

KILMINGTON PARISH COUNCIL

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

Minutes of the Annual Parish Council meeting held on Thursday, 20 May 2021 at the Stourton & Kilmington Home Guard Club, immediately after the Annual Parish Meeting.

Present: Councillors G Cotton, R Flower, Mrs E Hames, A Reeves, C Reeves, C Webster

Also in attendance, Wiltshire Councillor G Jeans, the Clerk and 4 members of the public (left at 20.50 hrs)

1. To elect Chairman of Kilmington Parish Council for 2021-22 and to receive the Chairman's Declaration of Acceptance of Office

Cllr. Mrs Hames nominated Cllr. Graham Cotton to the office of Chairman for the ensuing year. Proposal seconded by Cllr. Chris Reeves and carried with a unanimous vote.

Chairman – Cllr. Graham Cotton

2. To elect Vice-Chairman of Kilmington Parish Council for 2021-22 and to receive the Vice-Chairman's Declaration of Acceptance of Office

Cllr. Cotton nominated Cllr. Mrs. Hames to the office of Vice-Chairman for the ensuing year. Proposal seconded by Cllr. Andrew Reeves and carried with a unanimous vote.

3. To receive Declarations of Acceptance of Office

All Councillors present signed their forms apart from G Hunt and the Clerk had arranged to meet with him directly after the meeting so that he could sign his.

4. Apologies for absence: received from Cllr G Hunt who had to look after his daughter whilst his wife was attending Wilton for her Covid19 vaccination and this was approved.

5. Dispensations

There were no requests for dispensation.

6. Register of Interests and Declarations of Interest

Cllrs A Reeves and C Webster handed to the Clerk their completed "Register of Pecuniary Interest" forms which she will ensure are logged onto the Wiltshire Council (WC) website. No declarations of interest were declared in respect of agenda items for this meeting.

7. Members to confirm that Register of Interests with WC are up to date.

Cllrs. Cotton, Flower, Mrs Hames, C Reeves handed to the Clerk signed forms confirming that information on the Register of Interests is up to date. The Clerk will send these to the Monitoring Officer of WC. Cllr Hunt will hand this form to the Clerk when she obtains his Declaration of Acceptance of Office form after the meeting.

8. Minutes – Resolved to approve the Minutes of the last meeting held remotely via Zoom on Wednesday, 24 March 2021 on a proposal made by Cllr Mrs Hames, seconded by Cllr Flower and carried with a unanimous vote of those present on 24.03.21.

9. To review Committee Structures and to appoint members, decide terms of reference etc.

Cllr Cotton confirmed that there is only one Committee for the PC – that of Playing Fields Advisory Committee. Cllr Mrs Hames and Cllr C Reeves agreed to continue and Cllr Mrs Hames said she would check with Mrs G Bowles a co-opted member that she was willing to continue. This will be confirmed at the September meeting when the terms of reference will be read out.

10. To appoint/re-appoint representatives to outside bodies/organisations:

SWW Area Board

Chairman

Parish Steward

Chairman

11. To review Bank signatory and payment approval arrangements

The clerk said due to the pandemic, at present all of our payments are currently made via on-line banking. The payments are set up by the Clerk and then any two from Cllrs G Cotton, Mrs E Hames and C Reeves can approve the payment. Cllr Cotton is also authorised to set up payments. For cheques any two of those names previously mentioned can sign. It was unanimously agreed that no changes were required.

12. Matters Arising from the last meeting

12.1 Purchase of Laptop – the Clerk said she had purchased a laptop and wireless mouse via Amazon and had been able to obtain invoices in the name of Kilmington PC which would enable the VAT (£80.50) to be reclaimed. She said that they had been paid for using her own credit card and as soon as the payment from our account has reached her bank account, these items will be paid for in full. A budget of £700 had been agreed and when the Area Board grant of £368 was taken into account, the cost to the PC will be £282.

There are various conditions for receiving this grant from the Area Board – i.e. that we would purchase the laptop within 3 months of receiving the funding, provide copies of receipts/invoices to Karen Linaker, and after 6 months submit an evaluation of the project and the Clerk undertook to do this.

Action: Clerk

12.2 Wiltshire Reporting – the Clerk said there had been no new cases logged but she had been chasing two outstanding items. **Fly tipping on land adjacent to Brookside** case no. 00020361 lack of progress seems to be due to the land being owned by WC and it coming under the Housing department. Cllr Jeans said he would make enquires and report back to the Clerk. Cllrs Mrs Hames said she was concerned about the Ash tree close by as there were no signs it was still alive and if it has died, it could pose serious problems if it were to come down in bad weather. Cllr Reeves said he thought the Ash trees were very late this year but had seen signs of life on some others. Situation to be monitored.

Action: Clerk

Bridleway gate on land near Coombe Barn Farm – case no. 00013833 – the Clerk had been able to contact Alex Howson (Rights of Way WC) who says “he is arranging with the land owner for the vegetation to be cleared, although it may well be my contractor who does the work. The gate is possibly not the easiest to open from horseback so a new bridleway gate could be an option going forward but we can reassess once the work is done to see if it has solved the issue adequately.” It was agreed to await until we hear back from Mr Howson. **Action: Clerk**
The Chairman said that no progress had been made on the flooding problem in **New Road by Clematis Cottage** and WC are still trying to track the underground pipes which it is thought have collapsed. Cllr Cotton will try to find out the current position.

Action: Cllr Cotton

13. PLANNING**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, Kilmington. Paper copies of the drawings and the confidential Business Plan had been obtained by the PC and circulated to all members for consideration, prior to the meeting. The applicants were present at the meeting and the Chairman allowed them to speak and to answer any questions during the whole discussion of this item. A previous similar application had been submitted and rejected by Wiltshire Council last year although the PC had supported it, with the condition that a full business appraisal to demonstrate a viable agricultural business was set out. There was concern that the site is currently very untidy with various vehicles on the land but the applicants gave a reassurance that if planning is approved, these would be cleared. The applicant has a mobile repair business and was asked where all the equipment needed for this would be kept, as there did not appear to be a workshop in the plans. The applicants confirmed that the timber side of the barn which has been shown as a garage would house his tools. The applicants said the business plan outlined what their activities on the land would be and possibly in the future they would like to have a hay barn too.

The applicants have employed the services of a new agent to assist them with this application. Cllr Chris Reeves said that the documentation shows that the reasons for the refusal by WC to the previous application, now appear to have been resolved, hence the resubmission. The Chairman said that perhaps an agricultural tie should be placed on this land and Cllr Mrs Hames confirmed there always was one when she owned it. It was clear that the Class use must define its agricultural use and if approved, appropriate conditions placed on it might be that all development rights would be extinguished. All members were supportive of the applicants' desire to be able to live and own a property in Kilmington and all felt that it is important encourage the younger generation to stay in the village. The

Chairman said that there is considerable local support for this young couples' plans and they had felt strongly enough to send their comments to WC. It was RESOLVED that the PC would "Support with conditions" this application and the Chairman undertook to put these in writing to the other members before the Clerk submitted them to Wiltshire Council.

Cllr Jeans confirmed that if the responsible WC officer for this application, makes a "refuse" decision, he has already expressed his wish for it to be "called in". This means that it will be the decision of the Southern Area Planning Committee so it will be placed on a future agenda for discussion and decision. That being the case, the Parish Council would be required to attend to support the application.

Action: Chairman/Clerk

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. The applicants were also present at the meeting. The details of this application had been circulated prior to the meeting and it was RESOLVED by all present to "Support".

Action: Clerk to submit to WC planning.

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: approved with conditions 18.05.21

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

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, Kilmington.

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 said there had been no progress on this issue since the last meeting and despite Cllr Jeans help, we had not yet been able to get confirmation from Simon Hendley WC, that the land adjacent to Brookside has been ring-fenced for housing. A discussion then took place on whether a parking area could actually be made on this land and Cllr Jeans said he would make enquiries to see if WC might be prepared to do a transfer of assets - i.e., the Parish Council would buy the land from WC. All members agreed that a solution needs to continue to be sought as all the parked cars, whilst slowing down the traffic, do pose a danger to children running out into the road from the playing field.

Action: Cllrs Jeans/Cotton

14.2 Speed Indicator Device - Cllr Flower reported that the SID is now with Stourton and the switch overs are operating ok. He said the battery pack now only lasts for 5 days before needing to be recharged. He has therefore taken the battery he was holding for the Mere SID out of storage so that there are now two for use on the consortia SID which can be inter-changed.

14.3 Road repairs to The Street & Butts Lane dip – Cllr Cotton reported that David Button, Highways WC had confirmed that works in The Street had been inspected by the consultants, Atkins, and it failed the inspection. The contractors have to come back to do remedial work at their cost and this is expected to happen sometime later this year. The poor condition of the road in Butts Lane was again discussed but as far as we know there are no plans for any remedial works to be done. The Chairman agreed to contact WC and ask again but was not hopeful.

Action: Chairman

14.4 Flood Plan and Ditch maintenance (204.d) – Cllr Cotton said the Parish Steward had arranged for the Wylle ditch to be dug out and this has improved drainage. The Flood Plan still has to be drawn up.

Action: Cllrs Cotton & C Reeves

14.5 Parish Steward – the Chairman said we had not received the new schedule of when Fred Winter is due to spend half a day in the Parish, despite the Clerk chasing it. All members were reminded to drop Cllr Cotton an email or phone him if they saw anything which they thought the Steward can help with.

Action: ALL

14.6 Footpath KIL15 – a resident had contacted the Clerk to say that the increase in the number of walkers in recent months is causing problems. Once it leaves the playing field the path should run diagonally across the field but walkers are taking a path around the edge which is leading them to walk alongside the kitchen window of the houses in Manor Terrace. Sometimes the walkers are gathering and stopping just outside the window and the resident is feeling intimidated by this. Cllr C Reeves said he had cut a path through the corn, where the path runs in the field, and hopes this will solve this issue. *Item closed*

15. PLAY AREA – an annual report of the Playing Field committee had been previously circulated to all councillors and this will be uploaded to the website and a copy placed on the noticeboard. The Committee has undertaken to lay the extra Safagrass matting under the swings, repaint the wooden bench and springer horse during the summer, weather permitting. *Action: Cllrs C Reeves/Mrs Hames/D Davis/Mrs Bowles*
Cllr Mrs Hames asked if the bi-weekly WC waste collections should empty the rubbish bin in the playing field as it had been full and she had emptied it on two occasions in the past six weeks. Cllr Jeans said the contact at WC is Mr Guy Tribbeck. The Clerk was asked to contact and make enquiries. *Action: Clerk*

16. New Councillor Training Courses – Cllr Webster said he would like to attend one of the remote training sessions the Clerk had sent him details of and would let her know which one to book him on. The cost of £30 plus VAT was approved by the Parish Council. *Action: Cllr Webster/Clerk*

17. DEFIBRILLATOR UNIT – connection to electricity supply. The Chairman was pleased to report some progress on this item. Arrangements are being made for Jeans Electrical to hopefully have access to Thenford on Friday 4 June to connect the power supply to the defibrillator unit. If the “Smart” electrical system needs to be reset, Mr Lund the property owner has agreed that the Jeans electrician can do this. Cllr Jeans has kindly agreed to pay for the connection but if a further charge is necessary, to reset the Smart system, the PC may have to fund this. All members present agreed to this spend if necessary. Cllr Jeans said he would try to avoid this if he could. *Action: Chairman*

21.15 hrs: at this point, Cllr Jeans left the meeting but before doing so he reminded all present, especially the two new Councillors, that it is a criminal offence not to Register disclosable pecuniary interests with WC.

Post meeting note added by Clerk: if a member has a disclosable pecuniary interest, they must not participate in any discussion of the matter at the meeting or participate in any vote on the matter unless they have obtained a dispensation.

18. FINANCE, POLICY & RESOURCES.

18.1 Review of insurance provision, effectiveness of internal controls and assessment of risks facing the council
The Clerk had circulated members with these documents prior to the meeting. Members agreed with all assessments.

18.2 To appoint/reappoint Internal Auditor – the Clerk said Eugene Reed has confirmed he is prepared to do this again for us for the current financial year and she had already written to thank him for auditing 2020-21-year end accounts. She said the PC owes him a debt of gratitude and many parish councils have to pay for this service.

18.3 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. 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.

18.4 Year-end Accounts & Internal Audit report – the accounts and supporting statements had been previously circulated to all members. On a proposal made by Cllr C Reeves, seconded by Cllr Flower and agreed by all present, these were approved and signed.

18.5 Annual Governance & Accountability Return 2020-21 Part 2 - the Clerk had distributed these documents to members in advance. Sections 1 and 2 were approved and signed off by the Chairman and the Clerk in the presence of the Parish Council.

18.6 To RESOLVE to certify Kilmington Parish Council “exempt” from External Audit – the Parish Council confirmed that it had met the qualifying criteria from a limited assurance review by the external auditor and it was proposed by Cllr A Reeves, seconded by Cllr Mrs Hames that we should Certify ourselves Exempt and the Chairman and Clerk signed the Certificate of Exemption in the presence of the Parish Council.

18.7 To note public rights to inspect accounts - the Clerk confirmed that, as required by The Accounts & Audit Regulations 2015 the Parish Council must now publish the Annual Return, the Declaration that the Accounting Statements are unaudited and the Notice for the Commencement of the Period for the Exercise of Public Rights. The dates set for the period of public rights are shown as 14 June – 23 July 2021.

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

18.9 To approve the following payments via internet banking on a proposal by Cllr C Reeves, seconded by Cllr Webster and carried with a unanimous vote.

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	£247.89
Wilts Assoc of Local Councils	Councillor Fundamentals – training session for Cllr Webster	£36.00

19. BT PROPOSED PAYPHONES REMOVAL CONSULTATION – the PC had received notice that BT were proposing to remove the Payphone in The Street and comments were required back to WC by 12 May. All members had been contacted and several objections were submitted. These were mainly that there is no mobile signal in this part of the village from any provider, it is needed due to the proximity to the defibrillator unit and social housing where not all residents may not have a landline so it would be needed in the case of a call out to the emergency services. The Clerk suggested that if the payphone is allowed to remain, then perhaps we should arrange for it be used so that BT can see that calls are being made and this might avoid a repeat of them wanting to remove it in the future. A ‘phonecard would be needed for this purpose, apart from the making of an emergency call.

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 (HGC) commencing 7.30pm. Cllr A Reeves said he thought it might be more beneficial to the clubhouse if our meetings were arranged on a Monday or Tuesday evening, as skittle matches usually take place on Thursdays and so there could be a considerable loss of revenue. The Clerk was asked to make enquiries with the HGC and report back.

Post Meeting Note: - dates rearranged and agreed as follows:

6 September; 29 November; 7 March 2022; 23 May 2022

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.