

# **KILMINGTON PARISH COUNCIL**

## **MINUTES OF THE REMOTELY HELD PARISH COUNCIL ORDINARY MEETING ON TUESDAY 8<sup>th</sup> DECEMBER 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,  
S. Seward, P. Ball, E. Styles, A. Dare, M. Jones

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

**Members of Public:** 0

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**

Cllr. J. Mear

**2. Declarations of Interest**

Cllr. Seward declared an interest in item 9c10 and Item 10a

Cllr. Collier declared an interest in Item 10a

**3. a) Minutes of the Meeting held on 10<sup>th</sup> March 2020**

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

**b) Minutes of the Meeting held on 10<sup>th</sup> November 2020**

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

**4. a) Matters Arising from the Minutes 10<sup>th</sup> March 2020**

None

## 5. **Matters Arising from the Minutes 10<sup>th</sup> November 2020**

The Clerk advised that he understood that the missing 'The Street' street sign had been replaced by EDDC. Councillors advised that there was a damaged street sign at the top of Gore Lane opposite Fernwood. Only two letters on it are now visible. The Clerk to report it to EDDC.

With regard to the Parking on the footpath outside No1,2 & 3 The Cross, Whitford Road, The Clerk advised that he had not yet contacted the Police but had firstly contacted the Highways Officer to check if the footpath was a public footpath. The Officer had advised that it was not a public footpath and that the footpath was in fact part of the properties. The owners were therefore entitled to park their vehicles on the footpath.

Councillors discussed the matter and felt that the only matter which the Police could be asked to investigate was whether any vehicles were being parked too close to the junction of Whitford Road with the A35. The Clerk to contact the PCSO.

## 6. **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 from PCSO Hayley Widger, who was the new PCSO covering Kilmington.

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

Cllr. Chubb had already sent a written report which had been forwarded onto Councillors and he also gave a brief verbal update.

### c) **Clerk**

Nothing to report

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

Cllr. Ball & Cllr. Huscroft reported that the requests for support had slightly increased.

### e) **Highways Matters**

Cllr. Collier queried whether the Clerk had received a response from Highways regarding the entrance way ridge problem at Hilldene on Loughwood Corner following the resurfacing of the road about 18 months ago.. The Clerk said that he would contact the Highways Officer.

### f) **Neighbourhood Plan**

Cllr. Ball reported that matters had been progressing and was now awaiting the printed documents back from the printers and for the website to be updated ready for the launch.. He hoped to launch and publish the Plan very shortly, with press releases to follow. The closing date had been set for the 28<sup>th</sup> February.

### g) **Any Other Reports**

None

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

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

Cllr. Mear had advised the Clerk that the work was ongoing and it was understood that we were still waiting further quotes on the safety matting.

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

Waiting on the works and the new perimeter fencing being completed.

**c) New Perimeter Fence.**

Cllr. Jones advised that he had now received the perimeter fencing and gates from the suppliers and hoped to be able to install it before Christmas, but this would be weather dependent.

**d) Telephone Box Library**

Nothing to report

**e) Public areas**

Nothing to report

**f) Allotments**

Cllr. Collier advised that the electricity meter box appeared to be damaged. The Clerk to report it to the electricity supplier.

**7. Tree Safety & Survey**

Cllr. Jones advised that Treeline Arboriculture would be attending this week to the oak tree on the Common which requires dead wood removal and to the other two identified trees on the Common in the near future.

**8. Correspondence**

The Clerk had forwarded most correspondence on to Councillors. One of particular note was an update on the Avian Flue with new restrictions being imposed from the 14<sup>th</sup> December 2020.

The Clerk reported that the External Auditors had now issued their Report and Certificate for the year 2019/20 which is due to be published.. Their report stated:-

“Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2019/20 for the exercise of public rights, by answering ‘Yes’ to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered ‘No’ to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering ‘Yes’ to Section 1, Assertion 7, which, on the basis of the above, is not correct.

Other matters not affecting our opinion which we draw to the attention of the authority:  
The smaller authority has not provided: • an adequate explanation for the variance between the prior and current year values in Box 3 and 4 of Section 2.”

The Clerk advised that with regard to the answer to Section 1, Assertion 4 this was answered incorrectly and that it should have been answered ‘No’. The reason being that due to the difficulties with no accounts and documents being available for the year

2018/19, we had to ask for the external auditors for extensions and as such had not been able to make proper provision for the exercise of public rights within the normal time period.

As regards the variances between the prior and current year values in Box 3 and 4 of Section 2, the Clerk said that he had provided them with all figures and an explanation that the Council had employed a new Clerk on a higher and more realistic number of contracted weekly hours. In addition it had been necessary for the new Clerk to do a considerable amount of accounting and other investigations in order to establish the true financial position etc. for the previous years due to the missing accounts and documents. Also that the Council had received less grants than in the previous year.

Cllr. Styles reported that a parishioner had contacted her to advise that she had been bitten by a dog in the village and had asked that the Parish Council be made aware of the dog bite incident. The parishioner had reported the matter to EDDC for investigation. The Clerk reported that Cllr. Seward had forwarded on an email from a resident drawing Council's attention to a new dangerous game being played by schoolchildren out of school hours, jumping across the brook on the Green at going home time. The game involves leaping across the brook, back and forth from bank to bank, and running along the edges - although great fun, the consequence of this is that the banks are being eroded and broken down. More concerning is that there are a lot of hard edges, bits of wall, rocks etc which could lead to an accident if a child slipped or missed their footing. Some of the children have been standing on the actual rail alongside the brook to launch themselves over making the game even more risky.

Councillors discussed the matter and requested the Clerk to contact the School to draw their attention to the matter and ask that they speak to the Children.

## 9. Finance

### a) Current Financial Position

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

|                        |  |
|------------------------|--|
| Lloyds Bank Account    | - £ 12,094.24 after allowing for uncleared cheques |
| Santander Bank Account | - £ 1,095.66                                       |
| NS&I Account           | - £57,217.44                                       |

### b) Approval of necessary prior expenditure

- 1) Payment of £87.79 to EDF Energy for Allotment Borehole electricity (estimated) for period 24<sup>th</sup> June 2020 to 29<sup>th</sup> September 2020.
- 2) Payment of £127.72 to A Jenkins (Clerk) Reimbursement for purchase of Passing Bay road sign, post & fittings from SSP Direct Ltd purchased on Clerk's personal card)

Payments 1 to 2 proposed by Cllr. Huscroft, seconded by Cllr. Dare, 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 21<sup>st</sup> November 2020 to 26<sup>th</sup> December 2020.
- 2) Payment of £56.00 to A Jenkins for home office allowance for the months of September, October, November & December 2020

- 3) Payment of £14.39 to A Jenkins (Clerk) Reimbursement for ZOOM IT Platform Monthly Charge purchased on Clerk's personal card)
- 4) Payment of £26.92 to A Jenkins (Clerk) Reimburse for kilmingtonvillage.com domain renewal charge (2 year period) to Freeola/Get Dotted purchased on Clerk's personal card)
- 5) Payment of £50.00 to M Lawson for Website Maintenance in November 2020
- 6) Payment of £55.97 to EDF Energy for Allotment Borehole electricity (based on actual meter reading taken 03/12/2020) for period 30<sup>th</sup> September 2020 to 3<sup>rd</sup> December 2020
- 7) Payment of £90.00 to Geosphere Ltd for the annual renewal of the Parish Online mapping.
- 8) Payment of £106.99 to All Saints Parish Council for Cross-Charge for supply of replacement defibrillator pads and battery pack (with a 4 year lifespan)
- 9) Payment of £24.00 to Axminster Printing Co. Ltd. for printing of 200 Neighbourhood Support leaflets.
- 10) Payment of £265.00 to CS Garden Services SW Ltd for works carried out 02/11 & 13/11.

Payments 1 to 10 proposed by Cllr. Jones, seconded by Cllr. Ball, all in favour except for Cllr. Seward who took no part.

**d) Forthcoming expenditure to approve**

Cllr. Ball advised that Axminster had quoted an amount of £532.00 for the printing of the various Neighbourhood Plan documents. Cllr. Collier proposed that the Clerk pay the invoice as soon as it is received, seconded by Cllr. Dare, all in favour.

Cllr. Collier & Cllr. Seward left the meeting at this point and were put in the waiting room due to the declared interest in the following item 10a

**10. Planning applications**

**a) 20/2309/FUL - Fernwood Farm Gore Lane Kilmington Axminster**

Councillors had viewed the additional application documents online and following discussion, it was proposed by Cllr. Trott, seconded by Cllr. Ball, all in favour that the Council continue to support the application as previously.

Cllr. Collier & Cllr. Seward rejoined the meeting at this point.

**b) 20/2612/FUL - Lydcote Whitford Road Kilmington Axminster**

Councillors had viewed the application documents online and following discussion, it was proposed by Cllr. Ball, seconded by Cllr. Jones, all in favour that the Council object to the application as the specified design does not follow the recommendations of the Kilmington Village Design Statement which the Parish Council seeks to uphold.

Specifically the material specified: 'Sinusoidal metal cladding, barn red in colour' (red corrugated metal sheet) does not respect the character of the existing building or harmonise with those of the neighbouring properties.

In line with the Design Statement, the Parish Council would like materials to be specified and

used that respect the character of the existing building so that visually the structure creates a sense of quality and better harmonises with surrounding buildings.

The Kilmington Design Statement was prepared by villagers following a lengthy consultation process within the community, approved by the Parish Council and endorsed by the East Devon District Council (EDDC) in October 2011. The advisory document sets out a series of recommendations in an attempt to protect the village, its rural setting, its character and its heritage. In addition, a recent village questionnaire for the emerging Neighbourhood Plan endorsed this recommendation: Harmonisation of new buildings (Q10) - the majority of respondents (114 replies) thought new buildings should harmonise visually with the surrounding buildings.

The Kilmington Village Design Statement (see village website) recommends:

Recommendation 19: Porch and garage roofs should reflect the pitch and materials of the main roof.

Recommendation 21: The colour of renders and other external wall finishes should be neutral or pastel shades (not vivid colours) and should blend with the neighbouring properties.

Recommendation 23: The style and detail of windows, including replacement windows, should harmonise throughout the property and any extensions.

Recommendation 28: All extensions and alterations (including partial rebuilding) to existing buildings should respect the character of the original. Extensions should be subordinate in scale and in height to the existing building(s).

Whilst the Design Statement accepts that:

'Given the varied nature of Kilmington's existing housing stock and the wish of the villagers for new build and extensions to harmonise both with the existing housing stock and with their setting, it follows that the requirements for the built form will vary around the village. It must be appreciated, therefore, that the design guidelines listed in Recommendations 18 to 30 may not be appropriate in all situations.'

With regard to this application, the Parish Council feels justified to request more appropriate materials, as the property is located along one of the village's historic gateways with neighbouring historic buildings

## **11. Heath Lobellia**

Cllr. Ball to contact Legacy to Landscape for the number of plants, the actual area involved and a map showing the extent and site of the area which they wish to plant.

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

The Clerk had circulated the dates to Councillors

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

Budget & Precept

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

Zoom meeting - Tuesday 12th January 2021 at 7.30pm

The meeting closed at 8.43pm.

Signed *B Trott*

Date *15/01/2021*