

# **KILMINGTON PARISH COUNCIL**

## **MINUTES OF THE REMOTELY HELD PARISH COUNCIL ORDINARY MEETING ON TUESDAY 12<sup>th</sup> JANUARY 2021 AT 7.30PM**

**via Zoom platform as per legislation contained within section 79 of the Coronavirus Act 2020**

**Present:** Cllrs B. Trott (Chair), M. Collier, S. Huscroft, J. Mear  
S. Seward, P. Ball, E. Styles, A. Dare, M. Jones

**In Attendance:** A Jenkins (Clerk/RFO),

**Members of Public:** 1

Chair welcomed all Councillors, to the Council's Zoom virtual remote meeting, made necessary by the current Covid-19 situation which requires social distancing measures. He advised Councillors that the meeting is being recorded but that the recording will be deleted once the minutes are approved at the next meeting.

### **OPEN SESSION**

Mr John Watts wished to record his thanks to the Clerk for his assistance and advice on grant aid and crowd funding for the Cinema Project. He was prepared to answer any queries the Council may have on the grant application the Village Hall has made to the Parish Council.

### **COUNCIL BUSINESS**

1. **Apologies**  
DCC/EDDC Cllr. I. Chubb
2. **Declarations of Interest**  
Cllr. Jones in Item 10g.
3. a) **Minutes of the Meeting held on 8<sup>th</sup> December 2020**
  - . The minutes were declared a true record of the proceedings, proposed by Cllr. Collier, seconded by Cllr. Huscroft, all in favour.  
Cllr. Styles joined the meeting at this point.
4. a) **Matters Arising from the Minutes**  
The Clerk advised that he had reported the damaged street sign at the top of Gore Lane opposite Fernwood to EDDC.
5. **Reports**
  - a) **Police**  
The Clerk advised that he had not received a police report with the crime figures for

Kilmington but had received an email and an Axminster Police Team newsletter which he had circulated to Councillors. The PCSO had advised that she will monitor the parking situation at the Cross.

**b) District and County Councillors:**

No written report had been received but Cllr. Chubb had advised that all up to date Covid 19 information is on the DCC website and had stressed the importance of following the regulations.

**c) Clerk**

Nothing to report

**d) Kilmington Neighbourhood Support Group**

Cllr. Ball advised that he had sent out an email newsletter and that there were some new volunteers. Volunteers were distributing the Postscript, following safe practice and leaving it on doorsteps. Cllr. Huscroft reported that requests for prescription collections / delivery had increased.

**e) Highways Matters**

Cllr. Seward advised that Bimbom Lane was deteriorating very badly and that the road drains/gullies at his end of the village needed cleaning. Cllr. Mear will report it to the Highways Officer.

**f) Neighbourhood Plan**

Cllr. Ball reported that the draft Plan was published and sent out on the 17<sup>th</sup> December 2020. The website was updated and a notice was posted on the noticeboard. The summary documents were delivered to all households and copies of the Draft plans for viewing had been placed in the Telephone Box and in the Beacon. Letters had been sent to 80plus statutory bodies and also local businesses, estate agents, letting agents and others. Articles about the draft plan had also been posted in the Pulman & Argent newspapers. The closing date for responses is the 28<sup>th</sup> February 2021.

**g) Any Other Reports**

None

**6. To consider matters pertaining to Coronavirus and Kilmington Parish**

**Playpark**

**a) RoSPA Report, Work required & inspections**

Cllr. Mear advised that the bearings had been changed but that the work on the Hippo had not yet been completed. She was still waiting on the quotes for the safety matting. The Clerk advised that the RoSPA inspection would be in March and that it was possible to attend the inspection for an additional charge of £40.00. Cllrs. decided that this would be beneficial and for Cllr. Mear (or Cllr. Huscroft) to attend. The Clerk to arrange date with RoSPA.

**b) Risk assessment and Measures necessary for Covid 19 Secure reopening.**

Waiting on the work to be completed.

**c) New Perimeter Fence.**

Cllr. Jones reported that the new perimeter fencing and gates had been completed.

**d) Telephone Box Library**

Cllr. Ball advised that he had reviewed the risk assessment. The library was still open.

**e) Public areas**

Nothing to report

**f) Allotments**

The Clerk advised that he had reported the damaged meter box and that the electricity suppliers were due to carry out repairs in the near future.

The Clerk advised that there was presently 7 persons on the allotment waiting list.

**7. Tree Safety & Survey**

Cllr. Jones advised that Treeline Arboriculture had attended to the oak tree on the Common which required dead wood removal and to the other two identified trees on the Common.

**8. Correspondence**

The Clerk had forwarded all correspondence on to Councillors. The Chair had received an email from a parishioner asking why the road from The old Herefords Stores towards Whitford is no longer gritted. Cllrs. believed that this was a policy decision taken by Highways a few years ago. The Clerk to check with the Highways Officer.

**9. Finance**

**a) Current Financial Position**

The Clerk reported that the present bank balances were as follows:-

Lloyds Bank Account - £ 9,882.59 after allowing for uncleared cheques  
This balance includes the £1,900.00 locality grant.

Santander Bank Account - £ 1,095.66  
NS&I Account - £57,217.44

**b) Approval of necessary prior expenditure**

Payment of £96.47 to Proludic for bearings for playground equipment.

Payment proposed by Cllr. Dare, seconded by Cllr. Jones, all in favour

**c) Expenditure to be approved for which bills have been received**

- 1) Payment of £398.40 for the Clerk's salary for the 26<sup>th</sup> December 2020 to 30<sup>th</sup> January 2020.
- 2) Payment of £14.39 to A Jenkins (Clerk) Reimbursement for ZOOM IT Platform Monthly Charge purchased on Clerk's personal card)
- 3) Payment of £50.00 to M Lawson for Website Maintenance in December 2020
- 4) Payment of £475.00 to Treeline Arboriculture for treework on the Common.  
Payments 1 to 4 proposed by Cllr. Trott, seconded by Cllr. Dare, all in favour

**d) Grant application from Axe Valley Ring & Ride Service Ltd**

The application letter and supporting documents had been circulated to Councillors ahead of the meeting. Cllr. Trott proposed giving a grant of £250, seconded by Cllr. Dare, all in favour.

**e) Grant application from Kilmington Village Community cinema project and possible purchasing of cinema equipment through the Parish Council**

The Clerk had circulated the application form and supporting documents to Councillors ahead of the meeting. Councillors discussed the application and Mr Watts gave an overview of the Project, it's aims, the fundraising to date and the various equipment options/costings and answered queries.

The Clerk advised that it would not be permissible for the equipment for the project to be purchased through the Parish Council for the VAT to be reclaimed, in order to reduce the total cost of the project. It would be permissible however, for the Council if it is so minded, to either give a grant donation to the project or purchase itself an item/items of the equipment, then either retain ownership itself or gift the item/items to the Village Hall and then reclaim the VAT itself.

Cllr. Collier proposed that the Council in principle support the application and look to purchase an item/items of equipment but for the Village Hall to firstly obtain further more detailed quotations for the different equipment specifications which are available. Seconded by Cllr. Seward, all in favour. The Village Hall to obtain these quotations for the next meeting.

**f) Forthcoming expenditure to approve**

The Clerk advised that an invoice for £65.00 had been received from CS Garden Services for erection of the Passing Place-No Parking Sign in George Lane.

Cllr. Seward declared an interest in this item. He left the meeting at this point and was put in the waiting room.

Payment proposed by Cllr. Ball, seconded by Cllr. Huscroft, all in favour.

Cllr. Seward rejoined the meeting at this point.

Cllr. Jones left the meeting at this point and was put in the waiting room due to the declared interest in the following item 10g

**g) Withdrawal of £6,680 from NS&I account and transfer to Lloyds account in readiness for payment of forthcoming invoice for playpark new perimeter fencing/gates.**

Withdrawal proposed by Cllr. Huscroft, seconded by Cllr. Ball, all in favour.

Cllr. Jones rejoined the meeting at this point.

**h) Budget & Precept**

The Clerk had circulated to Councillors his budget report which is attached to these minutes, together with an Excel spreadsheet document.

The spreadsheet, showed the Annual estimated amounts for 20/21, the amounts paid up to the 1<sup>st</sup> January 2021, any balances due to be paid by the year end on the 31<sup>st</sup> March 2021 and the estimated annual 2021/22 budget amounts.

The Clerk gave a verbal presentation of the various year costs, the projected year end spends and the 21/22 budget.

The Chair thanked the Clerk for his work in producing the report and budget forecast. Councillors discussed and considered the budget/ precept and the matters raised by the Clerk.

Cllr. Trott proposed accepting the budget for 2021/22 and that the precept for 21/22 remain the same as for 20/21 at £21,000. Cllr. Collier seconded, all in favour. The Clerk to submit the completed precept form.

The Clerk reminded Council that EDDC hold Section 106 monies of £4841.52 for Kilmington Parish which can be spent on any/all of the following:-  
allotment/amenity/sport/formal park/youth play.

However, it is necessary for the Council to ask the Parish what they wish to spend the money on and there has to be a full consultation process carried out. The Clerk to obtain further information from EDDC on the process to be followed.

#### **10. Planning applications**

None

#### **11. Parish Online updates**

The Clerk advised that it was now possible to create Public Access maps of the Parish and to display them on the Village website. They would be highly detailed and zoomable. He would report further at the next meeting.

#### **12. Heath Lobellia**

The Clerk had circulated to all Councillors the reply from Legacy to Landscape with the number of plants, the actual area involved and a map showing the extent and site of the area which they wish to plant. Cllr. Mear proposed that this was acceptable, seconded by Cllr. Ball, all in favour. Cllr. Ball to reply to Legacy to Landscape confirming acceptance.

#### **13. Dates of Parish Council Meetings in 2021**

The Clerk had circulated the dates to Councillors

#### **14. Agenda items for Next meeting**

None

#### **15. Date and Time of Next Meeting**

Zoom meeting - Tuesday 9<sup>th</sup> February 2021 at 7.30pm

The meeting closed at 9.21pm.

Signed *B Trott*

Date *11/02/2021*

## **Clerk's Budget Report for consideration by Councillors at Council Meeting on the 12<sup>th</sup> January 2021**

This report should be read in conjunction with the accompanying Excel Spreadsheet which categorizes in:-

first column - the Annual Estimate amounts,  
second column - the amounts paid up to the 1st January 2021,  
third column - any balances due to be paid by the year end on the 31<sup>st</sup> March  
last column – the estimated annual 2021/2022 budget amounts

Page 1 & 2 shows all the various normal year costs

Page 2 also shows 3 extra one off costs

I have shown the costs in this manner so that the normal annual costs which reoccur every year are separated from one off payment costs.

Council can then consider the normal annual 20/21 costings and the 21/22 budget figures for each category.

Once Council has discussed and agreed these amounts, then it can allow for any additional one off costs that they anticipate for 21/22.

When considering the normal annual costs, please note that I have made the following assumptions:-

No donations have yet been made in the current year to Axe Valley RR and East Devon CAB but I have included in the balance up to Apr 2020 similar amounts as that given the previous year. However, this is only for illustration as Council have not yet resolved to give any donations this year although they are due to consider tomorrow evening a funding request from Ave Valley RR.

The Council did make a donation of £250 in the year to TRIP which hadn't been budgeted for. The Council are also due tomorrow evening to consider a funding request from Kilmington Village Hall for the Community Cinema Project. This has not been included in the budget.

One of the largest payment categories is for the work undertaken by CS Garden Services. The Council has paid £3270 up to the present date and I have shown a possible further amount of £600 as a balance to pay for any works up to April 2021. However, this is dependent on weather conditions etc in the next few months.

Last year we increased the budget by £1,000 to £4,000 for such work as the previous summer had been particularly dry resulting in less grass growth and less cuts being required and it was felt prudent to cater for more grass cuts being required. This increase also took into account the slightly higher cost per cut of £165 as compared to £155 previously.

Whilst C S Garden Services have done some additional works in the last year for the Council, the total for the year is estimated to be £3,870. I have budgeted for £4,000 again for 21/22

The Council also incurred additional costs which had not been budgeted for, as a result of the ROSPA playpark inspection report and the Tree Safety Survey report.

As regards the work required on the playpark (excluding the new fencing), we have not yet received all of the quotes, but I have included in this year's costs a figure of £1,581. I believe that it is important that we include an amount in the budget for any further work that may be required in the coming year and have included an amount of £500 in the budget.

Tree safety arboriculture work for this year has resulted in costs of £975. I believe again that we should be prudent and have included in the budget an amount of £1,000 for any further work which may be required in the coming year.

In addition, the Council incurred the three additional one off costs which are detailed on Page 2 of the Excel spreadsheet.

The £1,044 costs for the Tree Safety survey report were paid from the Lloyds Bank account but we did receive a total payment of £420 from Shute PC and the Hitchcock Trust for their elements of the report.

We have recently paid from the Lloyds Bank account printing costs of £532.00 for the printing of the draft Neighbourhood Plan documents but it is hoped that we will receive a grant towards these costs.

An amount of £6,680 is being transferred from the NSI account to the Lloyds bank account to pay for the new playpark fencing/gates. An amount of £1,900 from the DCC locality grant is already in the Lloyds bank account and this coupled with the £6,680 will settle the invoice from the supplier when it is received.

The current balance (excluding the £1900 set aside for the playpark fencing) in the Lloyds Bank Account is £7,982.59 and the projected balance to pay of the Normal Year costs up to April 2021 is £4,751.

The Council is also shortly due to receive the VAT reclaim of £4,450 which will be transferred to the Lloyds account.

There is also a current balance of £ 1,091.27 in the separate Santander Account which I understand is not set aside or ringfenced for any particular use.

The present balance in the NS&I account is £ 57,217.44 but this will reduce to £50,537.44 once the £6,680 withdrawal is transferred to the Lloyds account.

The Council has previously met with EDDC Council Officer Sulina Tallack and were advised that EDDC hold Section 106 monies of £4841.52 for Kilmington Parish which can be spent on any/all of the following:- allotment/amenity/sport/formal park/youth play.

With regard to this Section 106 money the Council should consider in the next few months what would be an appropriate use of the monies within the aforementioned restrictions. EDDC advise that best practice would ensure that spend occurred by May 2022.

EDDC have advised that at present the Council are not expected to receive any CIL payments in the coming year. The Council has not received any CIL payments in past years

With regard to the consideration of the budget and precept for 20/21, it is important to reflect on what the Council's precept has been in recent years.

2015/16	£10,151	
2016/17	£10,584	4.3% increase
2017/18	£13,252	25.2% increase
2018/19	£13,296	0.3% increase
2019/20	£17,500	31.6% increase
2020/21	£21,000	20.00% increase

The precept increased by large percentages in 3 of the last 4 years.

In considering the precept for 2021/22, the Council need to take into account these large percentage increases in recent years and the burden on residents of any further increases in what is a very difficult and worrying time

Adrian Jenkins  
Clerk & RFO to Kilmington Parish Council

11<sup>th</sup> January 2020