

## KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows Email: [parishclerk@kilmingtonwiltshire.org](mailto:parishclerk@kilmingtonwiltshire.org)

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### Minutes of the Parish Council meeting held on Monday, 8 September 2025 at the Stourton & Kilmington Home Guard Club.

**Present:** Councillors G Cotton, J Brooks, R Flower, Mrs E Hames, J Moore, C Reeves.

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

**Public Open Session:** A member of the public (MOP), who has lived in Kilmington for a year, said she had been very pleased to see the Clerk's suggestion for a member of the council to become responsible for footpaths in the parish at the last meeting. However, she had been disappointed that the council did not feel this was necessary. Whilst understanding the reasons, she feels there are issues that need to be addressed – some are blocked, in one case by an electric fence, ploughed up and not reinstated and wonky stiles to name a few. She said that if the council are interested, she together with a neighbour, would be prepared to walk all of them, slowly over a length of time, and report back any problems to the council. The Chairman thanked her for her comments and said that as Footpaths did not appear on this meeting's agenda, it would be deferred until the next meeting and the Clerk would arrange for it be included.

**Action: Clerk**

**30. TO RECEIVE APOLOGIES FOR ABSENCE** – Members unanimously approved apologies from Cllr A Reeves who had an urgent business commitment to attend to.

**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*): None.

**32. MINUTES** – the minutes of the Parish Council meeting held on Monday 21 July were approved and signed as a correct record.

### **33. MATTERS ARISING**

**33.1 Defibrillator Unit, Thenford** – the Clerk confirmed the Thenfold unit has now been removed from Community Heartbeat Managed Solution agreement at no cost. Both council owned units are now on same format. Alex Merrick has asked to be replaced as "Guardian" of the HGC unit. Cllr Brooks as agreed to take over the monthly reporting. Clerk was asked to send a note of thanks to Alex.

**Action: Clerk**

**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. Unanimous "Support" from all members.

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

**PL/2025/06908 Eurodec Promenade Tiles, The Highlands, Norton Ferris BA12 7HT** application for erection of a storage building for ancillary purposes. Unanimous "Support" from all members. On a proposal by Cllr Mrs Hames, seconded by Cllr C Reeves and agreed by all, that if for any reason the WC Case Officer were to refuse this application, the Council would request Cllr Jeans to "call in" to the Planning Committee.

**PL/2025/07002 4 The Street, Kilmington BA12 6RG** – application for proposed creation of Off Road Parking areas and News Vehicular Access – Unanimous "Support" from all members. However, Cllr Mrs Hames to clarify access to the public footpath with the creation of the crescent shape new path.

**PL/2025/07008 3 The Street, Kilmington BA12 6RG** - application for proposed creation of Off Road Parking areas and News Vehicular Access – Unanimous "Support" from all members.

**35. BROADBAND & MOBILE PHONE SIGNAL** – Cllr Brooks said there was no update to broadband. On mobile 'phone signal our BT.com contact Mr Paul Jags has reported that there are too many trees blocking the path between the satellite and the transmission satellite at the gliding club; in addition, he understands the work on the microwave link located near Shaftesbury, which needs to be strengthened, is too costly so the project is currently paused. However, Mr Jags does provide some faint hope as apparently, the mast transmitting to the gliding club is being upgraded to receive data via Starlink which will produce greater data speeds for users who can access signals from that mast. It could also be open to more G4 providers to access via the Starlink once that connection is made.

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

**36.1 WC Free Traffic Survey for Kilmington Common** – Cllr Brooks said an acknowledgement has been received from WC with confirmation the survey will be in the next batch but no dates provided. *Cllr Brooks to follow up*

**36.2 Parish Steward** - the Chairman said the steward had appeared and some grips/drains had been cleared of leaves. He has also trimmed overgrowth around signage. Clerk to recirculate jobs he is allowed to do. *Action: Clerk*

**36.3 Church Road repairs** – the Chairman said there has been some progress - it has been confirmed there is definitely pipework under the road and the workforce who reported they could not find it has been tasked with the job of going back and not to leave until they have found it.

**36.4 Holding Pond by The Street and to the side of B3092** – the Chairman's report on work undertaken by WC at the end of August had been circulated to all members.

**36.5 Recent roadworks in New Road, The Common** – nothing to report. *Item closed*

**36.6 B3092 junction improvements at Norton Ferris** – Cllr Jeans said he had been invited by Maiden Bradley PC to attend a meeting organised by "the stop the lorries" group. No mention had been made of the dangerous junction at the Coombe Barn Lane junction Maiden Bradley but he will continue to pursue. Cllr C Reeves said he has recently passed through a village in Somerset where he had seen signage to indicate "a notable hazard junction ahead". He thought this might be worth considering in the future, depending on the outcome of the traffic survey.

**36.7 WC Free Traffic Survey for B3092 at Norton Ferris** – the Clerk had received an acknowledgement of the form with an indication it will be in actioned in the next batch but no exact date provided (it should be noted no traffic surveys are undertaken during school holiday dates).

**36.8 Winter Preparations PEAS** – the Clerk was requested to order 20 x 25kg bags of salt. Cllr C Reeves offered to collect from WC Warminster depot on 21 October. The Clerk will remind him. The Clerk had checked the grit bin in Cote Lane and it was half full; she was requested to ask WC to refill. *Action: Cllr C Reeves/Clerk*

**36.9 WC Discretionary Gully Service** – the council identified their Top 5 priorities. The Clerk will look up the "What3Words" locations, with assistance from the Chairman, and submit to WC when confirmation is received of the dates they will be in our area (currently w/c 3 November).

**36.10 Car parking for Brookside** – the Chairman had not received any response to his email from Simon Kelly WC. Cllr Jeans offered to follow up and ask why. *Action: Cllr Jeans*

**36.11 New Wiltshire Connect Bus service for Kilmington** – Clerk had made enquiries directly with the WC department responsible for the new service so that details can be published in the Pink Paper. Cllr Jeans offered to read out a short precis of the details he had been provided with by WC as follows:

*"The way it works is when passengers initially book a journey, they get allocated a 30-minute pick up window (from a bus stop) or 20 minutes for a home pickup passenger. Approximately, two hours before the pickup they will be given a specific 5-minute time window so a passenger is not expected to wait at the bus stop for a long time. The system will also send updates to passengers 15 minutes before pick up is due and when the driver arrives. Passengers can also track their bus on their mobile 'phone up to 30 minutes beforehand; without the APP they will receive a SMS message, instead of a text message, on their landline 'phone. WC Connect buses can pick up at locations which are not official bus stops and, if required, WC can create additional pick-up locations with the APP if that is useful. The service is only pick up from home addresses for those with mobility issues".*

### **37. PLAYING FIELD**

**37.1 2025 Bonfire and Firework Display:** it was unanimously agreed this annual event should go ahead on Wed 5 November. The Clerk will prepare necessary forms and seek authorisation from Zurich our insurers. Cllr Mrs Hames will order the fireworks. *Action: Clerk*

**37.2 Purchase of replacement Basketball nets** – it was unanimously agreed the Clerk can order two new nets. *Action: Clerk*

**37.3 Playing field & playground refurbishment plan** – Cllr Mrs Hames read out the report prepared by the Chairman of the PFAC (John Harrison).

**37.4. RoSPA inspection** – no date provided but we have been notified it should take place in September.

**38. CLERKS VACANCY** – the wording of the advertisement was agreed for both a short and longer version; the Clerk was asked to find out how much each would cost to be run in the Blackmore Vale magazine for one week. Once she had this information, she would email all members who would each confirm which advert they thought should be used and a majority vote would decide which one would be used. It was agreed the advert would also be placed on the WALC website (FOC), Karen Linaker WC would be asked to circulate it to all south west area parish clerks. Cllr Jeans offered to arrange for it to be submitted to the Mere, Zeals and Kilmington local Facebook groups, provided they would accept it. The job description had been previously circulated to all members and with some minor amendments, these were agreed, as was a closing date for applications of 31 October with interviews the following week at the Home Guard Club. It was RESOLVED that the interview panel would consist of Chairman, Vice-Chairman and the Clerk. *Action: Clerk*

### 39. FINANCE, POLICY & RESOURCES

**39.1 Receipts & acknowledgements since last meeting** – Since 30 June we have received two more interest payments on our Instant Access account of £10.49 and £11.54. The interest rate on this account has been reduced and is now 0.70%. So far this year we have received £57.88 in interest. A surprise receipt was received on 5 Sept from WC of £870.43 which represents the CIL (Community Infrastructure Levy) money payable on PL/2021/09744 – the new build holiday let at Street Farm (Mr Jonathon Hames). He had to pay WC a total of £5802.88 and they in turn have passed on a 15% proportion to us. This is the first CIL money Kilmington has received and there is certain information which we have to publish - total CIL receipts and expenditure as well as a summary of what it has been spent on. If not spent within 5 years WC will claim it back. There are maximum CIL receipts payable for parish councils, without a made and adopted Neighbourhood Plan, and for Kilmington this amount is £21,409 for 2025 and is based on the number of dwellings in the parish.

**39.2 Balance of Lloyds Banks accounts at 08.09.25** – the Clerk reported our current account contains £1208.40 and the instant access a/c £18246.51 giving a total of **£19,454.91**. The bank reconciliation statement was signed by the Chairman.

**39.3** The following Faster Payments were approved:

<b><i>Paid since last meeting:</i></b>		
Lloyds Bank (Direct Debit)	Bank charges (10 Jul -9 Aug 25)	£4.25
Rob Pearce	First 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>		
Mrs R K Burrows (Amazon)	Purchase of 2 x new basketball nets	£7.99
Jimmy's Wholesale Fireworks	Purchase of fireworks	TBA
British Royal Legion	Purchase of Remembrance Wreath	TBA
Playsafety Ltd	RoSPA 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 said she will prepare and circulate the Q2 Expenditure v Budget report early October.

**39.5 Clerk's NALC Pay Award 2025/26** - the Clerk advised the Unions had eventually agreed on a 3.2% pay award. This will result in an increase of £0.48 per hour for her giving a new hourly rate of £15.56. It was RESOLVED this should be paid and back-dated from 1 April with the appropriate amount added to her final payslip. **Action: Clerk**

### 40. DATE OF NEXT MEETING

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

*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: .....