

KILMINGTON PARISH COUNCIL

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

Minutes of the Annual Parish Council meeting held on Monday, 23 May 2022 at the Stourton & Kilmington Home Guard Club, immediately after the Annual Parish Meeting.

Present: Councillors G Cotton, R Flower, Mrs E Hames, G Hunt, A Reeves, C Reeves, C Webster
Also in attendance, the Clerk, Wiltshire Councillor G Jeans (arrived 20.20 hrs, left at 21.45 hrs) and 3 members of the public (left at 21.45 hrs).

The meeting opened at 19.50 hrs

Public Session: - no members of the public spoke at this time.

66. ELECTION OF CHAIRMAN

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

Chairman – Cllr. Graham Cotton

67. ELECTION OF VICE-CHAIRMAN

Cllr Mrs Hames was elected Vice-Chairman, proposed by Cllr Chris Reeves and seconded by Cllr Flower and carried with a unanimous vote. Cllr Mrs Hames signed a declaration of acceptance of office form.

68. TO RECEIVE APOLOGIES FOR ABSENCE: None – all members present.

69. DECLARATIONS OF INTEREST 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)

Cllrs A and C Reeves declared an interest in item 78.6 Green Ride, being owners of the adjacent land. Cllr Hunt declared an interest in item 78.1 Parking Outside the Playing Field, being an employee of the National Trust. Cllr Cotton declared an interest under item 75.1 Planning Applications to be considered at the meeting (PL/2022/03823), being the owner of an adjacent property. Cllr Webster declared an interest in item 82. Platinum Jubilee celebrations, being Chairman of the Home Guard Club.

70. MINUTES OF LAST MEETING

The minutes of the last Parish Council meeting held on Monday 7 March 2022 were approved and signed as a correct record.

71. TO APPOINT/REAPPOINT INTERNAL AUDITOR

It was agreed that Mr Eugene Read should be re-appointed as Internal Auditor.

72. TO REVIEW COMMITTEE STRUCTURES AND TO APPOINT MEMBERS, DECIDE TERMS OF REFERENCE ETC.

It was unanimously agreed that the Playing Fields Advisory Committee should all be reappointed as follows: Parish Council – Cllr Mrs Hames, Cllr C Reeves; 1 co-opted member – Mrs Gillian Bowles. The committee to determine dates of meetings and provide note of same; all members shall have voting rights.

73. TO APPOINT/RE-APPOINT REPRESENTATIVES TO OUTSIDE BODIES/ORGANISATIONS:

It was RESOLVED that the following would be reappointed for the forthcoming year:

- * SWW Area Board - Chairman
- * Parish Steward - Chairman
- * Kilmington Parish Amenity Fund – Vice-Chairman
- * LHFIG (previously CATG) Local Highways & Footways Improvement Group – Chairman and the Clerk.

74. MATTERS ARISING FROM THE MINUTES (not covered by other Agenda items)

74.1 Traffic Survey – The Clerk reported that the forms for a metro-counter to be placed just before Cote Lane on THE Kilmington Common road have been submitted to WC Transport Planning team. They have confirmed the location on W3W as bandstand.silently.joggers as they are now able to attach to telegraph poles. We will be informed as and when it will be installed and for how long.

75. PLANNING (All applications can be viewed on Wiltshire Council’s website [Planning - Wiltshire Council](https://www.wiltshire.gov.uk/planning-building-control/planning) [planning-building-control/planning](https://www.wiltshire.gov.uk/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. The applicants were present at the meeting and when asked if they wanted to speak, they declined. A member of the public who owns the adjacent property was permitted to speak. She asked that the PC object to the application on the grounds of it being in too close proximity to her property and land. She said the barn is less than 10 metres from her house, is not set back and the walls of the building are on the edge of the boundary to her land. She said that noise levels carry especially in such a quiet area of the countryside and she had been hoping for a peaceful life.

Cllrs Cotton, A Reeves, C Reeves, C Webster all commented and agreed that the workshop/storage building was extremely close to the neighbouring property and shared the owner’s concerns. Cllr Flower said he did not think it was of concern, the application ticked all the boxes and he was happy to vote to approve. Cllr Mrs Hames did not comment and Cllr Hunt said he was undecided. A vote was taken: 4 objected, 1 approved and there were 2 abstentions. The Clerk was requested to submit comments back to Wiltshire Council that the PC Objected to the application on the grounds of the conversion being in too close proximity to the neighbouring property and land.

Action: Clerk

(received after issue of Agenda)

PL/2022/03823 proposed single storey side extension to replace existing conservatory at Sawmill Cottage, The Street, BA12 6RG. This is a slightly altered application to the drawings submitted earlier this year and which were approved with conditions by WC Planning Department. The Clerk was requested to submit “No Objection” on the WC planning portal under this application.

Action: Clerk

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 – Rural Partnership & Project Gigabit: Cllr Webster reported that the lists of potential beneficiaries are now with Openreach in order to generate a formal quotation. The 4 properties at the top of Butts Lane (Dukes Lane & Cokers Lane) have been added. However, the infrastructure that serves these properties is different from the rest of the village and may result in a significant increase in the cost of deployment, rendering the project unviable; Cllr Webster has asked for some guidance on the final quotation, when it comes, to be able to have visibility on the impact of this. The project remains ‘at risk’ of stalling owing to the potential commencement of Project Gigabit, the county-wide initiative which, if Wiltshire Council enter the procurement phase, we will have to wait for the outcome as to whether Kilmington will get included in the scheme or not (approx. 3 months). If the latter, then the Rural Partnership will be re-started to enable it to reach conclusions. Meantime we await responses from Openreach before going any further.

Action: Cllr Webster

77. VoIP AND MOBILE PHONE SIGNAL – Cllr Webster said, as previously reported, the mast is installed and powered as part of the Emergency Service Network (ESN) but the backhaul is not completed owing to Wayleave delays – this is when the telecom company wishes to pass over private land, a wayleave is legally required.

The target timescale at the moment is October 2022 for it to be live; however, this is very much an estimate at this stage and until confirmation has been received about the wayleave situation further delays could easily occur, or alternative transmission solutions like Microwave links (point to point with line-of-sight transmission over the air) which will reduce the bandwidth available on the network until the fibre trunk is installed. Cllr Webster is asking for regular updates and will report on further progress.

Action: Cllr Webster

Cllr Hunt said he had heard BT have paused their Digital Voice rollout due to the inability to make emergency calls in rural areas when power outages occur.

78. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

78.1 Parking outside Playing Field - a lengthy discussion took place on how the PC should proceed with this project which has been under discussion for several years, having been resurrected from a similar attempt to improve parking back in 2012. Cllr Cotton said that the NT have indicated that they might be willing to lift the covenant which restricts using the field for anything other than leisure activities, if parking places could be moved inside. The area where the children's play equipment is sited had been previously suggested so this would mean moving it all to another part of the field. Added to that, we have to remember that there is a public footpath running diagonally across that area of the field. Spaces might then be made for visitors to the playing field and additional spaces reserved for property owners of Brookside for which an annual fee would be payable to the NT. It was not felt that this idea would be workable and it would be difficult to enforce and manage, as there would be nothing to stop anyone from parking in allocated spaces. The spare WC owned land next to Brookside was still considered to be the most appropriate for parking for the residents which would then alleviate the need for cars being parked outside of the playing field. However, this land has been ring fenced for possible housing. The over-riding factor which also has to be considered is the cost of providing the parking spaces and where the money would come from. It was RESOLVED with regret that this project should be abandoned until such time that an alternative solution could be found. *Item closed*

78.2 Speed Indicator Device – Cllr Flower said the SID will be back on Kilmington Common in July. Cllr Jeans said he would supply a new battery for the equipment without charge. *Action: Cllr Jeans*

78.3 Road repairs to The Street & Butts Lane dip – Cllr Cotton reported that he is still trying to contact David Button of WC Highways regarding the inadequate works which have been undertaken in Butts Lane. With regard to The Street remedial works are due to be undertaken by Tarmac when they are next in our area. *Action: Chairman*

78.4 Additional signage for The Street – nothing further to report.

78.5 Flood Plan – Cllr A Reeves was thanked by the Chairman for his hard work and diligence in the preparation of the Flood Plan which had been circulated to all members prior to the meeting. It was RESOLVED to approve the Plan and the Clerk will upload onto the website. *Action Clerk/item closed*

78.6 Green Ride – Lime Tree maintenance & Tree Preservation Order – The Chairman confirmed that the temporary Tree Preservation Order imposed on the lime trees in February had been confirmed with effect from 10 May 2022. This means that we will need to apply for planning permission for any works to be undertaken on the six trees.

In addition, it has been brought to Cllr Cotton's attention that legislation has been passed in regard to Byways or Rights of Way which restricts the pruning of trees to a height of no more than 3.5 metres and it is only routes classified as "roads" which can prune to a height of 5.5 metres. He is seeking clarification from WC Rights of Way and has not yet received any response. *Action: Chairman*

At this point, the Chairman adjourned the meeting to allow Cllr A Reeves to make a comment as a member of the public.

Cllr Reeves that the trees would need to be cut back to 5.5 metres in order for agricultural equipment to gain access to the adjacent fields and if the PC can only prune the trees to 3.5 metres, they are going to have to be done every year which will prove costly.

(The Chairman reconvened the meeting)

It was RESOLVED that once clarification has been obtained from WC, the Clerk should apply for planning permission for the trees to be pruned. The Clerk said that David Harness, Tree Surgeon had confirmed that pruning in late Spring – summer will not harm the trees, as Lime species have a good tolerance of pruning. It was further RESOLVED to accept the quote from David Harness of £486.00 including VAT for the works to be carried out once planning approval obtained. *Action: Clerk*

78.7 B3092 Acceleration Lane at Norton Ferris – Cllr Jeans' reported he had again been in contact with Paul Shaddock of the WC Salisbury Transport Team who has now confirmed he has undertaken a site visit to observe the restricted visibility at this junction. Mr Shaddock says that as the cost of providing an acceleration lane would exceed the total annual substantive WC LHFIFG budget of £250,000, this would not be a project for that group to consider. However, a complete realignment of the junction could be investigated (via Transport Planning and/or the Traffic Engineering team) rather than via LHFIFG. This would have to include the purchase of land with the junction located somewhere within the vicinity of the BT green box/bus stop and would be classed as a strategic transport

improvement. However, Mr Shaddock has suggested a way of improving safety and slowing traffic in the shorter term, would be to add enhanced SLOW marking where the additional signage was placed on either side of the road at this junction in the autumn of 2019. The Clerk said the cost for this had been confirmed as £1650 with the PC's 25% share being £412.50 assuming it was agreed to include it on a future LHFIG Priority Scheme. On a proposal by Cllr A Reeves and seconded by Cllr Webster, it was agreed by all to proceed on this basis. The Clerk was requested to submit the relevant paperwork to WC. **Action: Chairman/Clerk**

78.8 Parish Steward - the Chairman said the new schedule of dates for visits by Fred Winter has been received and he had compiled a list of pot holes which need attention. 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**

79. PLAYING FIELD – Cllr Mrs Hames said that a comprehensive annual report had been prepared by Mrs Gillian Bowles and the Clerk was requested to email this to all members when the draft minutes are circulated.

Action: Clerk

79.1 Grass cutting tender and mole problem – the Clerk said P M Cowell Garden Services had been awarded the three-year contract to mow the grass in the playing field at a cost of £1050 plus VAT pa. She also said that she had spent far too much time trying to find a mole-catcher to deal with the problem to no avail. Cllr Mrs Hames said that the new contractor is doing a very good job with the grass cutting and the moles seem to have gone for the time being.

Three extra padlock keys to the 5-bar gate have been purchased, one has been passed to P M Cowell and the Clerk is holding the other two.

80. SITE OF CLOSED WHITESHEET PRIMARY SCHOOL – Cllr Cotton said that following the decision at the last PC meeting to set up a Working Group, it had become clear that there was no real role for such a group. However, he was able to report as follows:

The Outcomes First Group is the company interested in purchasing the site and re-opening it as a school for special needs children. Cllr Cotton has spoken to John Seaber, who is their Head of Property. There seems to have been some confusion with regard to a covenant in existence which prohibits the use of the school, as a school, unless it is a CofE school. Cllr Cotton spoke to Nick Hoare about this and he knew nothing of the covenant. He then spoke with Giles Pugh who is a Director of the Diocese of Salisbury Academy Trust (DSAT) who informed him of the following:

- DSAT is negotiating with Wiltshire Council with the objective of being able to offer the school building and the playing field for sale as one lot. This is complex and includes getting Wiltshire Council to agree to use one valuer for the whole complex.
- It is estimated that getting the whole thing into a position where it is ready for sale could take at least 12 months.
- Mr Pugh confirmed the covenant was actually imposed by DSAT or its predecessor and would be removed on sale of the property.
- Mr Pugh confirmed that he would be keeping Mr John Seaber (Outcomes First Group) updated on the progress.

Cllr Jeans and members of the public left at this point in the agenda (21.45 hrs).

81. FINANCE, POLICY & RESOURCES

81.1 Review the Council's asset register – this had been previously circulated and Cllr Webster queried why the value of assets have remained exactly the same as their value in 2011 and what the reason was for this. The Clerk replied that she was unsure but would seek an answer from our previous Clerk, Mrs Lindsey Wood. **Action: Clerk**

81.2 Review and appointment of company for insurance provision – details of the quotes received had been circulated to all members prior to the meeting. In addition, Cllrs Hunt, C Reeves and A Reeves had volunteered to compare like for like against the policies as the Clerk did not feel that she alone should be responsible for this. The Hiscox policy appeared to provide cover over and above our needs with many items being unnecessary. On the other hand, the Clerk has been informed by Community First that the Zurich Municipal Insurance is primary used for smaller Town and Parish Councils. Cllr Reeves had questioned that there appeared to be no mention of cover for the annual bonfire and firework display; the Clerk replied that she had confirmation in writing that it would be covered for up to 250 attendees. It was RESOLVED to accept the Zurich Municipal quote on a 3-year Long Term Agreement (LTA). **Action: Clerk**

81.3 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.

81.4 Accounts & Audit - the accounts and supporting statements had been previously circulated to all members. On a proposal made by Cllr Mrs Hames, seconded by Cllr Webster and agreed by all present, these were approved and signed.

81.5 Annual Governance & Accountability Return 2021-22 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.

81.6 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 G Cotton, 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.

81.7 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 are shown as 13 June to 22 July on the notice.

81.8 Payments received – since the last meeting the Clerk said the following receipts had been received:
 £160.00 from the Amenity Fund as a grant towards the cost of replacing the posts at the village pump.
 £8975.00 precept from WC.
 £50.00 grant from WC SW Wilts Area Board towards our donation to the Jubilee celebrations.
 £227.89 VAT reclaim for the period 01.04.21-1.03.22.

81.9 It was RESOLVED to make the following payments via internet banking:

<i>Payments already made and authorised:</i>		
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
<i>To approve the immediate payments of:</i>		
Community First Trading Limited	Annual insurance 2022-23	£836.61
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
<i>To approve payments for 30.06.22:</i>		
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 WC planning permission approval)	£486.00
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**passed to Cllr C Reeves for safe keeping in the Church*

81.10 TO APPROVE Clerks National Salary Award – Confirmation has been received from NALC 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. It was RESOLVED to agree this pay increase and the Clerk should ask Sonia Booth of Accounting and Office Solutions to calculate the backpay to be paid with her September payment. **Action: Clerk**

81.11 Payments over £100 & Spend v Budget reports Q1 2022 – the Clerk said these had not yet been prepared but she would circulate them early in July for the first three months of the new financial year. **Action: Clerk**

82. HM THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS – Cllr Webster gave a summary of the programme for the celebrations in the Home Guard Club (HGC) on Sunday 5 June. He said the Committee has worked very hard to bring everything together and he hoped that the residents of Kilmington and Norton Ferris would all come along and support it. Currently approximately 40 under 16-year-olds have been identified for the Commemorative Coins. He thanks Cllr Mrs Hames for including details in the Pink Paper.

82.1 HGC request approval to plant a tree in the Playing Field – Cllr Webster said that a suggestion had been made for a tree (provided by HGC) to be planted in the Playing Field in commemoration of the Queen's Platinum Jubilee and it was hoped that the oldest person in the village would be asked to the planting ceremony. The PC requested that the tree be planted in the grounds of the HGC as it could not give approval for it in the playing field.

83. DATE OF NEXT MEETING: Monday 5 September, Home Guard Club at 7.30pm. A discussion took place on the feasibility of holding meetings bi-monthly. It was RESOLVED to trial this after the next meeting in September. It was hoped this would avoid the need for lengthy meetings which have in recent months not finished sometimes until after 22.30 hrs.

(Post meeting note: Please note an extra PC meeting has now been arranged for Monday 4 July at 7.30 pm in HGC primarily to discuss a planning application).

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.

Paul Cllr 4/07/22