

# KILMINGTON PARISH COUNCIL

Dear Sir/Madam,

I hereby give notice that on **Monday 11 May 2026** the Kilmington Annual Parish Council meeting will take place at the Stourton & Kilmington Home Guard Club, immediately following the Annual Parish Meeting. 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  
2026

Date: 5 May

**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.)***

## AGENDA

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.

1. **TO ELECT A CHAIR OF KILMINGTON PARISH COUNCIL FOR 2026/27 AND TO RECEIVE THEIR DECLARATION OF ACCEPTANCE OF OFFICE.**
2. **TO ELECT A VICE-CHAIR OF KILMINGTON PARISH COUNCIL FOR 2026/27 AND TO RECEIVE THEIR DECLARATION OF ACCEPTANCE OF OFFICE.**
3. **APOLOGIES FOR ABSENCE**
4. **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)*
5. **MEMBERS TO CONFIRM THAT REGISTER OF INTERESTS WITH WILTSHIRE COUNCIL ARE UP TO DATE.**
6. **MINUTES OF LAST MEETING** – To approve the minutes of the Parish Council meeting held on 9 March 2026.
7. **MATTERS ARISING** – from the minutes of the last meeting
8. **REVIEW COMMITTEE STRUCTURES AND TO APPOINT MEMBERS, DECIDE TERMS OF REFERENCE ETC.**
9. **TO APPOINT/RE-APPOINT REPRESENTATIVES TO OUTSIDE BODIES/ORGANISATIONS:**  
**SW Wiltshire Area Board**

## **LHFIG**

### **Kilminster Amenity Fund Flood Defence Warden**

- 10. PLANNING** (All applications can be viewed on [Wiltshire Council Planning Portal](#) and type in the relevant application number)
  - 10.1 Applications to consider at the meeting: **None**
  - 10.2 Applications considered/determined since last meeting: **None**
  - 10.3 Applications determined/awaiting WC decision since the last meeting (for info only):  
**PL/2025/07191 Knoll Farm, Norton Ferris** – application for change of use of land and building for storage purposes. UNDER CONSULTATION
  
- 11. BROADBAND & MOBILE PHONE SIGNAL** – Cllr Brooks to give any available update.
  
- 12. REPORT FROM UNITARY COUNCILLOR G JEANS**
  
- 13. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT**
  - 13.1 **WC Free Traffic Survey for Kilminster Common** - update from Cllr Brooks
  - 13.2 **Parish Steward** – Cllr Cotton to report on any jobs undertaken since last meeting
  - 13.3 **Church Road repairs** – update from Cllr Cotton
  - 13.4 **B3092 junction improvements at Norton Ferris** – update from Cllr Jeans
  - 13.5 **WC Free Traffic Survey for B3092 at Norton Ferris** – to note the Traffic Survey report
  - 13.6 **WC Discretionary Gully Service** – update from Cllr Cotton
  - 13.7 **Car parking for Brookside** – update from Cllr Cotton
  
- 14. PLAYING FIELD**
  - 14.1 **Playing field & playground refurbishment plan** – update from PFAC Chairman, John Harrison, if available.
  - 14.2 **Toddler Swing** – The existing toddler swing has been removed from use due to safety concerns. Members are asked to hold an initial discussion on possible options for replacement, including general approach, indicative costs and next steps.
  - 14.3 **Waste Bin** – To highlight safety concerns and discuss options for replacement.
  
- 15. WILTSHIRE MOBILE LIBRARY SERVICE** – To discuss options for further promoting this service.
  
- 16. TRAINING COURSES** – To discuss training requirements for new and experienced councillors.
  
- 17. FINANCE, POLICY & RESOURCES**
  - 17.1 **To review and approve the following policies/documents**
    - (i) Accessibility Regulations
    - (ii) Data Protection Policy
    - (iii) IT and Email policy
    - (iv) Standing Orders
    - (v) Asset Register
    - (vi) Financial Regulations
    - (vii) Effectiveness of Internal Controls
    - (viii) Risk Management
  - 17.2 To appoint/reappoint Internal Auditor
  - 17.3 **Accounts & Audit** - To approve accounts & supporting statements and to verify bank reconciliation for the year ended 31 March 2026
  - 17.4 **Annual Governance & Accountability Return 2025-2026:**

(i) Certificate of Exemption – To RESOLVE to certify Kilmington Parish Council “exempt” from External Audit.

(ii) Annual Internal Audit Report

(iii) Annual Governance Statement 2025-2026

(iv) Accounting Statements 2025-2026

(v) To note public rights to inspect accounts

17.5 **Receipts & acknowledgements** since last meeting

17.6 **To note balances of Lloyds Bank current account and Instant Access Account** on 05.05.26; reconciliation statement to be signed by Chairman.

17.7 To confirm approval for S.137 payments for 2026/27 financial year (as listed in 16.9 below).

17.8 To consider quotation for insurance renewal (attached)

17.9 **Payments to be authorised:**

<b><i>Paid since last meeting</i></b>		
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	£1150.32
HMRC	Employers NIC for 03/26	£49.48
WALC	Subscription	£136.68
Web Squared Ltd	Q1 26/27	£46.50
<b><i>For immediate payment:</i></b>		
Community First Insurance (Zurich)	Insurance renewal 2026/27	£925.31
Upper Stour, St Mary’s Church	Donation towards cemetery maintenance	£535.00
Mere & District Link scheme	Section 137 donation	£120.00
Kilmington News	Section 137 donation	£70.00
Upper Stour Magazine	Section 137 donation	£60.00
M Reeves	War memorial maintenance	£100.00
Seeds4Success	Section 137 donation	£75.00
Wiltshire Citizens Advice	Section 137 donation	£50.00
Home Guard Club	Hire of hall for meeting 13.05.25	£50.00
Accounting & Office Solutions Ltd	Annual fee for pay-roll and supporting services	£120
<b><i>For payment not before 30.06.25</i></b>		
D L Davis	Play Area Inspections Q1 2026/27	£208.00
S E Willis	Staffing Costs for Q1 2026/27	TBA
HMRC	PAYE Q1 2026/27	TBA

*\*Update will be provided at the Meeting and recorded in the Minutes*

## 18. DATE OF NEXT MEETING 13 JULY 2026

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