

KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows

Email: parishclerk@kilmingtonwiltshire.org

Minutes of the Parish Council meeting held on Monday 15 July 2024 at the Stourton & Kilmington Home Guard Club

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

Also in attendance, Wiltshire Councillor G Jeans, the Clerk and 2 members of the public.

The Chairman opened the meeting at 19.35hrs.

Public Open Session – A MOP said she was here to find out what the Council is going to agree on in regard to item 256. Renovation of the Bus Shelter/s but until she listened to councillors and how they were going to proceed, she wouldn't know how to comment. The Clerk reminded all present that the members of the public can be allowed to make comment at the Chairman's discretion when an item is being discussed. The Chairman said he would be happy to allow this when item 256 on the agenda was reached.

248. TO RECEIVE APOLOGIES FOR ABSENCE.

Members unanimously approved apologies from Cllr Giles Hunt who was on annual holiday.

249. 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

250. MINUTES OF LAST MEETING: the minutes of the Annual Parish Council meeting held on Monday on 20 May 2024 were approved and signed as a correct record.

251. MATTERS ARISING FROM THE LAST MINUTES (not covered by other Agenda items)

251.1 Reappointment of Internal Auditor (item 239.) – the Clerk reported that she has spoken to Mr Eugene Reed and he is willing to act as internal auditor for the current financial year.

252. 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)

252.1 Applications to consider at the meeting: None.

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

252.3 1st Planning Forum Meeting in Trowbridge 24 July – The Chairman thanked Cllr C Reeves for attending the meeting on 24 July. Cllr Reeves gave a brief summary which he felt was very much a PR exercise for WC Planning Department to say how good they already are but how much better they are going to be in the future. £1 million per year has been committed for additional staff funding which is hoped will improve morale and job satisfaction. They have a two year plan to become one of the best performing planning authorities in the country (Wiltshire is the 4th largest). Information was given on the Neighbourhood Plan process and many in attendance had questions which seemed to indicate they were not being given the support they needed. A Gypsy and Traveller Development Plan Document presented as were details on housing land supply. Details were also provided on the number of Planning Enforcements dealt with annually (950), there are currently 10 enforcement officers and 80 enforcement notices were served last year.

253. BROADBAND & MOBILE 'PHONE SIGNAL – No update.

254. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

254.1 Speed Indicator Device – Cllr Flower said that the unit is currently on its pole on Kilmington Common and he had done some monitoring, by sitting in his car in a layby, since it has been in place. He reported that the worst offenders of not keeping to the 40mph limit are the Tesco and Sainsburys online

delivery vans. In addition, he reported that when some tractors were coming along the road flat out, they were recording a speed of 31mph although they appeared to be travelling much faster.

254.2 B3092 junction improvements at Norton Ferris – Cllr Jeans had nothing further to report.

254.3 Change of speed limit Kilmington Common – the Chairman said he had heard that morning from Paul Shaddock that the TRO's have been produced by WC Legal Dept although no date yet when they will be published. PS advised him it is extremely important that we, the Parish Council, write in to support the proposal as soon as they are published. The Chairman thinks there is a reasonable chance that the new speed limit should be in place by the end of this year. It was RESOLVED that the Clerk will write and respond to the TRO's as soon as they are published. **Action: Clerk**

254.4 Parish Steward – the Chairman advised that the Steward had been in the village in July although not on the day scheduled. He cut back some visibility splays but at the moment is he is not meant to be dealing with pot holes. Cllr C Reeves said that the grips are not too bad but the next time he is with us he should be asked to cut around the 30mph signage – some have been done but many are now barely visible. The Steward is not scheduled to visit us in August but he should be with us again on 2 September. **Action: G Cotton**

254.5 Holding Pond by The Street and to the side of B3092 – Chairman reported on a meeting he had attended in Warminster on 26 June when he had been able to explain to WC officers the problems surrounding the blocked exit pipes. As a direct result of this, the CCTV scanning team has been and the Chairman has seen the scan pictures which clearly show where the blockages are. Nothing further has been heard and the Chairman will chase during the next week or so, to find out when WC are coming back to fix the problem. **Action: G Cotton**

254.6 Butts Lane repairs – the Chairman said that the surface dressing had been done but the white lining remains outstanding and he was somewhat mystified that so much time and resource has been spent on this stretch of road when other roads in Kilmington are being neglected. The poor and badly pot holed surfaces of Church Road and the Cote Lane extension to Tower Road are known to WC and David Button is pressing for work to be carried out on these. **Action: G Cotton**

255. PLAYING FIELD

255.1 Chairman apologised to Cllr C Reeves for not including him in his thanks for the work he does for the annual bonfire and firework display, at the Annual Parish meeting in May.

255.2 New member of the Playing Field Committee

The Clerk advised that it had been an oversight on her part that the Committee had not been reappointed at our Annual meeting in May and also that it was important that the full name of the committee is used – Playing Field Advisory Committee (PFAC). Since the May meeting Evie Pace has resigned from the committee so a replacement is required. The Clerk read out the terms of reference for the Committee as follows:

“The Committee shall consist of 2 members of the PC and 3 co-opted members (not members of Kilmington PC). As the committee is an advisory committee, both members and co-opted members shall have voting rights. The committee shall determine the date of their meetings and elect a Chairman. The committee will not hold office beyond the next Annual PC meeting where the PC shall consider its appointment/re-appointment and terms of reference.” She said there was nothing in writing as to how a co-opted member is appointed mid-term – either by the Playing Field Advisory Committee or the PC but as a volunteer had come forward and was at the meeting, this could be done tonight by the PC. On a proposal by Cllr A Reeves, seconded by Cllr C Reeves and agreed by all members present, John Harrison was duly co-opted. Mr Harrison has an academic background of child psychiatry and of pioneering play programmes particularly for children with autism. Applying for money and grants has been a career long history for him and the PC welcomed this experience.

The PFAC committee will consist of Cllr Mrs E Hames, Cllr C Reeves, Mr John Harrison and Mrs Nomi Miller.

255.3 Funding raising – Cllrs Mrs Hames said whilst not actually fund raising, a coffee morning event had been arranged by Nomi Miller on Saturday 13 July. Children had been asked what equipment they liked best and what they would like to have in the future. NM will provide a list to the PFAC.

The Clerk said she had been informed that there is a “Golden Cup” funded by Mr Henry Hoare of Stourton who had donated a large sum to the playing field when it was initially set up back in 2002. Cllr C Reeves said the fund is called “Golden Bottle” and it would certainly be worthwhile approaching Mr Hoare to see if any grant could be made available for us. It was RESOLVED that the Clerk should write on behalf of the PC. She asked John Harrison to assist her with this task and he agreed. **Action: Clerk**

255.4 Grass cutting – Cllr Mrs Hames & Cllr C Reeves said that unfortunately the grass contactor (Philip Cowell) had not been as conscientious as in the previous two years. At times the grass had been very high and needing to be cut so the Clerk had been asked to ‘phone him to find out what the problem was. The Clerk had left two messages but had not received any response although, the grass is now being cut as per our requirements. The situation will be monitored by Cllr Mrs Hames throughout the summer.

Action: Cllr Mrs Hames

256. RENOVATION OF THE BUS SHELTER/S (the Chairman was happy to permit the MOP who had raised this matter to join in the discussion)

The Chairman was concerned that if only one of the PC owned shelters was renovated, other residents would be asking for the other three to be done. The MOP said that in her view, if that happened those people could be asked to volunteer to do likewise. The MOP said whilst the bus shelter isn’t really used as such, it is keeping the village tidy which is uppermost in her mind and that of the other residents living in The Common. After a lengthy discussion, the PC agreed that the Clerk should write to Mr Tony Chubb thanking him and taking up his offer to renovate the inside of the bus shelter in Cote Lane. This will involve taking down the old damaged noticeboard and painting the inside only. The situation with this bus shelter will then be monitored to see if any or all of the others need work. **Action: Clerk**

257. DEFIBRILLATOR UNIT FOR KILMINGTON COMMON - *The Council to discuss and agree the possible complete purchase of a unit.* The Clerk said after our May meeting, she had contacted London Hearts who were the organisation responsible for administering the DHSC match grant funding of new units and was disappointed to be told all the funds had been allocated; they were waiting to hear if the Government was going to extend the scheme. However, with a general election then called she felt that there was little chance of anything much happening in the immediate future.

Two quotes had been emailed to all councillors for consideration one from London Hearts (£1211 – no VAT) and one from Community Heartbeat (£1420 excluding VAT).

It was proposed by Cllr A Reeves, seconded by Cllr Cotton and agreed by all that the Clerk should go ahead and purchase a unit from Community Heartbeat. With the match funding now gone, it was further RESOLVED to make a plea for donations from the parish and this would be done via the Kilmington News September edition and the website. Cllr Flower commented that if all Kilmington business were to make donations it would kick start the appeal campaign. Six business were represented by persons in attendance at the meeting and they all said they would be happy to do this. The Clerk was requested to send each an invoice for £100 each. Cllr Mrs Hames said the Amenity Fund would be able to make a donation similar to that given for the unit in The Street. **Action: Clerk**

258. WILTSHIRE & SWINDON PREPARED – EMERGENCY CONTACT HUB - *The Council is requested to confirm the Home Guard Club building is the “Emergency Contact Hub” for Kilmington.* It was RESOLVED that the Clerk should reply to Camella Town and Chris Manuel’s request to attend our September meeting to explain the setting up of the Home Guard Club as an Emergency Contact Hub. Before doing this, however, she should make contact with the new Committee of the HGC making them aware the premises are in our Flood Plan and seeking their approval to become an Emergency Contact Hub. **Action: Clerk**

259. FINANCE, POLICY & RESOURCES

259.1 Receipts and acknowledgements: the Clerk reported our VAT reclaim of £365.89 was received into our bank account on 30 May and we had received acknowledgements and thanks from all recipients of the annual donation payments made in May.

259.2 Balance of Lloyds Bank account at 30 June 24 amounted to £14,8269.54. The bank reconciliation form was verified with the Lloyds bank statement provided and signed by the Chairman.

259.3 Lloyds Bank account - the Council is asked to consider the need to open an Instant Saver account which accrues interest. Following discussion it was proposed by the Chairman, seconded by Cllr C Reeves and unanimously agreed by all present that the clerk should arrange for an Instant Saver account to be set up. The Clerk to transfer over £10,000 into this account which can be done using internet banking and which is currently paying 1.3% interest but reducing to 1% from 25 July. The Clerk should ensure our Financial Regulations policy is updated to allow for this interest earning account. **Action: Clerk**

259.4 Payments to be authorised – it was RESOLVED to approve the following payments:

To approve the immediate Lloyds Bank Fast Payments of:		
Mr D L Davies	Repair of pedestrian gate	£31.00
Community Heartbeat	Invoice 22091 replacement pad for unit outside Thenford	£122.34

259.5 The Clerk’s Expenditure v Budget report for Q1 (April-June 2024) had been circulated to all members and there were no comments.

260. DATE OF NEXT MEETING

The date of the next meeting will be **Monday, 9 September** in the Stourton & Kilmington Home Guard Club. The Chairman said in all probability he would be on holiday and he asked Vice Chairman, Cllr Mrs Hames to chair the meeting.

The Chairman closed the meeting at 21.00 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: