

KILMINGTON PARISH COUNCIL

Parish Clerk – Mr Steven Willis Email: parishclerk@kilmingtonwiltshire.org

Minutes of the Parish Council meeting held on Monday, 19 January 2026 at the Stourton & Kilmington Home Guard Club.

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

In attendance, WC Unitary Cllr G Jeans, S Willis Clerk, Ruth Burrows (outgoing Clerk) and 8 members of the public.

The meeting opened at 7.30 pm

Prior to the meeting the Council paid a formal farewell to Mrs Ruth Burrows, who stepped down at the end of December after more than seven years of dedicated service as Parish Clerk.

Public Open Session – Several points raised regarding Planning Application PL/2025/07191 – Knoll Farm, Norton Ferris. Concerns included odour, environmental risk, groundwater protection, regulatory compliance, vehicle movements, and retrospective planning.

56. TO RECEIVE APOLOGIES FOR ABSENCE: None

57. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS AND TO CONSIDER REQUESTS FOR NEW DPI DISPENSATIONS: None

58. MINUTES OF THE MEETING 19 NOVEMBER 2025: Resolved to adopt the minutes.

59. MATTERS ARISING

59.1 Public footpaths in Kilmington: Matter is now considered closed.

60. COUNCILLOR VACANCY

60.1 Resignation of Cllr Andrew Reeves from Kilmington Parish Council was noted.

60.2 The Clerk reported that the Statutory notice is now on display on the Parish noticeboard and on the website.

60.3 If ten or more electors from the Kilmington parish request an election before the statutory period expires on the 5 Feb 26, a by-election will be held.

60.4 If no request is received within the statutory period, the vacancy will be filled by co-option, allowing the Parish Council to appoint a new councillor.

61. 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)

61.1 Applications to consider at the meeting:

PL/2025/07191 Knoll Farm, Norton Ferris – application to change of use of land and building for storage purposes. The council resolved (with one abstention) to submit No Objection Subject to Conditions. The clerk will draft the response and circulate to all councillors to agree prior to submitting.

PL/2025/09898 69-70 Silk Houses, Kilmington, Warminster, BA12 6QZ – application for listed building consent. The council resolved unanimously to Support this application.

61.2 Applications which may have arrived after issue of this Agenda: None

61.3 Applications determined/awaiting WC decision since the last meeting (for info only): None

62. BROADBAND & MOBILE PHONE SIGNAL – Cllr Brooks gave an update on Project Gigabit and described the launch of Digital Wiltshire. The project remains in the high-level design phase but will shortly progress to mid-level design in February, which is expected to take approximately one month, requiring the agreement from local landowners. Service delivery is expected in Q4 of 2026, allowing full fibre connection at no cost to homeowners. The Digital Wiltshire portal allows users to view current broadband rollout and complete a mobile network experience survey. Cllr Jeans highlighted that emergency battery backup is available for vulnerable customers via mobile phone providers.

63. REPORT FROM UNITARY COUNCILLOR G JEANS - Cllr Jeans highlighted several issues relevant to the parish:

- The pre-digital scheme remains available to analogue telephony customers, and it is important to note that the migration from copper landline services to digital services is not compulsory at this stage.
- He Department of Transport praised Wiltshire Council for the standard of their roads.
- The PEAS scheme is to be discontinued.
- Wiltshire & Dorset Fire and Rescue services are under threat due to financial constraints, which may mean the closure of some stations.

64. HIGHWAYS, RIVERS, FOOTPATHS & TRANSPORT

64.1 WC Free Traffic Survey for Kilmington Common - Cllr Brooks reported that, for reasons unknown, the survey had not yet been completed but will be done in January.

64.2 Parish Steward – The Chairman reported that the Parish Steward had been redeployed to deal with urgent pothole repairs. It is unclear when normal services will be reinstated.

64.3 Church Road repairs – No update.

64.4 B3092 junction improvements at Norton Ferris – No update from Cllr Jeans but Cllr Flower did report that a signpost had fallen by the junction of Coombe Barn Lane with the B3092.

64.5 WC Free Traffic Survey for B3092 at Norton Ferris – The Clerk reported that, for reasons unknown, the survey had not yet been completed but will be done in January.

64.6 WC Discretionary Gully Service – The Clerk reported that the Sewage team are scheduled to be in Kilmington next week (26-30 Jan) to deal with the Parishes top priority gully issues. The Chairman reported that he had also raised drainage issues with Wiltshire Highways, some of which will require further investigation.

64.7 Car parking for Brookside - The Chairman reported that he had yet to receive a response from the contact the Council had hoped would assist with the issue.

65. PLAYING FIELD

65.1 Playing field & playground refurbishment plan – The Chairman reported that John Harrison was unavailable for the next couple of weeks. Cllr Hames highlighted concerns over the supervision of children from the school at the playing field, noting that the Council may be liable for any injuries or damage sustained as a result. Both the Chairman and Cllr Hames will continue to engage with the school on this issue.

65.2 RoSPA inspection – zip wire replacement parts – The Clerk reported that the appointed routine play park inspector (Mr D Davis) believes the zip line is working well and does not recommend any further maintenance at this time.

66. LIME TREES GREEN RIDE – Cllr C Reeves volunteered to investigate to see if the trees required pruning and will submit a report in the March FC meeting.

67. CLERK'S REPORT

67.1 Assertion 10 update – The Clerk reported that there would be no addition charge for creating Cllr role email addresses that would conform with the .gov.uk domain name and that he would create these in conjunction with the web service provider. The Clerk had recently circulated the proposed website and logo design but, due to the short timeframe prior to the meeting, he would confirm Cllr preference via email.

67.2 Bus shelter timetables update – The Clerk reported that that a new sign will be produced by the Bus Network Manager for the Cote Lane shelter, but because data showed nobody used the Norton Ferris stop, there will not be one produced for that shelter.

67.3 O365 & Defender package upgrade – The Clerk reported that this had been purchased and installed as agreed in the previous meeting.

68. FINANCE, POLICY & RESOURCES

68.1 Receipts & acknowledgements – Two interest payments of £10.36 and £10.18 on the Instant Access bank account.

68.2 Balance of account at 12.01.26 was current a/c - £227.30; instant access a/c is £19,799.30; the total of both accounts **£20,026.60**. To facilitate payments the Clerk reported he had transferred £3500 from the Instant Access to the current a/c. The reconciliation was signed by the Chairman.

68.3 Lloyds Bank payments authorities and approvals – The Clerk reported that the transfer of responsibility was complete and the outgoing account will be removed at the end of January.

68.4 Payments to be authorised:

<i>Paid since last meeting:</i>		
Lloyds Bank (Direct Debit)	Bank charges (29 Oct – 28 Nov 2025)	£4.25
Stourton & Kilmington HGC	Hire of meeting venue (Nov 2025)	£50.00
	Hire of room for interviews	£25.00
Web Squared Ltd	Website Charges	£96.10
Guy Nelson	Reconfiguration of laptop	£50.00
Anthony Chubb	Replacement Post at War Memorial	£180.00
Wiltshire Council	Contribution towards new speed limit signs	£1959.22
D L Davis	Routine Play Park Inspections Q3 25/26	£208.00
MS O365 Business licence	MS O365 Business licence (annual subscription)	£138.24
MS Defender licence	MS Defender licence (annual subscription)	£33.12
HMRC	Income Tax contributions for Q3 25/26	£120.00
Clerk(s)	Staffing Costs for Q3 25/26	696.24
<i>For immediate payment:</i>		
Home Guard Club	Hire of meeting venue (Jan 2026)	£50.00
SLCC	Clerk subscription	£80.00

69. ANNUAL BUDGET

69.1 PRECEPT FORM: The Chairman and outgoing Clerk signed the form which is to be returned to Wiltshire Council by 20 January for 2026

70. The next meeting will take place on 9 March 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:
(Chairman)

Date: