

KILMINGTON PARISH COUNCIL

Dear Sir/Madam

I hereby give notice that on **Monday, 9 March 2026** a meeting of Kilmington Parish Council will take place at 7.30 pm in the Stourton & Kilmington Home Guard Club. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business set out hereunder.

Steven Willis

Signed by Steven Willis, Clerk

Date: 3 March 2026

Public Open Session: A maximum of 15 minutes will be set aside prior to the start of the meeting for questions or statements from members of the public; **each person speaking for no longer than 3 minutes.** Please note that any question requiring an answer that needs to be researched will be noted and included in the agenda for the following meeting. Statements will be noted at the meeting, but no discussion will take place unless the topic is on the agenda; any discussion will take place during the agenda item. **(Please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman.)**

Please be aware that the meeting will be recorded for the purpose of production of the Minutes and once the draft has been issued, the recording will be deleted.

AGENDA

71. TO RECEIVE APOLOGIES FOR ABSENCE

72. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS AND TO CONSIDER REQUESTS FOR NEW DPI DISPENSATIONS (*Councillors are invited to declare disclosable pecuniary interests and other interests in Items on the agenda as required by the Kilmington Parish Council Code of Conduct for Members and by the Localism Act 2011*)

73. MINUTES – To approve the minutes of the Parish Council meeting held on 19 January 2026.

74. MATTERS ARISING

74.1 Assertion 10 update – To note the new council website and email addresses are now active.

75. COUNCILLOR VACANCY

75.1 To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy.

75.2 Eligible candidates will be invited to attend the meeting and will be given the opportunity to speak for up to five mins to Council members regarding their application.

75.2 Two applicants have submitted expressions of interest (EOI) for co-option which have both been validated.

(i) Tonia Day

(ii) Nicola Liddicoat

75.3 When all nominees have spoken then they may be asked to leave the meeting whilst the PC deliberates.

75.4 Once deliberations are complete, the Chairman shall seek proposers and seconders for each nomination, and the vote will follow in accordance with Standing Orders.

75.5 If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Parish Council.

76. PLANNING(All applications can be viewed on Wiltshire Council's website [Planning-Wiltshire Council planning-building-control/planning](https://www.wiltshire.gov.uk/planning-building-control/planning) and type in the relevant application number)

76.1 Applications to consider at the meeting: None

76.2 Applications which may have arrived after issue of this Agenda

76.3 Applications determined/awaiting WC decision since the last meeting (for info only):

PL/2025/09898 69-70 Silk Houses, Kilmington, Warminster, BA12 6QZ – application for listed building consent. GRANTED subject to conditions.

PL/2025/07191 Knoll Farm, Norton Ferris – application for change of use of land and building for storage purposes. UNDER CONSULTATION

77. **BROADBAND & MOBILE PHONE SIGNAL** – Cllr Brooks to give any available update.

78. **REPORT FROM UNITARY COUNCILLOR G JEANS**

79. **HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT**

79.1 **WC Free Traffic Survey for Kilmington Common** - update (if any) from Cllr Brooks

79.2 **Parish Steward** - Chairman to report on jobs undertaken since last meeting

79.3 **Church Road repairs** – update (if any) from the Chairman

79.4 **B3092 junction improvements at Norton Ferris** – update (if any) from Cllr Jeans

79.5 **WC Free Traffic Survey for B3092 at Norton Ferris** – update from the Clerk

79.6 **WC Discretionary Gully Service** – update on WC crew attendance in Kilmington (the Clerk)

79.7 **Car parking for Brookside** - update (if any) from the Chairman

80. **PLAYING FIELD**

80.1 **Playing field & playground refurbishment plan** – update from PFAC Chairman, John Harrison, if available.

81. **LIME TREES GREEN RIDE** – update from Cllr C Reeves.

82. **FINANCE, POLICY & RESOURCES**

82.1 **Receipts & acknowledgements** since last meeting

82.2 **To note balances of Lloyds Bank current account and Instant Access Account** on 03.03.26; reconciliation statement to be signed by Chairman.

82.3 **To review and approve the following policies/documents**

Accessibility Regulations

Data Protection Policy

IT policy

82.4 **Payments to be authorised:**

<i>Paid since last meeting:</i>		
Lloyds Bank (Direct Debit)	Bank charges (29 Nov 2025 – 17 Feb 2026)	£9.00
Stourton & Kilmington HGC	Hire of meeting venue (Jan 2026)	£50.00
SLCC	Annual subscription	£84.00
<i>For immediate payment:</i>		
Home Guard Club	Hire of meeting venue (Mar 2026)	£50.00
Web Squared Ltd	Website Charges	£1,102
D L Davis	Routine Play Park Inspections Q3 25/26	£208.00
S E Willis	Staffing Costs for Q4 25/26	TBA*

*Details will be provided in the Minutes.

83. **STAFFING – Clerk Contract and Working Hours (Confidential)**

83.1 **Resolution to exclude public and press:** *That, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for this item on the grounds that it relates to personal staffing matters.*

83.2 To review the Clerk's draft contract, including proposed working hours, with reference to supporting evidence on workload levels; and to consider approval of the revised contractual hours.

84. **DATE OF NEXT MEETING 11 MAY 2026** – Annual Council Meeting and Annual Parish Meeting.

Councillors must consider the following when discharging their duties: Equal Opportunities (Race, Gender, Sexual Orientation, Marital Status, and any Disability); Crime & Disorder; Health & Safety; Human Rights