

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of the Annual Parish Council meeting held on Tuesday, 16th May 2017 immediately after the Annual Parish Meeting, in West Knoyle Village Hall. Meeting commenced at 7.29 pm.

Present: Councillors Jinny Brockway, Tony Davis, Andre Filleau, Cathleen Hoskins & Paul Yates
Also Jill Randall

1. To elect Chairman of West Knoyle Parish Council for 2017/18

Cllr. Yates nominated Cllr. Mrs. Jinny Brockway to the office of Chairman for the ensuing year. Proposal seconded by Cllr. Tony Davis and carried with a unanimous vote.

Chairman – Cllr. Mrs. Jinny Brockway

2. To elect Vice-Chairman of West Knoyle Parish Council for 2017/18

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

3. To receive Declarations of Acceptance of Office from all Councillors + Chairman + Vice-Chairman and to receive any declarations of interests from Councillors 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.

All Councillors signed their Declarations of Acceptance of Office. The Clerk reminded returning parish councillors that they had completed a Register of Interests form back in July and that this would not need to be amended and/or resubmitted unless any of the interests or particulars had changed. New members completed their Register of Interest forms.

No declarations of interests were declared in respect of agenda items for this meeting.

4. Public Session - None

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).

5. Apologies for absence received from PCSO Peter Tcherniawsky

6. Minutes – RESOLVED to approve Minutes of Parish Council meeting held on Tuesday, 7th March 2017 on proposal made by Cllr. Filleau, seconded by Cllr. Tony Davis and carried with a majority vote of those present on 7.3.17

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

Organisation	2017/18 Representative
Footpaths & Rights of Way	Cllr. Tony Davis
Neighbourhood Watch & Bobby Van	The Council
Transport	Cllr. A. Filleau

Village Hall	Cllr. Mrs. Jinny Brockway
South West Wiltshire Community Safety Partnership	Cllr. Mrs. Jinny Brockway
Parish Steward	Cllr. Tony Davis
Area Board	Chairman & Vice-Chairman

8. To consider bank accounts and signatory arrangements – it was agreed that the existing bank accounts should remain but that signatories should be amended to reflect councillor changes following the elections.

9. To appoint/reappoint internal auditor – it was agreed that Mr. Derek Ward should be re-appointed as internal auditor.

10. To approve and adopt the Standing Orders for West Knoyle Parish Council – the Standing Orders, having been distributed to members in advance of the meeting, were approved and adopted by the new Council.

11. To approve and adopt the Financial Regulations for West Knoyle Parish Council – the Financial Regulations, having been distributed to members in advance of the meeting, were approved and adopted by the new Council.

12. To fix the dates and times of ordinary meetings of the Council for the ensuing year – it was agreed that the next meeting would be held on Tuesday, 12th September 2017 at 7.30 p.m.

13. Matters Arising

a) Highway Major Maintenance Scheme & requests for resurfacing of C297 New Close (West Knoyle to B3089) – With reference to Minute 164d), the Clerk confirmed that she had received confirmation that Wiltshire Council’s Highway engineer had visited the site and will be making the arrangements with their contractor to carry out work on the edges and verges later this year. Mr. Peter Binley, Head of Service for Highway Asset Management & Commissioning said *‘It will need a temporary road closure to allow them to work safely so consideration will need to be given to the availability of diversion routes and the timing of the works.’*

b) Retrieval of website – With reference to Minute 166b), the Clerk confirmed that following receipt of Mr. Cumberlege’s death certificate, Mr. Thornley had been able to retrieve the information held on the parish website from the hosting company. Mr. Thornley had set up a new website for the parish – now www.westknoyle.org – and would administer the site for a reasonable fee. Unfortunately, the retrieval and transfer information had taken a lot of time and there was a fairly high initial outlay to pay for this. Members and residents were urged to look at the website to see if they wanted to add, amend or delete any information.

14. 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:

None

Although not within the parish boundary of West Knoyle, the Clerk did inform members that Mere Town Council had received an Outline Planning application (Planning Application Ref: 17/04054/OUT) for the demolition of dwelling and erection of replacement dwelling and garage at Knowl Batch (adjacent to The Old Bakery)

b) Applications considered/determined since last meeting:

With reference to Minute No. 162 (last paragraph), the Clerk informed members that the Appeal made by Mrs. S. Osburn against the decision of Wiltshire Council to refuse the planning application for the proposed annex at Blakeney's, The Street, West Knoyle (Ref: 16/07534/FUL) had been dismissed. The Clerk had full details of the Appeal Decision available on request.

c) Enforcement issues at The Middles

The Clerk confirmed that she had contacted the Planning Enforcement Officer who had replied: *'I note from the planning consent that a condition mentions "The proposed barn building shall only be used for storage purposes ancillary to the residential use of the Associated dwelling". Permission was also given for a new garage, which is of course ancillary to the dwelling, as is the former barn. It could be argued that storage of various items complies with that condition. It would be a matter of fact and degree. I am presuming that the 'construction business' element is perhaps use of the associated buildings for an office to assist in the running of said business? What evidence exists that there has been a change of use to the dwelling to a wholesale or majority business use? If a large amount of building materials and construction equipment and vehicles are being stored then that may constitute a breach that I can investigate. Therefore, I would need to know what evidence there is of a breach and its nature. There being sufficient evidence to take the matter forward, I shall of course be happy to investigate formally.'*

Cllr. Jeans said that he had contacted the applicants/owners who said that they were not in breach of any planning conditions and would be happy to defend themselves against any enforcement. Cllr. Yates said that it was probably a degree of rule bending and said that it was down to the Parish Council to weigh up whether or not any activity was causing an unreasonable nuisance or an unreasonable amount of traffic. The Chairman agreed to go and talk to the owners.

15. Footpaths, Highways, Traffic & Transport

a) Highway and footpath issues for parish steward – It was agreed to ask the Parish Steward to spray all the grass growing from the edge of the footpath to Stoney Bridge. The Clerk was asked to pass on the details of the Parish Steward schedules and work requests to Cllr. Davis. There was a discussion about footpath WKNO14/20 and it was agreed to ask the footpath warden to check the footpath when he is next in area.

b) Parish & Town Council Highway Evenings + Highways & Transport Newsletter April 2017 - The Clerk informed members that Wiltshire Council were holding a series of Highway meetings, the closest of which would be held in Salisbury City Hall on 23rd May between 1900hrs to 2100 hrs.

16. Play Area

a) Update on works carried out following Annual RoSPA Play Area Inspections – it was agreed that the following works still need to be carried out:

- Rail needs fixing on Village Hall site
- Assess swing legs at Village Hall site
- Remove moss from play equipment – Working party - Sunday, 11th June at 12 a.m.
- Moles in playing field – working party to assess problem on cleaning day (Sunday, 11th June)

- Clerk to get ownership signs and to see if collars can be purchased for existing equipment in Playing Field.
- Clerk to get quotation from Alvia for replacement parts for play equipment in Playing Field.

17. Finance

a) Payments – RESOLVED to approve payments as shown in payment schedule:

T. J. Thornley (Teeandee Productions)	Domaine name purchase & old website data retrieval	54.39 (Pd. 10.4.17)
Community First	Zurich Municipal Policy Renewal Premium (1.6.17 – 31.5.18)	270.94
WALC	Annual Subscription	62.08
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 2017/18 – Quarter 1	38.60
L. C. Wood	Salary (April, May & June – Q1 2017/18)	155.15 (dated 24.6.17)
Mere Parish Council	Contribution towards office (2017-18)	74.00
T. J. Thornley (Teeandee Productions)	Westknoyle.org – hosting X 1 year + website rebuild	538.40
Rob Pearce Ground Maintenance	Play Area – Grass Cutting	150.00

b) To review Council's asset register – RESOLVED that the details in the asset register were correct and agreed that these assets should be reflected in the Insurance provision (number of play equipment items amended).

c) 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.

d) Internal Audit Report – the Clerk informed members that on 10th 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.

e) Accounts & Audit - To approve accounts & supporting statements and to verify bank reconciliation for the year ended 31st March 2017 - members approved the accounts and supporting statements and the bank reconciliation was verified with the bank statements received.

f) Annual Return for the year ended 31st March 2017 – Annual Governance Statement 2016/17 – Points 1 – 9 of the Annual Governance statement 2016/17 (Section 1 of the Annual Return) were read out to members and members answered 'yes' to each of the statements (except Statement 9 which was answered N/A). The Annual Governance Statement was signed by the Clerk and by the Chairman in the presence of the Parish Council.

g) Annual Return for the year ended 31st March 2017 – Account Statements 2016/17 - From the information provided in Minute 17c) to 17e) above, the Accounting Statements 1-11 were completed and approved by the Parish Council. Confirmation of approval of the Account Statements was signed by the Clerk and by the Chairman in the presence of the Parish Council.

h) To note public rights to inspect accounts - The Clerk confirmed that, as required by The Accounts & Audit Regulations 2015 the Parish Council must now publish the Annual Return, the Declaration that the Accounting Statements are unaudited and the Notice for the Commencement of the Period for the Exercise of Public Rights. Publication is on the parish website: www.westknoyle.org

18. General Items

None

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.