

# **KILMINGTON PARISH COUNCIL**

## **MINUTES OF THE REMOTELY HELD PARISH COUNCIL ORDINARY MEETING ON TUESDAY 13<sup>th</sup> OCTOBER 2020 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

**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**

No matters raised

### **COUNCIL BUSINESS**

1. **Apologies**  
None
2. **Declarations of Interest**  
Cllr. Seward declared an interest in item 9 c5.
3. a) **Minutes of the Meeting held on 10<sup>th</sup> March 2020**  
This item was deferred until the next meeting.  
  
b) **Minutes of the Meeting held on 8<sup>th</sup> September 2020**  
The minutes were declared a true record of the proceedings, proposed by Cllr. Ball, seconded by Cllr. Huscroft, all in favour.
4. **Matters Arising from the Minutes 8<sup>th</sup> September 2020**  
The Clerk reported that Highways had carried out their investigations on the bridge at Gore Lane and had advised that whilst the bridge was fine they were going to concrete the drainage banks which had formed in order to prevent erosion.

The Clerk advised that he had reported to Highways the missing Passing Bay sign in George Lane.

The Highways Officer had replied that it was not a Highways sign. Cllr. Collier proposed that the Parish Council purchase a replacement sign (estimated at £45.00) on line and a post and fixings, seconded by Cllr. Seward, all in favour.

The Clerk advised that he was still awaiting the TTRO Road Closure Notice for Remembrance Sunday and had sent a reminder to Highways.

The Clerk reported that he had received a letter from the Postscript editor thanking the Parish Council for their donation.

## 5. Reports

### a) Police

The Clerk advised that he had received a report from PCSO Bolsover for the period 1<sup>st</sup> September 2020 to 30<sup>th</sup> September 2020 which showed that there had been 3 reported crimes of Violence with Injury, 1 of Vehicle offences and 1 of Possession of Weapons.

### b) District and County Councillors:

No report received

### c) Clerk

Nothing to report

### d) Kilmington Neighbourhood Support Group

Cllrs. Ball, Cllr. Huscroft and Cllr. Seward reported that they were still continuing to provide support to some parishioners.

### e) Highways Matters

Councillors approved a letter drafted by Cllr Styles on the A35 to be sent to Highways England with a copy to Neil Parish M.P. Cllr Styles to also post an updating statement re the A35 for residents on the website and Postscript.

### f) 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 she had received the bearings from Proludic and was awaiting the quote from Hags for the caps for the Hippo Rocker. Not yet received the quotes for the new flooring under the swing areas, Hip Hop rocker and the Multiplay area, to replace all the tiles and mesh flooring

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

Cllrs. agreed for the playpark to remain closed for the time being until the above safety issues had been resolved and we were then in a position to carry out the necessary risk assessment.

#### c) New Perimeter Fence.

The Chair to contact Cllr. Jones for an update.

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## **Telephone Box Library**

Cllr. Ball advised that the new measures were working well and that some new volunteers were now assisting.

## **Public areas**

Cllr. Seward to replace notice on seat on Jubilee Green.

## **Allotments**

Nothing further to report.

## **7. Tree Safety & Survey**

The Chair to contact Cllr. Jones for an update on the work required on the Oak identified in the report as a Medium Risk.

## **8. Correspondence**

The Clerk reported that he had received notice from EDDC that their Rural Community Buildings Fund was now open for applications and that he had forwarded details onto both the Village Hall and Kilmington Playing Fields.

The Clerk advised that he had contacted EDDC about the outstanding case where CIL monies should have been received and was waiting to hear back from them.

The Clerk advised that he had ordered a resupply of 80 sand bags from EDDC and had collected these. He would pass them onto the Chair.

The Clerk advised that he had received an email from a resident complaining about refuse burning on land opposite Greystone Cottage and that Cllr. Huscroft had also received similar complaints. Councillors said that this problem had occurred in the past and that residents should be advised any such nuisance burnings to EDDC as it is an environmental matter. The Clerk to ask EDDC for an up to date leaflet on Bonfires which could be put on the website.

## **9. Finance**

### **a) Current Financial Position**

The Clerk advised that the Council had received the £1,900 DCC locality budget grant for the Playground fencing.

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

Lloyds Bank Account                      - £ 13,327.54 after allowing for uncleared cheques.

A cheque for £210 from Kilmington Playing Fields had been received and was due to be banked. Another payment of £210.00 from the Hitchcock Trust was awaited.

Santander Bank Account                - £ 1,095.66

NS&I Account                                - £57,217.44

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

- 1) Payment of £318.72 for the Clerk's salary for the 19<sup>th</sup> September 2020 to 17<sup>th</sup> October 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 £80.00 to M Lawson for Website Maintenance in August 2020 and Web Accessibility Check
- 4) Payment of £40.00 to the Information Commissioner for the Data Protection renewal fee.
- 5) Payment of £410.00. to CS Garden Services SW Ltd for works carried out 14/09, 29/09 & 29/09

Payments 1 to 5 proposed by Cllr. , seconded by Cllr.Huscroft , all in favour except for

Cllr. Seward who took no part.

**d) Forthcoming expenditure to approve**

None

**10. Planning applications**

None received

**11. Website Accessibility & Website Accessibility Statement**

The Clerk advised that he was still consulting with the Website Administrator to check the accessibility of the website and to draw up the necessary statements.

**12. Heath lobelia Kilmington Common**

Cllr. Ball advised that he had received emails from Legacy to Landscape about the rare Heath Lobelia flower, first discovered in the UK growing on Kilmington hill in 1762. It now only grows in one location, a meadow area of Lobelia Cottage, which is designated a County Wildlife Site. With only 6 locations in the UK where it is present, it is highly vulnerable. Identified as a valuable and significant part of the heritage of Shute and Kilmington, Given that only one site now exists locally for the plant, they wish to establish a population of the plant on Kilmington Common. They are seeking permission from the Council to a) either sow seed and/or plant plug plants b) clear clumps of bracken c) remove a larch and an oak tree in the middle of the area they wish to establish the plant.

Cllr. Seward proposed that in order for the Parish Council to properly consider the matter, Legacy to Landscape should be asked to submit a proper written request with full details including the number of plants, the area involved and a map showing the area which they wish to plant, seconded by Cllr. Ball. All in favour. Cllr. Ball to contact Legacy to Landscape.

**13. War Memorial**

Cllr. Seward advised that he would give a report at a future meeting.

**14.Fog Machine**

Cllr. Seward advised that Mrs Mellowes had suggested that the Council purchase a fogging machine which could be lent to village organisations for them to use to disinfect premises such as the Churches, Village Hall and other community buildings against the Coronavirus. Dalwood Parish Council had purchased such a machine and were loaning it to their community organisations. The Clerk advised that he had researched the matter and that there were many Health & Safety issues relating to the use of the machines for this purpose. In addition, he had consulted with Devon Communities Together who were giving advice/guidelines to Devon community organisations on all matters relating to the Coronavirus, Covid 19 safe risk assessments and Government legislation/guidelines. They did not recommend the use of these machines unless it was used by specialist cleaning companies using fully trained operatives wearing the required personal protective equipment, following HSE guidelines and having carried out risk assessments including the COSHH (Control of Substances Hazardous to Health) regulations.

The Clerk said that if the Council were to purchase a machine and allow organisations to use it, the Council would in addition to the Health & Safety issues have to consider the training of operatives, PPE provision, risk assessments, policies on the use of the machines and the disinfectant used, COSHH regulations and liability insurance.

Cllr. Ball said that he had also researched the matter and had the same concerns. Following a full discussion on the matter, Cllrs. resolved not to purchase a fogging machine. The Clerk to advise Mrs Mellows of the Council's decision.

#### **15. Agenda Items for Next Meeting**

None

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

Zoom meeting - Tuesday 10th November 2020 at 7.30pm

#### **17. PART TWO**

Cllr. Collier proposed that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information. Seconded by Cllr. Huscroft, all in favour.

#### **18. To receive report and presentation from The Kilmington Neighbourhood Plan team and review the draft plan.**

Cllr. Ball gave a detailed report and presentation of the draft Neighbourhood Plan which had already been sent to all Councillors for them to study ahead of the meeting.

Following discussion on certain aspects, Cllr, Collier proposed that the Council accept the draft plan and proceed to the presubmission stage and publish the draft plan, seconded by Cllr. Trott, all in favour.

Cllr. Ball then explained the presubmission stage which would apply in the current Coronavirus period when the normally held Public Meetings during this stage cannot be held. It would entail producing a printed summary to be delivered to all households in the Parish. The summary would refer householders to the Village website where the full Neighbourhood Plan document may be viewed and also to Hard copies which would be placed at certain accessible sites, yet to be determined in the Parish. At the same time there would be a press release, together with posters on noticeboards and online which would also refer to where the full Neighbourhood Plan document may be viewed. Statutory bodies, land agents, businesses etc also have to be notified.

A period of 6 weeks is normally given for responses and comments to be given but in this current period this would be extended to 10 weeks. All responses would have to be noted and be formally responded to, recording any discussions, the outcome and the reasonings. Any necessary changes as a result of this process would then have to be made to the Plan and various additional documents produced. The next stage in the process is for the Plan to be submitted to EDDC for their consideration. This is likely to take place in March/April.

The Chair said that the preparation of the draft Plan since it was first proposed had undoubtedly been a mammoth task and we were only part of the way through the whole process. He thanked the Kilmington Neighbourhood Plan team for their time, commitment and hard work over a long period of time in the production of the draft plan.

The meeting closed at 9.11pm.

Signed *B Trott*

Date *13/11/20*