

## KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows

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Minutes of the Parish Council meeting held on Monday 27 November 2023 at the Stourton & Kilmington Home Guard Club.

**Present:** Cllrs G Cotton [GMC] (Chairman), Mrs E Hames [EMH] (Vice-Chairman), R Flower [RF], A Reeves [AER], C Reeves [CER], C Webster [CDW].

Also in attendance, Wiltshire Councillor G Jeans (left at 20.40hrs), the Clerk.

The Chairman opened the meeting at 19.34 hrs. There were no members of the public present at the meeting hence there was no requirement for a **Public Open Session**.

**192. APOLOGIES FOR ABSENCE:** no apologies had been received. Cllr Hunt was not in attendance.

**193. 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*)  
**None.**

### **194. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday 18 September 2023 were approved without amendment and signed by the Chairman as a true record.

### **195. MATTERS ARISING FROM THE LAST MINUTES** (not covered by other Agenda items)

**195.1 Overgrown hedges, trees and other vegetation** – Cllr A Reeves reported he had provided the Chairman with the details requested at the last meeting. After discussion it was agreed that prior to the sending of letters, each of the land/property owners who had been identified, would be personally contacted by either Cllr A Reeves or the Chairman (undertaken to be completed by the end of the current week) and then, if it were felt necessary, a letter would follow which it was agreed be posted rather than hand delivered. Clerk to await confirmation before proceeding.  
**Action: AER/GMC/Clerk**

**195.2 Communication with Wiltshire Council Officers and Cabinet Members** – Cllr G Jeans reiterated his comments at the last meeting but clarified that it was perfectly in order for the Clerk, Chairman or any councillors to make contact with WC officers or Cabinet Members directly but should any problems arise of emails not being answered, then if he is copied on all correspondence, he will be aware of any issues and can follow up on the PC's behalf. It was RESOLVED that all emails to WC officers and cabinet members would in future be copied to our Unitary Councillor G Jeans, as stipulated in our **Standing Orders item 24**.  
**Action: ALL**

### **196. 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)

**196.1 Applications to consider at the meeting:** None.

**196.2 Applications which may have arrived after issue of the Agenda:** None.

**196.3 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. No decision has yet been made with regard to the **appeal** that has been made to 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.

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

**197.1 Speed Indicator Device** – Cllr Flower reported the unit would be back in Kilmington for the month of January and said he did not think the SID was as sensitive as it used and quoted some examples as to why he had come to this conclusion. The SID was purchased in April 2018 so is now over 5 years old and the instructions which were kept in the box for the unit have been lost. Cllr Webster suggested we try to download a copy of the instruction manual

from the internet so that the settings can be checked. The Clerk was asked to look into this and report back at the next meeting. *Action: Clerk*

**197.2 Additional Signage for The Street** – the Chairman said the signs are now in place but a total of 4 signs have been erected instead of the 3 we agreed to contribute towards. Two have been placed at the playing field end of The Street in error by Milestones but they will be removing one of these shortly as it is intended for another parish council. *(item closed)*

**197.3 B3092 at Norton Ferris** – Cllr Jeans had nothing further to report.

**197.4 Speed Limit Assessment, Kilmington Common** – The Chairman reported he had attended the 15 Nov meeting of LHFIF meeting where it was confirmed that the delay is now being caused by the WC cabinet member for Highways (Caroline Thomas) who has decided that there needs to be a change in the current procedure of what happens in WC when the Aitkens reports are received. He said that the situation had certainly not been helped by Stourton PC's attitude and the fact that they declined our invitation to get involved when we were setting up the survey. If they had joined with us, they would have had the opportunity to add their comments which they are now putting in "after the train has left the station". The Chairman said there are now many other villages throughout Wiltshire in the same position as us – all waiting a decision from the cabinet member. He has been advised to attend the SWW Area Board meeting taking place on 30 Nov as Cllr Thomas will be present and he will try to have a one-to-one conversation with her to highlight that the delays are not acceptable. *Action: GMC*

**197.5 Parish Steward** – The Chairman said our steward had visited us last week although there is no new schedule. Fred Winter had filled some potholes but it did seem that the scheme was not yet working properly under the new contractors Milestones. He will try to raise this matter at the SWW Area Board meeting later this week. *Action: GMC*

**197.6 Kilmington Snow Plough status** – Cllr A Reeves reported this is a work in progress and that he was confident a fabricated bracket would be available and this would allow the plough to be fitted to a tractor, if and when there was heavy snowfall. *Action: CER*

**197.7 Winter Weather** – Cllr A Reeves confirmed our pallet of salt had been collected along with the flood gel bags from WC's High Post Amesbury depot on 20 October. Cllrs A & C Reeves were thanked for this. *(item closed)*

**197.8 To note carriageway patching, surface dressing Butts Lane:** a notice giving revised dates of 29 Nov–4 Dec for the repair works had been circulated and details placed on our website by the Clerk.

**197.9 Flooding during recent storms and heavy rainfall** – The Chairman said that the mildness of the autumn had extended the leaf-fall and the torrential rain a couple of weeks ago had caused problems with drains and gullies being blocked by leaves. He asked Cllr A Reeve, as Flood Warden, if he thought it would be a good idea to try to recruit some able-bodied volunteers in the village to be responsible for brushing away leaves from drains and gullies each autumn. Cllr Reeves said he would give this some thought. *Action: AER*

It was agreed that the Clerk could provide the Community Resilience Officer at WC with the names and 'phone numbers of the volunteers on the Flood Plan – namely, Cllrs A Reeves and C Webster and also Jonathan Hames who looks after the bottom end of the Street. Cllr Webster agreed to carry on being volunteer for area 3 on the Plan but said now that he is not involved with the Home Guard Club it would be prudent to advise Denis Jenkins, the new Chairman, of the role the Club has as a "place of safety" and provide them with a copy of the Flood Plan; this was agreed. *Action: Clerk*

**198. PLAYING FIELD** – Cllr C Reeves said there had not yet been a meeting of the new Committee but with the appointment of the two new members, Mrs Gillian Bowles current Chairman, had taken the opportunity to resign. She had been part of the committee for many years and had done sterling work in helping to keep the play area and playing field up to standard. The Clerk was asked to write a letter of thanks, from the whole council, which appreciated her hard work over so many years. *Action: Clerk*

The Clerk had circulated to the Playing Field Committee the list of items hi-lighted in the RoSPA report which required attention – most of which have appeared in past years. The Cableway (zipwire) was a new notification and Cllr C Reeves requested that the Clerk contact Avian the suppliers to find out how much they would charge to come out and look at what needs to be done. The traveller and brake had been mentioned in the report as not working.

**198.1 Annual fireworks and bonfire** – Cllr Mrs Hames reported that there had been a record attendance at this year's bonfire and fireworks display. She thanked Cllr Reeves for all his work with arrangements, Darren Davis for letting off the fireworks and Mr and Mrs Bowles for manning the hot dog stand.

**199. SOUTH WEST WILTSHIRE AREA BOARD MEETING, 29 NOVEMBER** – the Chairman said he would be attending this meeting which will be hi-lighting the subject of Highways.

**200. STOURTON & KILMINGTON HOME GUARD CLUB** – the Chairman said discussions had taken place with the new Committee and he was extremely pleased to report they have agreed that our hire of the club house can continue exactly as before. The Clerk had confirmed the details in an email to the new Secretary – Ms Jayne Mainstone and the new Chairman, Denis Jenkins. Our meetings would take place on Monday evenings, we would be charged no more than £200 per annum and there would be someone here at the hall to let us in and close up after our meetings. We had been greeted with a great deal of warmth and enthusiasm and we look forward a continuation of our good relationship with the HGC.

**201. NEW POLICIES FOR DISCUSSION & APPROVAL** – details had been circulated to all members prior to the meeting. It was RESOLVED to adopt the under-mentioned, without amendment.

**201.1 Reserves Policy**

**201.2 Co-Option Policy & Procedure**

*(Cllr Jeans left the meeting)*

**202. FINANCE & RESOURCES**

**202.1** Receipts & acknowledgements since last meeting – the Clerk said the balance of our precept from WC of £5161.50 and a cheque from the Amenity Fund in relation to the fireworks of £404.15 had been received.

**202.2** Balance of Lloyds Bank account at 20.11.2023 was £12643.29. This reconciles with a print-out of the bank statement of the same date; the Chairman signed the bank reconciliation form.

**202.3 Clerk's annual pay award** - Clerks salary is paid according to the National Association of Local Council (NALC) salary scales and from 1 April her pay will increase by £1 per hour - £114 pa. An error in our pay role occurred with her salary payments for Quarters 1 and 2 and this has now been rectified in the December payment (below) which also takes into account the back-dated pay award.

**202.4** The following **Faster Payment** internet banking transactions were approved:

<b><i>Paid since last meeting:</i></b>		
Playsafety Ltd	RoSPA annual inspection 2023	£ 136.20 inc VAT
Philip Cowell Garden Services	Annual grass cutting of playing field	£1260.00 inc VAT
Jimmy's Fireworks	Purchase of fireworks for annual bonfire	£ 484.98 inc VAT
Signs in Motion	Replacement Skate Park signage	£ 144.00 inc VAT
British Legion Poppy Appeal	Remembrance Wreath	£ 20.00
<b><i>For immediate payment:</i></b>		
Stourton & Kilmington Home Guard Club	Hire of meeting venue	£50.00
Mr T J Thornley	Q3 2023-24 website maintenance	£60.00
<b><i>To approve payments for 30.12.23:</i></b>		
D L Davis	Play Area Inspections Q3 2023-24	£182.00
Mrs R K Burrows	Salary and allowance Q3 2023-24	£505.20
HMRC	PAYE Q3 2023-24	£118.80
<b><i>To approve payment due before next meeting:</i></b>		
Wiltshire Council	25% contribution towards Pedestrian signage The Street	£ 480.00

**202.5 ANNUAL BUDGET** – *to consider the annual budget figures.* The Clerk had previously circulated two proposals for consideration by the Council. A lengthy discussion took place on our need to build up some reserves, especially in regard to replacement of the play area equipment as well as other areas, and our contribution of between £2000-2500 towards the implementation of the new lower speed limit on Kilmington Common; if agreed, the latter two items would increase our precept by around 30% over this year. It was proposed by Cllr A Reeves, seconded by Cllr Webster and agreed by all, to provisionally accept Proposal A (giving a budget of £13,498) but this figure to be ratified at our January meeting, when the Taxbase figure for band D properties is available.

**202.6 To approve PRECEPT** for 2024/2025. Although the budget was discussed and accepted in principle, the approval of the Precept for the next financial year was held over until the January meeting. Unlike previous years, WC had not been in a position to confirm our Taxbase for 2024-25 due to its consultation, currently in progress, on possible changes to its local Council Tax Reduction Scheme for working aged people. WC have indicated that the information and forms will be sent to the Clerk on 13 December and the deadline for return to WC is 18 January.

**203. PARISH COUNCIL WEBSITE** - the Clerk said that after our last meeting she had been contacted by a member of the public who had been totally unaware of the existence of our website (<https://kilmingtonwiltshire.org>). This had resulted in her preparing a detailed piece in the Kilmington News October edition. She requested all councillors promote and make residents aware of the website she is actively keeping as informative and up-date as she can.

**204. DATE OF NEXT MEETING & MEETINGS IN 2024**

The date of the next meeting will be **Monday, 8 January 2024** at 19.30 hrs. in the Stourton & Kilmington Home Guard Club. The date actually confirmed at the meeting was 15<sup>th</sup> but it has been changed to 8<sup>th</sup> January. The dates for the remainder of 2024 were confirmed as 25 March, 20 May, 15 July, 9 September, 25 November.

The Chairman closed the meeting at 20.45hrs

*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: 08/01/2024