

## KILMINGTON PARISH COUNCIL

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

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### **Minutes of the Annual Parish Council meeting held on Monday, 12 May 2025 at the Stourton & Kilmington Home Guard Club, immediately after the Annual Parish Meeting.**

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

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

The meeting opened at 19.54 hrs

#### **1. To elect Chairman for 2025-26 and to receive the Chairman's Declaration of Acceptance of Office.**

Cllr Mrs Hames nominated Cllr Graham Cotton to the office of Chairman for the ensuing year. Proposal seconded by Cllr C Reeves and carried with a unanimous vote.

**Chairman – Cllr. Graham Cotton**

#### **2. To elect Vice-Chairman for 2025-26 and to receive the Vice-Chairman's Declaration of Acceptance of Office.**

Cllr. Cotton nominated Cllr. Mrs. Hames to the office of Vice-Chairman for the ensuing year. Proposal seconded by Cllr. J Moore and carried with a unanimous vote.

#### **3. To receive Declarations of Acceptance of Office**

All Councillors present signed their forms. Cllr Flower who was absent had signed his form earlier in the day.

#### **4. Apologies for absence**

Members unanimously approved apologies from Cllr Roy Flower who is suffering from sciatica.

#### **5. To receive any declarations of disclosable pecuniary interests and other interests from councillors on matters to be considered at the meeting** (*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

#### **6. Members to confirm that Register of Interests with Wiltshire Council are up to date.**

Cllr G Cotton, Cllr Mrs Hames, Cllrs J Moore, A Reeves and C Reeves all confirmed the register is up to date. The Clerk informed Cllr Brooks that she would send him details of how he should enter the information onto the WC website.

**Action: Clerk**

*(meeting adjourned)*

**7. Public Session** – a resident asked to address the Council in regard to the new speed limit on Kilmington Common. He said all those living along The Common were very grateful it had been implemented but he was concerned about the signage particularly travelling north at the start of the zone where there was only 1 sign which everyone agreed was obscured by a telegraph pole, whereas at all other entrances into the zone have double signage. He said he had been in correspondence with Paul Shaddock WC who informed him that and plans are in place for this to be adjusted and this sign will become a repeater sign in due course as the zone is potentially going to be extended down to Stourton Lane. However, he still felt that regardless of that, there is still insufficient signage from the point when a driver enters the zone on the southern end and there is nothing to remind people that it is now a 30mph road until Cote Lane is reached. He said he had come to the PC to ask if there was anything that can be done with WC to rectify it. The Chairman responded that all members were in agreement with what he had said. Cllr Brooks said that there were Government guidelines on this and there is supposed to be clear visibility of 40 metres before entering a 30-mph sign but that has been placed behind a telegraph pole and there is no repeater sign which should be 200 metres from the terminal sign. P Shaddock has indicated that the signage is in compliance but there are three signs southbound and only one sign northbound. The resident said that he had emailed Wiltshire Police speed enforcement but had not received any response to date. The Chairman said that Wiltshire Police had responded to the Clerk and that would be reported on later in the meeting.

*(meeting reconvened)*

**8. Minutes of the Last meeting:** the minutes of the Parish Council meeting held on 17 March 2025 were approved and signed as a correct record.

**9. To review Committee Structures and to appoint members, decide terms of reference etc.** - It was unanimously agreed that the Playing Fields Advisory Committee should be re-appointed en bloc with the same terms of reference: i.e. to advise on the management, with a budget determined by the Parish Council. The Committee shall consist of 2 members of Kilmington Parish Council and 3 co-opted members (not members of Kilmington Parish Council). 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 Parish Council meeting where the Parish Council shall consider its appointment/re-appointment and terms of reference.

**10. To appoint/re-appoint representatives to outside bodies/organisations:**

S W Wiltshire Area Board	Chairman
Local Highways & Footpaths Improvement Group	Chairman
Kilmington Amenity Fund	Vice Chairman
Flood Defence Warden	Cllr Andrew Reeves

**11. 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.

**12. Broadband & Mobile 'phone signal**

New member Cllr Brooks volunteered to become the PC's voice on broadband and mobile signal – he will make contact with Giles Hunt to find out as much as he can from him. Cllr Jeans had emailed an update on Project Gigabit and BDUK and he will investigate this.

**Action: Cllr Brooks**

**13. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT**

**13.1 Change of Speed Limit on Kilmington Common** – following on from the discussions in the Public Session, it was RESOLVED that the PC should write to P Shaddock advising him that we would not be paying our 25% contribution towards the signage until we were happy that it has been placed as per our original agreement.

**Action: Chairman/Clerk**

Due to the recent elections, there is now some uncertainty about what will be agreed and put in place along Stourton Lane and a decision on that could be some months or even a year off being implemented.

**Wiltshire Police** – the Chairman had requested the Clerk to ask the local neighbourhood officers to attend our meeting but if they were unable to, then provide a statement on Wiltshire Police's attitude is to enforcement of the 30mph limits on rural roads. A reply had been received, this had been forwarded to all councillors and the Clerk read out the details. They have suggested that we look at setting up a community Speedwatch group. This had been done on The Common at least 8-10 years ago. Cllr Brooks said it was probably a good idea as the new speed limit was not being observed by the majority of vehicles. Previously the necessary equipment was shared with other villages. Cllr Brooks was asked to look into it and find out if any residents would be interested in setting up a group. He will report back at the July meeting.

**Action: Cllr Brooks**

**13.2 Speed Indicator Device** – Cllr Flower had informed the Clerk he had not been able to replace the battery but the unit is due to go on to Zeals on the 15 May and return to us on 15 July. He asked that this item not be placed on every agenda in future but only when there was something to report. It was unanimously agreed.

**Action: Clerk**

**13.3 Road repairs to Church Road** – the Chairman said this is an on-going problem but there is nothing further to report at this time.

**13.4 Holding Pond, The Street** – the Chairman reported that the National Trust is now involved; there is a blockage the other side of the B3092 where the pipework goes from the pond and flows out onto NT land and as landowner, they have an obligation to unblock it. They have apparently been warned that if they don't, then an

enforcement order will be served. There is also the possibility of co-operation on the actual pond state with the NT and/or the Environment Agency.

**13.5 Parish Steward** – the Chairman said he is allowed to cut foliage around road and other signs but not during the months May to September, as to do that might damage the habitat of birds who are more important than road safety aspects of signs that can be seen. All members agreed that is the growing season and when cutting back is required. The Steward had informed the Chairman that the schedule we had been sent is no longer being worked.

(Cllr Jeans arrived)

**13.6 B3092 at Norton Ferris:** - nothing further to report

#### **14. PLAYING FIELD**

**14.1 PFAC update** - John Harrison, Chairman gave the following update:

The two companies who have provided detailed plans of what the playground might look like, have reasonable credentials in terms of environmental impact and sustainability issues although he feels these might be at a minimum level. As Evie Pace, and others who came along to the consultation in March, were keen for this to be a key consideration he has contacted two others – GreenPlay in Bristol and Home-Front the latter were used by the village of Broad Chalke and uses entirely wood-based equipment. He hopes both will be able to visit Kilmington during the next couple of weeks so that we will then have a two more designs to consider.

Evie Pace is in the process of designing a modest fairly formal garden with benches and trees and wild flower area further down the playing field; there is a potential anonymous donor who might be willing to foot the bill for this. She estimates it will be around £2000 and much of that is to meet the PC's wishes for low maintenance costs. He confirmed he had begun the process of reaching out to organizations that have the potential to fund the new equipment and this will need to be piecemeal, one at a time. Taking advice from the volunteers who were recommended to him, he is finding that people are reluctant to join a committee but a few have expressed interested in joining a group "Friends of Kilmington Playing Field" which along with a "go fund me page" might be a platform from which we can reach out for donations.

The Chairman asked if he had contacted the Golden Bottle fund. There was some confusion as to what stage we were on this and the Clerk said she would forward the correspondence to John Harrison. **Action: Clerk**

**14.2 Car parking outside the playing field** - The Chairman said he had spoken to the WC officer who is responsible for Brookside regarding the possibility of making a car parking space for the residents on the land leading up to the sewage treatment plant. This was back in March when WC were finalizing the details of the replacement for that sewage plant. He promised to get back to the chairman but nothing more has been heard. Due to the hung WC there is a general sense of uncertainty surrounding all issues but Cllr Jeans suggested that the Chairman send on the details to him, he will make further enquires to support our request and to remind WC that a similar scheme had recently been successfully undertaken in West Knoyle. **Action: Chairman/Cllr Jeans**

**14.3 Flooding of the playing field** - Cllr C Reeves said he would like to take back a remark he made at the last meeting, as after seeing the video taken prior to any work being undertaken on the wet pour, there had been flooding which had never happened before. He said if there is a problem with water coming off the land, then it would certainly need to be look at it. The Chairman said that we are going to be faced with more and more extreme weather and he has found a company based in Hampshire who would be happy if required to come and suggest a plan. CR said he would rather wait to see what happens and what the problem is, rather than implement something now - as it might never happen again. Discussion ensued on what had been planted in the field beyond the playing field and if that had contributed to the flooding but as, at the moment, it was a one-off occurrence which has not happened in the last 40 years, it was felt that there was no need to do anything right now. The Chairman said it might impact on future funding, as anyone providing funds for the playing field are going to do their own research and they will not want to pour any money in if that flooding problem is going to reoccur. We will have to demonstrate to any significant funding source that we have got the drainage problem sorted. John Harrison suggested he could ask the two new vendors if they have encountered anything like it before and report back at the next meeting. **Action: J Harrison**

## **15. Clerk's items**

**15.1 New councillor training courses** – details of various Councillor training courses being offered by WALC had been circulated to all members prior to the meeting. Cllr Brooks was the only member who wished to be placed on a course. The cost is £40 and this expenditure was approved. The Clerk should make the necessary booking once the his chosen date is confirmed.  
**Action Cllr Brooks/Clerk**

**15.2 Website** – the Clerk reported that a resident had come forward to offer to provide some photographs of the village taken from her drone. It is hoped to have these available for the July meeting when the councillors can decide if any of them are suitable for our website.  
**Action: Clerk**  
The Clerk said she had updated members details and it was agreed that email addresses could be added.

## **16. FINANCE, POLICY & RESOURCES**

**16.1 To review Standing Orders for Kilmington Parish Council** – the Standing Orders, having been distributed to members in advance of the meeting, we approved and adopted by the new Council.

**16.2 To appoint/reappoint Internal Auditor** – it was agreed that Mr Eugene Reed should be re-appointed as 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) – members approved the accounts and supporting statements and the Chairman signed the bank reconciliation that was verified with the bank statement received.

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

**(i) Certificate of Exemption from External Audit:** the Council confirmed that it had met the qualifying criteria from a limited assurance review by the external auditor and it was RESOLVED that we should Certify ourselves Exempt; the Chairman and the Clerk signed the Certificate of Exemption in the presence of the Council.

**(ii) Annual Internal Audit Report:** the Clerk informed members that on 30 April, Mr Eugene Reed had carried 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.

**(iii) Annual Governance Statement 2024-2025:** the Clerk had distributed this to members in advance of the meeting and Section 1 was signed off by the Chairman and Clerk in the presence of the Parish Council.

**(iv) Accounting Statements 2024-2025:** the Clerk had distributed this to members in advance of the meeting and Section 2 was signed off by the Chairman and Clerk in the presence of the Parish Council.

**(v) 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 of the Exercise of Public Rights. The dates set for the period of public rights are shown as 3 June to 14 July.  
**Action: Clerk**

**16.5 Payments received since last meeting:** 50% of Precept from Wilts Council £7105.00, VAT reclaim for year (2024-25) amounting to £793.18 and two interest payments on Instant Access a/c of £12.30 and £11.43.

**16.6 To confirm approval for S.137 payments for 2025/26 financial year** (as listed in 16.8 below) – members unanimously approved all payments which had been agreed when the budget was set.

**16.7 To consider quotation for insurance renewal** – members had been sent the renewal documentation and it was RESOLVED to renew our policy with Zurich via Community First on a three year long term agreement.

**16.8 To review and authorise the schedule of payments below via internet banking:** the following payments were all approved.

<b><i>Paid since last meeting</i></b>		
(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 <sup>th</sup> Anniversary celebrations	£500.00
(29.04.25) Lloyds Bank (direct debit)	Bank charges (10.03.25 – 09.04.25)	£ 4.25
<b><i>For immediate payment:</i></b>		
Community First Insurance (Zurich)	Insurance renewal 2025/26	£894.05
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
Kilmingtion 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	£116.00
<b><i>For payment before 30.06.25</i></b>		
D L Davis	Play Area Inspections Q1 2025-6 (£16 pw)	£208.00
Mrs R K Burrows	Wages May 2025	£217.24
Mrs R K Burrows	Wages and allowances June 2025	£247.24
HMRC	PAYE Q1 2025-26	£108.40

**17. FUTURE MEETING DATES** – the date of the next meeting will be Monday 21 July. Dates for the remainder of 2025 are 15 September and 17 November.

Prior to closing the meeting at 20.58 hrs, the Chairman congratulated George Jeans on his re-election as WC Unitary Councillor for Mere at the recent local elections.

*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: .....