

KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of the Annual Parish Council meeting held on Thursday, 11th May 2017, in Whitesheet CE Primary Academy, immediately after the Annual Parish Meeting.

Present: Councillors G. Cotton, M. Curtis, R. Flower, Mrs. E. Hames, G. Hunt, I. Meeker & C. Reeves.
Also Wiltshire Councillor George Jeans (from 8.20 p.m.)

1. To elect Chairman of Kilmington Parish Council for 2017/18 and to receive the Chairman's Declaration of Acceptance of Office

Cllr. Reeves nominated Cllr. Graham Cotton to the office of Chairman for the ensuing year. Proposal seconded by Cllr. Hunt and carried with a unanimous vote.

Chairman – Cllr. Graham Cotton

2. To elect Vice-Chairman of Kilmington Parish Council for 2017/18 and to receive the Vice-Chairman's Declaration of Acceptance of Office

Cllr. Reeves nominated Cllr. Mrs. Hames to the office of Vice-Chairman for the ensuing year. Proposal seconded by Cllr. Hunt and carried with a unanimous vote.

3. To receive Declarations of Acceptance of Office from Councillors and 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 Kilmington Parish Council Code of Conduct for Members and by the Localism Act 2011. All Councillors signed their Declarations of Acceptance of Office. The Clerk reminded returning parish councillors that they had completed a Register of Interests form back in July and that this would not need to be amended and/or resubmitted unless any of the interests or particulars had changed. New members completed their Register of Interest forms.

No declarations of interests were declared in respect of agenda items for this meeting.

4. 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).

5. Apologies for absence received from PCSO Peter Tcherniawsky

6. Minutes – RESOLVED to approve Minutes of Parish Council meeting held on Thursday, 2nd March 2017 on proposal made by Cllr. Reeves, seconded by Cllr. Flower and carried with a unanimous vote of those present on 2.3.17

7. To review Standing Orders for Kilmington Parish Council - the Standing Orders, having been distributed to members in advance of the meeting, were approved and adopted by the new Council.

8. To review Financial Regulations for Kilmington Parish Council – the Financial Regulations, having been distributed to members in advance of the meeting, were approved and adopted by the new Council.

9. To appoint/re-appoint Internal Auditor - – it was agreed that Mr. Eugene Reed should be re-appointed as internal auditor.

10. To review Committee Structures and to appoint members, decide terms of reference etc. - It was unanimously agreed that the Playing Fields Advisory Committee should be re-appointed en bloc with the same terms of reference: i.e. to advise on the management, with a budget determined by the Parish Council. The Committee shall consist of 2 members of Kilmington Parish Council and 3 co-opted members (not members of Kilmington Parish Council). As the committee is an advisory committee, both members and co-opted members shall have voting rights. The committee shall determine the date of their meetings and elect a Chairman. The committee will not hold office beyond the next Annual Parish Council meeting where the Parish Council shall consider its appointment/re-appointment and terms of reference.

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

Area Board	Chairman & Vice-Chairman
Parish Steward	Chairman
Kilmington Parish Amenities Fund	Cllr. Mrs. E. Hames

12. To review bank accounts and signatory arrangements – it was agreed that the existing bank accounts should remain but that signatories should be amended to reflect councillor changes following the elections. The second account should be changed to an interest bearing deposit account and to change the current signatory arrangements from three councillors to two. For the time being, the signature arrangements remain any three signatures from Cllrs. N. Meeker, G. Cotton, Mrs. E. Hames & C. Reeves.

13. Matters Arising

a) Superfast Broadband – The Chairman reported that the broadband situation had improved in the village with the most recent activity being the installation of fibre-optic cable along The Common. The Chairman said that he was still concerned about the future availability of superfast broadband to the extremes of the village but could not seem to get any information on this from Wiltshire Council.

b) Kilmington & Stourton Cricket Club Grant Application – The Clerk confirmed that she had completed all the paperwork requesting Wiltshire Council to release the R2 funds:

- Invoice from Kilmington Parish Council to Wiltshire Council to claim R2 funds
- Copy of invoice from contractors to Kilmington & Stourton Cricket Club for works carried out
- Photographs from Kilmington & Stourton Cricket Club showing works completed

Once processed, the funds should be paid to the Parish Council by BACS and the Parish Council would then need to issue a cheque to Kilmington & Stourton Cricket Club.

c) Bus shelters – Cllr. Reeves said that he had not yet had a chance to get to Norton Ferris to assess the bus shelter and cut back the ivy.

14. Planning

- None

15. Highways, Rivers, Footpaths & Transport

a) Highway & footpath issues for Parish Steward – It was agreed to ask the Parish Steward to clear out grips and gulleys opposite Spadgers and to point out that there is a gully under the road between Wylve Head towards The Common and that water seems to collect on the Wylve Head side. Speed limit signs are obstructed by vegetation. Members pointed out that the road surface on the road to Druly Hill & Bruton is in very poor condition although it seems to be that the road had been marked for work in recent months. Cllr. Jeans said that he would try and find out if there was going to be any work on the highway.

b) Parish & Town Council Highway Evenings + Highways & Transport Newsletter April 2017 (attached) – members noted the information in the Newsletter and that the n

16. Play Area

Training course for fireworks – Cllr. Mrs. Hames said that she would contact Mr. Deeker with regards to finding a training course for Darren & Gavin Davis to go on. The Chairman said that a lot of firework companies provided training and he believed there was one in Trowbridge.

17. Finance, Policy & Resources

a) To review the Council asset register – RESOLVED that the details in the asset register were correct and agreed that these assets were reflected correctly in the insurance provision.

b) Assessment of risks facing the council and review of insurance provision & effectiveness of internal controls – the Clerk presented members with an assessment of risks facing the council, a review of insurance provision and an assessment of internal controls. Members agreed with all assessments.

c) Internal Audit Report – the Clerk informed members that on 11th May, Mr. Eugene Reed 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. Mr. Reed 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 signed the Annual Internal Audit Report in the Annual Return accordingly.

d) Accounts & Audit - To approve accounts & supporting statements and to verify bank reconciliation for the year ended 31st March 2017 - members approved the accounts and supporting statements and the bank reconciliation was verified with the bank statements received.

e) Annual Return for the year ended 31st March 2017 – Annual Governance Statement 2016/17 – Points 1 – 9 of the Annual Governance statement 2016/17 (Section 1 of the Annual Return) were read out to members and members answered ‘yes’ to each of the statements (except Statement 9 which was answered N/A). The Annual Governance Statement was signed by the Clerk and by the Chairman in the presence of the Parish Council.

f) Annual Return for the year ended 31st March 2017 – Account Statements 2016/17 - From the information provided in Minute 17a) to 17e) above, the Accounting Statements 1-11 were completed and approved by the Parish Council. Confirmation of approval of the Account Statements was signed by the Clerk and by the Chairman in the presence of the Parish Council.

g) To note public rights to inspect accounts - The Clerk confirmed that, as required by The Accounts & Audit Regulations 2015 the Parish Council must now publish the Annual Return, the Declaration that the Accounting Statements are unaudited and the Notice for the Commencement of the Period for the Exercise of Public Rights. Publication is on the parish website: www.kilmingtonwiltshire.org

h) To approve the following payments:

Came & Co.	(Local Council Insurance renewal)	874.01
Wiltshire Association of Local Councils	Annual Subscription 2017/18	110.46
Upper Stour, St. Mary’s	Donation towards maintenance of cemetery	465.00
Mere & District Linkscheme	Section 137 Donation	110.00
Kilmington News	Section 137 Donation	70.00
Upper Stour Magazine	Section 137 Donation	60.00
L. C. Wood	Clerks Salary – April – June (Q1)	305.05 (cheque dated 28.6.17)
HMRC	PAYE – Q1	76.20 (cheque dated 10.7.17)
M. Reeves	Maintenance – war memorial	£ 60.00

D. L. Davis	Play Area Inspections – 1.4.17 – 30.6.17	130.00 (cheque dated 1.7.17)
Whitesheet Citizens Advice	Section 137 Donation	50.00

18. General Items

a) To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year

- 14th September 2017
- 23rd November 2017
- 1st March 2018
- 17th May 2018

The Chairman congratulated Cllr. Jeans on his re-election as Wiltshire Councillor.

Meeting closed at 9.20 pm

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.