

# WEST KNOYLE PARISH COUNCIL

**Parish Clerk – Mrs. L. C. Wood**

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12<sup>th</sup> May 2021

Dear Councillor,

Your attendance is requested for the Annual Parish Council meeting to be held on Tuesday, 18<sup>th</sup> May 2021 at 7.30 p.m. in West Knoyle Village Hall.

Yours sincerely,

Mrs. L. C. Wood,  
Parish Clerk.

## AGENDA

- 1. To receive Declaration of Acceptance of Office forms from Councillors**
- 2. To elect Chairman of West Knoyle Parish Council for 2021/22 and to receive the Chairman's Declaration of Acceptance of Office**
- 3. To elect Vice-Chairman of West Knoyle Parish Council for 2021/22 and to receive the Vice-Chairman's Declaration of Acceptance of Office**
- 4. To receive apologies for absence.**
- 5. To receive any declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting.**

*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.*

### **6. 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.

**7. Minutes** – To approve Minutes of Parish Council meeting held on Tuesday, 30<sup>th</sup> March 2021.

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

<b>Organisation</b>	<b>2019/20 Representative</b>	<b>2021/22 Representative</b>
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	

**10. To review bank accounts and signatory arrangements.**

**11. To appoint/reappoint internal auditor**

**12. To review and adopt the Standing Orders for West Knoyle Parish Council**

**13. To review and adopt the Financial Regulations for West Knoyle Parish Council**

**14. To fix the dates and times of ordinary meetings of the Council for the ensuing year.**

**15. Matters Arising**

a) Update on agreement for Wessex Internet to lay fibre in village

**16. Wiltshire Councillor's Report**

**17. 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**

**b) Applications considered/determined since last meeting:**

Application Ref: 21/01578/FUL – Revised application for the erection of manege and creation of parking and turning area. Oxleaze Farm, West Knoyle, BA12 6AE	
Parish Council response 31.3.21 - Object	Planning Authority decision 9.4.21: Approved with conditions

**18. Footpaths, Highways, Traffic & Transport**

a) Highway and footpath issues for parish steward

**19. Play Area**

a) Report on schedule to carry out actions identified in Annual RoSPA Play Area Inspection report

b) Report on meeting held to discuss drainage and play equipment issues

**20. Finance**

**a) Assets/Insurance** - To review Council's asset register & insurance provision

**b) Payments** - To approve payments as shown in payment schedule:

Community First	Zurich Municipal Policy Renewal Premium (1.6.21 – 31.5.22)	291.39
WALC	Annual Subscription	60.07
Mere Matters	S. 137 Donation	80.00
Mere & District Linkscheme	S. 137 Donation	80.00
Citizens Advice Bureau	S. 137 Donation	60.00

H. M. Revenue & Customs	PAYE 2021/22 – Quarter 1	46
L. C. Wood	Salary (April, May & June – Q1 2021/22)	184
Mere Parish Council	Contribution towards office (2021-22)	80
T. J. Thornley (Teeandee Productions)	Westknoyle.org – hosting X 1 year + website rebuild	
Rob Pearce Ground Maintenance	Play Area – Grass Cutting	

c) To seek authorisation for contact details and photographs of members for website

## **20. General Items**

a) Wiltshire Council's Climate Strategy – Engagement with Town & parish Councils

b) Community Governance Review

## **21. Date of next meeting**

NB It will be necessary to hold a meeting in June in order to sign off the Annual Governance & Accountability Return 2020/21 & Certificate of Exemption

*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.*