

KEEVIL PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL AT 7:05 p.m. ON MONDAY 9th MAY 2011

Present: Cllr Ginny Sherman (Chairman) Cllrs Francis Banfield, Myra Link, David Propert, John Ritchens, and Jerry Wickham

In attendance: Councillor Jonathon Seed (WC)
PCSO Rose Baldock
George Goodwin (Clerk)

Consultation Period:

- Councillor Seed commented on the representations made by Councillor Link about the proposed changes to local bus services. He had supported her opposition to the changes in discussions at County Hall. A number of other complaints have been received by WC and Cllr Seed suggested that additional complaints could help to obtain a review of the proposals.
- Councillor Seed is Chairman of the WC Licensing Committee and he informed the meeting that his Committee had formally ruled that village fetes, charity events etc., would not need a licence to sell cakes at these events.
- Cllr Seed said that he would chase up Development Control West concerning the long awaited list of Listed Buildings in Keevil Parish.
- PCSO Rose Baldock was asked to speak to a number of young boys who ride their bicycles in the village up and down the roadside banks. They are in danger from collision with passing vehicles. The Chairman asked the Clerk to provide Rose with names and addresses of the known offenders but stressed that this was not a complaint about their behaviour but about concerns for their safety.

The Parish Council Meeting commenced at 7:10 with Councillor Sherman in the Chair:

1. Apologies for Absence

Councillor Rodney Meatyard
PC Emily Thomas

2. Election of Chairman

It was proposed by Cllr Banfield and seconded by Cllr Link that Ginny Sherman be re-elected Chairman for 2011/2012. There being no other nominations, Councillor Sherman was elected unanimously.

3. Election of Vice-Chairman

It was proposed by Cllr Sherman and seconded by Cllr Wickham that Francis Banfield be re-elected Vice-Chairman for 2011/2012. There being no other nominations, Councillor Banfield was elected unanimously.

4. Declarations of Interest

There were none.

5. Minutes of the Parish Council Meeting of 7th March 2011

The minutes of the Parish Council Meeting held on 7th March 2011 were approved and signed by the Chairman as a correct record.

6. Minutes of the Planning Committee Meetings of 30th April 2011

The minutes, as outlined above, were approved and signed by the Chairman as a correct record.

7. Matters Arising from the Parish Council Meeting of 7th March 2011

Speed Indicator Device (SID) – The Clerk returned the Metro Count form to WC and entered speeding as an Area Board Issue. The measuring equipment was installed to log the speed of vehicles along the 40 mph section of road and has just been removed after several weeks of recording.

Work on Listed Buildings etc. - No reply as yet from WC regarding checking the list of Listed Buildings in Keevil. Cllr Seed will make enquiries (see above). The Clerk has written a short piece for the Parish Magazine advertising the attendance of Mike Wilmott, WC Area Development Manager, at the July meeting.

Grit Bins – Still being investigated by Councillor Ritchens.

Noticeboard outside Keevil School – This will be replaced.

Access to Keevil Airfield – The MOD has refused the PC's request. Cllr Wickham was critical of the MOD's response and is making some additional enquiries.

8. Approval of the Parish Council Accounts for 2010/2011

(a) Statement of Accounts

The Clerk presented the Summary of Receipts and Payments for the year ended 31st March 2011. The Internal Auditor has signed Section 4, of the Annual Return for the year ended 31st March 2011. Councillor Banfield proposed that the Accounts be approved and that Section 1 of the Annual Return be signed by the Chairman. Councillor Link seconded the proposal and it was carried unanimously.

(b) Review of Risks

The Clerk presented the Review of Risks. It was agreed to add a reference to the War Memorial being insured for rebuilding in the event of an accident. Councillor Banfield proposed that the document as amended be accepted as a reasonable review of the Council's management of the risks to public funds. Councillor Ritchens seconded the proposal and it was carried unanimously.

(c) Statement of Assurance/Annual Governance Statement

The Clerk went through the Statement of Assurance/Annual Governance Statement and explained how the Council complied with the requirements. Councillor Link proposed that the Annual Governance Statement (Section 2 of the Annual Return) be answered in the affirmative and signed by the Chairman. Councillor Banfield seconded the proposal and it was carried unanimously.

(d) Reserves

The Clerk reminded the Council that Reserves are being held for future projects i.e. Playing Field Entrance, Highway Repairs & Maintenance, Poll Reserve, War Memorial refurbishment and a VDS review. He said that the Reserves were unlikely to be sufficient if all the projects were realised. Councillor Ritchens proposed that the Project List be kept under review. Councillor Link seconded the proposal and it was carried unanimously.

(e) Register of Interests

The Clerk reminded Council Members that they should keep their entry in the Register under review. Cllr Wickham asked the Clerk to get a set of papers as he needed to make changes to his Register entry.

9. Re-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.

The Clerk reported that Mrs Phillips was prepared to be re-appointed as Internal Auditor for the 2011/12 Financial Year. Councillor Link proposed that Mrs Phillips be re-appointed as the Council's Internal Auditor. Councillor Banfield seconded the proposal and it was carried unanimously.

10. Insurance

The Clerk reported that he had reviewed the cover required for 2011/2012 and that Community First had offered to renew the Council's Insurance for a premium of £472.42 (2010/2011 £415.93). The budget is £450.00 and the increase is due to the increase in replacement values.

11. Playing Field

Entrance – No further progress.

Repairs/Maintenance – Cllr Ritchens reported that the repairs/improvements recommended by ROSPA had been carried out.

The Clerk reported that the Fencing Grant from Melksham Area board had been paid twice. Once by cheque and once by BACS. The refund cheque is presented for authorisation below.

12. Highway Matters

WC Highways (Andy Cadwallader) has responded to the concerns expressed by the PC as follows:

- "Tree work, Wick Farm Road. Although I asked the county's landscape engineer to look into this matter and arrange for the dead trees to be cut back this was never done and the land owner has took it upon his self to cut the back the dead wood. As your report suggests some of the cut wood has ended up in the stream and so I am writing to him to ensure that the dead wood is removed so the stream is clear." The landowner, Mr Awdry, has since cleared the stream.
- "Culvert outside of Cellar house. There is a problem with the culvert under the access to Manor orchard which is causing it to run slow and back up, although there has not been any report of the open trough over spilling and there are railings all of the way around it so there is limited risk to highway users. We have tried to survey the culvert but because of its construction this has been difficult. A works order has been place for the manhole at the end of the culvert to be repaired so that the culvert can be surveyed from the up stream direction. Once this work has been carried out we will re-commence the survey. I have also ensured that this site is included on the major drainage scheme list as it is likely that any remedial work on the culvert would be beyond the area office limited resource. I will keep the parish informed of the progress on this matter."
- "Bank erosion Main Street, Keevil. The erosion has been inspected and it is not felt that the bank has been undermined in any way. The road is relatively wide at this point and so the erosion can only be caused be a few careless drivers and it is not a common occurrence. I anticipate the area to recover during the summer when the growing season starts. We will monitor the situation and if the erosion increases to a point that the bank becomes undermined then we will take steps to protect the footway."
- "Towmead Lane, Man Hole cover. This cover has been replaced."
- "Footways in Keevil. The Main Street footway still remains on the list of footway requiring resurfacing work in the Melksham Community Area and is subject to funding. Until this work is done the footway is regularly inspected and any defects noted as defined by the Council's Highway inspection Manual will be programmed for repair." Cllr Link was unhappy that the Keevil footways did not have sufficient priority to be resurfaced. Cllr Wickham suggested that

the PC should nominate a representative to attend the meetings of the Community Area Transport Group (CATG) to see if they could favourably influence the priority given to Keevil footways. The Clerk was asked to contact the Area Board Manager to get details of the group and to arrange for Cllr Wickham to represent the PC at the CATG meetings.

- "Pinch Point, Pyatts Corner. I am at present trying to source natural stone kerbs to ensure the work is in keeping with the area. As soon as the kerbs are available the work will be carried out." Cllr Ritchens said that there had been another incident where a heavy vehicle had difficulty at Pyatts Corner due to a badly parked car. The Clerk was asked to contact WC Highways and increase the priority of this work.

It was agreed that Cllr Ritchens will contact Community Payback again regarding the weeding of the Main Street high bank. Cllr Ritchens informed the PC that we will be having a new Parish Steward and he will make sure that the new man is fully informed of our needs.

13. Melksham Area Board

The Area Board Minutes are circulated to Councillors. Councillor Wickham reported that there had been discussion of Emergency Plans which WC wished to build on. He himself had not seen the PC's plan and the Clerk said that it is available to Councillors. It is not widely distributed because of the nature of some of the information recorded in the Plan. Cllr Wickham also referred to a Voluntary Code of Conduct for Councillors which was designed to replace the very formal existing Standards Board approach. He would continue to monitor the suggestions from the Area Board so that the PC could produce its own Code of Conduct. Community Plans had also been discussed. The point was made that PCs needed to contribute their Community Plan to the Area Board which would then form part of the County's Plan. Only two PCs had contributed their Plan to date.

14. Meeting Dates 2012

The following Meeting Dates for 2012 were agreed:

Monday, 9 th January 2012	7:30 p.m.
Monday, 12 th March 2012	7:30 p.m.
Monday, 14 th May 2012 (Annual Parish Meeting)	7:00 p.m.
Monday, 9 th July 2012	7:30 p.m.
Monday, 10 th September 2012	7:30 p.m.
Monday, 12 th November 2012	7:30 p.m.

15. Clerk's Salary 2011/2012 & HMRC Arrangements

The Clerk's Salary for the 2011/2012 Financial Year must be confirmed by the Council. The Clerk is currently paid at the lowest NALC rate (SCP15) which is £8.344 per hour for an average of 4 hours per week. Councillor Ritchens proposed that the Clerk's Salary be as per NALC SCP15 for 2011/2012. The motion was seconded by Councillor Link and carried unanimously. HMRC have ruled that Clerks must be paid and taxed under the PAYE Scheme with all the reporting that HMRC require. The Clerk reported that he had obtained a couple of quotations for outside payroll companies to operate a simple payroll system on behalf of the PC. The cheapest he could find was Douglas Tonks Ltd who charged £14.25 plus VAT per quarter to run the payroll. It was agreed that the Clerk should sign up for one year to this payroll scheme - proposed by Cllr Banfield, seconded by Cllr Link and carried unanimously. The Chairman was authorised to approve the necessary payments up to a maximum of £900 (Clerk's half-yearly salary and fees) before the next meeting of the PC in July.

16. War Memorial Renovation

The War Memorial condition report from S & L Kelland was discussed. It was agreed that the work recommended would be commissioned provide some financial support could be obtained. The Clerk reported that the War Memorial Trust had declined a request for a 50/50 Grant as they were short of funds and the Keevil War Memorial was in better shape than many others. Therefore, the Clerk has contacted Melksham Area Board to see if it was worth applying for a grant from their funds. The

Keevil Society has expressed an interest in the renovation and they may agree to help financially. It was agreed that the Clerk should submit a grant request to Melksham Area Board. Councillors discussed the work required and although all were agreed on the need to clean and re-point the War Memorial, not all wanted the lettering painted. It was agreed to defer further discussion until the grant situation was known.

18. Financial Statement (before Invoice Payments)

The Annual Precept has been received from WC. The figures below also include a sum of £330.00 of overpaid grant from the Melksham Area Board.

-	Current Account	£	3.96
-	Deposit Account	£	14,275.15
-	Total	£	14,279.11

19. Cheque Approval

- (a) Payee = Keevil Village Hall
Sum = £10.00 for Hire of Hall 7/3/2011 (£10.00 + VAT £0.00)
Proposed by Councillor Ritchens & seconded by Councillor Wickham.
- (b) Payee = Wiltshire Association of Local Councils
Sum = £138.80 for Annual Subscription (£115.67 + VAT £23.13)
Proposed by Councillor Link & seconded by Councillor Ritchens.
- (c) Payee = Community First
Sum = £472.42 for Annual Insurance Premium (£472.42 + VAT £0.00)
See paragraph 10 above.
Proposed by Councillor Ritchens & seconded by Councillor Banfield.
- (d) Payee = S & L Kelland
Sum = £120.00 for War Memorial Report (£100.00 + VAT £20.00)
Proposed by Councillor Link & seconded by Councillor Ritchens
- (e) Payee = Wiltshire Council
Sum = £ 330.00 repayment of overpaid grant (£330.00 + VAT £0.00)
Proposed by Councillor Wickham & seconded by Councillor Banfield
- (f) Payee = Smith Brothers Ltd
Sum = £243.72 for safety tiles and adhesive (£203.10 + VAT £40.62)
Proposed by Councillor Ritchens & seconded by Councillor Banfield
- (g) Payee = Mr M. Dicker
Sum = £228.04 for Playing Field repairs (£228.04 + VAT £0.00)
Proposed by Councillor Ritchens & seconded by Councillor Link
- (h) Payee = Bridge Insurance Brokers Ltd
Sum = £95.40 for War Memorial Insurance (£95.40 + VAT £0.00)
Proposed by Councillor Wickham & seconded by Councillor Link
- (i) Payee = Mr M. Dicker
Sum = £95.00 for Playing Field repairs (£95.00 + VAT £0.00)
Proposed by Councillor Ritchens & seconded by Councillor Banfield

A total of £1,733.38 (£1,649.63 + VAT £83.75) was disbursed with the consent of all present.

20. Any Other Competent Business

- (a) The current PC representative on the Village Hall Committee is Cllr Banfield who is often not available to attend. It was agreed that Cllr Link will replace him as the PC representative on the Committee.
- (b) The Clerk was instructed to write to WC on behalf of the PC asking for a review of the proposal to axe bus service X88 along the lines suggested by Cllr Link.
- (c) Cllr Banfield pointed out that the new stile on the main road between the village and the Great Hinton crossroads is in a dangerous place. The stile debouches directly onto the road at the double bend before the crossroads and its dangerous position very close to the highway means it can easily cause an accident. The stile is in Great Hinton Parish and the Clerk was asked to contact Great Hinton PC and acquaint them with Keevil PC's concerns.

- (d) A number of Councillors expressed concern about the widespread practice in the village of protecting verges with large stones/obstructions. Residents were obviously of the opinion that the verges were part of their property. The Clerk pointed out that the verge is part of the highway and obstructing the highway is an offence. In addition, the owner of any vehicle damaged by the obstruction can sue the offender in the civil courts for the cost of repairs to their vehicle. The Clerk was asked to put a notice in the Parish Magazine explaining the position.
- (e) The next meeting of the Council is on Monday 11th July 2011 in the Village Hall starting at 7:30 p.m. This is the meeting which will be attended by Mike Wilmott WC Area Development Manager.

SIGNED

DATE

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