

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of the Annual Parish Council meeting to be held on Tuesday, 21st May 2019 immediately after the Annual Parish Meeting, in West Knoyle Village Hall. Meeting convened at 7.44 pm

Present: Councillors Jinny Brockway, Tony Davis, Andre Filleau & Paul Yates. Also Wiltshire Councillor George Jeans. Also Mrs. Yvonne Beavan and Marcus Randall

87. To elect Chairman of West Knoyle Parish Council for 2019/20 – Cllr. Yates nominated Cllr. Mrs. Jinny Brockway to the office of Chairman for the ensuing year. Proposal seconded by Cllr. Davis and carried with a unanimous vote.

88. To elect Vice-Chairman of West Knoyle Parish Council for 2019/20 – 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.

Both the Chairman and Vice-Chairman signed their Declarations of Acceptance of Office in the presence of the Council and Clerk.

89. 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.

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

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).

Please Note: By entering the meeting room you are consenting to the use of your name being recorded in the Minutes. The meeting may also be recorded by the press or members of the public. Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

- No questions or comments raised

Apologies – None received.

90. To fill Councillor Vacancy by co-option - The Chairman confirmed that Kathleen Hoskins had resigned as a Parish Councillor due to work commitments. The vacancy had been notified to Wiltshire Council and the notices advertising the vacancy had been posted on the noticeboard and website. Wiltshire Council had confirmed that it was not necessary to hold an election to fill the vacancy and that the Parish Council could now co-opt a new member. The Parish Council was now honoured to have two people come forward to volunteer as a Parish Councillor to fill the vacancy and they were Yvonne Beavan and Marcus Randall. The Chairman thanked both candidates for putting themselves forward and said that she was sure they would both make excellent councillors and it was a shame that the Parish Council could not co-opt both. No other nominations were received and members confirmed that they had read the personal statements of the two candidates. The Parish Council voted by secret ballot and Mr. Marcus Randall

received an overall majority and was therefore duly co-opted to fill the vacancy and declared a Parish Councillor for West Knoyle Parish Council.

Cllr. Marcus Randall signed his declaration of acceptance of office of councillor & undertaking to observe the code of conduct in the presence of the Parish Council and Clerk.

91. Minutes – RESOLVED to approve the Minutes of the Parish Council meeting held on Tuesday, 12th March 2019 on proposal made by Cllr. Davis, seconded by Cllr. Yates and carried with a unanimous vote of those present on 12.3.19

92. To appoint/re-appoint Internal Auditor– The Clerk confirmed that Mr. Derek Ward was happy to continue. **RESOLVED** that Mr. Derek Ward should be re-appointed as internal auditor.

93. 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..

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

Organisation	2019/20 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
Play Area Safety Inspections	Cllr. Marcus Randall

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

96. Matters Arising

a) Operation of telephone box for books & fruit & veg swap shop – The Chairman reported that the kiosk had been cleaned out and repainted and that Cllr. Filleau would be shelving out the telephone box and so it was hoped that it would be operational during the summer months.

b) Stoney Bridge Residents Group parking scheme – update on grant application & report on meetings held – Mrs. Yvonne Beavan reported that a meeting had been held with Julie Watts, the Highway Engineer, Mr. Bruce and Karen Linaker the Area Board Manager. They talked about the adopted highway and confirmed that the pathway was adopted. They said that it would be necessary to submit a pre-planning application. Cllr. Jeans said that he thought pre-planning advice was free to Parish & Town Councils and that Planning Application fees were half price to Parish & Town Councils. He therefore suggested that the Parish Council should submit the pre-planning advice request, asking what the planning department would require in a planning application. The Clerk raised some concern about this in relation to the need to use S.137 funding for expenditure and also in relation to the submission of the planning application coming from the parish council and any future fund raising that the residents group may need to make. **RESOLVED** to submit pre-planning advice application if Clerk is happy that it meets with legislation on proposal made by Cllr. Yates, seconded by Cllr. Filleau and carried with a unanimous vote.

c) Report on Community Litter Pick – The Chairman said that a community litter pick had been arranged for 24th March and the event had a tremendous turn-out. The Chairman thanked Cllr. Davis who went out with his trailer and picked up all the rubbish that had been collected.

97. Planning - None

98. Highways, Rivers, Footpaths & Transport

a) Highway & footpath issues for parish steward – The Clerk confirmed that the Parish Steward was scheduled to be in West Knoyle on 6th June, 4th July & 5th September. Cllr. Davis reported that the parish steward had arranged for the verge cutter to be here next week. Cllr. Davis had also talked to the parish steward about getting the pavement sprayed off and cleaning signs around the village.

99. Play Area

a) Play Area maintenance & equipment repairs - It was agreed to look into providing signs to stop people from parking in front of the gates of the play area. The Chairman said that she would laminate some signs. Cllr. Yates confirmed that he had checked all the chains and the Chairman had sprayed around the equipment. There had been a complaint about the dustbin but the Chairman said that she thought it was fine. Cllr. Yates said that he had tried to remove the graffiti. It was agreed to try and organise a scrub of the equipment before the summer holiday. Cllr. Jeans suggested that the parish Council should ask Jaki Farrell from Mere Youth Club to see if this is the sort of job that could be part of the Leisure Credit Scheme.

100. Finance, Policy & Resources

a) To review the Council asset register - the Council's asset register was reviewed with an approved valuation at 31.3.19 of £26,482, this being made up of play equipment, telephone kiosk and public access defibrillator. The valuation has not changed since last year as there have been no capital purchases or capital sales during the 2018/19 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** – To confirm that West Knoyle Parish Council meets the qualifying criteria to be exempt from a limited assurance review by the external auditor and to RESOLVE to certify West Knoyle Parish Council “exempt” from External Audit. The Clerk confirmed that at the conclusion of the 2018-19 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 £6294 and the total gross expenditure was £3735 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 20th 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. 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 2018/19**— Points 1 – 9 of the Annual Governance statement 2018/19 (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 2018/19**- 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.westknogle.org

d) Payments: RESOLVED to approve the following payments:

Community First Trading	(Local Council Insurance renewal)	287.91
Wiltshire Association of Local Councils	Annual Subscription 2019/20	63.49
Mere & District Linkscheme	Section 137 Donation	80.00
Mere Matters	Section 137 Donation	80.00
Citizens Advice Bureau (Wiltshire)	Section 137 Donation	60.00
T. J. Thornley	Quarterly Website updates	25.00
Information Commissioner’s Office	Data Protection Fee	40.00
L. C. Wood	Payroll – Salary Q1	168.00
HMRC	PAYE – Q1	42.00
Rob Pearce Ground Maintenance	Grass cutting in Playing Field	120.00
Mere Town Council	Contribution towards office	78.00
R. G. Curtis	Hedgetrimming at playing field	79.20

e) Purchase of Speed Indicator Device – the Clerk said that the Speed Indicator Device was on order but she said that it would be easier to fix it, using the fixing brackets supplied, if a pole could be ordered too. It was agreed to order a pole. Members asked what to do about the old Community SID which is currently in place and it was agreed that the Clerk should write to Wiltshire Council (Julie Watts) to ask where the highway responsibility ownerships are and then to get permission from David Button to put the old SID in a suitable location. Cllr. Jeans agreed to pay for a battery for the old SID.

f) Request for grant support from West Knoyle Social Club to help towards roof replacement over bar/toilet area of Village Hall – The Chairman confirmed that the Village Hall Committee were working hard to raise £10,000 for the roof repairs. RESOLVED to donate £500 towards the Village Hall's Roof Repair Appeal on proposal made by the Chairman, seconded by Cllr. Filleau and carried with a unanimous vote.

101. General Items

a) West Knoyle History (previously forwarded to Councillors via email 28.3.19) – the Clerk informed members that this information was now on the website and members said that they had found it very interesting.

102. Forthcoming Meetings/Events

- **South West Wiltshire Area Board Meeting** – Thursday, 4th June 2019 at 6.30 p.m. at Nadder Centre, Weaveland Road, Tisbury. (To include debate on the topic of local drug and alcohol misuse) – the Chairman said that she would attend this meeting.

Date of next meeting: Tuesday, 1st October 2019

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.