

Kilminster Parish Council

Dear Sir/Madam,

I hereby give notice that on Thursday 20 May 2021 the Kilminster Annual Parish Council meeting will take place at the Stourton & Kilminster Home Guard Club, immediately following the Annual Parish Meeting. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business set out hereunder. Members are reminded that the 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 or disability), Crime & Disorder, Health & Safety and Human Rights.

Signed by Ruth Burrows, Clerk

Date: 14 May 2021

It would be appreciated if any Members of the Public who are intending to come to this meeting, inform the Clerk in advance – either by email (parishclerk@kilminsterwiltshire.org) or by phone 01747 840371). Covid-19 precautions and restrictions will be in place and all attendees will be required to wear a mask, sanitise their hands and sign in on arrival (bring your own pen). In the unlikely event of too many people trying to attend this meeting, we are permitted to restrict access and you may be asked to wait outside. Toilets will not be open. Please go into the room via the one-way system in place and go straight to a seat, do not gather to talk/chat with others once inside the room. **Anyone displaying symptoms, tested positive, returned from abroad in the last 14 days should not attend this meeting.**

AGENDA

Public Session: *This provides an opportunity for Members of the Public to raise questions about and comment on items on the Agenda.* This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Each member of the public is entitled to speak once only and for no longer than 3 minutes. ***(Please note that members of the public are no longer permitted to speak once the meeting has begun unless invited to do so by the Chairman).***

1. **TO ELECT CHAIRMAN OF KILMINGTON PARISH COUNCIL FOR 2021/2022 AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
2. **TO ELECT VICE-CHAIRMAN OF KILMINGTON PARISH COUNCIL FOR 2021/2022 AND TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
3. **TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM COUNCILLORS**
4. **APOLOGIES FOR ABSENCE**
5. **DISPENSATIONS:** Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.
6. **REGISTER OF INTERESTS AND DECLARATIONS OF INTEREST.** *(Councillors are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Kilminster Parish Council Code of Conduct for Members and by the Localism Act 2011)*
7. **MEMBERS TO CONFIRM THAT REGISTER OF INTERESTS WITH WILTSHIRE COUNCIL ARE UP TO DATE.**
8. **MINUTES** - to approve Minutes of the Parish Council Meeting held remotely on 24 March 2021 as a true and correct record (previously circulated).
9. **TO REVIEW COMMITTEE STRUCTURES AND TO APPOINT MEMBERS, DECIDE TERMS OF REFERENCE ETC.**
10. **TO APPOINT/RE-APPOINT REPRESENTATIVES TO OUTSIDE BODIES/ORGANISATIONS:**

* SWW Area Board

* Parish Steward
*Kilminster Parish Amenity Fund

11. TO REVIEW BANK SIGNATORY AND PAYMENT APPROVAL ARRANGEMENTS

12. MATTERS ARISING FROM THE LAST MEETING (*not covered by other Agenda Items*)

- 12.1 Purchase of Laptop for the Clerk – update
- 12.2 Wiltshire Reporting – outstanding items

13. PLANNING(All applications can be viewed on Wiltshire Council’s website [Planning - Wiltshire Council planning-building-control/planning](https://www.wiltshire.gov.uk/planning-building-control/planning) and type in the relevant application number)

13.1 Applications to consider at the meeting:

Application No. PL/2021/03114 Conversion of part of redundant barn to form 1-bedroom dwelling at land adjacent to Greenfield, Butts Lane, Kilminster

Application No. PL/2021/04538 Installation of replacement mixing plant in the service yard at the rear (south-east) of the premises at The Highlands, Norton Ferris.

13.2 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.

PC response: Support **LPA:** approved with conditions on 01.04.21

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 18.05.21)

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

PC response: Support **LPA:** approved with conditions on 09.04.2021

Application No: 21/02247/FUL Erection of a detached garden outbuilding at 1 Green Ride, Kilminster.

PC response: Support **LPA:** approved with conditions on 12.05.21

14. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

- 14.1 Parking outside Playing Field (Minute 204.a) – Cllr Cotton
- 14.2 Speed Indicator Device – update from Cllr Flower
- 14.3 Road repairs to The Street & Butts Lane dip (Minute 204.c) – Cllr Cotton
- 14.4 Flood Plan and Ditch maintenance (204.d)– Cllrs Cotton & C Reeves
- 14.5 Parish Steward - Cllr Cotton
- 14.6 Footpath KIL15 – concerns from a resident – the Clerk/Cllr C Reeves

15. PLAY AREA

16. NEW COUNCILLOR TRAINING COURSES – the Clerk

17. DEFIBRILLATOR UNIT – connection to electricity supply – Cllr Cotton

18. FINANCE, POLICY & RESOURCES.

18.1 **Review of insurance provision, effectiveness of internal controls and assessment of risks facing the council** (already circulated)

18.2 **To appoint/reappoint Internal Auditor**

18.3 **Internal Audit Report**

18.4 **Accounts & Audit** - To approve accounts & supporting statements and to verify bank reconciliation for the year ended 31 March 2021 (previously circulated)

18.5 **Annual Governance & Accountability Return 2020-21 Part 2** (previously circulated) to be approved and signed

18.6 To RESOLVE to certify Kilminster Parish Council “exempt” from External Audit.

18.7 To note public rights to inspect accounts.

18.8 Payments received: Precept from Wilts Council (£7,119.00)

18.9 To approve the following payments via internet banking:

Mr T J Thornley	Renewal of SSL website certificate	£59.99
Came & Co	Insurance renewal 2021/22	£1066.49
Wilts Assoc of Local Councils	Annual subscription 2021/22	£125.22
Upper Stour, St Mary's Church	Donation towards cemetery maintenance	£475.00
Mere & District Link scheme	Section 137 donation	£110.00
Kilmington News	Section 137 donation	£70.00
Upper Stour Magazine	Section 137 donation	£60.00
M Reeves	War memorial maintenance	£80.00
Stourton & Kilmington Home Guard Club	Hire of venue for meeting	£50.00
Seeds4Success	Section 137 donation	£50.00
Accounting & Office Solutions Ltd	Annual fee for pay-roll and supporting services	£108.00
Mrs R K Burrows (Amazon)	Purchase of Parish Council laptop and mouse	£482.98
D L Davis (due 30.06.21)	Play Area Inspections Q1 2021-22	£156.00
Mrs R K Burrows (due 30.06.21)	Salary and allowance Q1 2021-22 (after deductions)	£355.60
HMRC (due 30.06.21)	PAYE Q1 2021-22	£81.20
Mr T J Thornley	Software/set up /transfer of data for Clerk's laptop	TBA*

**TBA will be confirmed at the Meeting and in the Minutes (details unavailable when producing this Agenda)*

19. BT PROPOSED PAYPHONES REMOVAL CONSULTATION – objection submitted to Wiltshire Council.

20. FUTURE MEETING DATES

To fix the dates of Parish Council meetings for the ensuing year. All to take place at the Stourton & Kilmington Home Guard Club commencing 7.30pm. Suggested dates are all Thursdays:

2 September

18 November

3 March 2022

26 May 2022