for installation/data transfer to be done by Tim Thornley. It was RESOLVED that the Clerk could spend up to £700 for this purpose.

Action: Clerk

210. SECTION 137 DONATION TO “ Murder Most Foul”

It was RESOLVED that the PC would donate £50 to assist towards the production of the play which is being held on 18-19 September at St Mary’s Church in aid of funds to repair the Tower. This sum had been agreed last March but had not been paid due to the playwright having died suddenly and the production delayed.

Action: Clerk

211. FINANCE, POLICY & RESOURCES.

a) Monies received since last meeting: none but two payments as noted above (Area Board grant & donation from the Amenity Fund) were expected before the 31.03.21 so would be included in the current financial year.

b) Balance of Lloyds Bank account: the Clerk reported that the balance as at today’s date is £8,849.65 and this reconciles with the bank statement dated 18.01.21 (this is the last statement – as there have been no transactions during the period 18.01.21 – 24.03.21). The Chairman duly signed the bank Reconciliation form.

c) Spend v Budget to date: the Clerk had circulated the latest spreadsheets to all members prior to the meeting and there were no questions.

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

Name/payee	Purpose	Amount £	Payment method
Antony Chubb	Replacement Kilmington finger at post Yarlinton Gate	57.60	Already paid
T J Thornley	Domain name renewal & remote log in (already paid)	35.82	Already paid
Mrs R K Burrows	Clerk’s expenses - Postage & stationery	27.56	Bank Transfer

Mrs R K Burrows	Clerks salary & allowance Q4 2020-21	301.20	Bank Transfer
HMRC	PAYE Q4 2020-21	67.80	Bank Transfer
D L Davis	Play Area Inspections Q4 2020-21	156.00	Bank Transfer
Antony Chubb	Repairs to the Playing Field Shelter	697.00	Bank Transfer

e) To review Financial Regulations and Standing Orders: the Clerk had distributed both sets of documents advance of the meeting. The Standing Orders were reviewed, considered effective and it was RESOLVED that no amendments were necessary. With regard to the PC's Financial Regulations, the Clerk had revised Sections 5 & 6 to take into account the internet banking arrangements set up over the past year, with Faster Payments replacing cheques. There were no questions and it was RESOLVED that these were in order.

f) To review the Council's Asset Register: the PC's Asset Register, having been distributed to members in advance of the meeting, were reviewed and were reflected correctly in the insurance provision.

212. DATE OF NEXT MEETING

After much discussion it was agreed that the Annual General PC meeting would be held on Thursday, 20 May. It was undecided whether or not this would be a face to face meeting or another virtual/remote meeting as this would depend on whether or not the emergency Covid legislation regarding virtual meetings would be extended and a decision on that is not expected by the Government until tomorrow. A final decision would be taken once the new councillors were in place on 10 May. It was agreed that the Annual Parish Meeting would be held on the same evening.

Action: Chairman/Clerk

Kilmington Facebook Page

Although all Agenda items had been discussed, Cllr Flower said he had been asked by a resident to check if the PC had any objections to the creation of a Kilmington Facebook page. This would be used to keep villagers connected with anything going on in the village, advertising local events, trademen etc. The Chairman said he didn't think it was within the PC's remit to disapprove. He wished the resident good luck with it and there was no objection.