

# *KILMINGTON PARISH COUNCIL*

*Parish Clerk – Mrs. L. C. Wood*

**Minutes of the Annual Parish Council meeting held on Thursday, 26<sup>th</sup> May 2016, in Whitesheet CE Primary Academy at 8.22 p.m. (immediately after the Annual Parish Meeting).**

**Present:** Councillors G. Cotton, M. Curtis, R. Flower, Mrs. E. Hames & C. Reeves  
Also PCSO Peter Tcherniawsky & Wiltshire Cllr. George Jeans

**Meeting convened at 20.21 p.m.**

**137. To elect Chairman of Kilmington Parish Council for 2016/17 and to receive the Chairman's Declaration of Acceptance of Office**

Cllr. Reeves nominated Cllr. Graham Cotton be elected as Chairman of the Parish Council for the ensuing year. Proposal seconded by Cllr. Flower and carried with a unanimous vote.

**138. To elect Vice-Chairman of Kilmington Parish Council for 2016/17 and to receive the Vice-Chairman's Declaration of Acceptance of Office**

Cllr. Cotton nominated Cllr. Mrs. Hames be elected as Vice-Chairman of the Parish Council for the ensuing year. Proposal seconded by Cllr. Reeves and carried with a unanimous vote.

**Apologies for absence** received from Cllrs. G. Hunt & N. Meeker

**139. To receive Declarations of Acceptance of Office from Councillors and any declarations of interest from Members and to consider requests for new DPI dispensations.**

The Chairman and Vice-Chairman signed their Declarations of Acceptance of Office.

*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.*

- None received

**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).*

- None

**140. Minutes** – The Minutes of Parish Council meeting held on Thursday, 17<sup>th</sup> March 2016 were approved and signed as a correct record of proceedings.

**141. 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 Council without further amendment.

**142. 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 Council without further amendment.

**143. To appoint/re-appoint Internal Auditor** – RESOLVED that Mr. Eugene Reed should be re-appointed as Internal Auditor.

**144. To review Committee Structures and to appoint members, decide terms of reference etc. – *Playing Fields Advisory Committee:***

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.

**145. To appoint/re-appoint representatives to outside bodies/organisations:** - The following councillors were appointed/re-appointed as representatives on the following groups:

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

**146. To review bank accounts and signatory arrangements** - The Clerk explained that she had not managed to progress the agreement to change the second account 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.

**147. Matters Arising**

**a) Superfast Broadband (see Minute 129a)** – The Chairman explained that Wessex Internet had found a site at the top of Whitesheet Lane and were in active discussions with the landowners (National Trust) regarding permissions for siting antenna. As of last week 33 householders had registered an interest which is encouraging. More cards being distributed this weekend. Unit cabling routes & aerial position is agreed but they cannot advise on costs.

**b) Transparency Code & website (see Minute 129b)** – the Clerk reported that the website was up and running and Mr. Thornley had added some general content although there had been a lack of information and photographs coming forward from local people. The Clerk would be adding information to the website on the accounts and audit in order to comply with the Transparency Code. The Council Minutes and Agendas would also be available on the website.

**148. Planning**

**a) Pre-planning consultation on barn conversion to holiday lets at The Dairy House, Norton Ferris BA12 7HT** – the Clerk informed members that she had received an enquiry from a potential purchaser asking what the Parish Council's views would be on the above property being converted into holiday lets. The Clerk had advised the enquirer that it was difficult to give any response to this question as there would be a number of determining factors. Members agreed that the Clerk should advise the potential purchaser to apply to the planning authority for pre-application advice.

**149. Highways, Rivers, Footpaths & Transport**

**a) Highway & footpath issues for Parish Steward and My Wiltshire App** – The Clerk said that she had received the new report sheets for the Parish Steward jobs and agreed to forward an electronic version of this to the Chairman.

- Verge on left-hand side along The Common has dropped.

**b) Report on Annual Local Highway Services Meeting** – The Chairman reported that he went to this meeting which was well attended. Most of the meeting talked about the contract change and about how little money Wiltshire Council had. The Chairman said he used it as an opportunity to speak to Adrian Hampton about the closure of the B3092 without notice which had caused a lot of local upset. Mr. Hampton had said that he would try to ensure that it didn't happen again.

**c) Footpaths & waymarking** – The Clerk said that following the issues raised by Mr. Coombes and a second complaint that she had received, she had requested some waymarking signs from the Rights of Way Department at Wiltshire Council. She also had a copy of the Definitive Map and asked members for any volunteers to help waymark the public footpaths. Cllr. Chris Reeves said that he would put up waymarkers on his land and was handed the signs and map. The Clerk pointed out that she would need the map returned in due course with any left-over markers.

The Chairman also explained that the National Trust produce a map of local walks for visitors. Until recently Long Lane figured on this map but it has now been removed from the map which is affecting the patronage of a local business. The Chairman was not clear exactly why the footpath is no longer being published by the National Trust but had noticed that the hedges were overgrown. Cllr. Reeves said that in days gone by the local road worker used to go along there and trim the banks but he said that he would take his Land Rover down there and have a look at it. In the meantime Cllr. Jeans said that he would try and find out why the footpath is no longer being published by the National Trust.

#### **150. Play Area**

- No issues discussed

#### **151. Finance, Policy & Resources**

**a) To review the Council asset register** – A copy of the asset register was distributed and members had no comments to add. It was, however, pointed out that there was a bench near the bus shelter outside The Flats which was in a poor state of repair and needed refurbishing with new slats. Members thought that the bench may belong to Wiltshire Council's Housing Services and asked Cllr. Jeans to see if they could refurbish it.

**b) To assess 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 24<sup>th</sup> 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 31<sup>st</sup> March 2016** – 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 31<sup>st</sup> March 2016 – Annual Governance Statement 2015/16**– From the information provided in Minute 151b) to 151d) above, Points 1 – 9 of the Annual Governance statement 2015/16 (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 31<sup>st</sup> March 2016 – Account Statements 2015/16** –From the information provided in 151 d) 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.

**f) 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](http://www.kilmingtonwiltshire.org)

**g) Payments** – The following payments were approved and cheques duly signed:

Came & Co.	(Local Council Insurance renewal)	837.75
Wiltshire Association of Local Councils	Annual Subscription 2016/17	108.82
Upper Stour, St. Mary's	Donation towards maintenance of cemetery	450.00
Mere & District Linkscheme	Section 137 Donation	105.00
Kilmington News	Section 137 Donation	65.00
Upper Stour Magazine	Section 137 Donation	55.00
L. C. Wood	Clerks Salary – April – June (Q1)	296.00 (cheque dated 22.6.16)
HMRC	PAYE – Q1	74.00 (cheque dated 10.7.16)
NALC	Annual Subscription fee for Local Council Review	17.00
M. Reeves	Maintenance – war memorial	40.00
D. L. Davis	Play Area Inspections – 26.3.16 – 24.6.16	130.00 (cheque dated 25.6.16)
Community Heartbeat Trust	Public Access Defibrillator parts	279.60

## 152. General Items

**a) To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year** – the following dates were agreed:

- Thursday, 15<sup>th</sup> September 2016
- Thursday, 24<sup>th</sup> November 2016
- Thursday, 2<sup>nd</sup> March 2017
- Thursday, 25<sup>th</sup> May 2017

Meeting closed at 21.52 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.*