

**KILMINGTON PARISH COUNCIL
MINUTES OF THE MEETING HELD AT
7.30pm ON TUESDAY 23rd JULY 2019
IN THE CRICKET PAVILION**

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

In Attendance: A Jenkins

Members of Public: 1

OPEN SESSION

No matters were raised.

COUNCIL BUSINESS

1. Apologies

Cllr. A. Dare.

2. Declarations of Interest

The Chair and Cllr. Mear both declared an interest in Item 7e.

3. Minutes of Meeting 25th June 2019

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

4. Matters Arising from the Minutes

The Clerk advised that he was awaiting the change of signatories forms from Santander and NS&I.

Cllrs. Styles, Collier & Huscroft advised that Nigel Cross had kindly carried out free of any charge the urgent welding repair work on the playground.

The Clerk reported that Ms Kirkcaldie (the previous Clerk) had passed over 4 shopping bags full of papers which contained a mix of papers from over many years and were of no relevance to what the Council had asked for. The only items of any relevance was a) an unopened envelope containing a cheque dated January 2019 for an allotment rent which he had proceeded to bank, b) the missing key for the Village Hall and c) an HMRC paying in book containing 4 cheques payable to HMRC.

The Clerk said that Ms Kirkcaldie had not replied to Thomas Westcott with the personal information they required to investigate the HMRC penalties. He had been able to ascertain the other payments information that Thomas Westcott required.

The Clerk and Vice Chair reported that they had met with Emma Northover, Head of Civil Litigation and Partner at Beviss & Beckingsale earlier that afternoon to discuss the failure of Ms Kirkcaldie to hand over the various outstanding items. They had discussed the Council's concern in recovering the various items and the Clerk and Vice Chair gave a brief report on the advice they had received on proposed action, timescales etc. It had been agreed that the Solicitor prepare a Letter Before Claim to be hand delivered to Ms Kirkcaldie and they were proceeding to prepare and issue the letter. Councillors endorsed and approved this course of action.

5. Finance

a) Current Financial Position

The Clerk said that he was still unable to advise the current financial position due to the piecemeal extended handover from the previous Clerk, Ms. Kirkcaldie. He had however received the Lloyds Bank Statement dated the 28th June 2019 and passed around the statement for the Council's perusal. This showed a balance of £8,682.77. He was at present only able to confirm the uncleared cheques from January 2019 onwards. Taking these into account and two deposits made on the 22nd July this would reduce the balance to £5,660.38. He stressed however that he could not confirm that this was the true financial position on the Lloyds Bank account.

He advised that he was still waiting the change of signatories forms from both Santander and NS&I. and would not be able to confirm the balances on these two accounts until the signatories had been changed and he had received up to date statements.

b) Requests for Financial Support

None received.

c) Intervening Expenditure to approve

| Chq. No. | Payee | Amount |
|----------|---------------------------|---------|
| 2003 | Kilmington Gardening Club | £ 23.00 |
| 2004 | HMRC (Penalties) | £669.04 |

Cllr. Mear proposed, seconded by Cllr. Jones that these payments be approved. All in favour.

d) Expenditure to be approved for which bills have been received

Cllr. Collier proposed, Cllr. Ball seconded, all in favour that:-

- i. Payment be made to EDDC (4 dog binsx3 times a week) £1,200.00
- ii. Payment be made to EDDC (Parish Election Costs) £ 944.49
- iii. Payment be made to Kilmington Playing Fields for Cricket Pavilion room hire bookings for 04/06, 18/06, 25/06 & 28/06. £ 39.50
- iv. Payment be made to Maxine Lawson of £50.00 for web maintenance during June
- v. Payment be made to Axe Skip Hire of £36.00 for a skip delivered to The Hill on 28/06/2019
- vi. Payment be made to EDF Energy of £79.72 for electricity at allotments borehole
- vii. Payment be made to REJ Wareham of £155.00 for cutting of Common June-July

e) Forthcoming expenditure to approve

Payment to be made to Clerk (A. Jenkins) of £478.08 for 5 weeks salary from 22 June 2019 to 27th July 2019 and also includes 8 excess hours worked during the same 5 week period. Cllr. Huscroft proposed, seconded by Cllr. Seward that this forthcoming expenditure be approved. All in favour.

f) Annual Accounts

The Clerk advised that whilst the Council were still trying to obtain the outstanding documents from Ms Kirkcaldie, he now had to proceed on the presumption that they may never receive them, to attempt to collate the 2018/19 accounts as best he was able to in order to submit them to the Internal Auditor. He believed that it would be necessary to ask the External Auditors for an extension to the AGAR submission date.

6. Reports

a) County & District Councillor

None

b) Police

The Clerk had received no report but would in future try to download reports for future meetings.

c) Any Other Reports

None

7. Planning Applications

a) 19/1066/FUL – Mower Dairy, Kilmington EX13 7HD

The Clerk advised that an email letter had been received from a number of adjoining properties attaching a copy of a letter sent to the EDDC Cllr. Chubb. The Clerk had forwarded on the email and attached copy letter to all Councillors. The property owners had expressed their concern that the application as proposed, would result in the very high risk of their spring water supplies being contaminated in the future. Councillors said that their decision of the 25th June 2019 to have no objection to the application had been subject to the Environment Agency report supporting the need for the application and the correct construction. The Environment Agency was the official expert body responsible for determining the risk of pollution, the need and suitability of the construction, size and site of the proposed slurry lagoon and any impact on any nearby springs, private water supplies. Their report on the application would take into account all these factors and the Parish Council's decision had been subject to the Environment Agency report supporting the need and construction of the application.

b) 19/1172/FUL – Doultong, Shute Road, Kilmington

The clerk advised that this application had been approved.

c) 19/1195/FUL – Kilmington Quarry, Whitford Road, Kilmington

The Clerk advised that this application was still awaiting a decision.

d) 19/0795 – Gapemouth Corner, felling Multiple Trees

The Clerk advised that this application was still awaiting a decision.

e) **19/1097/FUL – Coryton Park, Kilmington EX13 7RD**

f) **19/1098/LBC – Coryton Park, Kilmington EX13 7RD**

The Clerk reported that these applications had been approved.

g) **19/1340/VAR – Hills Farm Cottage**

The Chair and Cllr. Mear both declared an interest in this application and took no part in the discussion and did not participate in the decision voting. The Vice Chair took over the role as Chair for this item.

The Clerk advised that some further elevation plans had been submitted. Cllrs. perused the plans and resolved not to alter supporting the application.

(Proposed by Cllr. Huscroft, seconded by Cllr. Jones, all in favour.)

8. Email accounts for Councillors

The Clerk advised that he was yet to discuss the setting up of new official Councillor email accounts with the website administrator, and would do so when he had resolved all the matters relating to the Council which also needed to be displayed on the website.

9. Correspondence

The Clerk advised that he had forwarded onto Councillors all email correspondence received but there had not been anything of any note.

10. Training

The Clerk advised that he had spoken to DALC and that it was possible for their trainer to hold a Being a Good Councillor course at Kilmington. The advantage would be that all the Councillors could attend, it would be a short evening course of approx. 2.5 hours, in the village with no travelling and be more cost effective for the Council and Councillors. It was also possible that a Councillor from Offwell PC may also attend and this would reduce the overall cost to the Council.

Councillors agreed that the most convenient date for all would be Moonday, the 30th September. The Clerk said that he would check with DALC if this date was acceptable and if so find a suitable venue and advise Councillors.

11. Allotment Shed

Cllr. Collier advised that Simon Buse was due to inspect the allotment shed, assess the repairs needed and prepare an estimate for Council to consider.

12. Replacement Fence around the Childrens Playground

Cllr. Styles advised that she had received 3 quotations for a replacement fence but it was felt by Councillors that this matter should be deferred for the time being. Cllrs. said that they would check what temporary repairs were required in the meantime.

13. Defibrillator Training

The Clerk said that he had made some enquiries but would report further at the next meeting as he had to check with All Saints PC as to whether any training had been built into the joint Parishes Together grant contract for the defibrillator at the Village Hall.

14. Hedge adjoining 9 Newtons Orchard

The Clerk reported that the property owner had telephoned him stating that he did NOT wish the Council's contractor to cut the hedge adjoining his property. Cllr. Collier undertook to contact Roy Ware, the contractor to inform him not to cut that section of hedge.

15. Car Wash – Village Hall Car Park

The Chair advised that he had been contacted about the village hall car park being used for a car wash Duke of Edinburgh charity event in August. Councillors agreed that they had no objection to the event taking place subject to the organisers having carried out a Health and Safety risk assessment. The Chair to speak to the organisers.

16. A35

Cllr. Styles reported that the A35 campaigners had received an email from Highways England advising the present position on the A35 Honiton to Charmouth Route Safety Study. The Clerk advised that the email had been forwarded on to all Councillors.

The Clerk reported that Offwell Parish Council also had serious safety concerns regarding the A35. However, they felt that Offwell are not the only Parish Council with these concerns and that it may be a good idea for those Parish Councils who either abut the A35 or are bisected by this busy Highway, to join together to form a Parishes A35 liason forum. All the parishes suffer from the same high speed traffic along this road and the same difficulties and dangers faced by those living nearby trying to exit from side roads and lanes etc onto the A35. There are always press reports of serious accidents and fatalities along this road as it passes through the various parishes and there are probably many more unreported near misses and collisions.

The forum would enable the Parishes to discuss the common problems and dangers posed by this road and perhaps be able to come up with a proposed action plan for changes to put to Highways England at a joint meeting with them. The Parishes may all by working together in this way have a stronger voice in their dealings with Highways England.

Offwell Parish Council were approaching Monkton, Cotleigh, Widworthy, Shute, Dalwood and Kilmington Councils as to whether they were prepared to support the formation of a liason forum. Councillors agreed that Kilmington were prepared to support the liason forum.

17. Matters of Urgency

Cllr. Ball advised that there was a Neighbourhood Plan Team meeting on the 24th July to discuss amongst other things the Affordable Housing Needs survey.

18. Agenda items for Next Meeting

None

19. Date & Time of Next Meeting

The time and date of the next Ordinary Meeting of Council is 3rd September 2019.

The Clerk made Council aware that due to the problems arising from the protracted handover and its effects on the 2018/19 AGAR it would probably be necessary to have a meeting in August 2019, but could not at this stage advise a date.

The meeting closed at 9.35pm.

Signed *B Trott*

Signed *03/09/19*