

KILMINGTON PARISH COUNCIL

MINUTES OF THE REMOTELY HELD PARISH COUNCIL ORDINARY MEETING ON TUESDAY 9th MARCH 2021 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, A. Dare, M. Jones

In Attendance: A Jenkins (Clerk/RFO),

Members of Public: 2

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 audio recorded but that the audio 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, Cllr. E Styles

2. **Declarations of Interest**

Cllrs. Trott, Collier, Seward & Dare in Item 9a

3. a) **Minutes of the Meeting held on 9th February 2021**

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

4. a) **Matters Arising from the Minutes**

The Clerk reported that the DCC PROW officer had advised that a PROW team was working near the Cycle Path and would deal with the damaged gate and the sheep droppings mess.

5. Reports

a) Police

The Clerk advised that he had received a police report for January which showed:-
1 Reported Crime -of a theft by finding- padlock stolen on civil access

b) District and County Councillors:

DCC/EDDC Cllr. Chubb joined the Meeting later after Item 6e4, He reported that he had recently met with the local Police and discussed the matter of Police contact with Parish Councils and the monthly reporting of incidents and crime to Parish Councils. It was hoped that this would improve over the coming months and said he would have regular ongoing meetings with the Police to monitor the situation and to discuss any issues the Parish Council may have.

He also said that he was due to meet the Highways Officers in the local area the following day and the Chair asked if they could visit Whitford Road to investigate the complaint that had been reported in Item 5e.

c) Clerk

Nothing to report.

d) Kilmington Neighbourhood Support Group

Cllr. Huscroft reported that requests for prescription collections / delivery was continuing
Cllr. Ball advised that shopping collections were still being provided for some parishioners.

e) Highways Matters

The Clerk advised that Cllr. Mear had received a complaint from a parishioner regarding water drainage on Whitford Road between the properties No 6 and Hill view. During periods of prolonged/heavy rainfall water is cascading across the road. Also there appears to be water continually seeping onto the road from a waterboard manhole.
The clerk to report the matter to Highways. Cllr. Collier also volunteered to go and look at the problem.

f) Neighbourhood Plan

Cllr. Ball reported that the Regulation 14 consultation period had ended on the 28th February 2021. He was in the process of collating and logging all the responses and would then arrange a meeting of the Neighbourhood Plan team to discuss the responses. The team would report back to the Council at a later date.

g) Any Other Reports

None

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

a) RoSPA Report – update on Work required

Cllr. Jones advised that the timber edging work had been completed. Cllr. Dare advised that it was not possible to change the bearings on the Hippo rocker as the original bearings had been welded in place when it was installed. Nigel Cross had spoken to

Proludic and was waiting for them to advise why this was and how the bearings could be replaced. In the meantime, he had removed the rocker off the item so that it was unusable. The removed part had been secured to the playground fence with cable ties.

b) Inspection, Risk Assessment and any necessary measures to be taken for the reopening of the Playpark

Cllr. Huscroft advised that although the 'Playground Closed' signs were up, persons appeared to have been using the playground and an amount of litter had been left inside.

The Clerk advised that the RoSPA inspection was due to take place in March and was waiting confirmation of the inspection date and time. Cllr. Huscroft agreed that she would meet the Inspector.

Council resolved to keep the playground closed until the inspection had taken place and then review the matter on receipt of the report. In the meantime, Cllr. Huscroft would draft and post a notice on the website to explaining the situation to residents..

c) Telephone Box Library

Cllr. Ball advised that the library was still open and there were no issues, other than one of the smaller panes was broken. He would attend to this.

Cllr. Seward raised the matter of children playing with stones/pebbles from the stream bed and leaving them on the grass near the telephone box. The stones had broken the blade on the contractor's mower. It was agreed that Cllr.Seward draft a notice to be posted on Postscript pointing out the dangers and damage these stones can cause when the grass is being mowed or strimmed.

d) Public areas

Cllr Ball said that he had contacted the parishioner who had proposed planting wild flowers around the village on the verges. She was going to submit in writing full details and locations of the proposed planting scheme in order that the Council can consider the matter.

e) Allotments .

1) Electricity Meter box

The Clerk advised that the Western Power, the electricity utility company had suggested that the Council consider replacing the meter box. There may be a charge for interrupting the power supply in order to carry out the work. He had consulted with the Chair and Vice Chair on the matter, they had decided to go ahead with the replacement and the Clerk had instructed Western Power to proceed.

2) Allotment Tenancy Agreements

Cllr. Trott proposed that a condition be included in the rental agreements effective from 01-04-2021 stating that no livestock or bees be kept on the allotments. Seconded by Cllr. Collier, all in favour.

3) Review of the annual water/rental plot charges for April 2021/22

Cllr. Collier proposed that the rental charges be reviewed next year and remain as they are for 21/22. Seconded by Cllr. Trott, all in favour.

The Clerk to send out the rental renewal letters to allotment holders also stating that if anyone wished to pay by cash to contact Cllr. Collier to make arrangements.

4) Allotments Waiting List & Need

The Clerk advised that there were now 9 persons on the waiting list. Some had been waiting over two years with a plot becoming vacant only very occasionally and questioned whether the Council should consider providing an additional allotment site. Councillors asked the Clerk to investigate if funding was available for creating allotments.

7. **Correspondence**

The Clerk reported that an email had been received from a parishioner complaining that the verges were being damaged by vehicles, mainly caused by parking and delivery vehicles. Councillors said they would monitor the situation in order to consider if any action can be taken to protect the verges.

The Clerk said that email had been received from EDDC asking if there was a food bank in the parish and if not, if there was a need for one. There is no food bank in the parish and Council felt that there was no need for one.

8. **Finance**

a) **Current Financial Position**

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

Lloyds Bank Account	- £ 3,580.75 after allowing for uncleared cheques
Santander Bank Account	- £ 1,095.66
NS&I Account	- £50,949.38

b) **Approval of necessary prior expenditure & forthcoming expenditure**

- 1) Payment of £2,700 to RSD Music as a 50% deposit for the order of Amplifiers & Speakers for the Kilmington Community Cinema project.
- 2) Withdrawal of £5,403.60 from NS&I account and transfer to Lloyds account in respect of the total cost for the purchase of the Amplifiers & Speakers
Cllr. Collier proposed approval of both expenditures, seconded by Cllr. Dare, all in favour

3) **Update on the Kilmington Community Cinema Project**

The clerk reported that the Kilmington Community Cinema organisation had been formed with a written constitution and elected officers. They had ordered the equipment from RSD Music and it was planned for the installation to be carried out in late April. The Clerk had drawn their attention to the need for them to insure the equipment and also have Public Liability Insurance in force.

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

- 1) Payment of £318.72 for the Clerk's salary for the 27th February 2021 to 27th March 2021
- 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 £51.90 to A Jenkins (Clerk) Reimbursement for purchase of black toner printer cartridge.
- 4) Payment of £42.00 to A Jenkins (Clerk) for home office allowance for the months of January, February and March 2021.
- 5) Payment of £100.00 to M Lawson for website maintenance in January and February 2021
- 6) Payment of £12.00 to P. Ball (Councillor) reimbursement for two Land Registry

search documents

Payment of items 1-6 proposed by Cllr. Dare, seconded by Cllr. Huscroft, all in favour

Cllr. Trott, Cllr. Collier, Cllr. Seward & Cllr. Dare left the meeting at this point and were put in the waiting room due to the declared interest in the following item 9a

9. Planning applications

a) 21/0217/RES - Birchwood Farm Shute Road Kilmington Axminster

Construction of key agricultural worker's dwelling with associated access and landscaping (approval of reserved matters relating to access, appearance, landscaping, layout and scale following outline permission 19/0530/OUT)

Cllr. Ball wished to make it clear that this planning application was only in respect of the reserved matters and that the actual need for the construction of an agriculture worker's had already been considered by EDDC before approving the outline permission. The need had been of no relevance in the Parish Council's consideration and decision at the last meeting on this reserved matters application.

Cllr. Trott, Cllr. Collier, Cllr. Seward & Cllr. Dare rejoined the meeting

b) 21/0025/FUL - Roswyn Well Mead Kilmington Axminster

Construction of rear dormer window and single storey rear/side extension
Cllrs. made no comments.

c) 21/0510/FUL - Valley Farm Whitford Road Kilmington Axminster

Conversion and extension of garage block into a two-bedroom self-catering holiday unit
Councillors had viewed the application and following discussion, it was proposed by Cllr. Ball, seconded by C. Collier, all in favour that the Parish Council had no objection subject to the following provisos:- that off road parking is provided for all of the buildings on the whole site and for all of their residents and guests vehicles.

Furthermore, that the proposed development of the garage block into a two-bedroom holiday unit will be in lieu of the proposed two-bedroom conversion of the Stable block and linc hay barn (planning permission ref 07/2462/FUL), approved in 2007, but which was not developed. "That this new proposed development will not increase the scale of holiday accommodation, will not increase the parking requirements beyond that approved in 2007 and that there will be no further developments on site.

The reasons for these provisos is that Valley Farm is located on the busy Whitford Road which joins the A35 at Kilmington Cross and provides a through route to Whitford, Musbury, Colyton and Seaton. It is a narrow two-lane road without a pavement. Consequently, on road parking can be a hazard to pedestrians, cyclists and passing vehicles. The property is also close to the primary school, churches and village hall.

d) 21/0533/FUL - Doultling Shute Road Kilmington Axminster

Construction of two storey garage/office with associated steps
Councillors had viewed the application and following discussion, it was proposed by Cllr. Dare, seconded by C. Seward, all in favour that the Parish Council had no objection

10. Noise complaint

The Clerk reported that a parishioner had sent a noise complaint to EDDC environmental health with a copy to the Parish Council about motor cycle noise at the

former Kilmington Quarry site. Councillors discussed the matter but felt that this is a matter for EDDC to resolve.

11. Tree felling along Coryton Lane and the A35

Councillors expressed their shock and dismay at the severity and extent of the tree felling and hedge cutting along Coryton Lane and the A35. The landscape and environment with its biodiversity and valuable habitat had been greatly affected and altered by this work. Cllr. Ball on behalf of the Council and a Neighbourhood Plan team member had contacted both EDDC Tree Officers and the Forestry Commission to register the Council's and the public's concerns and shock. EDDC expressed "dismay" at the scale and nature of the felling. The Forestry Commission are also concerned about the felling which has taken place and are presently investigating the matter as to whether any breaches/offences may have been committed.

12. Town and Parish Council Consultation- East Devon District Council Community Asset Transfer (CAT) Procedure

The Clerk briefly advised Councillors of the consultation and that EDDC do own two small strips of lane in Kilmington. The closing date for the consultation is the 25th April 2021. Council to consider the matter at the next meeting.

13. Review of Kilmington Parish Council land ownership

The Clerk advised that there is a file of legal documents relating to the land owned by the Parish Council and that he plans to create a Parish Online map detailing the various plots of land.

14. New East Devon Local Plan

Cllr. Ball had drawn up a draft response and circulated it to all Councillors. Cllr. Trott proposed that the Council adopt this draft and submit it to EDDC, seconded by Cllr. Huscroft, all in favour. Cllr. Ball to submit the response with a copy to the Clerk.

15. HELAA 2017 -Review & consideration of Additional Sites

Cllr. Ball reported that he had obtained the Land Registry information on the two sites:-

- a) Land off George Lane and adjacent to Dares Field
- b) Land off Whitford Road (north of The Beacon)

Following discussion, Cllr. Trott proposed that the Council submit both these sites to EDDC for consideration as HELAA additional sites, seconded by Cllr. Seward, all in favour. Cllr. Ball to complete the submission.

16. Kilmington Village Website

The Clerk suggested that all the Coronavirus information and associated are moved off the Home Page onto a sub page accessed from a Home Page tab headed Coronavirus Updates. Councillors agreed to this course of action.

17. Adoption of Policies & Statements

- a) **GDPR Policy**

The Clerk advised that he was investigating whether the Council already had a GDPR Policy and would report back at a future meeting.

18. Agenda Items for Next Meeting

Town and Parish Council Consultation- East Devon District Council Community Asset Transfer (CAT) Procedure

DCC/EDDC Cllr. Chubb left the meeting at this point.

19. PART TWO Items which may be taken in the absence of the press and public.

Cllr. Trott proposed that the Council 'Resolve 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.

The Clerk left the meeting at this point and was put in the waiting room.

20. Clerk's Annual appraisal

Councillors discussed the matter of the Clerk's performance in the role as Clerk and RFO. Councillors resolved that the Clerk's payscale be increased from Level 6 to level 10 (or to Level 12 if he was prepared to study for the CILCA qualification) with effect from the 1st April 2021.

21. NJC National Salary Award 2020/21 Payscale for Clerks- (Implementation backdated from April 2020)

Councillors resolved to implement the salary award 20/21 payscale backdated to the 1st April 2020 and for a payment in respect of the backdated amount to be paid to the Clerk.

The Clerk rejoined the meeting at this point and was informed of the Council's decisions. He thanked them for their kind consideration.

22. Date and Time of Next Meeting

Zoom meeting - Tuesday 13th April 2021 at 7.30pm
The meeting closed at 9.40pm.

Signed.....*B Trott*..... Date.....*24/04/2021*.....