

KEEVIL PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL AT 7:27 p.m. ON MONDAY 16th MAY 2016

Present: Cllr Jerry Wickham (Chairman). Cllrs Andrea Hunter, Rob Kevan, Myra Link and Geoff West.

In attendance: Councillor Jonathon Seed (WC)
George Goodwin (Clerk)
3 Members of the Public

The Parish Council Meeting commenced at 7:27 with the Chairman, Councillor Jerry Wickham in the Chair:

Consultation Period:

- Mr & Mrs Finch, residents of Beach Cottage, presented 2 written papers expressing their concerns about speeding through the village and erosion of the road side verges. The Chairman said that he would respond to their concerns in writing setting out steps the PC are intending to take that would go some way to addressing the issues that they had raised.
- As part of the discussions, the condition of the safety railings in Main Street was raised. The paint is peeling off the newly installed railings. It is intended to ask the Community Shed to repaint the railings in a more agreeable colour e.g. green. It was also intended to remove the sign pointing towards the Church. This had been left behind after it was used to direct guests attending a wedding at the Church recently.

1. Apologies for Absence

Cllr Francis Banfield
Cllr Rodney Meatyard
PCSO Helen Wilson

2. Election of Chairman

It was proposed by Cllr Kevan and seconded by Cllr Link that Cllr Jerry Wickham be elected Chairman for 2016/2017. There being no other nominations, Councillor Wickham was elected unanimously.

3. Election of Vice-Chairman

It was proposed by Cllr Hunter and seconded by Cllr Kevan that Cllr Francis Banfield be elected Vice-Chairman for 2016/2017. There being no other nominations, Councillor Banfield was elected unanimously.

4. Declarations of Interest

None.

5. Minutes of the Parish Council Meeting of 7th March 2016

The minutes of the Parish Council Meeting held on 7th March 2016 were approved and signed by the Chairman as a correct record.

6. Matters Arising from the Parish Council Meeting of 7th March 2016

- Footpath Martins Road to PF - The Clerk contacted the WC Rights of way Officer, Paul Millard. He has no objections to the PC improving the footpath and he is also prepared to assist with the works. Cllr Kevan met with Paul Millard to plan improvement works. The Community Shed have greatly improved the path and Cllr Kevan has a quotation of £2,000 to improve the path where it skirts the Playing Field. Some funds may be sought from the Melksham Area Board.
- Seend Farm Road Potholes etc. - Cllr West has discussed the matter with WC Highways. They have logged the need for repairs to this road. However, this is a category 3 road and it may take some time before remedial works can be carried out.

- White Lining at Wick Crossroads - Cllr West arranged with WC Highways for the white lines at Wick Crossroads to be refreshed and this work has now been completed.
- Disabled Parking Space outside the Village Hall - Cllr West has raised the issue with WC Highways who suggested that a space be marked out in the Village Hall Car Park. To mark out a space on Martins Road would cost £800+ and there are no funds available.
- Coronation Bench – The high bank has now been cleared of weeds and Cllr West has the matter in hand.
- Fisher German Pipeline Enquiry - The Clerk has replied to Fisher German to say that the PC has no interest in the land crossed by the pipeline.
- Fly Tipping near to Wick Crossroads - This has been removed by WC.
- Safety Railings Main Street - These have been installed and the WC Invoice for the PC's share of the costs is awaited.
- SID Sharing - The Chairman is dealing with this. All of the sharing PCs have signed up to the sharing agreement.

7. Approval of the Parish Council Accounts for 2015/2016

(a) Governance Statement

The Clerk went through the Governance Statement and explained how the Council complied with the requirements. Councillor Hunter proposed that the Governance Statement (Section 1 of the Annual Return) be answered in the affirmative and signed by the Chairman. Councillor Kevan seconded the proposal and it was carried unanimously.

(b) Accounting Statement

The Clerk presented the Summary of Receipts and Payments for the year ended 31st March 2016. The Internal Auditor has signed Section 4, of the Annual Return for the year ended 31st March 2016. Councillor Kevan proposed that the Accounts be approved and that Section 2 of the Annual Return be signed by the Chairman. Councillor Link seconded the proposal and it was carried unanimously.

(c) Review of Risks

The Clerk presented the Review of Risks. Councillor Hunter proposed that the document as amended be accepted as a reasonable review of the Council's management of the risks to public funds. Councillor West seconded the proposal and it was carried unanimously.

(d) Reserves

The Clerk presented the Earmarked Reserves. This was now required by the External Auditors. It was agreed that this presented a fair picture of the PC's intentions.

(e) Register of Interests

The Clerk reminded Council Members that they should keep their entry in the Register under review.

8. Appointment of Internal Auditor

The Clerk reported that the Annual Accounts had been audited by Mrs P. Phillips. Councillors expressed their appreciation and Thanks to Mrs Phillips. The Clerk was instructed to send a Thank You letter to Mrs Phillips.

Mrs Phillips has agreed to be re-appointed as Internal Auditor for the 2016/17 Financial Year.

9. Insurance

The Clerk reported that he had reviewed the cover required for 2016/2017 and that Community First had offered to renew the Council's Insurance for a premium of £843.82 (2015/2016 £814.58). This price is dependent the PC signing a 3 year deal with the insurer. The budget is £850.00. Renewal of the insurance as stated above was proposed by Cllr Kevan, seconded by Cllr West and agreed unanimously. We will need to review the insurance again if and when any additional equipment is installed.

10. Flooding & Drainage

Nothing to report.

11. Playing Field

Repairs/Maintenance

Springie repairs have been carried out by the Community Shed. The Chairman thanked John Tucker who carried out the repairs.

Cllr Kevan said that he was not happy with the cutting being undertaken by A.W. Services and he would speak to them about cutting the grass lower as well as removing the cut grass from some of the cutting sessions. He also said that the Community Shed were examining the possibility of acquiring a sit-on mower that could be used to cut the Playing Field. Outside advice was being sought regarding the type and size of mower needed to undertake this work.

The Community Shed asked for a key to the storage facility on the Playing Field as they wished to store a small mower in it. This was agreed.

The Community Shed have contacted the Banwell Trust regarding their section of the Playing Field which needs tidying up. A response is awaited.

Some repairs to the PF fencing are required and the extent & cost is being evaluated.

Playing Field Development

Cllr Kevan said that there will shortly be a meeting of the PF Development Committee to plan the installation of the goal posts and nets. Cllr Link suggested that advice regarding the layout and installation of the football pitch be sought from Paul Jones who manages the Market Lavington Football Teams.

Cllr Kevan said that he now had a design for the Zip Wire. This needs to be checked by the Community Shed regarding its practicality and cost. It will also need the approval of the Insurers as regards safety.

A noticeboard has been bought for the Playing Field that will display acknowledgement of the SITA Trust grant. It will also contain any legal notices that are required.

12. Highway Matters

The large pot hole in Main Street opposite the Old Post Office has been fixed although there is some concern about the stability of the road at this point. Further and more extensive repairs may be needed.

The new Parish Steward Scheme is starting up and Cllr West will keep in touch with WC Highways to ensure that Keevil gets its fair share of maintenance from this source.

There was some concern about the number of rocks and sticks that residents were putting onto verges to protect them. The Clerk was asked to write a piece for the Parish Magazine pointing out that this practice is illegal as it counts as obstructing the highway. Any damage caused to vehicles by this practice could lead to damage claims against whoever obstructed the highway.

13. Clerk's Salary 2016/2017

The Clerk's Salary for the 2016/2017 Financial Year must be confirmed by the Council each year. The Clerk is currently paid at the lowest NALC rate (SCP15) for an average of 4 hours per week. Councillor Hunter proposed that the Clerk's Salary be as per NALC SCP15 for 2016/2017. The motion was seconded by Councillor West and carried unanimously.

14. Financial Statement (before Invoice Payments)

The Annual Precept has been received from WC. We have also received Area Board Grants totalling £968.

-	Current Account	£	96.47
-	Deposit Account	£	18,513.52
-	Total	£	18,609.99

15. Cheque Approval

- (a) Payee = Keevil Village Hall
Sum = £11.00 for Hire of Hall 7/3/2016 (£11.00 + VAT £0.00)

- (b) Payee = Community First
Sum = £843.82 for Annual Insurance Premium (£843.82 + VAT £0.00)
See paragraph 9 above.
- (c) Payee = Wiltshire Association of Local Councils
Sum = £171.55 for Annual Subscription (£142.96. + VAT £28.59)
- (d) Payee = Cllr Kevan
Sum = £350.00 for Picnic Bench (£291.67 + VAT £58.33)
- (e) Payee = John Tucker
Sum = £38.52 for Springie repair (£38.52 + Vat £0.00)
- (f) Payee = G.F.W. Goodwin
Sum = £737.15 Salary Payment for 1st Half Year (£737.15 + VAT £0.00)
- (g) Payee = HMRC
Sum = £158.60 for tax on Salary Payment (£158.60 + VAT £0.00)
- (h) Payee = Keevil Accountancy
Sum = £48.00 for Payroll Processing Fees (£40.00 + VAT £8.00)
- (i) Payee = Keevil Community Amenities Trust
Sum = £60.00 Donation (£60.00 + VAT £0.00)

Proposed by Councillor West & seconded by Councillor Hunter.

A total of £2,418.64 (£2,323.72 + VAT £94.92) was disbursed with the consent of all present.

16. Any Other Competent Business

- (a) The Chairman asked the Clerk to order a Remembrance Day Wreath. The cost of a suitable wreath will be put forward for Council approval at the next meeting in July.
- (b) Keevil Scarecrow Trail – There was some concerns expressed by Councillors about the Scarecrow Trail. These centred around the lack of communication between the organisers and the Parish Council and that when there was any discussion, the organisers took an aggressive line over their right to run an event in the village. Accordingly, the Clerk was asked to contact Max Burr and to ask him and the organisers of the Scarecrow Trail to attend the next PC Meeting to clear the air.
- (c) The Chairman reported that he was dealing with HMRC over a claim they have made that there were a number of mistakes made by the payroll company used by the PC. Unfortunately, the payroll company has been wound up and the PC is consequently liable for any penalties incurred by the payroll company's failure to send tax returns to HMRC in time. However, the claims made by HMRC are confusing and the Chairman has challenged HMRC to justify their claims. As is often reported, communicating with HMRC is extremely difficult as they rarely reply to correspondence or pick up the phone. The cost to the PC to date is about £300 and the HMRC is claiming an additional £450 in penalties. The PC will be kept informed of the progress of the claim.
- (d) Fracking Licences – Steeple Ashton and Bulkington PCs have got together to gather information about fracking and to distribute this information to residents. Cllr Link will contact Sally Oliphant Bulkington PC Chairman) to see if Keevil should be involved in this exercise.
- (e) The next meeting of the Council is on Monday 18th July 2016 in the Village Hall starting at 7:30 p.m.

SIGNED

DATE

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