

## Kilmington Parish Council

Dear Sir/Madam,

I hereby give notice that on Monday 23 May 2022 the Kilmington Annual Parish Council meeting will take place at the Stourton & Kilmington 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: 16 May 2022

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### 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).***

66. **TO ELECT CHAIRMAN OF KILMINGTON PARISH COUNCIL FOR 2022/2023 AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
67. **TO ELECT VICE-CHAIRMAN OF KILMINGTON PARISH COUNCIL FOR 2022/2023 AND TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
68. **TO RECEIVE APOLOGIES FOR ABSENCE**
69. **TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS AND TO CONSIDER REQUESTS FOR NEW DPI DISPENSATIONS.** *(Councillors 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)*
70. **MINUTES** - to approve Minutes of the Parish Council Meeting held on Monday, 7 March 2022 as a true and correct record (previously circulated).
71. **TO APPOINT/REAPPOINT INTERNAL AUDITOR**
72. **TO REVIEW COMMITTEE STRUCTURES AND TO APPOINT MEMBERS, DECIDE TERMS OF REFERENCE ETC.**
73. **TO APPOINT/RE-APPOINT REPRESENTATIVES TO OUTSIDE BODIES/ORGANISATIONS:**
  - \* SWW Area Board
  - \* Parish Steward
  - \* Kilmington Parish Amenity Fund
  - \* LHFIG (previously CATG) Local Highways & Footways Improvement Group
74. **MATTERS ARISING FROM THE MINUTES** (not covered by other Agenda items)
  - 74.1 **Traffic Survey** – Kilmington Common
75. **PLANNING** (All applications can be viewed on Wiltshire Council's website [Planning - Wiltshire Council](#) [planning-building-control/planning](#) and type in the relevant application number)
  - 75.1 Applications to consider at the meeting:  
**PL/2022/03410** conversion of agricultural workshop/storage building to form a 2 bed dwelling at Treoaks, Butts Lane, BA12 6RB.

**75.2 Applications considered/determined since last meeting:**

PL/2021/09744 erection of single unit of holiday accommodation at Street Farm, The Street.

PC Response: No objection subject to conditions

LPA: Not yet determined

PL/2022/03128 application for crown lifting on 6 lime trees at Green Ride owned by the Parish Council

PC Response: Object

LPA: Not yet determined

76. **BROADBAND** -an update from Cllr Webster77. **VoIP and mobile phone signal** – an update from Cllr Webster**78. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT**78.1 **Parking outside Playing Field – update from** Cllr Cotton78.2 **Speed Indicator Device** – update from Cllr Flower78.3 **Road repairs to The Street & Butts Lane dip** – Cllr Cotton78.4 **Additional signage for The Street** – Cllr Cotton78.5 **To approve Flood Plan (already circulated)** – Cllr A Reeves78.6 **Green Ride – Lime Tree maintenance & Tree Preservation Order** – Cllr Cotton/Clerk78.7 **B3092 Acceleration Lane at Norton Ferris** – Cllr Jeans/Cllr C Reeves78.8 **Parish Steward** - Cllr Cotton79. **PLAYING FIELD** – update from Cllrs Mrs Hames / C Reeves79.1 **Grass cutting tender and mole problem** – The Clerk80. **SITE OF CLOSED WHITESHEET PRIMARY SCHOOL** – Working Group update from Cllr Cotton**81. FINANCE, POLICY & RESOURCES**81.1 **Review the Council's asset register** (previously circulated)81.2 **Review and appointment of company for insurance provision (details already circulated)**81.3 **Internal Audit Report**81.4 **Accounts & Audit** - To approve accounts summary/balance sheet and to verify bank reconciliation for the year ended 31 March 2022 (previously circulated)81.5 **Annual Governance & Accountability Return 2021-22 Part 2** (previously circulated) to be approved and signed

81.6 To RESOLVE to certify Kilmington Parish Council "exempt" from External Audit.

81.7 To note public rights to inspect accounts.

81.8 Payments received – *report from Clerk*

81.9 To approve the following payments via internet banking:

<b>Payments already made and authorised:</b>		
Mr T J Thornley	Renewal of SSL website certificate	£ 59.99
Mr T J Thornley	Annual web hosting charge	£158.16
Mr T Chubb	Replacement posts around village pump/noticeboard	£440.00
<b>To approve the immediate payments of:</b>		
*	Annual insurance 2022-23	TBA*
Wilts Assoc of Local Councils	Annual subscription 2022/2023	£127.76
Upper Stour, St Mary's Church	Donation towards churchyard/cemetery maintenance	£535.00
Mere & District Link scheme	Section 137 donation	£120.00
Kilmington News	Section 137 donation	£70.00
Upper Stour Magazine	Section 137 donation	£60.00
M Reeves	War memorial maintenance	£90.00
Stourton & Kilmington Home Guard Club	Hire of venue for meeting	£50.00
Seeds4Success	Section 137 donation	£50.00
D L Davies	Supply of new padlock key and delivery to new contractor	£31.90
Mr T J Thornley	Q1 2022-23 website maintenance	£60.00
Accounting & Office Solutions Ltd	Annual fee for pay-roll and supporting services	£110.00

Mrs R K Burrows (Executive Retail Ltd)	Purchase of Condolence Book re Operation London Bridge	£29.95
The Repair Shop (Mr Chubb)	Repair to gazebo roof in playing field	TBA*
<b>To approve payments for 31.06.22:</b>		
D L Davis	Play Area Inspections Q1 2022-23	£175.50
Mrs R K Burrows	Salary and allowance Q1 2022-23 (after deductions)	£355.60
HMRC	PAYE Q1 2022-23	£81.20
David Harness	Crown lift lime trees in Green Ride (subject to PC and planning permission approval)	£486.00*

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

**81.10 TO APPROVE Clerks National Salary Award** - NALC confirmed that “the 2021-22 pay award effective 1st April 2021 was finally settled. This is a 1.75% increase and requires backdating to 1st April 2021.

**81.11 Payments over £100 & Spend v Budget reports Q1 2022** – the Clerk

**82. HM THE QUEEN’S PLATINUM JUBILEE CELEBRATIONS** – update from Cllr Webster

**82.1 HGC request approval to plant a tree in the Playing Field** – Cllr Webster

**83. DATE OF NEXT MEETING:** Monday 2 September, Home Guard Club at 7.30pm.