

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of a Parish Council meeting held on Wednesday, 15th July 2020 at 7.00 p.m. outside West Knoyle Village Hall.

Present: Councillors Mrs. J. Brockway (Chairman), P. Yates (Vice-Chairman), Tony Davis & Andre Filleau (from 7.17 pm)

Also Wiltshire Councillor George Jeans.

Public Session

There were no members of the public present.

Apologies for absence were received Cllr. Marcus Randall who had other commitments. These apologies were accepted by the Council who also agreed that an extension of 3 months be specified to the period of non-attendance allowed before which automatic forfeiture then applies in respect of Cllrs. Randall's absence.

133. 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.*)

- None received

134. Minutes – **RESOLVED** to approve Minutes of the Parish Council meetings held on Tuesday, 10th March 2020 on proposal made by Cllr. Yates, seconded by Cllr. Davis and carried with a unanimous vote.

135. Matters Arising

- None

136. 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) Planning applications to consider at the meeting – There were no planning applications to consider at the meeting.

b) To report on planning application decisions made since last Parish Council meeting – There had been much activity since the last Parish Council meeting in March:

Application Number:	20/00848/FUL (REVISED)
Proposal:	Change of use to part of the land to residential and the installation of 16 south facing ground mounted solar PV panels to provide electrical power to Greenfield.
Address:	Greenfield, West Knoyle. BA12 6AE

The Parish Council considered this planning application (remotely). **RESOLVED** to **OBJECT** to this planning application with a vote of 4 for and 1 abstention (full details of submission on Wiltshire Council's planning portal).

Application Number:	20/01664/FUL
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Proposal:	Resubmission of application for demolition of Barn 2 and erection of 1 no. dwelling and associated works
Address:	Oxleaze Farm, West Knoyle. BA12 6AE

The Parish Council considered this planning application (remotely). RESOLVED to OBJECT to the application with a vote of 4 for and 1 abstention (full details of submission on Wiltshire Council's planning portal)

Application Number:	20/02403/FUL
Proposal:	Erection of manege and creation of parking and turning area.
Address:	Field to the west of Oxleaze Farm, West Knoyle, BA12 6AE

The Parish Council has considered this application (remotely). In fact there have been two applications with the location for the manege having been re-located in the second application. RESOLVED to OBJECT to this planning application (full details of submission on Wiltshire Council's planning portal).

Application Number:	20/02445/FUL
Proposal:	Replacement of an existing barn with a new build dwelling.
Address:	Oxleaze Farm, West Knoyle, BA12 6AE

The Parish Council considered this planning application (remotely). RESOLVED to OBJECT to the application with a vote of 4 for and 1 abstention (full details of submission on Wiltshire Council's planning portal)

The Clerk reported that all four of these planning applications have, in fact, been approved by the planning authority and stated that conditions of approval were on Wiltshire Council's planning portal.

137. Reports

a) Wiltshire Councillors report - None

b) Neighbourhood Police report – Cllr. Jeans said that he has attended virtual Area Board meetings. He pointed out that grant distribution has been delegated to the leader of Wiltshire Council.

138. Footpaths, Highways, Traffic & Transport

a) Highway and footpath issues for parish steward – it was reported that the concrete kerb on the bend by Stoney Bridge (between The School House & Stoney Bridge) got smashed. This was reported to Wiltshire Council and has subsequently been replaced although Cllr. Davis said he would be surprised if it has been inspected as it is the installation workmanship is very shoddy and the tarmac is crumbly.

139. Play Area

a) Play Area Maintenance & Equipment repairs – Cllr. Yates said that he was still waiting for the arrival of the top beam before the replacement parts could be installed on the climbing net.

b) COVID-19 Safety Procedures and decision for re-opening Play Areas –RESOLVED to approve Risk Assessment for the re-opening of the Play Areas and agreed on the signage and inspection procedures.

140. Finance, Policy & Resources

a) Audit of Accounts for the year ending 31st March 2020:

- I. To consider the Accounting Statements prepared & signed by the Responsible Financial Officer (RFO) – members approved the accounting statements which had been prepared by the RFO and formed the basis of the completion of the Annual Return for the year ending 31.3.2020
- II. To receive and note the Annual Internal Audit Report – the Clerk informed members that on 22nd June, 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. To approve the Annual Governance Statement (Section 1).

- III. To approve the Annual Governance Statement (Section 1) - Points 1 – 9 of the Annual Governance statements 2019/20 (Section 1 of the Annual Governance & Accountability Return) were read out to members and members answered 'yes' to each of the statements.
- IV. To approve the Accounting Statements (Section 2) - 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.
- V. 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 2019-20 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 £5495 and the total gross expenditure was £4993 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.
- VI. Chairman & Clerk sign the Annual Governance Statement and Chairman signs the Accounting Statements – Confirmation that the Chairman & Clerk signed the Annual Governance Statement and Accounting Statements in the presence of the Parish Council at the meeting.
- VII. Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return & to note commencement date for the exercise of public rights (as set by the RFO) - - 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
- VIII. Chairman & RFO to sign the Certificate of Exemption - The Chairman signed the exemption certificate in the presence of the Council.

Before 1 September 2020
<p>The authority publishes: (on its website)</p> <ul style="list-style-type: none"> a) The Annual Internal Audit Report; b) The Annual Governance Statement; c) The Accounting Statements; d) An analysis of any significant year on year variances e) A bank reconciliation as at 31 March 2020 f) A copy of the Certificate of Exemption; g) Details of the arrangements for the exercise of public rights; and h) The name and address of the External Auditor

b) Report on latest bank reconciliation – noted.

c) Payments – RESOLVED to approve the following payments:

The Community Heartbeat Trust	Parts for defibrillator	£97.20 (Pd. 15.4.20)
Alvian Ltd	Repairs to play equipment	£225.00 (Pd. 15.4.20)
Community First Insurance	Local Council Insurance	£291.31 (Pd. 28.5.20)
WALC	Annual Subscription	£63.80 (Pd. 28.5.20)
L. C. Wood	Salary Q1 – 2020/21	£176.00
HMRC	PAYE Q1 – 2020/21	£44.00
T. J. Thornley	Quarterly update fee	£25.00
Rob Pearce Ground Maintenance	Play Area grass cutting	£270.00
Information Commissioner's Office	Data Protection Renewal Fee	£40.00
Mere & District Linkscheme	Section 137 Donation	£80.00
Mere Matters	Section 137 Donation	£80.00
Citizens Advice Bureau (Wiltshire)	Section 137 Donation	£60.00
Mere Town Council	Contribution towards office	£78.00

141. General Items

a) To Postpone Annual Parish Council meeting (including election of Chairman) & Annual Parish Meeting until 2021 – RESOLVED to postpone Annual Parish Council meeting (including election of Chairman) & Annual Parish Meeting until 2021.

142. Consultation Documents/Newsletters

***a)** New Model Code of Conduct – RESOLVED that each councillor would submit their own consultation responses.

***b)** WALC Newsletters– April, May, June & July 2020

Meeting closed at 7.58 p.m.

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.

*Further information on these items distributed with agenda papers.