

KILMINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING ON MONDAY 20th MAY 2024 AT 7.00PM IN THE CRICKET PAVILION

Present: Cllrs. P. Ball (Chair), S. Seward, A. Dare, K. Veberth, B. Reed
O. Miller

In Attendance: A Jenkins (Clerk/RFO),

Members of Public: 1

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

COUNCIL BUSINESS

24/01 Election of Chair

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

24/02 Chair to sign Declaration of Acceptance of Office

Deferred to next meeting

24/03 Election of Vice Chair

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

24/04 To receive apologies for absence and to approve reasons given (LGA 1972 5 (1))

Cllrs. Collier & Bayley, DCC/EDDC Cllr. Chubb

24/05 Members to sign their Declarations of Acceptance of Office.

Deferred to next meeting

24/06 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 24/012 c5

Cllr. Ball – Item 24/012 c2

24/07 Registers of Interest Forms

The Clerk advised Councillors to complete a new Register of Interest form if there had been any changes in their register circumstances since last year.

24/08 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. Miller
- d) **Arthur Hitchcock Trustees**
Cllr. Dare, Cllr. Ball & Cllr. Miller prop. Cllr. Veberth, sec. Cllr. Seward
- 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. Reed, sec. Cllr. Miller
- 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. Ball, sec. Cllr. Seward
- j) **Responsible Finance Office**
The Clerk prop. Cllr. Ball, sec. Cllr. Dare
- k) **Internal Auditor**
Westcotts prop. Cllr. Dare, sec. Cllr. Ball
- l) **Trees**
Cllr. Jones prop. Cllr. Seward, sec. Cllr. Reed
- m) **The Common**
Cllr. Ball, Cllr. Seward prop. Cllr. Veberth, sec. Cllr. Miller
- n) **Snow Warden (Honorary)**
Martin Cumbers prop. Cllr. Seward, sec. Cllr. Dare
- o) **Emergency Planning**
Cllr. Seward prop. Cllr. Ball, sec. Cllr. Veberth
- p) **Footpaths Officer**
Cllr. Miller prop. Cllr. Ball, sec. Cllr. Dare
- q) **Playground**
Cllrs, Dare, Miller, Reed & Collier prop. Cllr. Veberth, sec. Cllr. Seward

Open Session (Public Forum)

None

24/09 Minutes of the Meeting held on 8th April 2024

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

24/010 Matters arising from the Minutes

Cllr. Ball reported that the long service recognition awards and gifts to the ex-councillors Michael Collier and Sally Huscroft had been made at the recent Parish Meeting. The two benches were being placed in the chosen locations.

24/011 Planning Applications

- a) **24/0763/LBC - Hurford House Whitford Road Kilmington EX13 7RG**
Create ensuite to bedroom 1, works to include creating new door opening and new partition wall; existing pipework on south west elevation to be removed and re-located with new pipework and vent under eaves

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

24/012 Finance

a) Current Financial Position

The Clerk advised that the present balance in the Lloyds Account was £11,429.53

NSI Account £38,397.33

Santander Account £ 1,095.66

b) Expenditure to be ratified

None

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

- 1) Payment to A. Jenkins for the Clerk's salary for the month of May 2024 (26/04/2024 to 31/05/2024) and the appropriate PAYE amount to HMRC based on the gross salary amount of £608.40.
- 2) Payment of £135.18 to P. Ball to reimburse for the following purchases made by him:
 - a. £103.20 for the 2 cut glass gifts purchased to be awarded to M. Collier & S. Huscroft
 - b. £22.90 for adding calligraphy names to Long Service certificates & £2.90 postage to calligraphy lady
 - c. £6.18 for 2 picture frames for the Long Service certificates.
- 3) Payment of £77.40 to HPS Signs Ltd for plaques for the M. Collier & S. Huscroft benches.
- 4) Payment of £42.00 to Axminster Printing for printing of A4 Certificates.
- 5) Payment of £420.00 to C S Garden Services SW Ltd for work carried out 10/04 and 24/04/2024.
- 6) Payment of £60.00 to J. Simpson for cleaning of the 2 bus shelters for the months of February, March and April 2024.
- 7) Payment of £16.00 to Kilmington Playing Fields Committee for room hire
Payments proposed by Cllr. Dare, seconded by Cllr. Miller, all in favour (except for Cllr. Ball and Cllr. Seward due to declared interests)

d) Insurance Policy Renewal

The Clerk advised that he had received renewal terms from the existing insurers but was also obtaining alternative quotations and was in the process of negotiating with the various insurers. He requested Councillors give authority for him in conjunction with the Chair to agree on the Insurer, the insurance premium, cover basis and arrangements. Renewal and payment authority proposed by Cllr. Seward, seconded by Cllr. Miller, all in favour.

e) Section 106 monies

Deferred to next meeting

f) Grant application - Axe Valley and West Dorset Ring and Ride Service.

Cllr. Ball reported that he had been advised that the service is now due to close and that their provision will then be combined with another charity.

24/013 Reports:

a) Police

None

b) District and County Councillors

The Clerk advised that Cllr. Chubb had submitted a May report on DCC to receive additional funds to support households struggling with higher energy and

food costs, Devon and Torbay Devolution Deal – Combined County Authority and DCC available grants

c) Clerk

The Clerk advised that he would now be commencing a new agenda and minutes items numbering system which would be sequential starting in the form of 24/01 and continuing sequentially through the 24/25 year until the next Annual Council meeting in May 2025, when it would restart again as 25/01

d) Highways Matters

1) 30 to 20 mph Speed limit

The Clerk advised that the successful applications for the 2024 Trenches 3 are still to be announced.

2) Speed Watch Scheme

Cllr. Seward advised that more speed checks are planned.

3) A35

Nothing to report

4) Other matters

The Clerk advised that at the Parish Meeting a parishioner had raised the matter of the pool of water accumulating on the roadside in front of the playing fields main entrance. This was causing a hazard to persons wishing to enter the playing fields and access the pavilion and the playground. The Clerk said that he had spoken to the Devon Highways Officer and had asked him to check on the roadside gully which was supposed to be in the vicinity of the entrance but which was not visible.

e) Playground –

1) RoSPA Report

The Clerk advised that the RoSPA report would be available shortly.

2) Other matters

The Clerk provided weekly inspection check list forms for the playground responsible councillors and requested that they organise a rota system for the weekly inspections and form completions.

f) Allotments

To discuss at the next meeting the provision of a skip for rubbish.

g) Trees – Safety Survey report – action plan

Defer to next meeting

h) Footpaths

The Clerk advised that a parishioner had raised a query about a footpath stile where there was no adequate provision to allow for a large dog to be taken through. Cllr. Miller to investigate and report at the next meeting.

i) Defibrillators

1. Defibrillator at The New Inn

Cllr. Ball advised that the defibrillator had now been installed and was operational. Parishioners had requested an additional awareness training session. The Clerk to make enquiries with Community Heartbeat as to suitable dates in the coming months.

2. Defibrillator at the Village Hall

Cllr. Ball advised that he had ordered a new Defibrillator sign.

The Clerk advised that the Parish Council would take over the responsibility and insurance coverage for the defibrillator from the 1st June 2024.

j) Hitchcock Trust

Cllr. Ball reported on the recent public meeting. He advised that a decision had been made to cut the undergrowth behind the tennis courts.

k) Any Other Reports

None

24/014 Correspondence

None

24/015 80th Anniversary of D-Day

Cllr. Seward advised that the plans had been finalised and published for the commemoration of the 80th Anniversary on the 6th June and involved a ringing of the Church Bells, Lighting of the Beacon and a meal in the Village Hall.

24/016 War Memorial

Cllr. Seward gave a briefing on the proposals and costings for a new memorial to be erected in the car park of The Village Hall. It would be on the part of the car park which is owned by the Parish Council. Two design proposals had been put forward to the community for their views and preference, one being for a stone cross on a plinth and the other being an obelisk on a plinth. It was the obelisk design which had received the most support and was the chosen one. It would be a Remembrance Memorial of Service rather than just a War Memorial. The monies for the Memorial would be raised by donations and public subscription from the Community.

Cllr. Seward had spoken to EDDC Planning who had advised that a planning application would have to be submitted. Cllr. Seward proposed that the Parish Council submit an application, seconded by Cllr. Ball, all in favour.

Cllr. Seward was finalising the costings and plans and would pass these on to the Clerk in order that an application can be submitted as soon as possible.

24/017 'The Green' - water course

Defer to next meeting

24/018 KPC Facebook page

Defer to next meeting

24/019 Agenda Items for Next Meeting

The Green' - water course

KPC Facebook page

Trees – Safety Survey report – action plan

Section 106 monies

24/020 Date and Time of Next Meeting

24th June 2024 at 7.00pm

The meeting closed at 8.50pm

Signed *P. Ball*

Date *24/06/2024*