

# KILMINGTON PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING ON MONDAY 15<sup>th</sup> MAY 2023 AT 6.30PM IN THE VILLAGE HALL

**Present:** P. Ball (Chair), S. Seward, A. Dare, M. Jones,  
A. Collier, B. Reed.

**In Attendance:** A Jenkins (Clerk/RFO), DCC/EDDC Cllr. I. Chubb

**Members of Public:** 11

The Chair welcomed everyone to the Council meeting and outlined / reminded everyone of the Covid-19 measures which had been adopted for Council meetings.

### OPEN SESSION

No matters raised

### COUNCIL BUSINESS

**1. Election of Chair**

Cllr. Seward proposed Cllr. Ball for the post, seconded by Cllr. Jones, all in favour.

**2. Chair to sign Declaration of Acceptance of Office**

Cllr. Ball duly signed the Declaration.

**3. Election of Vice Chair**

Cllr. Jones proposed Cllr. Seward, seconded by Cllr. Reed, all in favour.

**4. To receive apologies for absence and to approve reasons given (LGA 1972 S.85 (1))**

Cllr. Veberth, Cllr. Bayley and Cllr. Miller

**5. Members to sign their Declarations of Acceptance of Office.**

All Councillors present signed their declarations. Cllr. Veberth and Cllr. Miller had already signed their declarations. The Clerk to contact Cllr. Bayley to arrange for her sign.

**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)**

Cllr. Seward – item 14b3.

**7. Registers of Interest Forms**

The Clerk issued the forms and requested that Councillors complete, sign and return the forms to him as soon as possible. The Clerk to contact Cllrs. Veberth. Miller and Bayley about completion of their forms.

- 8. Election of Officers and Committee Representatives:**
- a) Planning Committee**  
All Councillors prop. Cllr. Ball, sec. Cllr. Seward
  - b) Allotments**  
Cllr. Veberth, Cllr. Bayley prop. Cllr. Jones, sec. Cllr. Dare
  - c) Village Hall Committee**  
Cllr. Reed prop. Cllr. Ball, sec. Cllr. Jones
  - d) Playing Field Committee**  
Cllr. Dare prop. Cllr. Jones, sec. Cllr. Seward  
Two further Cllrs. yet to be appointed
  - e) Arthur Hitchcock Charity (Shute, Haddon Corner)**  
Cllr. Jones, Cllr. Seward prop. Cllr. Dare, sec. Cllr. Reed
  - f) A35**  
Cllr. Seward, Cllr. Ball prop. Cllr. Jones, sec. Cllr. Collier
  - g) Speedwatch**  
Cllr. Seward prop. Cllr. Ball, sec. Cllr. Dare
  - h) 20mph**  
Cllr. Ball, Cllr. Seward prop. Cllr. Dare, sec. Cllr. Reed
  - i) Other Highways matters**  
Cllr. Veberth prop. Cllr. Jones, sec. Cllr. Seward
  - j) Responsible Finance Officer**  
The Clerk prop. Cllr. Ball, sec. Cllr. Jones
  - k) Internal Auditor**  
Westcotts prop. Cllr. Ball, sec. Cllr. Dare
  - l) Trees**  
Cllr. Jones prop. Cllr. Seward, sec. Cllr. Reed
  - m) The Common**  
Cllr. Ball, Cllr. Seward prop. Cllr. Jones, sec. Cllr. Collier
  - n) Snow Warden (Honorary)**  
Martin Cumbers prop. Cllr. Seward, sec. Cllr. Jones
  - o) Emergency Planning**  
Cllr. Seward prop. Cllr. Ball, sec. Cllr. Jones
  - p) Footpaths Officer (Honorary)**  
Tom Cook prop. Cllr. Ball, sec. Cllr. Dare
  - q) Playground**  
Cllr. Dare, Cllr. Reed prop. Cllr. Jones, sec. Cllr. Collier
  - r) War Memorial**  
Cllr. Seward prop. Cllr. Ball, sec. Cllr. Jones

**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**

A number of parishioners raised their concerns about the potholes and ridges which are on both the tarmacked section and the untarmacked section of the Roman Road. DCC Cllr. Chubb firstly explained to them that the tarmacked section was a classified highway and as such was the responsibility of Devon Highways whereas the untarmacked section was a bridleway which was a Public Right of way and the responsibility of Devon Public Rights of Way (PROW) dept. who deal with footpaths and bridleways.

Cllr. Ball said that the Parish council would speak to officers in both departments about the parishioners concerns and ask them to inspect both sections of the Roman Road.

Parishioners also raised the matter of the Public Spaces Protection Orders (PSPO) that had recently been imposed by EDDC on the recreation fields and the playground. A petition had also been submitted to the Parish Council requesting that the Parish Council reconsider this matter.

Cllr. Ball explained to the parishioners that the Kilmington Playing Fields is not owned by or the responsibility of the Parish Council. It is owned and managed by the Arthur Hitchcock Trust and that parishioners should speak to the Trustees of the Charity who manage the area about the Public Places Protection Order (PSPO) requiring dogs to be kept on leads within the recreational playing fields. He said that Mr Michael Collier, the Chair of the trustees was due to give a report at the following Annual Parish meeting and they should address their concerns to him.

The Clerk said that the only area that the Parish Council owned and was responsible for within the recreational playing fields was the fenced Childrens playground. This had a separate PSPO order in place banning dogs from inside the playground. This had been requested due to persons ignoring the No dogs signs, taking dogs inside the fenced playground and allowing them to defecate on the grass and the rubber safety matting and not picking up.

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

The minutes were declared a true record of the proceedings, proposed by Cllr. Jones, seconded by Cllr. Seward, all in favour.

#### **11. Matters arising from the Minutes**

#### **12. Reports:**

##### **a) Police**

None

##### **b) District and County Councillors**

EDDC Cllr. Chubb advised that he had been a District Councillor for 16 years and had just been re-elected for a further 4 year term of office. Following the elections, council meetings were now being held to determine the membership of the various Committees and the roles/responsibilities of the Councillors.

As a DCC Councillor his area of responsibility covered 23 Parish Councils. The main common topic raised by these parish councils was Highways matters and in particular potholes, the highways criteria for determining whether a pothole needed repairing, the delays in the repairs being carried out and the standard of the repair work carried out. The Devon Highways budget was the second highest within the County Council budgets due to its county wide highways network being one of the largest in the network. Even with this high budget the size of the network placed

constraints on the extent and nature of the work which could be carried out by Devon Highways and this was the reason for the pothole criteria in order that the available funding for repair work could be directed to the worst potholes across the network. He advised parishioners to continue to report potholes and other highways concerns to Devon Highways via the online highways problem reporting portal. This portal can also be used to report hazards and problems on Public Rights of Way which includes byways and footpaths.

He said that he would speak to the Highways officer regarding the matters raised by parishioners in the earlier open session and ask what can be done in relation to these matters.

**c) Clerk**

None

**d) Kilmington Neighbourhood Support Group**

None

**e) Highways Matters**

Cllr Ball advised that he is presently awaiting confirmation from National Highways as to the actual date of the A35 walk through for Kilmington. It should be in the second week of June.

He also advised that we are awaiting to hear from Devon Highways regarding the 20mph speed limit submission.

**f) Playground**

The Clerk reported that he was waiting to hear from HAGS.

**g) Trees**

Cllr. Jones said that he would remove the dead Cherry tree on the Common.

**h) Footpaths Report**

The closure of footpath No. 9 due to the dangerous footbridge had been posted on the website.

**i) Kings Coronation events**

The Chair reported that the events had been successful and well supported. He will give a full report at the next meeting.

**j) Any Other Reports**

None

**13. Correspondence**

**14. Finance**

**a) Current Financial Position**

The Clerk advised that the present balance in the Lloyds Account was £9,701.68

This did not include any payments to be approved at this meeting on the 15<sup>th</sup> May 2023.

NSI Account	£42,397.33
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Santander Account	£ 1,095.66
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**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  
Payments proposed by Cllr. Dare, seconded by Cllr. Jones, all in favour.

**c) Asset Register Review**

The Clerk advised that Cllrs Ball & Seward had reviewed the asset register and had also established that the Parish Council did own the War Memorial. Reference to the Council minutes of the 1920's showed that the Parish Council had formally adopted the War Memorial. It has now been added to the asset register and an amended asset register drawn up based on the review.

**d) Renewal of Council Insurance**

The Clerk reported that the Insurance brokers had recommended renewal with the existing insurer and advised that the renewal premium is £1,386.56. Cllr. Jones proposed renewal of the policy and payment, seconded by Cllr. Seward, all in favour.

The Clerk advised that the asset register review had also included a review of the asset sums insured and that these would be dealt with by endorsement at an additional premium.

**15. Risk Management Policy**

Cllr. Seward proposed that the Council adopt the draft Risk Management Policy which the Clerk had circularised to Councillors, seconded by Cllr. Ball, all in favour. The Policy to be reviewed in September 2024.

**16. Honours, Awards, Gift Policy**

Deferred to next meeting.

**17. Planning Applications:**

**a) 23/0439 - Roswyn Well Mead Kilmington EX13 7SQ**

**Construction of rear dormer window and single storey rear/side extension**

Cllr. Ball proposed, seconded by Cllr. Seward, all in favour that the Parish Council had no objection to this application.

**a. 23/0607/TRE - Kilmar The Hill Kilmington Devon EX13 7SF**

**Oak tree - pollard to approximately 6 - 7m.**

Cllr. Jones proposed, seconded by Cllr. Dare, all in favour that the Parish Council had no objection to this application

**c 23/0746/FUL - The Linhay Dulcis Farm Kilmington Axminster EX13 7HD**

**Proposed external alterations to existing barn/annexe**

Cllr. Reed proposed, seconded by Cllr. Seward, all in favour that the Parish Council had no objection to this application

**d 23/0745/LBC - The Linhay Dulcis Farm Kilmington Axminster EX13 7HD**

**Proposed external alterations to existing barn/annexe**

Cllr. Reed proposed, seconded by Cllr. Seward, all in favour that the Parish Council had no objection to this application

**18. Agenda Items for Next Meeting**

Honours, Awards, Gift Policy

**19. Date and Time of Next Meeting**

12<sup>th</sup> June 2023 at 7.30pm in the Cricket Pavilion

The meeting closed at 7.35pm

Signed *P. Ball*

Date **12/06/2023**