

KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows

Email: parishclerk@kilmingtonwiltshire.org

Minutes of the Parish Council meeting held on Monday 25 March 2024 at the Stourton & Kilmington Home Guard Club

Present: Councillors G Cotton (Chairman), Mrs E Hames (Vice-Chairman), A Reeves, C Reeves, G Hunt, R Flower, J Moore (from 19.45 hrs).

Also in attendance, Wiltshire Councillor G Jeans, the Clerk and 4 members of the public.

The Chairman opened the meeting at 19.31 hrs.

Public Open Session – No members of the public requested to speak.

215. TO RECEIVE APOLOGIES FOR ABSENCE. None – all present.

216. TO AMEND STANDING ORDER NO. 3. (s) TO ALLOW VOTING FOR CO-OPTION BY SECRET BALLOT

On a proposal by Cllr Hunt, seconded by Cllr Cotton, it was unanimously agreed that the following sentence would be added to this item of our Standing Orders: "Voting for a new Councillor (co-opting) may be carried out by secret ballot if members so wish". A copy of the revised SO's will be sent to all members and our website updated.

Action: Clerk

217. TO RECEIVE APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY.

Following the proposal and seconding of the two candidates who were present at the meeting, Jason Moore had the majority vote and was co-opted. He signed his Acceptance of Office Declaration and joined the meeting as a new councillor. The Clerk will inform Wiltshire Council (WC) and forward all necessary documentation, information to him as soon as possible.

Action: Clerk

Cllr Moor is required to complete a Notification of Disclosable Pecuniary and Other Interests form for submission to WC within 28 days.

Action: Cllr Moore

NB: one candidate who had applied to be co-opted was not in attendance and it was only the next day that the Clerk discovered an email had been sent at 18.45 hrs on 25 March withdrawing his application due to ill health.

218. 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

219. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday 8 January 2024 were approved without amendment and signed by the Chairman as a true record.

220. MATTERS ARISING FROM THE LAST MEETING (not covered by other agenda items)

220.1 Scottish and Southern Electricity Networks, Resilient Communities Fund – an emergency generator for the village. The Clerk reported that following contact with SEN it has been confirmed the fund is still available but not yet open for 2024. She had also contacted a past Treasurer of Zeals Village Hall, Graham Poynton who had provided copies of correspondence dating back to 2015 when they had been successful in obtaining a grant for a generator. One of the key issues seems to be that the Home Guard Club (HGC) would have to be an approved Rest Centre by Wiltshire Council to be eligible to apply for any grant. The Clerk read out other criteria which would have to be met but she said the bottom line was who would be responsible for all of the work involved in applying for a grant - the Parish Council or the HGC, if it is decided this was something Kilmington should or want to have. It was RESOLVED that in view of the current uncertainty in regard to the volunteer committee this item could go no further at the present time.

Cllr Reeves and Cllr Mrs Hames both said that the School could be a possible venue to house such a generator in the future.

221. PLANNING (All applications can be viewed on WC's website [Planning-Wiltshire Council planning-building-control/planning](#) and type in the relevant application number)

221.1 Applications to consider at the meeting.

PL/2024/02348 loft conversion at Manor Cottage, Butts Lane. Details of this application had been circulated to all members and it was RESOLVED to **support** this application. The Clerk was requested to submit this to WC. **Action: Clerk**

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

221.3 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. **THE APPEAL WAS DISMISSED on 30.01.2024.** **Item discharged.**

222. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

222.1 Speed Indicator Device – Cllr Flower reported the unit is due back on The Common on the 1st April. The Chairman said the clerk had been unsuccessful in her attempts to obtain an Operators Manual but Cllr Flower confirmed it was working much better since he had cleaned it up.

222.2 B3092 at Norton Ferris – Cllr Jeans said there was nothing new to report other than he is still trying to establish if an improvement to this junction, whether by realignment or other means, is yet on any future five or seven year Highways Plan. He suggested that it could help if Kilmington PC were to write to Chris Clark, Head of Highways WC. **Action: Clerk**

222.3 Speed Limit Assessment, Kilmington Common – the Chairman reported that Caroline Thomas, had resigned as Cabinet Member for WC Highways within the last two weeks but prior to that, she had agreed that the 30-mph limit on The Common could proceed in isolation to the Stourton Lane assessment which should be treated separately. He said that the TRO's have been written and are currently with WC Legal Department but these can take up to 8-10 weeks. However, he felt it was not now unreasonable to think that the new limit would be in place by the end of the year. **Action: Chairman**

222.4 Parish Steward – Cllr Cotton said that over the past couple of months all Stewards had been diverted to help with flood issues but that Fred Winter had managed to get to us at the beginning of the month when he had been asked to do what he could to fill the pot holes in Church Road and Cote Lane. 30 x 10kg bags of tarmac had been used in the former and a similar number in the latter but of course with the rain and the Steward's lack of proper equipment, the holes reappear very quickly. The grips have been done and the Steward should be back on schedule for April. Cllr Flower asked that the Steward be sent to Yarnfield Gate where a large pot hole had appeared. All members were reminded to email the Chairman with details of any works the Steward should undertake. **Action: All**

222.5 Kilmington Snow Plough status – Cllr A Reeves said that the new bracket has been made and had been passed to Mr Meeker in readiness for use if and when necessary. He said there was no charge to the PC. The Chairman thanked Cllr Reeves and his company A R Diesels Ltd very much and the Clerk was requested to record this in the minutes.

222.6 Collection/Holding Pond by The Street and to the side of B3092 – the Chairman gave an up-date on the works being undertaken in this area which could have serious implications if the banks are breached. Fortunately, David Button of WC Highways has, as usual, been extremely helpful in this matter and various teams have been in attendance to try to bring down the water levels. However, the situation remains critical whilst the heavy rainfall continues and further investigation using CCTV equipment cannot be implemented until the water levels subside. **Action: Chairman**

222.7 Flood Plan – the Clerk asked for confirmation that with the change of HGC committee, she should remove the volunteers who had been added to the Plan in January. This was confirmed. *Action: Clerk*

222.8 Discretionary Gully Jetting Service – the Chairman said he had been out with the WC team the previous week to check the gullies and one had collapsed where the Ash Tree had been taken down near Brookside. He will take a photograph and report on the MyWilts App. *Action: Chairman*

222.9 LHFIG meeting – to note next meeting 8 May 2024 2pm. The Chairman commented this will be the official reporting point for the lower speed limit on The Common and a representative from the PC needs to be in attendance as otherwise the item will be deferred. *Action: Chairman/Clerk*

223. PLAYING FIELD

223.1 Zip Wire – the Clerk reported that following her comments at the January meeting, a comprehensive and detailed reply had been received from the Design Manager of A E Evans who is the manufacturer of our zip wire. This information has been forwarded to the Darren Davis (DD) and also the Playing Field Committee. DD has taken the bolts off the trolley mechanism showing the brakes and taken photos which have been sent to Cllrs C Reeves and Cllr Mrs Hames. DD has been asked to keep an extra check on the zip wire during his weekly inspections. At the committee meeting it was agreed that the Clerk would budget for a new seat and replacement chain in the 2025-26 budget unless reserves have to be used to replace those plus the wire this coming year (around £900 Plus VAT). *Action: Clerk*

223.2 2024 RoSPA Inspection. The Clerk asked that approval be given to allow the inspector to be accompanied during his visit this year, this would enable the Committee and/or her to question and understand some of the remarks and highlights that are repeated year on year in the annual report. This incurs an extra charge of around £40-45. It was proposed by Cllr C Reeves, seconded by Cllr Mrs Hames and agreed by all, that the Clerk can proceed with this once the email from the inspection company is received. *Action: Clerk*

223.3 Skate Board new notice – The Clerk confirmed the replacement notice had been installed shortly after our January meeting by DD.

223.4 New Committee – Cllr C Reeves reported the first meeting of new committee had taken place on 21 March and Mrs Nomi Miller was elected Chairman. Mrs Evi Pace a new member had been unable to attend but the Clerk had provided some notes of what had been discussed. At the meeting Cllr Mrs Hames had explained that match-funding grants were generally involved nowadays and so Nomi Miller was very enthusiastic about possible fund-raising ideas which she was going to take back to discuss with Evi Pace. Cllr Reeves said the wooden framed equipment which had first been installed in 2002 were all ok at present but some had begun to show signs of rot at the base; a plan needs to be drawn up outlining what equipment should be replaced initially with a cost estimate. *Action: Committee*

224. FUTURE OF THE HOME GUARD CLUB

The Chairman said it would be inappropriate for this matter to be discussed in detail tonight, as the AGM of the Club is arranged for tomorrow evening and it is hoped that a new committee would be formed. However, if that does not happen, he wanted to know if members think there should be an extra-ordinary meeting of the Parish Council. A discussion took place and it was felt that the loss of the use of the Club House would be a major blow to the village as no other similar facility exists to host social gatherings. It was agreed that if the worse should happen and the HGC were to close through lack of volunteers to keep it running, nothing if anything would happen between now and our next meeting in May. It was RESOLVED to place this item on the Agenda for our May meeting but to keep watch for developments in between time. *Action: All members/Clerk*

225. 80TH ANNIVERSARY OF D-DAY CELEBRATIONS: 6 June 2024. In view of the uncertainty surrounding the continuation of the Home Guard Club, the PC did not feel it could offer any funding for such an event should one be organised. *Item discharged*

226. KILMINGTON SCHOOL – the Clerk reported that there had been an update to the Chairman from Louis Hamston, the Project Manager on the refurbishment of the school, who has informed us that once registered, it will be called **Wessex Lodge Primary School**. He also said that a contractor is now mobilised on site and the plan is to have the works complete by the summer. They have also contacted the immediate neighbours as a courtesy and exchanged contact details in order to maintain good neighbourly relationships with them all.

The Clerk said she had received an email from a resident in Butts Lane informing her that she had spoken to the builders at the school who said they were no longer putting in a 2nd entrance meaning there will be cars parked on the road at drop off/pick up times when the school opens she was concerned because she felt there is not enough space in the current car park to turn that many vehicles around. Mr Hamson has confirmed that an application for a second vehicle entrance has been dropped but they do not foresee any problems as there should be sufficient space for vehicles to enter the site, collect or drop off children.

227. CLERK’S ITEMS

227.1 Relocation of the rubbish bin outside the playing field – the Clerk said she had received a call from WC advising that due to parked cars along the perimeter of the playing field, the litter bin by the bus shelter had been moved to where it was better able to be emptied.

227.2 Free framed portrait of His Majesty The King - as the PC does not own any suitable building or place where such an item could be hung, it was RESOLVED not to take up the UK Government’s funded voluntary scheme.

228. MAINTENANCE OF THE SHEEP COTE – Cllr Mrs Hames said that as the previous volunteer was no longer looking after this, she would be willing to tend and try to keep this area tidy during 2024. The Chairman thanked her for offering to take on this job.

229. DHSC DEFIBRILLATOR SCHEME – an additional machine located on The Common – Cllr Hunt reported that he had surveyed a good number of residents and the majority were in favour of a unit to be sited on the HGC building. It was therefore RESOLVED that the Clerk would look into the paperwork for an application for the match funded unit being offered by the Dept of Health and Social Care via Hearts in London.

Action: Clerk

230. FINANCE & RESOURCES

230.1 Receipts & acknowledgements since last meeting. None

230.2 The balance at our last meeting in January was £11,727.29 and two payments totalling £90.38 were made after the meeting giving a balance of **£11,636.91**; this agrees with the bank statement of 22.03.2024 and the Chairman signed the bank reconciliation form.

230.3 We have not yet received the invoice from WC in regard to the new pedestrian signs.

The following Lloyds Bank faster payments were approved:

Authorised at last meeting but not yet paid:		
Wiltshire Council LHFIG	25% contribution towards Pedestrian signage The Street	£480.00
For immediate payment:		
Home Guard Club	Hire of hall for March 2024 meeting	£ 50.00
Mr T J Thornley	Q4 2023-24 website maintenance	£ 60.00
Mr D L Davis	Q4 2023-24 Play Area Inspections	£182.00
Mrs R Burrows	Office expenses 01.09 23-31.03.24	£39.32
Mrs R Burrows	Q4 2023-24 wages	£418.80
HMRC	Q4 Clerk’s PAYE	£97.20
For payment before our May meeting		
Mr T J Thornley	Annual web hosting charge	£218.15

230.4 Estimated Spend v Budget report to 31.03.2024 (previously circulated). Noted and there were no questions from Members.

231. NEW POLICIES & REVIEW OF EXISTING POLICIES OF THE COUNCIL

231.1 To consider Biodiversity Duty and Draft Biodiversity Policy & Action Plan (draft attached) – the Clerk had been informed that such a policy is required and after consultation and permission from the Mere Town Clerk she had drawn one up by adapting their policy. On a proposal by Cllr C Reeves, seconded by Cllr Cotton, it was unanimously agreed to approve and adopt the Draft Policy and Action Plan.

231.2. To review the following documents and policies: Asset Register – the Clerk had updated the spreadsheet in line with our insurance policy. Financial Regulations & Code of Conduct were unchanged from last year. Effectiveness of Internal Controls and Risk Management had been revised to include the addition of the free Norton antivirus package which the Clerk has been able to upload onto the PC laptop by using her own BT account. She said if and when a new Clerk takes over, this will need to be reviewed and a antivirus package purchased. She would include this in the draft budget 2025-26 in November. Members agreed with all assessments and it was RESOLVED all were in order.

232. DATE OF NEXT MEETING - Monday, 20 May 2024 – Annual Council Meeting and Annual Parish Meeting.

The Chairman closed the meeting at 20.50 hrs

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: