

## KILMINGTON PARISH COUNCIL

Dear Sir/Madam

I hereby give notice that on **Monday, 8 September 2025** a meeting of Kilmington Parish Council will take place at 7.30 pm in the Stourton & Kilmington Home Guard Club. 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: 30 August 2025

**Public Open Session:** A maximum of 15 minutes will be set aside prior to the start of the meeting for questions or statements from members of the public; **each person speaking for no longer than 3 minutes.** Please note that any question requiring an answer that needs to be researched will be noted and included in the agenda for the following meeting. Statements will be noted at the meeting, but no discussion will take place unless the topic is on the agenda; any discussion will take place during the agenda item. *(Please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman.)*

### AGENDA

#### **30. TO RECEIVE APOLOGIES FOR ABSENCE**

**31. 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)*

**32. MINUTES** – To approve the minutes of the Parish Council meeting held on 21 July 2025.

#### **33. MATTERS ARISING**

**33.1 Defibrillator Unit, Thenford** – Clerk to confirm unit is no longer under a Managed Solution agreement.

**34. 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)

##### **34.1 Applications to consider at the meeting:**

**PL/2025/06835 &07029 Kilmington House, Butts Lane BA12 6RD** application for conversion of an existing barn into a 3 bedroom annexe & Listed Building consent.

##### **34.2 Applications which may have arrived after issue of this Agenda**

**35. BROADBAND & MOBILE PHONE SIGNAL** – Cllr Brooks to give any available update.

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

**36.1 WC Free Traffic Survey for Kilmington Common** - update (if any) from JB

**36.2 Parish Steward** - Chairman to report on jobs undertaken since last meeting

**36.3 Church Road repairs** – update (if any) from the Chairman

**36.4 Holding Pond by The Street and to the side of B3092** – GC report attached & further update (if any) Chairman

**36.5 Recent roadworks in New Road, The Common** – update (if any) from the Chairman

**36.6 B3092 junction improvements at Norton Ferris** – update (if any) from Cllr Jeans

**36.7 WC Free Traffic Survey for B3092 at Norton Ferris** – update from the Clerk

**36.8 Winter Preparations PEAS** – PC to decide if stocks of salts are required for winter (details circulated to AR/CR)

**36.9 WC Discretionary Gully Service** – Top 5 priorities only need to be identified (details previously circulated)

**36.10 Car parking for Brookside** - update (if any) from the Chairman

**36.11 New Wiltshire Connect Bus service for Kilmington** – Clerk to update the council on the service

### 37. PLAYING FIELD

- 37.1 2025 Bonfire and Firework Display:** PC to decide if this event will be held in November and if so, the Clerk to be asked to inform our insurance company and complete necessary documentation.
- 37.2 Purchase of replacement Basketball nets** – Clerk requests approval to purchase two new nets
- 37.3 Playing field & playground refurbishment plan** – an update from the PFAC Chairman, John Harrison, if available.
- 37.4. RoSPA inspection** – to be undertaken in September

**38. CLERKS VACANCY** – PC to agree on advert, terms and conditions and interview panel for the replacement Clerk (details attached circulated)

### 39. FINANCE, POLICY & RESOURCES

- 39.1** Receipts & acknowledgements since last meeting
- 39.2** Balance of Lloyds Bank current account at 31.08.2025 & reconciliation to be signed by Chairman
- 39.3** Payments to be authorised

<b><i>Paid since last meeting:</i></b>		
Lloyds Bank (Direct Debit)	Bank charges (10 Jul -9 Aug 25)	£4.25
Rob Pearce	Half year payment Year 1 grass cutting of the playing field	£750.00
<b><i>For immediate payment:</i></b>		
Stourton & Kilmington Home Guard Club	Hire of meeting venue (Sept 2025)	£50.00
Mrs R K Burrows	Office expenses (paper, ink, voice recorder app)	£27.01
ICO (direct debit)	Subscription for Data Protection (policy doc)	£47.00
<b><i>To approve payments for 30.09.25:</i></b>		
D L Davis	Play Area Inspections Q2 2025-26	£208.00
Mrs R K Burrows	Salary and allowance Q2 2025-26 Incl. overtime	£584.88
HMRC	PAYE Q2 2025-26	£138.80
<b><i>To approve payments due before next meeting:</i></b>		
Jimmy's Wholesale Fireworks	Purchase of fireworks (if approved item 37.1)	TBA
British Royal Legion	Purchase of Remembrance Wreath	TBA
Playsafety Ltd	Annual Play Area Inspection 2025	TBA
Rob Pearce	Final payment Year 1 grass cutting of the playing field	£750.00

**39.4 Clerk's reports** – Clerk will prepare the Q2 Expenditure v Budget report and circulate after 30.09.25.

**39.5 NALC Pay Award** for Clerks effective 1 April 2025 – to agree current Clerk's back-dated pay in final payslip

### 40. DATE OF NEXT MEETING

The date of the next meeting will be **Monday, 17 November** in the Stourton & Kilmington Home Guard Club.