

# **KILMINGTON PARISH COUNCIL**

## **MINUTES OF THE REMOTELY HELD PARISH COUNCIL ORDINARY MEETING ON TUESDAY 28<sup>TH</sup> JULY 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. Jones, M. Collier, S. Huscroft, A. Dare  
J. Mear, S. Seward, P. Ball, E. Styles

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

**Members of Public:** 2

Chair welcomed all Councillors, to the Council's first ever 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.

### **OPEN SESSION**

No matters raised

### **COUNCIL BUSINESS**

#### **1. Revisions to Standing Orders**

The Clerk advised that DALC had recommended revisions to the Parish Council's Standing Orders which take into account amended Council practice following The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required and these regulations remain in force until May 7<sup>th</sup>, 2021 or earlier if repealed and require a number of temporary changes to Standing Orders.

The proposed revisions to the Standing Orders had been circulated to all Councillors with the agenda. Cllr. Seward proposed adoption of the revisions, seconded by Cllr. Ball, all in favour.

#### **2. Apologies**

None

### **3. Declarations of Interest**

Cllrs. Trott, Collier, Jones, Huscroft, Seward and Dare declared an interest in Item 12c  
Cllr. Dare declared an interest in Items 12f and 12g.  
Cllr. Mear declared an interest in Item 12b.

### **4. 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 19<sup>th</sup> March 2020**

The minutes were declared a true record of the proceedings, proposed by Cllr. Ball, seconded by Cllr. Mear, those present at that meeting (Cllrs. Trott, Jones & Seward) in favour.

### **5. Matters Arising from the Minutes 19<sup>th</sup> March 2020**

None

### **6. Revisions due to inability to hold the Annual Meeting in May 2020**

The Clerk asked Council to note that the Annual Meeting of Council was not held in May 2020 as originally scheduled due to the revised arrangements for such meetings as specified within Clause 78, Coronavirus Act 2020.

Council to note, therefore, that - in accordance with the legislation contained therein - the requirement for Council to elect a Chairman of the Parish Council was made unnecessary; similarly, the election of the Vice-Chairman of Council. Those currently serving remain in those roles until May 2021.

Other Councillors indicated their willingness to also continue in their present roles until May 2021.

### **7. Reports**

#### **a) Police**

The Clerk advised that he had received a report from PCSO Bolsover for the period 1<sup>st</sup> June 2020 to 30<sup>th</sup> June 2020 which showed that there had been 2 reported crimes – one for “possession of weapons” and one for “other theft”.

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

No report received

#### **c) Clerk**

The Clerk gave a full report (copy attached) for the period since the last meeting on the 19<sup>th</sup> March 2020.

#### **d) Kilmington Neighbourhood Support Group**

Cllr. Ball gave a report from the Support Group on the work they had done supporting Parishioners during the pandemic. (copy attached). Cllr. Huscroft also gave a report on the Village Medicine collection and delivery scheme (copy attached). Councillors and the Clerk expressed their appreciation and thanks to Sally, Peter and Stafford for their hard work and tremendous support to the Community during this Coronavirus crisis.

#### **e) Highways Matters**

The Clerk advised that a complaint had been received from residents on the Roman Road regarding potholes on the untarmacked section damaging their vehicles. He had established that this section of the road was a Public Right of Way and was the responsibility of DCC PROW Team and not Devon Highways. The PROW officer had surveyed the road and implemented a scheme of works to repair all the potholes which had been carried out.

It had been brought to Council's attention that the supports of the bridge at the bottom of Gore

Lane were starting to be washed away and the Clerk had requested Highways to investigate. The Clerk advised that Cllr. Mear and himself had met with Dave Ashford, the DCC Highways Officer on the 3<sup>rd</sup> July to discuss the Highways initiative “Doing What Matters”. He would circulate the Highways Officer’s minutes of the meeting to Councillors.

Cllr. Stafford reported that when the ivy had been cleared off the bridge at the junction of Whitford Road and The Street., it had been noticed that the mortar was crumbling away and that it needed repointing. The Clerk to report the matter to Highways.

The Chair said that a parishioner had reported that small sharp stones on the path alongside the A35 between the Summerleaze entrance and Millers Farm was causing bicycle punctures. Cllr. Styles said that she would investigate and advise the Clerk if any action was required.

**f) Neighbourhood Plan**

Cllr. Ball reported that EDDC had advised that no Neighbourhood Plan referendums would be held until 2021 and that all Neighbourhood Plans were on hold for the time being. He suggested that the draft plan be presented to the Parish Council in September and that it would then be ready for further progress as and when allowed. It was agreed that the draft be circulated to Councillors ahead of a presentation at a Zoom meeting in September.

**g) Any Other Reports**

None

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

**Playpark**

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

The Clerk had circulated copies of the report to all Councillors. He advised that Council needed to address the various safety matters identified in the report as needing attention before they could consider reopening the playpark. Cllrs Jones and Dare said that they would check on what works were required to address these matters.

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

Cllr. Seward proposed that the playpark remain closed and that the ROSPA safety matters be addressed first, seconded by Cllr. Collier, all in favour.

Cllr. Stafford confirmed that the gate was still chained and padlocked and the closed notices were still in place.

**c) Consider quotations received and resolve decision on new Perimeter Fence.**

The perimeter fence needed replacement. Cllr. Jones advised that the companies which had supplied quotations in 2019 for a steel perimeter fence were prepared to honour those quotations. He would ask them to confirm this in writing for the matter to be considered at the next meeting.

Cllr. Collier advised that DCC Cllr. Chubb had indicated that he would support the cost of a new fence with a grant from his locality budget. The Clerk to obtain an application form.

**Telephone Box Library**

**a) Risk assessment and Measures necessary for Covid 19 secure reopening**

Cllr. Ball to check that the closed notice and tape is still in place. Cllrs. Ball, Huscroft and the clerk to carry out a risk assessment to consider measures necessary for Covid 19 secure reopening

## **Public areas**

Cllr. Seward and the Clerk to carry out a Covid 19 secure risk assessment

## **Allotments**

Cllrs. Trott and Collier to carry out a re-assessment of the Covid 19 Rules which the Council introduced.

## **9. Tree Safety & Survey**

Cllr. Jones advised that he had received a quotation from Advanced Arboriculture Ltd. from Woodbury for an arboricultural assessment – safety inspection of trees on the 5 Parish Council sites in the village including Kilmington Common.

The quotation was for a package including in addition 2 areas belonging to Hitchcock Trust and the Cricket field trees but showed separate costs for each of the three bodies. The charge relating to the Council sites was £450 plus VAT. Cllr. Jones said that the Hitchcock Trust had accepted their part of the quotation package and Cllr. Collier confirmed in his capacity as a Cricket Field Trustee that they were also willing to accept their part of the quotation package.

Cllr. Trott. proposed that the Council also accept the quotation of £450 plus VAT, seconded by Cllr. Seward , all in favour. Cllr. Jones to instruct Advanced Arboriculture to proceed as soon as possible.

The Clerk said that on receipt of the report the Council would need to draw up a Tree Management Policy.

Cllr. Jones said that he had received an invoice for £500 from Treeline Arboriculture for the remedial reduction work on the Willow Tree which had recently shed a branch on to a car.

Cllr. Collier proposed payment of this invoice, seconded by Cllr. Huscroft, all in favour.

The Clerk advised that he had not received anything from the car owner.

## **10. Correspondence**

The Clerk advised that a parishioner had requested sight of some historical parish council records and that he had advised him to contact Devon Records Office.

The Clerk of All Saints Parish Council had confirmed that he was still carrying out throughout the pandemic period the regular inspections of the defibrillator unit. The childrens pads for the unit had been ordered and the Clerk would hold a training session when the pandemic regulations permitted.

The post for the dog waste bin had broken and Cllr. Stafford said that he would install a new post.

## **11. Finance**

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

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

|                        |              |
|------------------------|--------------|
| Lloyds Bank Account    | - £ 4,934.89 |
| Santander Bank Account | - £ 1,095.66 |
| NS&I Account           | -£57,217.44  |

### **b) To consider and ratify payments and expenditure made under the Clerk and Chair's delegated authority since the 19<sup>th</sup> March 2020.**

The Clerk had circulated to Councillors a list of payments and expenditure as follows, made under the Clerk and Chair's delegated authority since the 19<sup>th</sup> March 2020.

| Chq No | Date       | Payee                    | Amount  |
|--------|------------|--------------------------|---------|
| 2069   | 06/04/2020 | MAXINE LAWSON            | 50.00   |
| 2070   | 06/04/2020 | DALC                     | 200.98  |
| 2071   | 25/04/2020 | ADRIAN JENKINS           | 378.48  |
| 2072   | 29/04/2020 | ADRIAN JENKINS           | 42.00   |
| 2073   | 10/05/2020 | C S GARDEN SERVICES      | 430.00  |
| 2074   | 12/05/2020 | MAXINE LAWSON            | 50.00   |
| 2075   | 12/05/2020 | AXMINSTER PRINTING       | 125.96  |
| 2076   | 12/05/2020 | EDDC (DOG BINS)          | 1248.00 |
| 2077   | 25/05/2020 | CAME & Co                | 1022.80 |
| 2078   | 27/05/2020 | ADRIAN JENKINS           | 318.72  |
| 2079   | 06/06/2020 | C S GARDEN SERVICES      | 330.00  |
| 2080   | 07/06/2020 | MAXINE LAWSON            | 50.00   |
| 2081   | 07/06/2020 | ADRIAN JENKINS           | 43.90   |
| 2082   | 15/06/2020 | PLAYSAFETY Ltd           | 99.00   |
| 2083   | 25/06/2020 | R E J WAREHAM            | 168.00  |
| 2084   | 25/06/2020 | EDF ENERGY               | 328.36  |
| 2085   | 27/06/2020 | ADRIAN JENKINS           | 398.40  |
| 2086   | 03/07/2020 | PLAYSAFETY Ltd           | 36.00   |
| 2087   | 03/07/2020 | MAXINE LAWSON            | 50.00   |
| 2088   | 03/07/2020 | AXMINSTER PRINTING       | 45.00   |
| 2089   | 03/07/2020 | C S GARDEN SERVICES      | 725.00  |
| 2090   | 16/07/2020 | ALL SAINTS PARIS COUNCIL | 30.00   |
| 2091   | 21/07/2020 | THOMAS WESTCOTT          | 684.00  |
| 2092   | 24/07/2020 | DALC                     | 334.78  |
| 2093   | 24/07/2020 | ADRIAN JENKINS           | 14.39   |
| 2094   | 27/07/2020 | ADRIAN JENKINS           | 54.90   |

Cllr. Huscroft proposed ratifying the payments made, seconded by Cllr. Dare, all in favour.

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

Payment of £318.72 for the Clerk's salary for the month of July, proposed by Cllr. Ball, seconded by Cllr. Mear, all in favour.

**d) Forthcoming expenditure to approve**

Signage required for Car Park - Item deferred

**e) To review the Internal Auditors report in respect of the 2019/20 Annual Governance and Accountability Return (AGAR).**

The Clerk reported that the accounts for the year 2019/20 had been finalised And the internal audit completed. The Clerk presented the annual internal audit report to Councillors but advised that the answer to Internal Control objective L should be No and not yes.

The reason being that due to all the difficulties surrounding the completion of last year's AGAR and it being a late submission to the external auditors, we were unable to publish the notice of Public Rights within the expected time frame period. We did publish the Notice but the External Auditors said in their

final report that we had not correctly provided for the exercise of public rights as required under the regulations, due to the dates shown not being within the expected time frame. As such, they stated that this year's AGAR internal audit objective L should be answered No.

Councillors noted the report. Cllr. Mear proposed acceptance of the Internal Auditors Report subject to them revising the answer for Objective L to No seconded by Cllr. Collier, all in favour. The Clerk to contact the Internal Auditor for a revised report.

**f) To consider, and if thought fit, approve sign the Annual Governance Statement Section ONE of the 2019-20 AGAR**

Councillors reviewed the system of internal control prior to completing the Annual Governance Statement. Cllr. Huscroft proposed approval of the Annual Governance Statement, seconded by Cllr. Jones all in favour. The Chair and Clerk to sign the statement on the 29<sup>th</sup> July 2020.

**g) To consider, and if thought fit, approve and sign the Annual Accounting Statements Section TWO of the 2019-20 AGAR.**

The Clerk then presented to Councillors the signed and dated Accounting Statements for the year 2019/20 and explained the accounts. Councillors considered the accounting statements. Cllr. Dare proposed approval of the Accounting Statements, seconded by Cllr. Seward, all in favour. The Chair to sign the accounting statements on the 29<sup>th</sup> July 2020.

**h) To consider and set the dates for the Period of Exercising of Public Rights**

The Clerk said that he would have to check the date when the Notice could be published on the website but planned to set the dates for the period of Exercising of Public rights as the 7<sup>th</sup> August 2020 to 18<sup>th</sup> September 2020.

## **12. Planning applications**

**a) Ref. No: 20/1488/FUL Coryton Farm Kilmington EX13 7RE  
Earth lined slurry lagoon (retrospective).**

Cllr Dare had already declared an interest in this item and left the Zoom meeting whilst this item was considered. Cllr. Huscroft proposed that Council have no objection to the application, seconded by Cllr. Jones, all in favour.

**b) Ref. No: 20/0750/FUL 2 Whitehayes Cottages Kilmington EX13 7RP  
Installation of air source heat pump and heating system**

Cllr Mear had already declared an interest in this item and left the Zoom meeting whilst this item was considered. Cllr. Ball proposed that Council have no objection to the application, subject to the pump noise levels being within the permitted noise levels standard and any appropriate screening deemed necessary by EDDC., seconded by Cllr. Huscroft, all in favour.

**c) Ref. No: 20/1320/FUL Summerleaze Farm Gammons Hill Kilmington EX13 7RA  
Change of use of part of existing storage barn to form carpentry workshop; replacement of cladding and insertion of 2 no. windows, and, construction of 2 no. extensions on western elevation of building (retrospective)**

Cllrs. Trott, Collier, Jones, Huscroft, Seward and Dare had already declared an

interest in this item and left the Zoom meeting whilst this item was considered. Cllrs. Mear, Ball and Styles remained with Cllr. Mear acting as interim Chair.

Cllr. Ball proposed that Council have no objection to the application, seconded by Cllr. Styles, Cllr. Mear in favour.

**d) Ref. No: 20/1412/FUL The Linhay Dulcis Farm Kilmington EX13 7HD  
Construction of menage (sand school) for equestrian use.**

Cllr. Collier proposed that Council have no objection to the application, seconded by Cllr. Ball, all in favour. (Cllr. Styles connection to the meeting had frozen during this item and was then lost and she left the meeting.)

**e) Ref. No: 20/1527/FUL J D Heighway Whitford Road Kilmington EX13 7RG  
Extension to industrial building**

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

**f) Ref. No: 20/1239/FUL Millers Farm Shop Gammons Hill Kilmington EX13 7RA  
Proposed agricultural workshop.**

Cllr. Collier proposed that Council have no objection to the application, seconded by Cllr. Jones, all in favour.

**g) Ref. No: 20/1235/FUL Millers Farm Shop Gammons Hill Kilmington EX13 7RA  
Proposed agricultural store.**

Cllr. Collier proposed that Council have no objection to the application, seconded by Cllr. Jones, all in favour.

**13. Agenda Items for Next Meeting**

None

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

Zoom meeting - Tuesday 25<sup>th</sup> August 2020 at 7.30pm

**The Meeting closed at 9.50pm.**

Signed *B Trott*

Date *27/08/20*

## **Kilmington Action and Support Covid 19 -Report by Cllr. Ball**

### **1. Communication to Residents**

**Established KPC working group** of 3 ( S Huscroft; S Seward; P Ball) agreed action plan with help of KPC Clerk.

**Initial hand delivered letter** to all 429 households informing them of PC contacts and support, requesting volunteers and requesting Email and telephone contact data.

**Set up a Master List of data** using RBL, Garden Club, other existing village lists and responses:

46 full volunteers & 15 isolation volunteers - home based work only; 3 dog walkers

229 Email address responses, therefore remaining 200 households need hand delivery!

**Sent out Information Newsletters** hand delivery and Email giving latest updates of KPC services, Gov.UK, DCC & EDDC headline news and links to their newsletters. Bus info, New Inn meal delivery, etc. (Freeola webmail is not that easy to use!)

**Notice Boards:** newsletters and other useful information displayed.

**Website** Home Page redesign to provide main source of information with links to key sites and other useful information: Gov.uk; DCC; EDDC; Bus company; (see Home Page)

**Village Facebook site ‘Kilmington Now’** posting limited important info and directing residents to Kilmington village website. Monitoring posts and dealing with any issues.

**Ongoing telephone support** providing information and guidance, dealing with requests, helping to solve issues (bonfires!)

**Organised Village Garden Waste Collection** as EDDC service had temporarily ceased, voluntary donation for Village Hall, Cricket Club and RBL.

### **2. Help for ‘Vulnerable’ and those self-isolating**

**Appointed Volunteers** to act as a contact & care person for a small group, shopping etc. Provided a note of guidance to volunteers and monitored. Some friends and neighbours were already starting to work together, so we remained flexible to include this.

**Arranged for free meal delivery** to one vulnerable resident, initially from Axminster care group then local resident volunteered.

### **3. Managing KPC Facilities**

Closing children’s recreation area, public seating around village and Telephone box library – hazard tape and notices.

PB 23072020



A rapid response was required when Lockdown was announced.

The Scheme was initiated for Axminster Medical Centre only. Residents were still able to collect from BOOTS and Morton's.

Volunteers, specifically undertaking part in the Scheme, were recruited very rapidly and eagerly.....What an asset they have been.

At the request of AMC, I attended meetings and had many telephone calls to set up a weekly Village Collection Scheme, in conjunction with two other villages.

The red tape, protocols and rules then started!

As an aside, I had fortunately just acquired a new phone and within the first two days had used 80% of my allowance! ID announced unlimited use during the crisis, excellent!

Using the Parish Council information spreadsheets, (put into my slicker system), we awaited requests. I needed only full names, dob and addresses.

This information was submitted to the Surgery a week before Collection date, the Volunteers also has to have the list for that day's collection.

It is the necessity to use modern technology that has caused the problems throughout. Patients have to order prescriptions on line ONLY. No other way. No phone calls, no paper prescriptions, no going to the Surgery

Most of our Vulnerable residents are not technical, have no access to computers or family nearby to help.....no idea what to do.

Added fear and worry for them.

Normally a repeat prescription is taken to the Surgery by a Home Help or friendly neighbour for collection within a couple of days....now the Pharmacy needed at least a week's notice.

These problems hopefully have been overcome and things are under control.

When the Surgery wanted to radically reduce footfall at the Surgery and required all Kilmington prescriptions to go into the weekly collection the numbers rose considerably.....at the peak 35 deliveries a week.....135 in 4 weeks.

It has needed two people to deliver, plus Peter Ball taking on the outlying properties and farms, to cope with the potholes and farm dogs!

Only two difficult situations with complaints over the phone about the scheme. Everyone else has been very grateful for the attention of the Volunteers.

We have picked up a concerning situation, following contact from a concerned neighbour. With the input and help of the RBL shepherd scheme helping out, contact with ARC and the Surgery, I can say that Social Services are in the process of dealing with the situation.

Now that the Pharmacy is open again, there are less requests for the Village Scheme.....down to 12 this week. what about the future? How long do we continue?

Two Medical Volunteers have had to stand down, no longer able to help as they return to work.

A Thank you card was given to the Volunteer group from AMC, but please can I ask for them to receive an official letter of thanks from the Council

Without their input, dedication and help the Scheme would not have been so successful.

Sally Huscroft