

# DRAFT

## KILMINGTON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING ON MONDAY 24<sup>th</sup> JUNE 2024 AT 7.00PM IN THE CRICKET PAVILION

**Present:** Cllrs. P. Ball (Chair), S. Seward, K. Veberth, B. Reed  
O. Miller, A. Collier, N. Bayley, M. Jones

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

**Members of Public:** 2

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

### OPEN SESSION

A parishioner raised two matters of complaint. The first related to the Common, which he said in parts had not been cut for 5 years, with lots of brambles and that some nearby residents were dumping their green rubbish onto the Common. Cllr. Ball advised him that last year the Parish Council had adopted a management plan for the Common which dealt with the various areas which required a different form of management. He said that the Council was prepared to look at the plan again and consider whether it needed to be refocused and in particular the number of cuts to be done on the areas of the Common other than the centre area with its special lowland heath management requirements. He said that the Parish Council would also look at the matter of the dumping of the green rubbish and consider putting up a sign to deter such action.

The parishioner also complained about the village shows using the field behind the village hall in that the field with its undulations was not disability friendly. Cllr. Ball advised him that the village shows were not organised by the Parish Council and that the field was not owned by the Council. He said that he would pass on the parishioner's comments to the relevant organising committees'.

### COUNCIL BUSINESS

**24/021 To receive apologies for absence and to approve reasons given  
(LGA 1972 S.85 (1))**

Cllr. Dare

**24/022 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 – items 24/025a & 24/026c)2

Cllr. Collier – item 24/025a

**24/023 Minutes of the Meeting held on 20<sup>th</sup> May 2024**

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

**24/024 Matters arising from the Minutes**

The Clerk reported that the Highways Officer had exposed the road gully located near the Playing Fields entrance. The roadside hedge belonging to the Hitchcock Trust had grown out and over the gully and needed cutting back.

Cllr. Ball said that the Trustees agreed that this needed to be done and that it will be done in September.

Cllrs. Seward and Collier left the meeting room at this point due to their declared interest in the following item 24/025a

**24/025 Planning Applications**

**a) 24/1045/FUL - Land Adjacent To Woodthorpe, Kilminster**

**Erection of a single storey 3-bed detached bungalow and associated drainage works**

Cllr. Veberth proposed that the Council had no objection to the application subject to the following conditions being applied:-

1. The occupation of the dwelling shall be limited to a person solely or mainly working, or last working, in the locality in agriculture or forestry, or a widow or widower of such a person, and to any resident dependants. (Reason - The dwelling is justified only by agricultural need at the site and to comply with Policy H4 (Dwellings for Persons Employed in Agriculture or Forestry) of the adopted East Devon Local Plan, and guidance contained within the National Planning Policy Framework.)

2. The dwelling should be subject to a planning condition that 'tied' the dwelling to Fernwood Farm, so that it could not be sold off as separate unit of accommodation.

3. To prevent the further extension of housing, 'creeping' further along the narrow Springhead Lane, no further dwellings should be granted permission to be built in this field.

Seconded by Cllr. Miller, the majority in favour.

Cllr. Seward and Collier returned to the meeting room at this point.

**b) 23/1800/FUL - Kilminster Cross Service Station, Kilminster**

**Removal of associated structures and the creation of charging zone, erection of EV chargers, erection of canopy, sub-station enclosure, LV panel, meter cabinet and associated forecourt works.**

Cllr. Seward proposed that the Council object to the planning application as concerns raised in the previous objection dated 11.07.2023 remain.

Specifically:

Whilst the new A4 size signage on the EV charge bays offers an increase in the number of parking spaces available to 23 plus 2 for disabled drivers, Councillors still have concerns that:

1. Entry from the west A35 into the site can be obstructed by vehicles at the 'crossover' point, particularly HGVs. This already results in vehicles stopping on the 50mph A35 causing a hazard and congestion.

2. The layout and size of the parking spaces seems not to provide guidance to coaches, vehicles towing caravans or trailers. Many such vehicles already use the site as the A35 is a major tourist route and also many passing commercial vehicle operators use the on-site Greggs fast food. The Parish Council's previous objections and comments on this application still remain the same and relevant to the newly submitted revised plans.

Seconded by Cllr. Jones, all in favour.

**24/026 Finance**

**a) Current Financial Position**

The Clerk advised that the present balance in the Lloyds Account was £8,229.72

NSI Account	£38,397.33
Santander Account	£ 1,095.66

**b) Expenditure to be ratified**

Payment of £1,360.83 to Zurich Insurance.

Payments proposed by Cllr. Ball, seconded by Cllr. Jones, all in favour

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

1) Payment of £314.52 to A. Jenkins for the Clerk's salary for the month of June 2024 (31/05/2024 to 29/06/2024).

2) Payment of £172.20 to HMRC for PAYE.

3) Payment of £420.00 to C S Garden Services SW Ltd for work carried out 10/05 and 24/05/2024.

4) Payment of £780.00 to Westcotts (SW) LLP for the internal audit and payroll management fees.

5) Payment of £15.00 to Nigel Phillips for the Allotments 2024 first prize

6) Payment of £10.00 to Richard Dibb for the Allotments 2024 second prize

7) Payment of £5.00 to Jasper Highet for the allotments third prize

Payments proposed by Cllr. Jones, seconded by Cllr. Bayley, all in favour (except for Cllr. Seward who took no part due to declared interest)

**d) Insurance Policy Renewal**

The Clerk reported that he had obtained a quotation from Zurich Municipal Insurance which was much more competitive than the existing insurers renewal premium and that after consulting with Cllr. Seward, they had both decided to accept the Zurich quotation of £1,360.83 with a 3 year Long Term discount Agreement active until 1<sup>st</sup> June 2017. The new Zurich insurance policy cover had taken effect from the 1<sup>st</sup> June 2024.

Councillors approved the action taken in changing to Zurich Municipal.

**e) Section 106 monies**

Deferred to the next meeting.

**f) To review the Internal Auditors report in respect of the 2023-2024 Annual Governance and Accountability Return (AGAR).**

The Clerk reported that the accounts for the year 2023/24 had now been finalised and the internal audit completed.

Cllr. Ball presented the annual internal audit report to Councillors. The Clerk advised that assertion M had been answered 'NO' as in the 2022-23 year the exercise of public rights did not include the first 10 days of July.

Councillors noted the report. Cllr. Reed proposed acceptance of the Internal Auditors Report, seconded by Cllr. Seward, all in favour

**g) To consider, and if thought fit, approve and sign the Annual Governance Statement Section ONE of the 2023-2024 AGAR**

Councillors reviewed the system of internal control prior to completing the Annual Governance Statement. Cllr. Jones proposed approval of the Annual Governance Statement, seconded by Cllr. Collier, all in favour. The Chair and Clerk signed the Statement.

**h) To consider, and if thought fit, approve and sign the Annual Accounting Statements Section TWO of the 2023-24 AGAR**

The Clerk then presented to Councillors the signed and dated Accounting Statements for the year 2023-24 and explained the accounts. Councillors considered the accounting statements. Cllr. Bayley proposed approval of the Accounting Statements, seconded by Cllr. Miller, all in favour. The Chair signed the Statement.

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

The Clerk suggested adopting the dates of Monday 1st July 2024 to Friday 9th August 2024. Councillor Seward proposed setting these as the dates, seconded by Cllr Jones, all in favour.

**24/027**

**Reports:**

**a) Police**

None

**b) District and County Councillors**

Cllr. Chubb reported that DCC had appointed a new Chief Executive Officer.

Also that John Hart had resigned as leader and that a new leader and deputy had been appointed. He said that the recent dry weather had enabled Highways to do more road repairs.

He reported that EDDC had also appointed a new Chief Executive Officer. The waste collection contract was being renegotiated, Also that the green waste bin charges and planning application fees had both been increased.

**c) Clerk**

The Clerk reported that the new sequential item numbering for the agendas and minutes was now in use.

**d) Highways Matters**

**1) 30 to 20 mph Speed limit**

Cllr. Ball 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**

None

e) **Playground –**

1) **RoSPA Report**

The Clerk had circulated digital copies of the recent inspection report to all Councillors and given hard copies to the 4 playground Councillors.

2) **Other matters**

Cllr. Ball reported that the ‘Sally Huscroft’ award seating bench had been installed in the playground.

f) **Allotments**

The Clerk reported that he had been advised of the allotment holders who had been judged to have won the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes and that the Council had earlier approved the appropriate cheque payments.

Council to discuss at the next the skip provision and the tenancy renewal terms and conditions.

g) **Trees – Safety Survey report – action plan**

Cllr. Jones advised that there was work yet to be completed on one tree on the boundary at the top end of the Common and on the Elm Trees on Jubilee Green. Also on the allotment boundary tree opposite the allotment gate.

h) **Footpaths**

The Clerk advised that he had contacted the PROW (Public Rights of Way ) team about replacing the footpath stile where there was no adequate provision to allow for a large dog to be taken through. He was waiting for their reply

i) **Defibrillators**

1. **Defibrillator at The New Inn**

The Clerk reported that he had obtained some possible dates for the further awareness training session and was waiting confirmation as the availability of the venue.

2. **Defibrillator at the Village Hall**

The Parish Council had now taken over responsibility for the defibrillator.

j) **Hitchcock Trust**

Cllr. Ball reported that the PSPO ‘Dogs on leads’ signs on the entrance gates to the playing fields and also the PSPO ‘No Dogs’ on the playground fencing had now been installed by EDDC

k) **Any Other Reports**

Housing Needs Assessment– Cllr. Ball reported that the envelopes containing the forms are being distributed this week to all the households in the parish.

24/028 **Correspondence**

Invitation from EDDC Planning for a Parish Council representative to attend a meeting on the 12 July 2024 of the Local Plan Member Working Group for a discussion forum on site allocations to be considered in the Local Plan for the Newbridges Ward which includes KilmingtonParish. Cllr. Ball said he would attend on behalf of the Parish Council.

- 24/029 War Memorial**  
Deferred to next meeting
- 24/030 ‘The Green’ – water course**  
Deferred to next meeting
- 24/031 KPC Facebook page**  
Deferred to next meeting
- 24/032 Agenda Items for Next Meeting**  
War Memorial  
The Green’ – water course  
KPC Facebook page
- 24/033 Date and Time of Next Meeting**  
Monday 8th July 2024 at 7.00pm

The meeting closed at 9.30pm.