

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of the Annual Parish Council meeting held on Tuesday, 19th May 2015 immediately after the Annual Parish Meeting, in West Knoyle Village Hall.

Present: Parish Councillors: Mrs. Jinny Brockway (Chairman), Andre Filleau (Vice-Chairman), Ruth Dresman, Brian Wessely & Paul Yates.

Also Mrs. Jill Randall, Tony Davis & Sacha Hooper

88. To elect Chairman of West Knoyle Parish Council for 2015/16

Cllr. Ruth Dresman nominated Cllr. Mrs. Jinny Brockway to the office of Chairman for the ensuing year.

Proposal seconded by Cllr. Filleau and carried with a unanimous vote.

89. To elect Vice-Chairman of West Knoyle Parish Council for 2015/16

Cllr. Wessely nominated Cllr. Andre Filleau to the office of Vice-Chairman for the ensuing year. Proposal seconded by Cllr. Yates and carried with a unanimous vote.

90. To receive Declarations of Acceptance of Office from Chairman + Vice-Chairman and to receive any declarations of interests from Members and to consider requests for new DPI dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the West Knoyle Code of Conduct for Members and by the Localism Act 2011.

None received

Public Session

The Chairman will re-convene the Parish Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman).

Apologies for absence received from Wiltshire Councillor George Jeans

91. Minutes – RESOLVED that the Minutes of the Parish Council meeting held on Tuesday, 10th March 2015 be approved as a correct record of proceedings on proposal made by Cllr. Yates and seconded by Cllr. Ruth Dresman

92. To appoint/re-appoint representatives to outside bodies/organisations:

Organisation	2015/16 Representative
Footpaths & Rights of Way	Cllr. Ruth Dresman
Neighbourhood Watch & Bobby Van	The Council
Transport	Cllr. A. Filleau
Village Hall	Cllr. Mrs. Jinny Brockway
Police – Neighbourhood watch & Neighbourhood Task Group	Peter Douglas (JB to ask if happy to continue)
Parish Steward	Cllr. A. Filleau
Area Board	Chairman & Vice-Chairman

93. To consider bank accounts and signatory arrangements – it was agreed that the existing bank accounts should remain but that signatories should be amended.

94. To appoint/reappoint internal auditor – RESOLVED that Mr. Derek Ward should be re-appointed as internal auditor.

95. To approve and adopt the Standing Orders for West Knoyle Parish Council – RESOLVED that the Standing Orders be approved and adopted by the Council without further amendment.

96. To approve and adopt the Financial Regulations for West Knoyle Parish Council – RESOLVED that the Financial Regulations be approved and adopted by the Council without further amendment.

97. To fix the dates and times of ordinary meetings of the Council for the ensuing year – RESOLVED that the next meeting of the Parish Council would take place on Tuesday, 15th September 2015 at 7.30 p.m.

98. Matters Arising

a) Issues at Willoughby Hedge – Update on scheme submitted to CATG (see Minute 81a) – The Clerk confirmed that she had contacted the Area Board Manager to see if a scheme had been drawn up to send to the Parish Council for consideration. The Area Board Manager had advised that the latest CATG meeting had the following update:

“Julie Wharton advised that the best solution was to re-do white lining. David Button advised this would be done. Julie’s assessment was that the best solution was to re-do the white lining rather than any other works. It was also mentioned that if the dualling of the A303 proceeded, this junction would change in the future.’ Members asked the Clerk to enquire as to whether or not this would include the re-marking of the existing arrows.

b) Community Speedwatch Scheme (see Minute 81b) – The Chairman said that as we heard earlier, implementation of the scheme had been delayed due to unforeseen circumstances. However, if PCSO Peter Tcherniawsky could help with the training then it may be possible to get the scheme up and running soon although it would be helpful if another volunteer could join the scheme. Cllr. Ruth Dresman said that she would be prepared to join the scheme if training could be offered within the village and she did not have to travel away for training.

c) Speed Indicator Device Scheme (see Minute 84b) – Cllr. Yates confirmed that he had put a pole in the hedge on which to position the Speed Indicator Device (SID). It was agreed that the pole should be moved 10ft down the lane.

99. Planning (All applications can be viewed on Wiltshire Council’s website

<http://www.wiltshire.gov.uk/environmentandplanning/planninganddevelopment/planningapplicationssearchonline/planningsearch.htm> – and type in the relevant application number)

a) Applications to consider at the meeting:

Application ref: 15/03094/ADV

Location: Willoughby Hedge Filling Station, West Knoyle BA12 6AQ

Proposal: Advertisement Consent – Illuminated & Non-illuminated Forecourt Signage

RESOLVED to recommend approval of the above application on proposal made by Cllr. Filleau, seconded by Cllr. Yates and carried with a majority vote.

b) Applications considered/determined since last meeting:

Application No. 15/00042/FUL

Location:	Frickers Mead, The Street, West Knoyle BA12 6AE		
Proposal:	Erection of car port – retrospective		
Decision:	Approved with conditions	Decision Date:	19.3.15
Application No.	15/01443/FUL		
Location:	Blakeney, West Knoyle BA12 6AG		
Proposal:	Conversion of existing garage and store into an annexe with associated alterations including raising of roof to create first floor, new doors and windows		
Decision:	Refuse	Decision Date:	2.4.15

100. Footpaths, Highways, Traffic & Transport

a) Highway and footpath issues for parish steward – the following issues were put forward.

- Pot holes – generally throughout village
- Dip appeared on road outside Stoney Bridge

b) Letter from Saccha Johnson & Ian Hooper regarding obstructions and damage caused by parking in the entrance area to Mackintosh Davison Wood – The Clerk read out a letter from Saccha Johnson & Ian Hooper regarding parking problems in the entrance area to Mackintosh Davison Wood which had become excessive over the last 9-12 months and had caused obstructions and visible damage to the area. Ms. Johnson was permitted to speak during the meeting and said that they recognised that it was a useful area to park but there were now so many vehicles parking there that the ditch was being damaged because cars park so close to it. The recent felling team for the Woodland Trust had experienced difficulties gaining access. It was agreed that the Parish Council would put up some temporary signs, one for the gate at the entrance to the Woodland Trust land and one for the gate into the Play Area saying ‘ACCESS REQUIRED AT ALL TIMES, PLEASE DO NOT PARK IN FRONT OF GATES’ and we would see if this had any effect.

c) Report on Annual Local Highway Services Meeting 28.4.15 (report attached) – The Clerk reported that she had attended the Annual Local Highway Services Meeting in Salisbury on 28th April where officers of Wiltshire Council were on hand to discuss the services being delivered for 2015/16. Unfortunately, the meeting was rather depressing. The Balfour Beatty Contract that has now been in place for 3 years was for £11m per year to carry out grass cutting, gulley emptying, street cleaning & litter collection, pothole filling (they also look after play areas in other parishes and closed churchyards). Due to financial constraints Wiltshire Council has now only offered them £6m per year and so a revision of the contract has had to take place.

- Safety will be given priority
- Statutory guidance will be come second
- Discretionary levels will come third.

Cllr. Wessely asked if it would be possible to ask the garage to clear up litter from the laybys and provide more litter bins and empty them.

101. Play Area

a) The Chairman confirmed that the Aerial Runway had now been tightened and issues relating to this equipment were now resolved and she thanked Cllr. Paul Yates for carrying out this work. Cllr. Filleau confirmed that he had raked over the bark chippings and was carrying out regular weekly inspections of the play areas.

102. Finance

a) Payments – The Clerk confirmed that she had sought an alternative quotation for the Parish Council’s insurance through Came & Company (Insurance Brokers). However, this had come in at £278.95 (reduced to £265 should the council wish to enter a 3-year binding agreement with Hiscox) which was not cheaper than the

Local Council policy renewal provided through Community First. It was therefore agreed to remain with Community First. RESOLVED to approve payments as shown in payment schedule.

R. G. Curtis	Hedgetrimming (Play Area)	115.20 (Paid 31.3.15)
Community First	Zurich Municipal Policy Renewal Premium (1.6.15 – 31.5.16)	243.71
WALC	Annual Subscription	53.06
Mere Matters	S. 137 Donation	75.00
Mere & District Linkscheme	S. 137 Donation	75.00
Citizens Advice Bureau	S. 137 Donation	50.00
H. M. Revenue & Customs	PAYE 2015/16 – Quarter 1	34.40
L. C. Wood	Salary (April, May & June – Q1 2014/15)	137.60 (dated 24.6.15)
Mere Parish Council	Contribution towards office (2015-16)	70.00
Rob Pearce Ground Maintenance	Play Area – Grass Cutting	150.00

b) Assessment of risks facing the council and review of insurance provision & effectiveness of internal controls – the Clerk presented members with an assessment of risks facing the council, a review of insurance provision and an assessment of internal controls. Members agreed with all assessments.

c) Internal Audit Report – the Clerk informed members that on 14th May, Mr. Derek Ward had carried out an independent examination of the Parish Council’s accounting records, its compliance with relevant procedures and its risk assessments and internal control procedures. Mr. Ward had agreed that, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council and had signed the Annual Internal Audit Report in the Annual Return accordingly.

d) Accounts & Audit - To approve accounts & supporting statements and to verify bank reconciliation for the year ended 31st March 2015 – members approved the accounts and supporting statements and the bank reconciliation was verified with the bank statements received.

e) To complete Annual Return for the year ended 31st March 2015 – from the information provided in Minute 102b) to 102d) above, the Accounting Statements 1-11 were completed and approved by the Parish Council. Points 1-9 of the Annual Governance Statement were read out to members and members answered ‘yes’ to each of the statements (except Statement 9 which was answered N/A). Sections 1 & 2 of the Audit Commission’s Annual Return for the year ended 31 March 2015 were signed by the Clerk and by the Chairman in the presence of the Parish Council.

f) To note public rights to inspect accounts – The Clerk informed members that a notice had been placed on the noticeboard informing the public of their rights to inspect and make copies of the accounts and that all documents would be available, on reasonable notice. Local Government Electors and their representatives also had rights to question the external auditor about the accounts.

g) Staging date for automatic enrolment – letter from The Pensions Regulator – the Clerk informed members that every employer with staff in the UK must automatically enrol those who meet certain criteria into a workplace pension scheme and contribute towards it. The staging date for West Knoyle Parish Council is 1st January 2016 and this date is set in law and is the date the automatic enrolment duties come into effect for West Knoyle Parish Council. The Clerk had nominated herself as the point of contact with the Pensions Regulator.

103. General Items

a) Parish Emergency Assistance scheme (PEAS) 2015/16 – the Clerk informed members that Wiltshire Council was asking if Parish Council's wished to participate in the Parish Emergency Assistance Scheme 2015/16 . The two schemes operated are to provide each parish with at least 1t of salt for cold weather use and also to provide 1t of sand along with sandbags and other equipment to assist in flooding events. It was agreed to request a 1t bag of salt to be delivered to Broadoak Game Farm.

Emergency Item

It was reported that waste material was being transported from one site to another and that lorry loads of pallets and wood were being brought into a site adjacent to Copsford, West Knoyle and burnt on site and then tracked back into the field. The field level had risen by several feet. The Parish Council instructed the Clerk to report this matter to the environment agency.

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.