

# WEST KNOYLE PARISH COUNCIL

## Parish Clerk – Ms S. Samokhina

Minutes of a meeting of West Knoyle Parish Council meeting held on Tuesday, 13<sup>th</sup> May 2025 immediately after the Annual Parish Meeting in West Knoyle Village Hall.

Present: Cllr Paul Yates, Cllr Marcus Randall, Cllr Alex Davies, Cllr Paul Vita and Lindsey Wood.

Clerk: Sofya Samokhina

**241. To elect Chairman of West Knoyle Parish Council for 2025/26 and to receive the Chairman's Declaration of Acceptance of Office** – Cllr Paul Yates was re-elected as Chairman for the ensuing year and signed his Declaration of Acceptance of Office.

**242. To elect Vice-Chairman of West Knoyle Parish Council for 2025/26 and to receive the Vice-Chairman's Declaration of Acceptance of Office** – Cllr Paul Vita was elected as Vice-Chairman for the ensuing year and signed his Declaration of Acceptance of Office.

Cllr Louise Davis also signed her Acceptance of Office.

**Apologies for absence – none.**

**243. 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.*

- None received

**Public Session** – None.

**244. Minutes** – The Minutes of Parish Council meeting held on Tuesday, 4<sup>th</sup> February 2025 were approved without any amendments.

**245. To appoint/re-appoint representatives to outside bodies/organisations and arrangements for reporting back:**

Organisation	2024/25 Representative	2025/26 Representative
Footpaths & Rights of Way	Cllr. Alex Davies	Cllr Paul Yates
Village Hall	Cllr Marcus Randall	Cllr Paul Yates
Parish Steward	Cllr. Tony Davis	Cllr Tony Davis
Area Board	Chairman & Vice-Chairman	Chairman & Vice-Chairman
Play Area Safety Inspections	Cllr. Marcus Randall	Louise Davis

**246. To review bank accounts and signatory arrangements** – It was agreed that once Cllr PY and Cllr PV received their machine readers and cards for online banking, the due process would be decided at the following meeting.

**247. To appoint/reappoint internal auditor** – Internal auditor for West Knoyle Parish Council – Abigail Langdown.

**248. To review and adopt the Standing Orders for West Knoyle Parish Council and 249. To review and adopt the Financial Regulations for West Knoyle Parish Council** - Financial regulations had not changed. There was no need to change the Standing Orders. It was agreed that the Standing Orders would need to be reviewed once the Cllrs have access to Online banking. Clerk to send an email with suggestions.

**250. To fix the dates and times of ordinary meetings of the Council for the ensuing year** – It was agreed to decide on the following meeting date individually. Clerk requested to have meetings on Thursdays. It was unanimously agreed.

**251. Matters Arising** – It was noted that there was a concern whether the barn which was built on the farmer's land was being built in accordance with planning regulations. Cllr George Jeans was to approach enforcement officer to find out.

## 252. Planning

### a) *Applications to consider at the meeting:*

- *None*

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

- *None*

## 253. Footpaths, Highways, Traffic & Transport

Cllr Tony Davis started with informing the present that the village sign had gone missing/ was lying in the ditch. He asked whether the replacement was to be paid by Parish Council or WC. He also pointed out that the finger board at the bottom of the Barrow Street was in a bad state. It was pointed out that that sign was out of the boarder of the Parish Council. It was agreed for the Clerk to inform David Button and copy Cllr George Jeans of the sign falling and needing replacement.

## 254. Play Area

a) To consider quotations for replacement equipment – Cllr PY noted once again that he was waiting on a quote for equipment replacement and the matter would be discussed at the following meeting.

b) Regular inspections of play area – It was agreed that Cllr Louise Davis was to do the regular inspections (once a week in summer and once a month in winter). Clerk to send the inspection check lists to the Cllr.

## 255. Finance

a) **Assets/Insurance** - To review Council's asset register & insurance provision – Clerk informed everyone present that it had been a quiet month. Parish Council had received the precept for the year and a small admin fee (£4.25) from the bank had been paid. Clerk read out what type of cover PC had and what items were covered by the insurance. The assets would be discussed in the following meeting if a replacement of broken equipment had happened.

The playground equipment was not insured for physical damage but had a public liability cover.

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

Community First	Zurich Municipal Policy Renewal Premium (1.6.24 – 31.5.25)	315.55
WALC	Annual Subscription	67.46
Mere Matters	S. 137 Donation	100.00
Mere & District Linkscheme	S. 137 Donation	100.00
Citizens Advice Bureau	S. 137 Donation	80.00
Sofya Samokhina	Clerk's Hours increase/same salary rate	10 hours per month
Rob Pearce Ground Maintenance	Play Area – Grass Cutting	Same as before

### c) *Audit of Accounts for the year ending 31<sup>st</sup> March 2024:*

- I. To consider the Accounting Statements prepared & signed by the Responsible Financial Officer (RFO) – members approved the accounting statement which had been prepared by the RFO and formed the basis of the completion of the Annual Return for the year ending 31.3.2025.
- II. To receive and note the Annual Internal Audit Report – the Clerk informed members that on 30 April 2024, Abigail Langdown 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. Mrs Brockway 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 Page 4 of the Annual Return, answered 'yes' or 'Not covered' to all questions and had signed the Annual Internal Audit Report in the Annual Return accordingly.

- III. To approve the Annual Governance Statement (Section 1) – Points 1-9 of the Annual Governance statements 2024/25 were read out to members and members answered 'yes' or 'Not Applicable' to each of the statements.
- IV. To approve the Accounting Statements (Section 2) – members approved the accounts supporting statements which included the bank reconciliation & identification of variances requiring explanation which had previously been 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 informed members that at the conclusion of the 2024-25 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, 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 £5,780 and the total gross expenditure was £3,980 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 and 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](http://www.westknoyle.org)
- VIII. Chairman & RFO to sign the Certificate of Exemption – the Chairman and the Clerk signed the Exemption Certificate in the presence of the Council.

**256. Date of next meeting** – 11 September at 7.30pm.

*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.*