

KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows

Email: parishclerk@kilmingtonwiltshire.org

Minutes of the Parish Council meeting held on Monday 18 September 2023 at the Stourton & Kilmington Home Guard Club.

Present: Councillors G Cotton (Chairman), Mrs E Hames (Vice-Chairman), A Reeves, C Reeves, C Webster. Also in attendance, Wiltshire Councillor G Jeans, the Clerk and 15 members of the public.

PRESENTATION FROM OUTCOMES FIRST: The future of the old Kilmington School Building

The Chairman welcomed all present and introduced the team from Outcomes First Group (OFG): John Seaber, Head of Group Property Development; Kate Stradling, Principal Wessex Lodge School; Louis Hamston, Property Development Manager who would be giving a brief presentation on the how the company operates and their plans for the old Kilmington School building. We are hoping that the full slide presentation will be made available to us and if so, it will be uploaded onto our website <https://kilmingtonwiltshire.org> under News.

A Q&A session followed and some comments and concerns from those present were:

- Car parking for staff, parents dropping off children, congestion around the gates and along Butts Lane which is a narrow road used by farm traffic. Cllr Jeans suggested that OFG should seek advice from Wiltshire Council (WC) Highways department on how the entrances might be improved in order for these to be incorporated into how the site is developed.
OFG: all children will be transported to the school by taxi and usually 4-5 students are dropped off together in separate vehicles for a 9.30 am start. Staff are encouraged to car-share so that there will not be one car per member of staff parking at the school – this may also be achieved by grouping at their Maiden Bradley facility and then 4-5 members travelling on in one car to Kilmington. OFG do not see the situation where there will be cars parked along Butts Lane blocking the road to local traffic. The gates of the school will remain open during the day and the secure line will be from the Entrance Lobby not the gates.
- How many and what ages of the children?
OFG: there will be a maximum of 30 and these will, in the main, be primary aged children (5 to 11 years). All OFG schools are registered with the DfE for all ages and older children may also attend the school.
- Site security – several members of the public expressed concern with regard to how secure the site would be and what provisions would be made to ensure that the children would not be able to leave the site to roam the open countryside or even gain entrance onto nearby farms and properties.
OFG: there has never been a problem with any of their other schools in regard to children “escaping”; their aim is to keep members of the public out. They feel that there is already a good boundary fence and dense vegetation surrounding the school in place (some members of the public felt this would not be sufficient) and it is not OFG’s policy to build 8 ft. fences unless necessary to prevent the people entering. All the required risk assessments would be carried out and Ofsted requirements met.
- Are any changes to the layout of the building planned and will the kitchens be retained?
OFG: they are not currently planning to alter much in the way of layout. The kitchens will be slightly adapted to their needs to be able to provide a hot meal for each child, each day. The classrooms will remain as they are but possibly with the addition of a door to outside space which they find can help the children. One room will be adapted to become an “immersive room” (sensory room) which is a therapeutic space with a variety of equipment that provides

students with personalized sensory input which can help them calm and focus themselves so that they are better prepared for learning and interacting with others. These were originally specifically designed to be used with emergency service training but are now being used in SEN schools.

- When will the school be ready to open?

OFG: working towards a start date of September 2024 but this is not confirmed. Their schools build slowly, there will not be a day one influx of 30 children but a gradual build up to capacity probably over 12 months or longer.

Mr Seaber and Mrs Stradling of OFG both emphasised how important it would be for the school to become part of the Kilmingdon community and to build strong links. OFG are currently in negotiations with Wiltshire Council regarding leasing the playing field behind the school building which was not part of the purchase and is still owned by WC. It was envisaged that the outside grounds would be open to the public when the school was not in operation (school holidays and weekends) when any play facilities could be shared with the community and the school hall hired out for community events. Perhaps, an organised visit to a local farm but the school and students would never just turn up at any property or land unannounced.

The Chairman said that if any member of the public had any questions they felt had not been answered or had not been asked, they should forward them to him at graham@grahamcotton.com and he will provide the link to Outcomes First.

The Chairman opened the Parish Council meeting at 19.57 hrs and informed those present that the Clerk would be recording proceedings for the assistance of typing up the minutes and once she has completed these, they will be deleted from her 'phone.

Public Open Session: None (no members of the public stayed on for the PC meeting)

179. APOLOGIES FOR ABSENCE: Cllr Flower was absent for personal family problems and these were accepted. Cllr Hunt was not in attendance.

180. 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 Kilmingdon Parish Council Code of Conduct for Members and by the Localism Act 2011*). None.

181. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday 17 July were approved without amendment and signed by the Chairman as a true record.

182. MATTERS ARISING FROM THE LAST MINUTES (not covered by other Agenda items) – None

183. 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)

183.1 Applications to consider at the meeting: None at the date of issue of this Agenda.

183.2 Applications which may have arrived after issue of the Agenda. None.

183.3 Applications considered/determined and/or awaiting WC decision since last meeting (for info only):

PL/2022/06380 conversion of agricultural workshop/storage building to form a 2-bed dwelling with associated alterations, parking and amenity space, utilising a new vehicular access already granted planning permission under reference PL/2021/10977 at Treoaks, Butts Lane.

An appeal has been made to the Planning Inspectorate in regard to WC's Refusal in respect of this application and it will be decided on the basis of a Written Representations procedure. The PC supported this application.

No decision as at 18.09.23

184. BROADBAND & MOBILE 'PHONE SIGNAL – Cllr Webster said he had nothing new to report as he has still not received a response from WC to his three questions (recorded in the May 2023 minutes). He said he has spent over two years trying to pursue this matter and he feels he is now wasting his time which would be better spent on other projects. A lengthy discussion took place on whether there were other options to be explored but nothing was considered to be worthwhile at this time. In response to the Chairman's statement that it was outrageous that WC cannot respond to emails, Cllr Jeans said he is the conduit for communication with WC Cabinet members, as they do not have the capacity to reply to individuals and everything has to be channelled through him. Chairman said that Cllr Jeans comments were very disturbing and one unitary councillor cannot be expected to be the conduit for communication with WC.

Cllr Webster said that apart from a few properties on the peripheral of the village, most had an acceptable broadband speed. Cllr A Reeves proposed that this item be removed from future agendas until such time that WC can respond to our questions and we can take the project forward again. This was seconded by Cllr C Reeves and agreed by all present.

Action: Clerk to remove from future agendas

Mobile 'Phone signal: nothing further to report.

185. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

185.1 Speed Indicator Device – Cllr Flower had requested the Clerk to inform the meeting that the SID would be back in Kilmington at the beginning of October.

185.2 Date of installation of Additional Signage for The Street - the Chairman said he was embarrassed to report that although the signs were scheduled to be installed on 11-12 September, Milestones, the new Wiltshire Council (WC) contractors had not turned up. A new date is now awaited as the signs are ready.

Action: Chairman

A discussion took place under this item as to the disarray WC are currently in with regard to their newly appointed Highways contractor Milestones. At the recent LHFIG meeting attended by the Chairman and Clerk, it had been reported that they were not meeting targets and work not being carried out but there did not seem to be any clause in their new contract to allow for penalties which, in a commercial world, would have certainly been the case.

Action: Chairman

185.3 B3092 at Norton Ferris – Cllr Jeans said he had nothing further to report but would continue to press for improvements at this junction.

185.4 Speed Limit Assessment, Kilmington Common – Our project has stalled due to Stourton & Gasper PC (S&G) request for the 30mph limit to be extended down through Stourton Lane. The Atkins survey did not recommend this as the narrow section is considered to be self-regulating. As LHFIG will not consider this as a separate issue, this has been tagged on to our project so that it has become one, even though when originally asked, Stourton PC did not want to join with us and share the costs. A decision is awaited from the WC Cabinet member (Cllr Mrs Caroline Thomas) responsible for Highways and we were advised at the LHFIG meeting on 30 August that she has to consult with others before any decision is made. The Chairman thanked Cllr Jeans for his input at the LHFIG meeting in requesting that the £2500 required for Traffic Regulation Orders (TRO's) for our project, be reserved for us from the LHFIG budget which is fast being allocated to other town and parish schemes, and this was agreed.

Action: Chairman to attend next LHFIG meeting on 15.11.23

185.5 Parish Steward – the Chairman said the Parish Steward is again reporting for duty each month and the dates for his half-day visits until the end of the year have been confirmed as 27 September, 25 October, 23 November. At the last LHFIG meeting it was mentioned there have been problems, again with Milestones, as to what a Stewards defined role is but hoped everything is now back on track.

Action: ALL

185.6 Ash Dieback, The Street – Cllr Mrs Hames confirmed that the tree had been cut down on the schedule date.

Item closed

185.7 Wilts & Swindon Prepared Resilience Event, 31 Aug – Cllr C Reeves said it was a well-attended event and the main area of interest to us as a parish council was to ensure in the case of flood, snow, power cuts, all vulnerable villagers are looked after. Our Flood Plan does list emergency contacts and Cllr A Reeves said there were the usual residents who always stepped up and helped out where necessary. Cllr Jeans said that 50 expandable gel bags had been ordered for us which can be handed out to those households most at risk of flooding. Cllr C Reeves said he did learn that from December 2025 all landline calls will be delivered over digital technology (VoIP) which uses a broadband connection. A crucial major concern for both local authorities and the UK Government is national power outages, as with everything now being digital the country could become gridlocked without power. The provision of a generator based at the Home Guard Club was mentioned and Cllr Jeans said that the Mere Town Clerk has successfully applied and received a grant from SSE to buy one for the town. Cllr Webster said this was definitely something which could be investigated however, at the current time the Club is fighting for its survival financially.

185.8 Overgrown vegetation, hedges, trees – the Chairman handed out the draft of a letter he had prepared which could be sent to the various property and land owners who have been identified, asking them to trim back where these are obstructing the pavement and roads. The letter was agreed on a proposal by Cllr Mrs Hames, seconded by Cllr Webster and unanimously carried.

Action: Chairman/Cllr A Reeves

185.9 Kilmington Snow Plough status – since the last meeting it had come to our attention that WC were not able to repair the snow plough attachment which they own and they were suggesting it be removed from the village. Cllr A Reeves had been in discussions with Mr Ian Meeker regarding this and he thought he would be able to repair and/or fabricate a useable attachment so that it could be placed on a tractor. It was RESOLVED that as it was so important for the snow plough to be retained in the village, a contingency for use at the Chairman's discretion, of up to £500 be put aside from our reserves towards making sure the snow plough can be used.

Action: Cllr A Reeves/Chairman

185.10 Butts Lane repairs: the Clerk said that a notice had been received from WC indicating that carriageway patching, surface dressing of Butts Lane from the junction with New Road to its junction with Cokers Lane would take place between 23 Oct – 1 December. This notice has been copied to all councillors and details placed on the website.

186. PLAYING FIELD

We have been informed that the RoSPA inspector is due to come to the village for the annual inspection during September. D Davis has complained of late that bottles, cans and yogurt pots are all being left on the field and not put into the rubbish. Cllr Mrs Hames will include something in the Pink Paper to hi-light this.

The Skate Park rules notice is broken and a new notice needs to be purchased.

Action: Clerk

One of the 5-bar-gate posts is rotting and will need to be replaced; Cllr C Reeves offered to replace/repair it himself rather than get a quote from Bourton Fencing and it was RESOLVED to allocate up to £100 for this out of this year's maintenance budget.

Action: Cllr C Reeves

Two new members of the public had come forward and it was RESOLVED to appoint Evie Pace and Nomi Miller to join the Playing Field Committee which will now consist of 3 members of the public and 2 councillors.

Action: Cllrs Mrs Hames/Cllr C Reeves

187. BONFIRE AND FIREWORK DISPLAY

Cllr Mrs Hames proposed that the annual event go ahead on Sunday 5 November. Cllr A Reeves seconded the proposal and it was agreed to go ahead on a vote of 4 for and 1 against. Cllr Mrs Hames will purchase the fireworks and arrange payment by a Parish Council cheque. The Clerk will need to inform our Insurance company asap and complete the required documentation, including risk assessment, so that confirmation the event can go ahead can be provided before the purchase of the fireworks.

Action: Clerk/Cllr Mrs Hames

188. MODEL STANDING ORDERS 2018 – UPDATED APRIL 2022

All Councillors had been circulated with a copy of the revised Standing Orders. The Clerk explained that these were the National Association of Local Councils' (NALC) latest model orders and included various new sections including the management of information and responsibilities under the GDPR. It was RESOLVED that these revised Standing Orders be adopted.

189. NEW POLICIES AS A RESULT OF REVISED STANDING ORDERS

The Clerk explained that adoption of the model Standing Orders requires us to have various policies in place. The draft of these were all circulated to Councillors in August for comment. It was RESOLVED to adopt the under-mentioned policies without amendment.

189.1 Information and Data Protection Policy

189.2 Data Retention & Disposal Policy

189.3 Complaints Procedure

190. FINANCE & RESOURCES

190.1 Receipts & acknowledgements since last meeting - NONE

190.2 Balance of Lloyds Bank account at 31.08.2023 was £9,975.96. This reconciles with the bank statement of the same date; the Chairman signed the bank reconciliation form.

190.3 The following Lloyds Bank faster payments were approved:

For immediate payment:		
S&K Home Guard Club	Hire of meeting venue	£50.00
Mr T J Thornley	Q2 2023-24 website maintenance	£60.00
Citizens Advice Wiltshire	Section 137 donation	£50.00
ICO (set up annual direct debit)	Register for Data Protection (ref Policy doc)	£35.00
Mrs R Burrows	Paper and Inkjet printing April – Aug 2023	£14.14
To approve payments for 30.09.23:		
D L Davis	Play Area Inspections Q2 2023-24	£182.00
Mrs R K Burrows	Salary and allowance Q2 2023-24	£375.60
HMRC	PAYE Q2 2023-24	£86.40
To approve payment due before next meeting:		
Playsafety Ltd	Annual Play Area Inspection 2023	*TBA
P M Cowell Garden services	Annual payment for playing field grass cutting	£1260.00
British Legion Poppy Appeal	Remembrance Wreath	*TBA
Jimmy's Wholesale Fireworks*	Annual bonfire and display	*TBA

*Cheque

190.4 Payments over £100 & 190.5 Spend v Budget - the Clerk said she would complete, circulate and upload to our website, both Q2 reports as soon as possible after the 30.09.23. **Action: Clerk**

191. DATE OF NEXT MEETING

The date of the next meeting when the precept for 2024-2025 would be discussed and agreed, will be **Monday, 27 November** at 19.30 hrs. in the Stourton & Kilmington Home Guard Club.

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: 
(Chairman)

Date: 27/11/23