

KILMINGTON PARISH COUNCIL

Parish Clerk – Mr Steven Willis Email: clerk@kilmingtonwiltshireparishcouncil.gov.uk

Minutes of the Annual Parish Council meeting held on Monday, 11 May 2026 at the Stourton & Kilmington Home Guard Club.

Present: Councillors J Brooks, G Cotton, T Day, R Flower, Mrs E Hames, J Moore, C Reeves.

In attendance, S Willis Clerk, and four members of the public.

The meeting opened at 7.50 pm

Public Open Session. A representative from Kilmington Primary School raised concerns regarding the condition and safety of the playground equipment, expressed an interest in greater engagement with the Parish Council and contributions to the Kilmington News. Councillors welcomed this and encouraged ongoing engagement with the Parish Council.

- 1 **To elect a Chair of Kilmington Parish Council for 2026/27 and to receive their declaration of acceptance of office. Resolved:** Cllr G Cotton was voted unanimously to serve as Chair for 2026/27 and signed the 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. Resolved:** Cllr E Hames was voted unanimously to serve as Vice-Chair for 2026/27 and signed the declaration of acceptance of office.
- 3 **To receive apologies for absence:** None
- 4 **To receive any declarations of interest from members and to consider requests for new DPI dispensations:** None declared.
- 5 **Members to confirm that Register of Interests with Wiltshire Council are up to date.** Councillors confirmed their registers of interest are up to date.
- 6 **Minutes of the meeting 9 March 2026. Resolved:** Minutes approved and signed by the Chair.
- 7 **Matters arising:** None
- 8 **Review committee structures and to appoint members, decide terms of reference etc. Resolved:** To retain existing committee structure and reappoint members accordingly.
- 9 **To appoint/re-appoint representatives to outside bodies/organisations:**

SW Wiltshire Area Board	Cllr Cotton
LHFIG	Cllr Cotton
Kilmington Amenity Fund	Cllr Hames
Flood Defence Warden	Cllr Moore
SID Representative	Cllr Flower

- 10 **Planning.** (All applications can be viewed on Wiltshire Council's website via the [Wiltshire Council Planning Portal](#) and type in the relevant application number)
 - 10.1 Applications to consider at the meeting: None
 - 10.2 Applications which may have arrived after issue of this Agenda: None
 - 10.3 Applications determined/awaiting WC decision since the last meeting (for info only):
 - 10.3.1 PL/2025/07191, Knoll Farm, Norton Ferris: Under consultation.
- 11 **Broadband & Mobile Phone Signal.** No further updates; work ongoing to improve coverage.
- 12 **Report from Unitary Councillor G Jeans.** Covered under Annual Parish Council report.
- 13 **Highways, Rivers, Footpaths & Transport**
 - 13.1 **WC Free Traffic Survey for Kilmington Common.** Cllr Brooks reported the previously requested traffic survey has been subject to repeated delays and has not yet been undertaken. Wiltshire Council has indicated that the survey is now scheduled for completion during May 2026, although no confirmation has been received at the time of the meeting.
 - 13.2 **Parish Steward.** The Chair reported that Parish Steward attendance had been limited in recent months, with work largely focused on pothole repairs in response to wider county priorities. It was noted that a full programme of works is expected to resume from June 2026, and councillors were encouraged to report issues via the appropriate channels.
 - 13.3 **Church Road repairs.** Ongoing drainage issues on Church Road were discussed. While recent investigations by Wiltshire Council have identified potential causes, no confirmed timeline for remedial works has been provided. The Parish Council will continue to seek updates.
 - 13.4 **B3092 junction improvements at Norton Ferris.** No further update was available regarding the proposed improvements; the matter remains under consideration by Wiltshire Council.
 - 13.5 **WC Free Traffic Survey for B3092 at Norton Ferris.** The results of the traffic survey were noted. Recorded vehicle speeds, including the 85th percentile, were below the threshold required to trigger further intervention by Wiltshire Council. It was acknowledged that this limits the scope for additional traffic-calming measures at this time.
 - 13.6 **WC Discretionary Gully Service.** Wiltshire Council drainage team attended the parish and carried out clearance works across affected areas. While some improvements have been achieved, a number of underlying drainage issues have been identified, including blockages and infrastructure constraints. Further investigation and remedial works are ongoing.
 - 13.7 **Car parking for Brookside.** Ongoing concerns regarding parking at Brookside were discussed, including access constraints. An apparently abandoned vehicle was also noted. **Resolved:** Cllr Hames would speak to residents about the vehicle.
- 14 **Playing Field**
 - 14.1 **Playing field & playground refurbishment plan.** The Council received a report from PFAC Chairman, John Harrison, advocating a shift towards prioritising the replacement of existing playground equipment.
 - 14.2 **Toddler Swing.** The existing toddler swing has been removed from use following safety concerns identified during inspection. Initial assessment indicates that deterioration of the supporting structure may be contributing to the issue. **Resolved:** To seek advice from a suitably qualified contractor regarding repair or replacement options, including cost implications, before determining next steps.

14.3 **Waste bin.** The condition of the waste bin within the play area was reviewed. While showing signs of damage, it remains functional and serviceable. **Resolved:** No immediate replacement required; condition to be monitored.

15 **Wiltshire Mobile Library Service.** The current mobile library provision was discussed, with concerns raised regarding low usage and location of the stop within the parish. Members noted that the service currently operates from a less central location, which may be impacting accessibility for residents. **Resolved:** To engage with Wiltshire Council to explore options for relocating the stop to a more central location and/or potential use of the school site, with the aim of increasing uptake and preserving the service.

16 **Training courses.** Training opportunities provided by WALC were noted, including courses covering councillor fundamentals, finance, data protection and chairmanship skills. It was highlighted that ongoing training supports good governance and councillor effectiveness. Cllr Day expressed interest in attending the Councillor Fundamentals course in June. Councillors were encouraged to contact the Clerk if they wish to participate in future training opportunities.

17 **Finance, Policy & Resources**

17.1 The following policies and documents were reviewed:

- (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

17.1.1 **Resolved:** To approve and adopt all documents as presented.

17.2 **To appoint/reappoint Internal Auditor. Resolved:** To reappoint existing internal auditor, subject to availability.

17.3 **Accounts & Audit.** The accounts and supporting statements for the financial year ended 31 March 2026 were presented. **Resolved:** To approve the accounts and verify the bank reconciliation. The Chair signed the relevant documentation.

17.4 **Annual Governance & Accountability Return 2025-2026.**

- (i) Certificate of Exemption. The Council confirmed that it had met the qualifying criteria. **Resolved:** To Certify itself Exempt; the Chairman and the Clerk signed the Certificate of Exemption in the presence of the Council.
- (ii) Annual Internal Audit Report. The Council noted that Mr Eugene Reed carried out an independent examination of the Parish Council's records on 6th May 2026 and agreed that, in all significant respects, the control objectives were being achieved throughout the period to a standard adequate to meet the needs of the council and had completed and signed the Annual Internal Audit Report.
- (iii) Annual Governance Statement 2025-2026. The Clerk had distributed this to members in advance of the meeting and Section 1 was signed off by the Chairman and Clerk in the presence of the Parish Council.

- (iv) Accounting Statements 2025-2026. The Clerk had distributed this to members in advance of the meeting and Section 2 was signed off by the Chairman and Clerk in the presence of the Parish Council.
- (v) To note public rights to inspect accounts. The Council noted that the dates for the Notice of Public rights and Publication of the AGAR are shown as 3 June to 14 July.

17.5 **Receipts & acknowledgements.** First instalment of the precept from Wiltshire Council £7452.50, VAT reclaim for year (2025-26) amounting to £210.10 and interest payments on Instant Access a/c of £7.90.

17.6 **Balance of account** at 05.05.26 was current a/c £7495.42; instant access a/c £ 17,323.75; the total of both accounts was **£24,819.17**. The reconciliation was signed by the Chairman.

17.7 To confirm approval for S.137 payments for 2026/27 financial year (as listed in 17.9 below). **Resolved:** To approve the payments as listed.

17.8 To consider quotation for insurance renewal. Renewal was noted to be in line with year 2 of the 3-year agreement.

17.9 Payments to be authorised:

<i>Paid since last meeting</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	£1150.32
HMRC	Employers NIC for 03/26	£49.48
WALC	Subscription	£136.68
Web Squared Ltd	Q1 26/27	£46.50
<i>For immediate payment:</i>		
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
Kilmingington 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
<i>For payment not before 30.06.25</i>		
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*

* Total estimated to be in line with Q4 25/26.

Resolved: All listed payments approved.

18 DATE OF THE NEXT MEETING 13 JULY 2026

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.

Signed:

Date:

(Chair of the Council)