

KILMINGTON PARISH COUNCIL

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

Minutes of the Annual Parish Council meeting held on Monday, 20 May 2024 at the Stourton & Kilmington Home Guard Club, immediately after the Annual Parish Meeting.

Present: Councillors G Cotton, R Flower, Mrs E Hames, G Hunt, J Moore, A Reeves, C Reeves,
Also in attendance, Wiltshire Councillor G Jeans, the Clerk and 1 member of the public.

The meeting opened at 20.10 hrs

Public Session: - the member of the public in attendance did not wish to speak.

Cllr G Jeans said that he wanted to declare a pecuniary interest in item 243 when he assumed the quote from Jeans Electrical for installation of a new unit at the HGC would be considered. He said he would leave the meeting whilst this item was discussed.

The Clerk informed the meeting that, following the appeal for a volunteer to become guardian of the Defibrillator being purchased for the outside of the Home Guard Club, three residents (A Merrick, J Brooks, C Hannam) had offered to do this. She had suggested that the most transparent way of deciding would be to place the names in a hat and for one to be chosen. The member of the public present did the honours and Alex Merrick will be Guardian of the new unit once it is installed. (see item 243 below).

233. ELECTION OF CHAIRMAN

The Clerk asked for nominations for Chairman for the coming year. Cllr. C Reeves nominated Cllr. Graham Cotton and was seconded by Cllr Mrs Hames and carried with a unanimous vote. Cllr Cotton signed a declaration of acceptance of office form.

Chairman – Cllr. Graham Cotton

234. ELECTION OF VICE-CHAIRMAN

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

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

236. 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) - None*

237. MINUTES OF LAST MEETING: the minutes of the Parish Council meeting held on Monday 25 March 2024 were approved and signed as a correct record.

238. MATTERS ARISING FROM LAST MEETING (not covered by other Agenda items)

238.1 Future of the Home Guard Club (item 224) – the Chairman said there was nothing to discuss regarding this item as a new committee had been formed at the recent AGM and the Club would be continuing on a volunteer basis. ***Item discharged***

238.2 MyWilts App – Collapsed Gully (item 222.8): the Chairman said following his reporting of this matter on the WC website, he has been notified that the “minor masonry” team will be tasked with replacing it.

238.3 Sheep Cote – Cllr Mrs Hames reported that Tony Chubb had very kindly agreed to look after this area and keep it tidy. The Amenity Fund had agreed to fund the purchase of a new simple style bench to replace the old one. ***Item discharged***

239. TO APPOINT/REAPPOINT INTERNAL AUDITOR: It was agreed that Mr Eugene Read should be re-appointed as Internal Auditor and the Clerk was requested to write to him accordingly. ***Action: Clerk***

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

Area Board	Chairman & Vice Chairman
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Parish Steward	Chairman
Kilminster Parish Amenities Fund	Vice-Chairman
SW Wiltshire LHFIG (Local Highways & Footpath Improvement group)	Chairman and other members when necessary
WALC Executive Committee	The Clerk would inform members when a meeting was taking place and if anything relevant to us and a councillor could attend (via Zoom) they would do.

Regarding the next Area Board SWWAB – this is being held locally in Mere on 29 May. Cllr Mrs Hames said she would try to attend.

Action: Cllr Mrs Hames

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

There were no applications to be considered at the meeting and none had arrived after the Agenda had been issued.

241.1 Applications to consider at the meeting: None .

241.2 Applications which may have arrived after issue of the Agenda: None

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

PL/2024/02348 loft conversion at Manor Cottage, Butts Lane.

PC Response: Support

LPA: Approved with conditions

The Clerk referred to an email she had circulated to all members after the issue of this agenda. This had been received from WC and concerns a full peer review of the Planning Dept undertaken last year. As part of Planning Dept’s commitment to improve communications, regular meetings are to be set up and the first of these will be held in Trowbridge on 25 June. A volunteer was requested to attend this meeting on behalf of Kilminster. The Clerk was requested to book one space, name to be confirmed later. Cllr A Reeves said he would look again at the email.

Action: Clerk/Cllr A Reeves

242. BROADBAND & MOBILE PHONE SIGNAL

Cllr Hunt, who has now undertaken to become the PC’s spokesperson on this item, said there was nothing further to report and no progress had been made. On the mobile signal issue, we are still awaiting agreement on the easements at Kingston Deverill and very little is forthcoming from anyone on what is happening and how much longer it is going to take. Cllr Hunt will keep chasing.

Action: Cllr Hunt

Cllr Jeans was asked by the Chairman if he could add any information on this subject and he said that WC has teamed up with Wessex Internet.

Cllr C Reeves asked if there was any further information on digital voice connections. Cllr Hunt said The Common has already been switched over and others would be switched over as and when. There was really no choice you either went with it and it is operated via broadband or you don’t have a phone and have to rely on a mobile.

243. DHSC DEFIBRILLATOR SCHEME – ADDITIONAL UNIT FOR KILMINGTON COMMON

(Cllr Jeans left the meeting). The Clerk advised she had received a quote for installation of the new unit from Jeans Electrical/Tom Sheen amounting to £315 plus VAT. On a proposal by Cllr Hunt, seconded by Cllr Flower and unanimously agreed by all, this should be accepted. The Clerk will obtain a date for installation before submitting the grant form for the new unit. The purchase of an additional unit had not been included in this year’s budget but it was agreed that the total amount spent would be added to next year’s so that the cost could be recouped that way.

Action: Clerk

(Cllr Jeans rejoined the meeting)

244. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

244.1 Speed Indicator Device: Cllr Flower reported that Stourton with Gasper PC did not want to use the SID until their issues with the speed limit on Stourton Lane have been resolved and he had agreed with the Zeals PC co-ordinator (Mark Gibbons) that until further notice, the unit would be kept in each of the two parishes for 6 weeks. The SID will be back on The Common for the month of July. The Clerk said she had heard again from the SID suppliers and they have provided us with instructions on how to operate it (one page). A laminated copy was handed to Cllr Flower for him to place in the box which is used to ferry the unit between parishes.

244.2 B3092 junction improvements at Norton Ferris: the Chairman asked Cllr Jeans if he had received any more information on this issue. He replied that it was most unusual but he could not get any response from the relevant

WC officers. The Clerk confirmed she had sent an email to WC as instructed to do so at the last meeting and she had received no response either. Cllr Jeans said he would continue to pursue this matter and asked for the item remain on the agenda.

244.3 Speed Limit Assessment – Kilmington Common: the Chairman reported he had attended the WC LHFIFG meeting on 8 May. He was pleased to confirm that his behind-the-scenes work has produced a result in the last few days which is that the work, **irrespective** of what Stourton with Gasper PC say in their response to the TROs which had not yet been published and are still with WC Legal Department, will go ahead. Unfortunately, he does not yet have a timetable for the work to start but as and when he has any information. he will advise all. **Action: Chairman**

244.4 Parish Steward: at the Annual Parish meeting the member of the public present asked a question regarding the Steward. Basically, it appears many residents are unsure why this item appears on the agenda of our bi-monthly meetings and they are unsure as to what jobs exactly can be undertaken. It was agreed that the Clerk would prepare a note for the Kilmington News (pink paper) giving details of the jobs that can be carried out.

The Chairman said that this winter had been extremely difficult as the Stewards had often been taken off their normal duties so that pot holes in the county could be given priority. Mention was again made that they are just not given the equipment that is required to deal with pot holes in the parish. Fred Winter is our Parish Steward and his next scheduled visit is Monday 3 June.

244.5 Holding Pond by The Street and to the side of B3092 – the Chairman said he had covered this subject at the Annual Parish meeting (see item 4. of those minutes) but he reiterated that if the bank collapses it is likely that The Street would have to be closed and the issue would be escalated to a different department in WC. The time frame given to us, that it could take a year to sort out, comes from the fact that in terms of WC roads, it would be a very low priority.

245. PLAYING FIELD

Cllrs Mrs Hames said she had been over the field today, as had Cllr C Reeves and they inspected the wet pour as D Davis has reported in his weekly inspections that the surface is very slippery. They did not find this to be the case so it was thought that this happens only when the surface is wet but once it dries out it is ok. Cllr Mrs Hames said she was concerned that the grass is not being cut often enough and it is very long at the moment. Cllr C Reeves said some strimming around the swings and other items seems to have been done in the last day or so but the grass is very long and thought that perhaps the contractor’s mower has broken down. The Clerk was requested to contact Philip Cowell to find out what is going on. **Action: Clerk**

(Cllr Jeans and the member of the public left the meeting at 21.00 hrs)

246. FINANCE, POLICY & RESOURCES

246.1 Receipts & acknowledgements since last meeting: the Clerk said that £6749.00 had been received into our bank account on 19 April from WC which represents the first half of our precept. There were no acknowledgements to report.

246.2 Balance of Lloyds Bank account at 30.04.24 the balance amounted to £17538.59. The bank reconciliations were verified with the bank statements provided and signed by the Chairman.

246.3 The following Lloyds Bank faster payments were approved:

Payments made since last meeting but authorised:		
Mr T Thornley	Annual web hosting charge & Annual SLL (Secure Server) charge	£218.15
Payments authorised but not yet paid:		
Wiltshire Council LHFIFG	25% contribution towards Pedestrian signage The Street	£480.00
To approve the immediate Lloyds Bank Fast Payments of:		
Kilmington Home Guard Club	Hire of hall for May 2024 meeting	£ 50.00
Community First Insurance	Renewal of Annual insurance 2024-25	£840.86
Wilts Assoc of Local Councils	Annual subscription 2024-25	£133.93
Upper Stour, St Mary’s Church	Donation towards churchyard/cemetery maintenance	£535.00
Mere & District Link Scheme	Section 137 donation	£120.00

Kilminster News	Section 137 donation	£70.00
Upper Stour Magazine	Section 137 donation	£60.00
M Reeves	War Memorial maintenance	£90.00
Accounting & Office Solutions Ltd	Annual fee for pay-roll and supporting services	£114.00
Seeds4Success	Section 137 donation	£75.00
London Hearts	Match funding for purchase of new defibrillator The Common	£750.00
Jeans Electrical	Electrical works for installation of new defibrillator	£378.00 including VAT
Wiltshire Council LHFIG	25% contribution towards TRO speed assessment	£500.00
To approve payments for 30.06.2024		
Mr T Thornley	Q1 (2024-25) website maintenance	£60.00
Mr D L Davis	Q1 (2024-25) Play Area Inspections	£195.00
Mrs R K Burrows	Q1 (2024-25) Clerks Salary and allowance (nett)	£418.80
HMRC	Q1 (2024-25) Clerk's PAYE	£97.20

The Clerk made a reference to the insurance renewal – fortunately in 2022 the PC agreed to a 3 year LTA (long term agreement option) so the cost of our renewal has not seen a huge increase like some councils are experiencing. The 3 year LTA was a smart move and one which should be repeated if offered when we have to renew next year.

246.4 Internal Audit Report: the Clerk informed members that Mr. Eugene Reed had visited her home on 7 May to carry 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.

246.5 Accounts & Audit – Members approved the summary accounts and balance sheet and these were signed off by the Chairman and the Clerk.

246.6 Annual Governance & Accountability Return 2022-23 Form 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.

246.7 To RESOLVE to certify Kilminster Parish Council "exempt" from External Audit – the PC confirmed that it had met the qualifying criteria from a limited assurance review by the external auditor and it was proposed by Cllr Cotton, seconded by Cllrs Mrs Hames and approved by all that we should Certify the Council Exempt; the Chairman and Clerk signed the form in the presence of the Parish Council.

246.8 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 3 June to 12 July 2024 on the notice.

247. DATE OF NEXT MEETING: the next meeting will be on Monday 15 July 2024 commencing 7.30 at the Home Guard Club.

The Chairman closed the meeting at 21.15 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: