

KILMINGTON PARISH COUNCIL

Dear Sir/Madam,

I hereby give notice that on Monday 12 May 2025 the Kilmington Annual Parish Council meeting will take place at the Stourton & Kilmington Home Guard Club, immediately following the Annual Parish Meeting. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business set out hereunder. Members are reminded that the 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 or disability), Crime & Disorder, Health & Safety and Human Rights.

Signed by Ruth Burrows, Clerk

Date: 5 May 2025

AGENDA

The meeting will be recorded purely as an aide memoire for the Clerk and the preparation of the draft minutes. Once the draft has been sent to all councillors and published on our website, the recording is deleted.

1. **TO ELECT CHAIRMAN OF KILMINGTON PARISH COUNCIL FOR 2025/2026 AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
2. **TO ELECT VICE-CHAIRMAN OF KILMINGTON PARISH COUNCIL FOR 2025/2026 AND TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
3. **TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM COUNCILLORS**
4. **APOLOGIES FOR ABSENCE**
5. **TO RECEIVE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS FROM COUNCILLORS ON MATTERS TO BE CONSIDERED AT THE MEETING**

- To receive declarations of interest from councillors on items on the agenda
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

A request for dispensation must be made on an individual basis

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Mere Town Council Code of Conduct for Members and by the Localism Act 2011. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.

6. **MEMBERS TO CONFIRM THAT REGISTER OF INTERESTS WITH WILTSHIRE COUNCIL ARE UP TO DATE.**
7. **PUBLIC SESSION:** *This provides an opportunity for Members of the Public to raise questions about and comment on items on the Agenda. Each member of the public is entitled to speak once only and for no longer than 3 minutes. The Chairman will re-convene the Parish Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman). This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes may not be produced.*
8. **MINUTES OF LAST MEETING** - to resolve that the Minutes of the Parish Council Meeting held on 17 March 2025 be approved as a correct record (previously circulated).
9. **REVIEW COMMITTEE STRUCTURES AND TO APPOINT MEMBERS, DECIDE TERMS OF REFERENCE ETC.**

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

**SW Wiltshire Area Board
LHFIG
Kilminster Amenity Fund
Flood Defence Warden**

11. 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)

11.1 Applications to consider at the meeting: **None**

11.2 Applications considered/determined since last meeting: **None**

12. BROADBAND & MOBILE PHONE SIGNAL – new councillor to be appointed and update if available.

13. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

13.1 Change of Speed limit, Kilminster Common – Cllr Cotton

13.2 Speed Indicator Device – update from Cllr Flower

13.3 Road repairs to Church Road – Cllr Cotton

13.4 Holding Pond, The Street – Cllr Cotton

13.5 Parish Steward - Cllr Cotton

13.6 B3092 at Norton Ferris / Cllr Jeans/LHFIG meeting

14. PLAYING FIELD

14.1 PFAC – update from the Chairman (Mr John Harrison)

14.2 Car Parking outside the playing field – Cllr Cotton

14.3 Flooding of the playing field in February

15. CLERK'S ITEMS

15.1 New Councillor Training Courses – details previously circulated

15.2 Website – Aerial photographs

16. FINANCE, POLICY & RESOURCES

16.1 To review and adopt the Council's Standing Orders (attached)

16.2 To appoint/reappoint Internal Auditor

16.3 **Accounts & Audit** - To approve accounts & supporting statements and to verify bank reconciliation for the year ended 31 March 2025 (previously circulated)

16.4 **Annual Governance & Accountability Return 2024-2025:**

(i) Certificate of Exemption – To RESOLVE to certify Kilminster Parish Council “exempt” from External Audit.

(ii) Annual Internal Audit Report

(iii) Annual Governance Statement 2024-2025

(iv) Accounting Statements 2024-2025

(v) To note public rights to inspect accounts

16.5 Payments received since last meeting: Precept from Wilts Council (£7105.00)

16.6 To confirm approval for S.137 payments for 2025/26 financial year (as listed in 16.8 below).

16.7 To consider quotation for insurance renewal (attached)

16.8 To review and authorise the schedule of payments below via internet banking:

<i>Paid since last meeting</i>		
(28.03.25) Lloyds Bank (direct debit)	Bank charges 10.02.25 – 09.03.25 (inc.2024-25 accounts)	£ 4.25
(23.04.25) Home Guard Club	Donation towards VE Day 80 th Anniversary celebrations	£500.00
(29.04.25) Lloyds Bank (direct debit)	Bank charges (10.03.25 – 09.04.25)	£ 4.25
<i>For immediate payment:</i>		
Community First Insurance (Zurich)	Insurance renewal 2025/26	TBA
Wilts Assoc of Local Councils	Annual subscription 2025/26	£137.11

Upper Stour, St Mary's Church	Donation towards cemetery maintenance	£535.00
Mere & District Link scheme	Section 137 donation	£120.00
Kilmingington News	Section 137 donation	£70.00
Upper Stour Magazine	Section 137 donation	£60.00
M Reeves	War memorial maintenance	£100.00
Seeds4Success	Section 137 donation	£75.00
Wiltshire Citizens Advice	Section 137 donation	£50.00
Home Guard Club	Hire of hall for meeting 13.05.25	£50.00
Accounting & Office Solutions Ltd	Annual fee for pay-roll and supporting services	TBA
For payment before 30.06.25		
D L Davis	Play Area Inspections Q1 2025-6 (£16 pw)	£208.00
Mrs R K Burrows	Wages and allowance Q1 2025-6	TBA
HMRC	PAYE Q1 2021-22	TBA

**TBA will be confirmed at the Meeting and in the Minutes (details unavailable when producing this Agenda)*

17. FUTURE MEETING DATES: the date of the next meeting will be Monday 21 July. Dates for the remainder of 2025 are 15 September, 17 November. All to be held at the Home Guard Club commencing at 7.30 pm.