

# KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows Email: [parishclerk@kilmingtonwiltshire.org](mailto:parishclerk@kilmingtonwiltshire.org)

**Minutes of the Parish Council meeting held on Monday, 7 March 2022 7.30pm at the Stourton and Kilminster Home Guard Club.**

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

**Also in attendance:** 2 members of the public, Cllr George Jeans (left at 21.30 hrs) and 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 members of the public who were present requested to speak.

## **52. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr G Hunt due to his family having contracted Covid. He had asked the other members and the Clerk if they were happy for him to attend and all had replied that his apologies would be preferred.

## **53. 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 Kilminster Parish Council Code of Conduct for Members and by the Localism Act 2011.*

None.

**54. MINUTES** – the minutes of the Parish Council meeting held on 2 December 2021 were approved and signed as a correct record.

## **55. MATTERS ARISING FROM THE MINUTES (not covered by other Agenda Items)**

**55.1 Climate Change (49.)** Cllr Webster said he had read through all of the material submitted to us including the WC Climate Change Strategy which was adopted on 15 February and felt that very little, if any, of it relates to small rural communities such as Kilminster. Consequently, whilst we all as individuals have a part to play in reducing our carbon footprint, as a PC there were no immediate actions which could be taken. *Item closed*

**55.2 Website Hosting package costs** – the Clerk said she had spoken to Tim Thornley (TT) who says that similar companies charge twice the amount for the hosting service he provides. She explained to members that she found Mr Thornley an extremely good and pleasant individual to work with; he has been extremely helpful in all aspects of IT whether it be website or laptop problems in general and he is trustworthy. Having looked at the overall service he provides, she did not think that his costs are excessive and she asked that the members agree to continue with his company, TeeandDee Productions. It was **RESOLVED** to continue our website services through Mr Thornley.

## **56. 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)

**56.1 Applications to consider at the meeting: NONE**

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

**PL/2021/10876** demolition of a two-storey rear extension and single storey services outbuildings and corresponding replacements, extension to stables/garage and relocation of access drive at **Spadgers, The Street**.

**PC Response:** Support

**LPA:** approved with conditions

**PL/2021/10977** Formation of new vehicular access to provide separate access to land to the rear of Greenfields, Butts Lane

**PC Response:** Support

**LPA:** approved with conditions

**PL/2021/11850** proposed single storey side extension to replace existing conservatory and associated alterations at Sawmill Cottage, The Street.

**PC Response:** No objection

**LPA:** approved with conditions

**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 (applicant is in the process of submitting revised plans).

**57. BROADBAND** – Cllr Webster reported on this as follows: We have established a Community Fibre Partnership case with Openreach which has conducted a provisional survey and estimate pending our willingness to proceed to the next stage. The estimate was based on about 94 properties at a cost of £99,057. However, this needs to be refined at the next stage with our allocated engagement manager to fine-tune the quotation and the properties that will be eligible for the government backed voucher scheme (£1,500 per residential and £3,500 per business premise). If the total voucher value covers 130% of the actual build costs, then Openreach will schedule the work without any need for the community to take any further action. If it falls below this threshold, we may be asked to make up any shortfall which will then lead to the need to create a Community Interest Company (CIC) as Openreach will require an 'entity' to contract with and be assured of financial cover.

At this stage we have asked Openreach to pursue to the next, more detailed, quotation stage which will refine the properties and network build cost. One condition on the availability of Vouchers is that the County (WC) is not at the procurement stage of project Gigabit intervention which Cllr Jeans thought was not the case. Cllr Webster to email Cllr Jeans to seek precise clarification on this point.

**Action: Cllr Webster**

**57.1 VoIP and mobile phone signal** – After connecting with EE (BT Networks) we have been informed that a new Radio Mast has been erected and powered on the Deverill's which will serve the village of Kilmington and surrounding areas with a more robust and higher bandwidth 4G mobile telephone service. The forecasted coverage will provide broad capability outside and good capability inside by using two wavelengths of LTE technology (LTE1800 and LTE800). The new mast was commissioned as part of the Emergency Service Network (ESN) project to plug gaps in the network coverage. The current status is that the mast is erected and powered, however, the backhaul fibre network to link it into the grid is being pursued and wayleaves for passing over land and the fees payable to land agents agreed and contracted. Cllr Webster is receiving contact and updates on a weekly basis from EE and will take part in trials and signal tuning once the mast is 'live'. In the meantime, residents wishing to improve their mobile reception and are currently under contract with another provider may wish to hold-off renewing or extending their contracts whilst we finalise this project and report back on the reality of signal strength.

## **58. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT**

**58.1 Parking outside Playing Field** – the Chairman said a Zoom meeting had taken place in January with the NT, Simon Hendy (WC) and himself. The outcome was that it is probably not going to be possible to continue with our current plans for parking spaces which involve moving the hedge, as the National Trust (NT) will not remove the covenant to allow this. However, from comments made at the meeting, the Chairman felt that the NT might be open to a relook at the plans drawn up in 2012 for a car park to be laid **inside** the playing field. The Chairman said he had met with Ms Ray McKenzie who is Principal Technical Officer WC Highways, who had said a new contract with Tarmac has been signed and part of this deal apparently includes Tarmac's continuing local community engagement across Wiltshire through its social value programme. This can provide free labour and materials. The Chairman agreed to find out what conditions the NT might apply if a reversal back to the original 2012 plans is agreed and thought to be workable.

**Action: Chairman**

**58.2 Speed Indicator Device** – Cllr Flower said that the shared SID is due to be back on Kilmington Common on April 1st. When he was placing the SID in position in January, he had witnessed 3 cars driving at over 60 mph hence is request for a metro counter (see below).

**58.2.1 Traffic Survey – placement of a metro counter on Kilmington Common.** It was RESOLVED that the Clerk submit a request to WC for a traffic survey to be undertaken near to where the SID pole is located.

**Action: Clerk**

**58.3 Road repairs to The Street & Butts Lane dip** - Ms McKenzie (WC) came to Kilmington on 25 February to meet with the Chairman and review the resurfacing of The Street from the War Memorial to the surface join with the lower end of road at Street Farm. She agreed that the work was not up to standard required by WC Highways and explained that it was unlikely that the contractors who did the work could be forced to re-do it. Not least because their contract has been terminated. Ms McKenzie said she would arrange for the new contractor to do some remedial work when they are in the area.

**Action: Chairman**

With regard to the Butts Lane dip, the Chairman said that there had been no sign of the "hot materials team" and he would have to chase up David Button (WC) again.

**Action: Chairman**

**58.4 Additional signage for The Street** – nothing further to report. We are awaiting the production of the 2 x new signs.

**58.5 To approve the Ditch maintenance/Flood plan** – the Clerk had not sent out the draft to all Councillors until the second half of February and apologised for this oversight. Cllr Webster had replied with some additional information. All other members were asked to provide the Clerk with the information missing on the draft by the end of April, she will then collate it and liaise with Cllr A Reeves. It is hoped a complete document can then be submitted to the Annual PC meeting in May for approval. **Action: Clerk/All**

**58.6 Green Ride: to note responsibility of maintenance and Tree Preservation Order:** the Chairman confirmed that WC Rights of Way and Countryside department are responsible for the maintenance of KILM 1 known as Green Ride. A notice has been placed on our noticeboard and website to this effect which also gives details of how to report deterioration or other surface problems direct to WC by using MyWilts online reporting. It was acknowledged that Mr T Davis and his family had been looking after this bridleway on a voluntary basis for over 50 years and the Clerk was asked to write formally to Mr Davis to thank him for all they have done. **Action: Clerk**

The Chairman stated he had also received confirmation from WC that the ditch at the bottom of KILM1 is a highways ditch and is to be maintained by them. In this respect, during the next few weeks some improvement to the entrance of the ditch where it leaves the bridleway, by widening its mouth and putting some stone down will be undertaken. In addition, the PC has been requested to ensure that our Parish Steward makes regular checks and to clear the ditch as necessary. **Action: Chairman**

The Clerk reported that she had forwarded details to all members of a formal notice to advise that WC have placed a provisional Tree Preservation Order (2022/00265/IND) on the **six Lime Trees** owned by the PC along this bridleway. A decision to confirm the Order will be made after a six-month period based on any objections or other comments.

**58.7 B3092 Acceleration Lane at Coombe Barn Farm junction** – Cllr Jeans said he had raised this issue at the CATG meeting on 25 February and asked why WC Paul Shaddock, Traffic Engineer, Salisbury Transportation Team had not replied to the Clerk's email of 23 November; it transpired the email went into a junk folder. This item will be an item for discussion at the next CATG meeting in June and between now and then, Mr Shaddock will try to find out what might be involved. He did think that because a purchase of land might be involved it could be a very expensive project to fund. In addition, there are two green BT broadband equipment boxes near to the bus shelter which could determine how much ground would be available for a new lane. Cllr Chris Reeves said that a possible way to resolve this might be cut a lane from Coombe Barn Lane through the field to just passed the bus shelter on the B3092. This is at a higher level and further away from the sharp bend and it would be much easier to turn left as visibility would be so much better at that point. All agreed this is seemed like an extremely good idea and something which should be further pursued. Cllr C Reeves undertook to speak to the landowner in the first instance and report back. **Action: Cllr C Reeves**

Cllr Jeans said that he would continue to press for improved safety at this junction until something is done.

**Action: Cllr Jeans**

**58.8 Parish Steward** is due in the village again shortly and any jobs which he can undertake should be notified to the Chairman asap. **Action: All**

The Chairman announced that item 62. would be brought forward in the Agenda.

## **62. SURPLUS PROPERTY PROCEDURE – land to rear of closed Whitesheet Primary School**

This item was discussed at some length and the Chairman said he had knowledge of a private school, for special needs children, that could be interested in purchasing the entire site of the school building along with the land and the school house. Whilst the PC could not have any direct involvement in this matter, he asked would the P.C. be happy to see the old site used as another school and if so, he suggested the formation of a Working Group could help in this respect. The remit of the group would be to help to establish communication and joined up thinking of the three interested parties – the Salisbury Diocesan Board of Education (the current Trustees), Wiltshire Council (WC) and the Department of Education. It was RESOLVED that a Working Group would be set up; the Chairman offered to be a member of the group and Cllrs Chris Reeves and Chris Webster volunteered to also be members. The Chairman said the group would be able to co-opt other/s from the village, as appropriate. **Action: Working Group**

Aside from the Working Group and a possible new school on the site, one of the concerns expressed by Cllr Jeans was whether or not WC had confirmed that they were actually offering the PC an Asset Transfer of the land. The Clerk said she had emailed Rob Scott of WC to ask that exact question along with some other queries but although a response had been received, it did not clearly state that if the PC had a need for the land, it would be classed as an

Asset Transfer. Clarification on this point is therefore required. Members agreed that the land could be of use to the Community and if it is being offered to us via an Asset Transfer then the PC needs to express an interest whilst considering various options. The Chairman explained that the nature of the transactions with regard to the disposal of the whole area is not straight forward, and there are various legal challenges to overcome. For example, land was originally given to the Diocese for a school, from the Hoare family back in the 1800's. Now that it is closed and not being used as a school, a reversion to the descendants of the original benefactor is in place affecting the actual property and associated land. Wiltshire Council own the playing ground land at the rear and to the side but some of that has been used to build extra classrooms on the school. The Schoolhouse was up for auction in February but the lot was withdrawn.

On a proposal by Cllr Andrew Reeves, seconded by Cllr Webster and agreed by all, the Clerk was asked to reply to WC expressing an interest in the land. **Action: Clerk**

**59. PLAYING FIELD.** Cllr Mrs Hames said she had noticed that the pavilion/shelter roof had a tear in it and would need attention. The litter bin is now being emptied on a regular basis (see item 61.1 below). Cllr Flower advised the meeting that Mr Kingsbury is retiring and will no longer be able to cut the grass in the playing field. The Clerk was requested to put this job out to tender with some urgency as any new contract would have to commence from 1 April as otherwise the grass will be overgrown before anyone gets to cut it. **Action: Clerk**

## **60. FINANCE, POLICY & RESOURCES**

**60.1 Receipts & acknowledgements** since last meeting - **NONE**

**60.2 Balance of Lloyds Bank account** at 28.02.2022 was **£9249.80** and this reconciles with the bank statement dated 28.01.22 (there were no transactions in February and as per Lloyds Bank procedure, the statement for 28.02.22 was blank). The Chairman duly signed the bank reconciliation form.

**60.3 Payments** – it was **RESOLVED** to make the following payments via internet banking:

<b>Payments already made and authorised:</b>			
Mr T Thornley	Renewal of website domain & Q4 website maintenance (budgeted)	£ 75.82	FP
<b>To approve the immediate payments of:</b>			
Stourton & Kilmington Home Guard Club	Hire of hall for March meeting	£ 50.00	FP
Mrs R K Burrows	Expenses (printer ink, paper and stamps)	£ 28.94	FP
<b>To approve payments for 31.03.22</b>			
Mr D L Davis	Play Area Inspections Q4	£156.00	FP
Mrs R K Burrows	Salary and allowance Q4 (after deductions)	£355.40	FP
HMRC	Clerk's PAYE Q4	£81.40	FP
Home Guard Club	Contribution towards Parish Queen's Platinum Jubilee celebrations	£500.00	FP
<b>To approve payments due before next meeting</b>			
Mr T Chubb			
Mr T Thornley	Q1 (Apr-Jun 2022) website maintenance	£60.00	FP
	Annual web hosting charge	£158.16	FP
	Secure Server – annual charge	£59.99	FP

## **60.4 Insurance policy – the Clerk**

The Clerk said she is currently in the process of getting a quote for Zurich Municipal via Community First a Wiltshire based charity. Zurich specialise in small Town and Parish Council insurance. A form asking detailed information on play area equipment and other assets needed to be completed and she had set up a Zoom meeting with Cllrs Mrs Hames and Chris Reeves to discuss how we should proceed. The information has now been submitted to Community First and as soon as any information comes back, she will inform all members accordingly. **Action: Clerk**

**60.5 Payments over £100 to 31.12.21 Q1-3:** the Clerk said she had previously circulated the latest report to all members and there were no comments or questions. This is on our website for public perusal.

**60.6 Spend v Budget report to 31.12.22 Q1-3:** the Clerk had circulated this report prior to the meeting; there were no comments.



**60.7 To review Financial Regulations and Standing Orders:** the PC's Financial Regulations & Standing Orders, having been distributed to members in advance of the meeting, were reviewed, considered effective and agreed that no amendments necessary.

**60.8 To review and assess the effectiveness of internal controls:** the Clerk had previously distributed to members an assessment of risks facing the PC, a review of insurance provision and an assessment of internal controls. Members agreed with all assessments.

#### **61. MYWILTS REPORTING**

**61.1 Emptying of the Playing Field litter bin – case no. 00055273:** D Davis had reported that the bin wasn't being emptied so the Clerk had contacted WC who confirmed the 3 litter bins in Kilmington are **not** supposed to be emptied by the weekly/fortnightly domestic waste disposal teams, as they have a **separate contract with idVerde** to provide this service on a weekly basis.

**61.2 Damaged "Kilmington" sign - case no. 00056803:** the Clerk has reported the broken sign on the post opposite the turning into The Street on the B30902.

**63. REPLACEMENT POLES AROUND THE VILLAGE PUMP** - the Chairman reported he had received a quote from Mr Tony Chubb of £462.00 to remove the old rotten wooden posts and fit 10 x new 3" pressure treated square posts, 2 x 4" gate posts and refit all existing hardware. These would be concreted in to at least 400mm and the posts would be stained dark brown. It was RESOLVED to accept this quote and ask Mr Chubb to submit the invoice after 31 March so that payment falls into the new financial year. The Clerk requested this as Cllr Mrs Hames said that the Amenity Fund would be willing to make a contribution towards the cost. Cllr Hames had yet to speak with other members of the AF to agree the amount but in order to facilitate the signing of a cheque and then the Clerk to pay into the bank, the Clerk said it would make her job much easier if all relevant transactions are made in the same financial year. The Chairman agreed to contact Mr Chubb. **Action: Chairman/Cllr Hames/Clerk**

**64. HM THE QUEEN'S PLATINUM JUBILEE 2022** – Cllr Webster outlined the plans currently being drawn up by the HGC for these celebrations. They would focus on Sunday 5 June in order not to clash or compete with the many other events being organised in the surrounding area. There would be a bouncy castle and face painting for the children, a BBQ (a donation bucket), possibly live music and hoped to have in place various stalls – Brainwave, WI etc if these organisations could be persuaded to join in. They were also looking at providing a commemorative coin for all under 16-year-olds **living in the Parish**. Current thinking is that the total cost of the day would be around £1500.

**64.1 To consider and approve a financial contribution from the PC.** On a proposal by Cllr R Reeves, seconded by Cllr Flower and agreed by all (Cllr Webster abstained), the PC would donate £500 towards the one-day event.

**Action: Clerk**

#### **65. DATE OF NEXT MEETING**

The date of the next meeting will be Monday, 23 May preceded by the Annual Parish Meeting in the Stourton & Kilmington Home Guard Club.

Future dates for the remainder of 2022-23 were agreed as: 5 September; 5 December; 6 March 2023 (all Mondays)

*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: 23/05/22 .....

These minutes will be reviewed and formally ratified by the Parish Council on 23 May 2022.