

# KILMINGTON PARISH COUNCIL

## NOTICE OF ANNUAL MEETING of PARISH COUNCIL

Dear Sir/Madam,

I hereby give notice that a meeting of the **PARISH COUNCIL** of the above named Parish will be held in **Kilmington Village Hall Monday 15<sup>th</sup> MAY 2023 at 6.30pm.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set below.

Councillors are requested to attend at 6.00pm in order that the Hall may be prepared in accordance with the Covid-19 safe measures adopted for the resumption of Council Meetings.

**Please note that all persons proposing to attend the meeting must adhere to the following Covid-19 Safe Conditions of Entry to the meeting**

**No person to attend the meeting if they or anyone in their household has had Covid-19 symptoms in the last 7 days.**

**If anyone becomes unwell with a new continuous cough or a high temperature in the 7 days following the meeting, they must advise the Clerk or Chair and are advised to follow the stay at home guidance.**

Dated this 10<sup>th</sup> May 2023

*Adrian Jenkins*

Adrian Jenkins: **Clerk to the Parish Council**  
Tower View Fruit Farm, Offwell EX14 9RW  
email: [kilmingtonparishclerk@aol.com](mailto:kilmingtonparishclerk@aol.com)

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# **Agenda**

Chair to welcome and outline the Covid-19 Measures adopted for Council meetings

1. Election of Chair
2. Chair to sign Declaration of Acceptance of Office
3. Election of Vice Chair
4. To receive apologies for absence and to approve reasons given (LGA 1972 S.85 (1))
5. Members to sign their Declarations of Acceptance of Office.
6. To receive any declarations of interest relating to items outlined in this agenda (this does not preclude the duty to declare further interests as applicable)
7. Registers of Interest Forms
8. Election of Officers and Committee Representatives:
  - a) Planning Committee
  - b) Allotments
  - c) Village Hall Committee
  - d) Playing Field Committee
  - e) Arthur Hitchcock Charity (Shute)
  - f) A35
  - g) Speedwatch
  - h) 20mph
  - i) Other Highways matters
  - j) Responsible Finance Officer
  - k) Internal Auditor
  - l) Trees
  - m) The Common
  - n) Snow Warden
  - o) Emergency Planning
  - p) Footpaths Officer
  - q) Playground

## **9. Open Session (Public Forum)**

Questions & representations from parishioners relating to reports or business to be conducted on this agenda or regarding other matters which they wish to bring to Council's attention.

This is a 15 minute session where any member of the public may speak for up to three minutes.

It provides an opportunity for members of the public (who are not usually permitted to speak during the council meeting, other than by special invitation of the Chair to participate before the meeting by asking questions, highlighting matters of concern or making representations regarding Kilmington Parish. No decisions can be taken on matters raised during this part of the meeting unless the subject is already an item on the published agenda.

**Before speaking, please give your name and address to the Clerk**

10. Minutes of the Meeting held on 3rd April 2023

11. Matters arising from the Minutes

12. Reports:

- a) Police
- b) District and County Councillors
- c) Clerk
- d) Kilmington Neighbourhood Support Group
- e) Highways Matters
- f) Playground
- g) Trees
- h) Footpaths Report
- i) Kings Coronation events
- j) Any Other Reports

13. Correspondence

14. Finance

- a) Current Financial Position
- b) Expenditure to be approved for which bills have been received
  - 1) Payments to A. Jenkins for the Clerk's net amount of salary after tax/NIC deduction for the month of May 2023 (27/04/2023 to 25/05/2023) and to HMRC for the appropriate amount based on a gross salary amount of £392.96.
  - 2) Payment of £50.78 to Lawson Computer Repair Ltd for 2 yr Domain renewal of kilmington.org
  - 3) Payment of £480.00 to CS Garden Services SW Ltd for work 12/04/2023, 26/04/2023 and clearing of brambles behind bench at bottom of Common
  - 4) Payment of £19.00 to Kilmington Playing Fields Committee for room hire On 13/03/2023
  - 5) Payment of £14.99 to K. Veberth to reimburse for purchase of 25 A4 file folders for the welcome Packs
- c) Asset Register Review
- d) Renewal of Council Insurance

15. Risk Management Policy

16. Honours, Awards, Gift Policy

17. Planning Applications:

- a) 23/0439 - Roswyn Well Mead Kilmington EX13 7SQ  
Construction of rear dormer window and single storey rear/side extension
- b. 23/0607/TRE - Kilmar The Hill Kilmington Devon EX13 7SF  
Oak tree - pollard to approximately 6 - 7m.
- c 23/0746/FUL - The Linhay Dulcis Farm Kilmington Axminster EX13 7HD  
Proposed external alterations to existing barn/annexe
- d 23/0745/LBC - The Linhay Dulcis Farm Kilmington Axminster EX13 7HD  
Proposed external alterations to existing barn/annexe

18. Agenda Items for Next Meeting

19. Date and Time of Next Meeting