

KILMINGTON PARISH COUNCIL

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

Minutes of the Parish Council meeting held on Monday, 6 September 2021 at the Stourton and Kilmington Home Guard Club.

Present: Councillors G Cotton, R Flower, G Hunt, A Reeves, C Reeves, C Webster
Also in attendance, Mrs Ruth Burrows, the Clerk.

Public Session: *This provides an opportunity for Members of the Public to raise questions about and comment on items on the Agenda.* No public in attendance.

21. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr Mrs Hames who is on holiday. Cllr G Jeans also offered his apologies.

22. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS AND TO CONSIDER REQUESTS FOR NEW DPI DISPENSATIONS.

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 Hunt reminded all members that he was an employee of the National Trust (NT) and therefore would not be participating in any of the discussion relating to item 27.1

23. MINUTES – the minutes of the Annual Parish Council meeting held on 20 May 2021 were approved and signed as a correct record.

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

24.1 Defibrillator Unit – the Chairman said that power has been connected to the unit from Thenford. It was agreed that the Clerk should write to thank Michael Jeans who had arranged the electrical works without charge to the PC. **Action: Clerk**

25. 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)

25.1 Applications to consider at the meeting: There were no new applications to consider at this meeting.

25.2 Applications considered/determined since last meeting:

Application No. PL/2021/04683 Field to the west of B3092 – change of use from Agricultural to holiday let to include 5 Glamping Pods

PC Response: Support with conditions

LPA: Withdrawn 01.07.21

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

PC Response: Support with conditions

LPA: Approved with conditions by WC Southern Area Planning Committee on 19.08.21

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.

PC Response: Support

LPA: Approved with conditions 12.07.21

26. BROADBAND – since the May meeting, Cllr Webster has agreed to progress Broadband in Kilmington and he gave the following report.

After a month of being stonewalled by Openreach Community Team I used a connection in BT Group to get to Matt Lloyd, who heads up the Community Broadband Team. We spoke on the 9th July. The advice I received from Matt was that whilst there was much history, we should draw a line under it owing to the complexity of the administration

behind the scenes with all the prior work. To move forward we should establish a short-list of potential FTTH customers who demand it for the following reasons;

Their service is unreliable

They require greater bandwidth

They are within a reasonable distance – e.g. don't spread the net too wide

Openreach will then model this list to establish network build cost and using the govt voucher scheme, advise us of the cost and whether the voucher value will cover this.

Action: Cllr Webster to establish list.

In parallel with this I became aware that Mr Davis of Green Ryde had been having reliability issues and I advised him to keep pushing his service provider as I was not aware of others having the issues that he was. Thanks to his tenacity, the section of The Common from the Node at the top of Cote Lane through to Green Ryde has now been upgraded to Fibre to the Property/Home which means a further 9 homes will be offered fibre service from September 2021. My action has been on hold to see that the above network upgrade has gone through in accordance with what had been promised to Mr Davis. This is the case. I can now focus on the remainder of the core village to assess their status and report back to Matt Lloyd.

The upgrade of the network at 'no-cost' to the community might provide some leverage to go further and this will be explored.

Action: Cllr Webster

A discussion also took place on the lack of mobile phone signal in the village. Cllr Hunt said that with the possibility of VoIP replacing landlines and becoming the normal method of telecommunication within the next few years, this could lead to serious problems with no way of contacting the emergency services if there was a power cut. The Chairman offered to make enquires with the company EE and whether a mobile mast could be installed. He will report back at the next meeting.

Action: Chairman

27. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

27.1 Parking outside Playing Field (Minute 14.1) the Chairman reported he had held a remote meeting with the NT and Wiltshire Council (WC) on 2 September. However, the WC Director of Housing had not been able to attend so a further meeting will need to be arranged. The NT are adamant that before they can agree to the removal of the covenant to allow us to take a small part of the playing field for parking, the vacant land at the Eastern End of Brookside Terrace is not going to be developed in a way that would increase the need for parking in the area. They also require reassurance that the land is not available for use as a car park and whether WC Housing would consider making an access road behind the Brookside properties to provide a car park on the vacant land. Cllr Cotton will arrange a further meeting and report back in November.

Action: Cllr Cotton

27.2 Speed Indicator Device – Cllr Flower said there was nothing to report other than the unit would be back on The Common from 1 October.

27.3 Road repairs to The Street & Butts Lane dip – Cllr Cotton said there was nothing further to report on the Butts Lane dip. In regard to the unsatisfactory repairs to The Street, he had received an email from Diane Ware who is WC Principal Technical Officer for Highways indicating that no further works are scheduled for this road. This information is completely at odds with the email received from David Button on 26 March who had indicated that the consultants Atkins had agreed remedial works would be done at their expenses. The Chairman had contacted Diane Ware again but had not received any response. It was RESOLVED that the Chairman would contact Cllr Jeans and ask him to take up this most unsatisfactory matter with WC.

Action: Chairman

Traffic signage: Cllr Webster had been contacted by a resident living in The Street asking if it would be possible for improved signage at each end, advising drivers of the presence of people, animals and children in the road. The Chairman had spoken to Paul Shaddock, Traffic Engineer who now heads up the WC CATG (Community Area Transport Group) and he feels this is something that could be put to the Group for inclusion in the Top 5 priorities. Cllr Cotton explained the CATG procedure highlighting that it could take up to a year or more for it to be agreed and actioned. The cost would be approximately £350 per sign and the PC would be required to make a 25% contribution. Members were all agreed that any new signage should not be placed in or around the war memorial if at all possible. Cllr Webster proposed that this spend be agreed, this was seconded by Cllr C Reeves and on a vote taken, 4 were in favour, one was against and there was one abstention. Proposal carried and the Clerk was asked to submit the necessary paperwork.

Action: Clerk

27.4 Ditch maintenance/Flood plan – prior to the meeting, Cllr A Reeves had agreed to act as Flood Warden for Kilmington and the Chairman thanked him for taking on this role. The Chairman said he would introduce Cllr Reeves to Renate Malton who is WC Flood Resilience Officer. Cllr A Reeves said he would try to put together a Flood Plan for the village.

Action: Cllr A Reeves

27.5 B3092 Acceleration Lane at Coombe Barn Farm junction – this item had been placed on the agenda following a brief discussion at our Annual Parish meeting in May and the comments made by Cllr George Jeans. A lengthy discussion took place on how such an acceleration lane could be constructed onto the B3092 at this dangerous junction, with regard to the cost and the available land etc. A scheme of this nature would be outside of the scope of the parish council and would need to be funded by Highways. The Chairman said he would speak to Paul Shaddock (WC) and Cllr Jeans.

Action: Chairman

27.6 WC policy on rural highway verge mowing: WC had circulated a briefing document to all town and parish councils on their new mowing policy of leaving the verges to protect wild spaces and to encourage wildlife, particularly insects. Visibility splays on junctions were left until mid-May and all remaining verges will be left until mid-September before being mowed. Members agreed that they felt this was more of a cost cutting exercise by WC than an attempt to protect wildflowers and insects. The Clerk was asked to write to WC to highlight the PC's disapproval of the revised policy.

Action: Clerk

Ash tree die back was discussed at this point in the meeting. Prior to the meeting, Cllr Mrs Hames had again expressed her concern at the large ash tree on the bank by the roadside near the entrance to the vacant land at the eastern edge of Brookside. A tree surgeon had confirmed it has the disease and there is a fear that large branches could break off this winter when there are high winds and storms. The Chairman said he had taken this up with WC and was awaiting a response.

Action: follow up Chairman/Clerk

27.7 Parish Steward: nothing to report. The new schedule has not been received to-date but members were reminded to contact the Chairman with any items requiring attention, our Steward calls to see him when arriving in the village.

Action: All

Cllr Flower said that the chevron sign at the Yarlinton Gate bend was missing and although he had searched around the area, it was not there. Clerk was requested to report on MyWilts app.

Action: Clerk

27.8 WC winter weather preparations – the annual email from the WC Weather team has been received and as our requirements had to be notified before the end of August, the Clerk had contacted Cllrs C Reeves and Hames with regard to salt. She had also contacted Cllr A Reeves as it is possible to order Flood signs. As a result, one pallet (40 x 25kg bags of salt, 4 flood signs and 1 "Drive slowly through flood water" sign have been ordered. Cllr A Reeves will arrange collection from WC Wilton Depot on 29 October. The Clerk will remind him. **Action: Cllr A Reeves/Clerk**

The Clerk read out the updated Snow Plan which would be posted on the noticeboard and website and she was asked to include that salt was available at Cllr Mrs Hames farm for those residents living nearby.

28. PLAYING FIELD – Cllr C Reeves reported that he has laid the new Safagrass matting under the swing set and everything else seems to be in order. We are awaiting the RoSPA's inspectors report as we have been notified that he will come to Kilmington sometime during September. The Clerk had reported to members in an email that she had purchased 3 x semi rigid "Slippery Surface" signs and 3 new basketball nets from Amazon and these costs of £13.93 were included in her expenses claim (see item 34.4). There is an anonymous resident in Kilmington who is replacing the basketball nets and the PC would like to thank them but also remind them that we now have 3 new nets so next time a replacement is necessary, please contact the Clerk or Darren Davis as we now have stock!

29. ANNUAL FIREWORK DISPLAY – Cllr C Reeves said Cllr Mrs Hames had been in contact with the Playing Field Committee before she went away and sought their views on whether or not the annual bonfire and firework display should take place this year on 5 November. All were in agreement for it to go ahead provided the PC agreed. On a proposal by Cllr C Reeves, seconded by Cllr A Reeves, it was agreed on a vote of 5 for and 1 against. The Clerk was requested to contact our insurers with the necessary risk assessment etc. Cllr Mrs Hames will purchase the fireworks.

Action: Cllr Mrs Hames/Clerk

30. BUS SHELTERS – PROPOSAL FOR RENOVATIONS – Cllr Webster had requested this item be put forward for discussion as he felt that the 4 concrete block shelters were very unattractive and it was possible to improve the look of them. He showed some examples of how other villages had smartened up old bus shelters by painting them and giving them a vintage look in cream and green. The bus shelters are not used very much these days, mainly by school children when it was raining. Members felt that painting them would create maintenance issues and perhaps also attract graffiti especially if they were painted in a light colour. It was RESOLVED not to make any changes at present to our bus shelters. *Item closed*

31. DOG FOULING – Cllr Webster had been contacted by a resident prior to the meeting about the amount of dog poo not being picked up by owners in the Church Road/Butts Lane areas and had contacted the Clerk asking about the provision of specific “dog poo bins”. The Clerk, prior to the meeting, had circulated to all members what options were available:

- a) Have signage put up around the village by WC Dog Warden - no cost
- b) Relocate one of the general rubbish bins currently in the village – this will cost approximately £100
- c) Buy an additional bin and pay a weekly fee to have it emptied – detailed costs not sought but it would be very expensive.

WC do not provide specific dog waste bins and their policy is for such waste to be put into normal landfill rubbish bins. It was thought that most dog owners walking their pets in The Street and on The Common were, in the main, responsible and there was little evidence of a major problem in those areas. However, that could not be said for Church Road and Butts Lane where dog walkers regularly kicked poo into garden hedges rather than pick it up. Naming and shaming was discussed although it was felt this could create more problems than it solved. It was agreed that the Clerk should contact WC dog warden and ask his team to come to Kilmingon and place signs as appropriate. The Clerk was also requested to ask Cllr Mrs Hames to include a note in the Kilmingon Pink Paper and she said she would also mention this subject again in her monthly report for the Upper Stour magazine.

Action: Clerk

32. MY WILTS REPORTING – the Clerk reported as follows:

Case no. 00013833 bridleway gate from Coombe Barn Farm onto Whitesheet: the area around the gate and fallen tree have been removed and that this now allows the gate to open and close easily. The Clerk had requested photos of the work carried out but had been told this functionality isn't available for WC officers to use on the app.

Case no. 00020361 fly tipping on land adjacent to Brookside: the rubbish had eventually been collected by WC after much chasing by the Clerk.

33. HM THE QUEEN'S PLATINUM JUBILEE 2022 – an email had been circulated to all members giving details of the dates (2nd to 5th June 2022). The late Bank Holiday will be moved to Thursday 2nd June and Friday 3rd June will be an additional Bank Holiday. It was unclear exactly what plans the Home Guard Club had with regard to any events for Kilmingon and Cllr Webster, who is a member of their committee, agreed to find out in readiness for the next meeting when any funds to be made available could be put aside in the 2022/23 precept. It should be borne in mind that precept money should only be used on villagers from the Parish.

Action: Cllr Webster

34. FINANCE, POLICY & RESOURCES

34.1 Receipts & acknowledgements – the Clerk reported that two payments had been received since the last meeting - £99.40 VAT on goods and services in last financial year and a payment of £25.00 representing her contribution towards the Cyber Awareness course.

Emails and letters of thanks for donations have been received from all recipients as follows:

Kilmingon News

St Mary's Church for maintenance of cemetery/churchyard

Upper Stour Magazine

Seeds 4 Success

Mere Link Scheme

34.2 Balance of Lloyds Bank account: the Clerk reported that the balance as at today's date is £11,688.32 and this reconciles with the bank statement dated 26.08.21 (this is the last statement received and there have been no other transactions during the period 26.08.21 – 06.09.21). The Chairman duly signed the bank reconciliation form.

34.3 Spend v Budget report Q1: the Clerk had circulated the latest spreadsheet to all members prior to the meeting and there were no questions.

34.4 Payments – it was RESOLVED to make the following payments via internet banking.

Payments already made			
WALC (6.6.21)	New councillor training for Cllr Webster	£36.00	FP
Society Local Council Clerks (7.7.21)	Cyber Awareness training for the Clerk	£58.80	FP
To approve the immediate payments of:			
Citizens Advice Wiltshire	Section 137 donation	£50.00	FP
Stourton & Kilmington Home Guard Club	Hire of Hall for Sept meeting	£50.00	FP
Mrs R K Burrows	Clerk's expenses Q1-Q2	£27.67	FP
To approve payments for 30.09.21			
Mr D L Davis	Play Area Inspections Q2	£156.00	FP
Mrs R K Burrows	Salary and allowance Q2 (after deductions)	£355.40	FP
HMRC	Clerk's PAYE Q2	£81.40	FP
To approve payments due before next meeting			
Playsafety Ltd	Annual Play Area Inspection	*TBA	FP
British Royal Legion	Wreath for Remembrance Day	*TBA	FP

*the payments were approved without the exact amounts being know but they will be in accordance with budgeted figures and confirmed at the next meeting.

35. WEBSITE

35.1 Provision of Councillor information/photographs – the Clerk had thought that perhaps a photograph and a brief profile of each councillor would be a helpful addition to our website. She said Cllr Webster had provided his but she had not received any response from other members. A discussion took place on the merits of going ahead with such an idea and then a vote was taken with 5 against and 1 for. *Item closed*

35.2 Policies documentation for publication on our website – the Clerk said that due to personal reasons she had not progressed these as much as she would have liked over the summer months. Members reassured her that they were more than happy for these to be done as and when time permits.

36. OPERATION LONDON BRIDGE

The Clerk had circulated an email from the Lieutenancy Officer of WC prior to the meeting – it relates to the procedure to ensure a swift and coordinated response in the event of the death of the Sovereign or other member of the Royal family. Celia Cotton, editor of the Upper Stour magazine has kindly offered to prepare a statement for the PC which can be used for the noticeboard and website.; the Chairman was asked to pass on thanks.

37. DATE OF NEXT MEETING

The date of the next meeting will be Monday, 29 November at 7.30 pm in the Stourton & Kilmington Home Guard Club. The 2022-23 precept will be discussed and agreed at this meeting.

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.

Signed:

Date:

These minutes will be reviewed and formally ratified by the Parish Council on 29 November 2021.