

KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows Email: parishclerk@kilmingtonwiltshire.org

Minutes of the Parish Council meeting held on Monday, 17 November 2025 at the Stourton & Kilmington Home Guard Club.

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

In attendance, WC Unitary Cllr G Jeans, S Willis (new Clerk), Ruth Burrows Clerk and 1 member of the public.

[The meeting opened at 7.30 pm](#)

Public Open Session – None

41. TO RECEIVE APOLOGIES FOR ABSENCE: None

42. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS AND TO CONSIDER REQUESTS FOR NEW DPI DISPENSATIONS: None

43. MINUTES OF THE MEETING 8 SEPTEMBER 2025. Cllr Brookes said there were a couple of minor corrections to his statement on the mobile signal (item 35). The Clerk has corrected them in the minutes to be signed. There were no other amendments and it was therefore RESOLVED that the Chairman sign them.

44. MATTERS ARISING

44.1 Winter Preparations PEAS - Cllr C Reeves confirmed the salt has been collected.

44.2 Purchase of replacement Basketball nets: Clerk has still to pass these to Darren Davis.

45. 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)

45.1 Applications to consider at the meeting: None

45.2 Applications which may have arrived after issue of this Agenda: None

45.3 Applications determined/awaiting WC decision since the last meeting (for info only):

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.

PC Response: Support

LPA: Approved with conditions 17.10.25

PL/2025/06908 Eurodec Promenade Tiles, The Highlands, Norton Ferris BA12 7HT application for erection of a storage building for ancillary purposes.

PC Response: Support

LPA: Approved with conditions 22.10.25

PL/2025/07002 4 The Street, Kilmington BA12 6RG – application for proposed creation of Off Road Parking areas and New Vehicular Access.

PC Response: Support

LPA: Approved with conditions 21.10.25

PL/2025/07008 3 The Street, Kilmington BA12 6RG - application for proposed creation of Off Road Parking areas and New Vehicular Access

PC Response: Support

LPA: Approved with conditions 21.10.25

PL/2025/07191 Knoll Farm, Norton Ferris – application to change of use of land and building for storage purposes.

PC Response: Object

LPA: Not yet determined

This application was received after the September meeting. It was therefore circulated to all members for consideration. Cllr A Reeves declared an interest in this item and did not vote or make any comments. There was a majority vote (note - not all in favour) of those remaining members that the PC should "Object" and it was in agreement with the details and objections Peter Brimble has made in his letter of 16 October to WC as follows:

1. Environmental Risk to the River Wylfe and Hampshire Avon SAC/SSSI
3. Public Health Risks – Zoonotic Disease Transmission, Mains Water Contamination & Biosecurity
6. Impact on Protected Dark Skies – International Dark Sky Reserve
7. Odour Nuisance, Pest Issues and Workplace Health Impacts
8. Application Form Errors and Inaccuracies

46. BROADBAND & MOBILE PHONE SIGNAL – Cllr Brooks said there was nothing new to report.

47. REPORT FROM UNITARY COUNCILLOR - Cllr Jeans highlighted several issues relevant to the parish:

- Delays with WC notification of tax base for next year's precept
- Planning applications becoming more complex
- He took photos of the fireworks and has submitted to local press
- New Connect Bus seems to be working well

48. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

48.1 WC Free Traffic Survey for Kilmington Common – Cllr Brooks said Highways team had informed him the metro counter should be placed sometime this month, and the relevant report will then be sent on to him.

48.2 Parish Steward - Chairman said our Steward had not been in the village since the last meeting but hopes will appear in December unless he is placed on gritting duties.

48.3 Church Road repairs – no progress to report.

48.4 Holding Pond by The Street and to the side of B3092 – the Chairman reported much work has been done during the last few days and he assumes, all that needed to be done, has been completed. The Chairman said he thought it was a good demonstration of co-operation between the NT and WC Highways. Cllr Mrs Hames said she found it somewhat odd that the tenants of the NT owned cottage on the corner of The Street and B3092 have never cut back the hedges nor have the NT but WC have done it when completing works on the holding pond.

48.5 B3092 junction improvements at Norton Ferris – Cllr Jeans said there was no update.

48.6 WC Free Traffic Survey for B3092 at Norton Ferris – the Clerk said Highways had informed us they hoped to place the metro counter early November and the report would then follow.

48.7 WC Discretionary Gully Service – the WC crew should be in Kilmington early January, the form with our top 5 priorities is ready to submit to them, complete with the relevant What3Word locations, once it is requested.

48.8 Car parking for Brookside – no progress on this item since last meeting. However, Cllr Jeans requested that the Chairman copy him in on any emails he sends to WC officers, as this can often help to encourage a response.

48.9 Public footpaths in Kilmington – discussed at some length. Cllr Jeans suggested a way forward could be is for the PC to seek advice and ask the WC Rights of Way team why parish councils become involved, as the WC website indicates that individuals can report problems direct, therefore there is no need for a PC's involvement. The Chairman offered to speak with his contacts and will report back at the next meeting. A vote was taken and 4 members agreed with the Chairmans proposal and 2 members were against. Motion carried. **Action: Chairman**

49. PLAYING FIELD

49.1 2025 Bonfire and Firework Display – Cllr Mrs Hames reported it had been a slightly shorter display this year as, although the same amount had been spent on the fireworks as last year, there were not so many in the boxes. The order of fire had not been included as in previous years and this resulted in Darren having to find out the information on line. Cllr C Reeves said £323 had been counted in the donations bucket, approx. £200 coming from the gate with the balance, the profit from the BBQ. Overall, both said the event had been a great success.

49.2 Replacement of a new waste bin in Playing Field – the PFAC did not think there was a need to purchase a new waste bin at the present time as although the bin is cracked on the top, it is still quite useable. **Item closed**

49.3 Playing field & playground refurbishment plan – John Harrison (JH) had not been able to attend the meeting. However, the Chairman had spoken to him as he had heard the £5000 offered by the Golden Bottle fund was to be used for the new garden within the playing field. In light of the RoSPA report, he had asked JH if he would speak with the Trustees to see if they could reallocate the donation towards the upgrading of the wooden play equipment. The Chairman apologised for not contacting Cllrs Mrs Hames and Reeves beforehand.

49.4. RoSPA inspection – the Clerk said she had produced her usual report to the PFAC high-lighting the various items that had received a different risk status from the previous year. As soon as the report had been received, the PC had been informed of the decommissioning of the Chain-walk by the inspector, as one of the wooden supports completely broke off when he put his weight behind it. D Davis has been requested to pay extra attention, each week, to the toddler swing in particular and all of the wooden equipment because it is showing signs of rot. Corrosion of the underside of the skate ramps had been highlighted and Cllr Mrs Hames offered, with the help of her grand-daughter, to paint these next Spring. There were no other significant issues raised in the report. The Clerk said it was now over 6 years since the zip/cable way had received new parts and the council had been advised these should be replaced every 5 years. She will pass on the information to the new Clerk so that he can take this forward with the PFAC in the new year.

Action: Cllr Mrs Hames/PDFC/new Clerk

50. CLERKS VACANCY

50.1 Steven Willis has been appointed as the new Clerk from 1 December and he was introduced to councillors.

50.2 It was RESOLVED to pay Ruth Burrows for the whole of Q3 and she will continue the hand over in January with any of the hours she may not have worked in December.

At this point Cllr Jeans asked the Chairman if he could thank Ruth Burrows for all her help whilst she has been Clerk to Kilmington. The Chairman also then said that the council would like to offer an enormous vote of thanks to her and that she had done a great job over the 7 years she has been Clerk.

50.3 It was RESOLVED that the new Clerk should purchase and install Microsoft 365 and Defender for business packages for the laptop at a total cost of £171.36 including VAT which can be reclaimed. This will provide cloud storage backup and anti-virus protection.

Action: new Clerk

50.4 It was RESOLVED to pay the Home Guard Club £25 for the use of the hall for the interviews for replacement Clerk.

Action: Clerk

51. SW AMBULANCE CHARITY – it was RESOLVED that no donation could be made to this charity.

52. CLERK'S REPORT

52.1 Replacement post for area surrounding War Memorial: it was unanimously agreed to accept Tony Chubb's quote for a replacement post at a cost of £180.00.

Action: Clerk

52.2 Bus shelter time tables – you do want to replace existing frames: it was RESOLVED that the Clerk would contact WC to obtain two further copies of the Connect Bus notice that has already been placed in the old frames on the shelters outside the playing field and the flats. These will then be attached to the bus shelters at Cote Lane and Norton Ferris. No new frames were needed to be purchased.

Action: Clerk

52.3 Parish Council loss of email data and subsequent actions and costs involved: the Clerk had previously sent all councillors details of how this had come about and said again how distraught she was because it had happened. The local person who had offered to help to reconfigure the settings had spent several hours trying to reinstate the emails to no avail. Whilst he had not asked for any reimbursement, the Clerk felt that the pc should make a token payment of £50 as the laptop is now exactly as it should be and, at the end of the day, it was totally down to her that the emails had not been backed up. [see item 50.3 which will solve this issue and avoid a reoccurrence]. It was RESOLVED that the Chairman would contact Mr Nelson by 'phone and speak with him to offer a voucher or £50 bank transfer.

Action: Chairman

53. FINANCE, POLICY & RESOURCES

53.1 New financial regulations for 2025-26 accounts – Assertion 10: prior to the meeting, the Clerk had sent detailed information to all councillors on new 2025-26 AGAR requirements in connection with digital and data compliance. This would involve purchasing a new domain for our website and email, revisions to accessibility regulations and *Freedom of Information* and *IT policies*. It was agreed that our web host company should go ahead asap with previously approved updating of our website which had been costed at £800. It was RESOLVED that gov.uk domain should be purchased for our website and the clerk's email address and everything switched to this asap at a total cost of £184.00. Eventually this will mean that all councillors will be required to use a gov.uk email for parish council business rather than their own personal email but this is not a requirement for the AGAR **this** financial year. Once the updating of the website has been completed, our web host has informed us that our website should meet most, if not all, of the new accessibility regulations. Our new Clerk will produce the two new draft policies for consideration by the council early in the new year.

Action: new Clerk

53.2 Receipts & acknowledgements since last meeting: a cheque for £408.05 has been received from the Amenity fund in relation to the cost of the fireworks excl. VAT. Two interest payments of £9.91 and £12.24 on the Instant Access bank account.

53.3 Balance of account at 14.11.25 was current a/c - £1007.47 - the payments for the wreath and grass cutting have not yet come out; instant access a/c is £23278.76; the total of both accounts **£24,286.23**.

Once the second half of the precept had been received into our current account on 25 Sept, the Clerk said she had transferred over £5000 to the Instant Access interest bearing account on 29 Sept. The reconciliation was signed by the Chairman.

53.4 Bank payments authorities and approvals – it was RESOLVED that the current Clerk should be removed as Treasurer from the Lloyds Bank account and her authorities be replaced by S Willis early in December. **Action: Clerks**

53.5 The following payments were approved:

Paid since last meeting:

Lloyds Bank (Direct Debit)	Bank charges (10 Aug – 9 Sep 2025)	£4.25
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Mrs R K Burrows	(Amazon) 2 x basketball nets	£7.99
Blackmore Vale Magazine	Advert for new Clerk	£183.30
Jimmy's Wholesale Fireworks	Purchase of fireworks	£489.90
Wiltshire Council	Cost of uncontested election on 1 May 2025	£340.00
British Royal Legion	Purchase of Remembrance Wreath	£20.00
Playsafety Ltd	Annual Play Area Inspection 2025	£148.80
Wiltshire Council	LHFIG contribution towards additional pedestrian signage in The Street	£480.00
Rob Pearce	Final payment Year 1 grass cutting of the playing field	£750.00
For immediate payment:		
Stourton & Kilmington HGC	Hire of meeting venue (Nov 2025)	£50.00
Stourton & Kilmington HGC	Hire of room for interviews	£25.00
Web Squared Ltd	Website charges	£96.10
Guy Nelson	Reconfiguration of laptop	£50.00
Lloyds Bank (on 28.21.25)	Bank charges (10 Oct – 9 Nov 2025)	£4.25
To approve payments for 30.12.25:		
D L Davis	Play Area Inspections Q3 2025-26	£208.00
Mr S Willis	Salary and allowance December 2025	TBA*

*this item amount will be confirmed at the January meeting.

54. ANNUAL BUDGET – to consider and agree the annual budget figures. Each item was considered and the only amendment made was to increase the Clerk's salary from £3000 to £3500. The total budget for 2026-27 financial year amounted to £15,505.00. It was RESOLVED to accept these figures. Clerk will circulate updated approved spreadsheet to all members and upload to the website.

Action: Clerk

54.1 To approve PRECEPT on Wiltshire Council for 2026/2027. It was proposed by Cllr C Reeves, seconded by Cllr G Cotton and agreed by all members to approve the precept of £14905.00 which will result in a Band D charge of £107.63 calculated on a tax base of £138.48; this is a 5.27% increase over the current year.

55. DATES OF MEETINGS IN 2026: dates were agreed as follows, all Monday evenings commencing at 7.30 pm at HGC. Clerk to upload onto website.

19 January; 9 March; 11 May; 13 July; 14 September; 9 November

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: