

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of the Annual Parish Council meeting held on Tuesday, 22nd May 2018 immediately after the Annual Parish Meeting, in West Knoyle Village Hall. Meeting convened at 7.38 pm

Present: Councillors Jinny Brockway, Tony Davis, Andre Filleau, Cathleen Hoskins & Paul Yates. Also Wiltshire Cllr. George Jeans.

46. To elect Chairman of West Knoyle Parish Council for 2018/19

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

47. To elect Vice-Chairman of West Knoyle Parish Council for 2018/19

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

48. To receive Declarations of Acceptance of Office from Chairman & Vice-Chairman and to receive any declarations of interest 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 Parish Council Code of Conduct for Members and by the Localism Act 2011. Both the Chairman & Vice-Chairman signed their Declarations of Acceptance of Office in the presence of the Council & Clerk.

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

49. Public Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. 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).

- No questions or comments raised

50. Apologies for absence received from PCSO Peter Tcherniawsky

51. Minutes – RESOLVED to approve Minutes of Parish Council meeting held on Tuesday, 13th March 2018 on proposal made by Cllr. Yates, seconded by Cllr. Filleau and carried with a unanimous vote of those present on 13.3.18

52. To review Standing Orders for West Knoyle Parish Council – the Clerk reminded members that the Standing Orders were reviewed and approved at the last meeting but pointed out that model standing orders had since been amended and so there would be a need to discuss again in the near future.

53. To review Financial Regulations for West Knoyle Parish Council – the Clerk reminded members that the Financial Regulations had been reviewed and approved at the last meeting.

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

55. To review Committee Structures and to appoint members, decide terms of reference etc. -- it was agreed that as the Parish Council is so small, there was no need for committee structures but that working groups consisting of members and/or volunteers may be formed as and when deemed appropriate or necessary..

56. The following representatives were appointed/re-appointed to outside bodies/organisations:

Organisation	2018/19 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 Group	Cllr. Mrs. Jinny Brockway
Parish Steward	Cllr. Tony Davis
Area Board	Chairman & Vice-Chairman

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

58. Matters Arising

a) Telephone Kiosk (Minute No. 38a) – Cllr. Filleau informed members that he had booked a painter for 2.6.18 and Cllr. Yates agreed to power wash the telephone kiosk in order to get all the flaky paint off before then.

b) New General Data Protection Regulations (GDPR) and requirement for Data Protection Officer (Minute 43d) – The Clerk reported that she had now received confirmation that it was not necessary for Parish & Town Councils to appoint a Data Control Officer but that the Parish Council would need to register as Data Controllers with the Information Commission Office. It would also be necessary to adopt a consent to hold contact information and a privacy notice which the Clerk had prepared. Members signed their own consent forms. The Clerk said that she had been advised by the Society of Local Council Clerks & National Association of Local Councils that there was nothing to panic about if things were not all in place by 25th May and that the ICO had given reassurances that they just wanted to make sure that Town & Parish Councils were aware of the changes and were taking steps to put measures in place. The Clerk confirmed that work would be ongoing and more documents would be supplied to members over the course of the next few months.

c) Centenary of the end of the First World War (Minute No. 44a) – The Chairman said that she did approach the Social Club to see if they might be interested in a beacon and this was still under consideration. Cllr. Yates said that he was happy to have a beacon on the hill. The Social Club, was however, keen to hold some kind of function to commemorate the event.

d) Great British Spring Clean (Minute 44b) – The Chairman reported that due to the snowy weather conditions, the spring clean had to be postponed but was carried out at a later date and was successful. Unfortunately, the littering was continuing.

59. Planning

a) Applications to consider at the meeting: None

b) Applications considered/determined since last meeting: None

60. Highways, Rivers, Footpaths & Transport

a) Highway & footpath issues for Parish Steward + Highways Maintenance – Cllr. Davis said that he had been co-ordinating the Parish Steward work schedule and had been talking to people that walk through the village to ask if there was anything that was not up to standard. He said that the Parish Steward had cleared all the pavement leading from the Village Hall to Stoney Bridge and Cllr. Davis had showed the parish steward the mess caused by articulated vehicles to the verges. The Parish Council then had a discussion about Barrow Street Lane and the fact that the built-up road is very dangerous when vehicles meet and have to pull over to pass. Mr Agar has picked this up several times. The Chairman confirmed that she did show this to Tim Woolford, Wiltshire Council's Local Highways Area Manager. Cllr. Jeans said that

he would have another attempt to get this rectified. Paul Yates suggested that Wiltshire Council dig the ditches out and put the spoil on the verges to build them up to the height of the road.

b) Parish & Town Council Highway Evenings + Highways & Transport Newsletter May 2018 (attached) – the Clerk reported that she had attended the Local Highways Meeting held in City Hall, Salisbury on 1st May. The current level of service is to remain for the present time but in 2020 when the Rural Grant support stops, we may find some services being lost. It is quite likely that Wiltshire Council maintained play areas will be removed in future and just become kick-about areas. The fall-back plan for 2020 onwards is statutory provision only. The Parish Steward scheme is fully funded for the time being although it was suspended due to all the highway damage following the bad weather in March and all parish stewards have been seconded onto doing pothole & highway repairs. The Parish Steward scheme will resume from 1st June. Wiltshire Council were encouraging parish & town councils to think about bad weather plans and to contact farmers with snow ploughs and blowers and let Wiltshire Council know if extra support is needed. Farmers need to be insured but if they are authorised by Wiltshire Council to go out in the snow then Wiltshire Council's insurance covers them for third-party risks.

c) PEAS Scheme 2018/19 – the Clerk informed the Parish Council that Wiltshire Council was again inviting us to submit requests for salt/grit. Cllr. Jeans urged the Parish Council to submit a request for more salt and this was agreed.

61. Play Area

a) Annual RoSPA Play Area Inspection Report & replacement posts for play equipment in playing field – the Clerk informed the Council that she had been informed that the replacement posts will be installed 7th – 8th June. Cllr. Hoskins reported a wobbly barrier fence & Cllr. Yates said that he had his post bumper on his tractor at the moment and so he would have a look at this

62. Finance, Policy & Resources

a) To review the Council asset register – the Council's asset register was reviewed with an approved valuation at 31.3.18 of £26,482, this being made up of play equipment, telephone kiosk and public access defibrillator. Last year's asset valuation was £24,461 (the difference being the purchase of the public access defibrillator during the 2017/18 financial year).

b) To assess risks facing the council and review of insurance provision & review the effectiveness of the systems of internal control -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) Audit of Accounts

Annual Governance & Accountability Return 2017/18 – Part 2

- i) **Certificate of Exemption** – The Clerk informed members that there are major changes to the requirements for smaller authorities for the 2017/18 reporting season. The main change to the requirements of the regime relates to those smaller authorities who are eligible to exempt themselves from an external audit review. Although there is no change at all to the requirement for all smaller authorities to complete and approve an Annual Return, now known as the Annual Governance and Accountability Return (AGAR), and to provide for public rights; exempt authorities must meet a number of specified criteria and then only need submit a copy of their exemption certificate to the external auditors. At the conclusion of the 2017-18 financial year, if the authority is able to satisfy the various qualifying criteria set out on the Certificate of Exemption, and the higher of its annual gross income and gross expenditure was £25,000 or less, it will be able, if it wishes, to pass a resolution and complete and sign a Certificate of Exemption which will need to be sent to its appointed auditor. The Council must pass a resolution, having first confirmed that it meets the qualifying criteria, that it wishes to declare itself exempt from a limited assurance review and only then can the Clerk/RFO and Chairman sign the Certificate of Exemption and send it to the auditor. It was confirmed that the total

gross income was £8913 and the total gross expenditure was £6910 and that the Parish Council met the qualifying criteria to declare itself exempt from a limited assurance review by the external auditor. RESOLVED to certify West Knoyle Parish Council “exempt” from External Audit. The Chairman signed the exemption certificate in the presence of the Council.

- ii) **Annual Internal Audit Report** - the Clerk informed members that on 16th May, Mr. Derek Ward had carried out an independent examination of the Town 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 completed section 4 of the Annual Return, answered ‘yes’ or ‘Not Covered’ to all questions & had signed the Annual Internal Audit Report in the Annual Return accordingly. *With reference to the comments made by the External Auditor last year, the Clerk confirmed that Mr. Ward had responded ‘Not Covered’ to the statement relating to Petty Cash payments as the Council operates a reimbursement system rather than a petty cash float system.* Members expressed their gratitude to Mr. Ward for carrying out the Internal Audit and the Clerk for preparing all the paperwork.
- iii) **Annual Governance Statement 2017/18** – Points 1 – 9 of the Annual Governance statement 2017/18 (Section 1 of the Annual Governance & Accountability Return) were read out to members and members answered ‘yes’ to each of the statements. The Annual Governance Statement was signed by the Clerk and by the Chairman in the presence of the Parish Council.
- iv) **Accounting Statements 2017/18** - members approved the accounts and supporting statements which included the bank reconciliation, identification of variances requiring explanation, reconciliation between boxes 7 & 8 and analysis of earmarked reserves which had been previously distributed to them with their agenda papers. From the information provided therein, the Accounting Statements 1-11 (Section 2 of the Annual Return) 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.
- v) **Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return** - The Clerk confirmed that, as required by The Accounts & Audit Regulations 2015 the Parish Council must now publish the, Certificate of Exemption, the unaudited Annual Governance & Accountability Return and the Notice for the Commencement of the Period for the Exercise of Public Rights. Publication is on the parish website: www.westknoyle.org

d) Payments: RESOLVED to approve the following payments:

Community First Trading	(Local Council Insurance renewal)	270.94
Wiltshire Association of Local Councils	Annual Subscription 2018/19	67.10
West Knoyle Social Club	Donation to provide seed funding for SWW Area Board grant for replacemt of ceilings in part of Village Hall (approved 13.13.18)	50.00
Mere & District Linkscheme	Section 137 Donation	75.00
Mere Matters	Section 137 Donation	75.00
Citizens Advice Bureau (Wiltshire)	Section 137 Donation	50.00
T. J. Thornley	Quarterly Website updates	25.00

Information Commissioner's Office	Data Protection Fee	40.00 ??
L. C. Wood	Payroll – Salary Q1	160.00
HMRC	PAYE – Q1	40.00
Rob Pearce Ground Maintenance	Grass cutting in Playing Field	120.00
Mere Town Council	Contribution towards office	76.00

e) Guidance for Parish & Town Councils on receiving and the use of CIL funds – the Clerk confirmed that she had received guidance for Parish & Town Councils on receiving and the use of CIL funds: Charging authorities (Wiltshire Council) are required to pass a proportion of CIL receipts to parish & town councils from developments that take place in their areas. Councils are required to pass 15% of CIL receipts to relevant Parish & Town Councils arising from developments in their areas. This rises to 25% in areas with an adopted Neighbourhood Development Plan. The payments to areas without a Neighbourhood Development Plan in place will be capped to £100 per council tax dwelling per financial year (West Knoyle's cap would be £6,900). CIL receipts are to be paid to Parish & Town Councils twice a year (April & October). The Clerk confirmed that there were no CIL receipts due to West Knoyle at present.

63. General Items

***a) Localism Act 2011 – Standards – Government Consultation on Local Government Ethical Standards** – the Clerk had been advised of a review which the Committee on Standards in Public Life is undertaking on local government ethical standards. The Clerk also informed members that Wiltshire Council was asking for a copy of the Parish Council's current Code of Conduct to give them an idea of the range of codes that have been adopted in Wiltshire and also reminding members of the importance to keep their register of interests up to date. The Chairman reported that her husband had now retired and Cllr. Hoskins confirmed that her name would be changing soon, when she is married.

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.