**KENNET VALLEY PARISH COUNCIL 1 – 2022/23**

Minutes of the **ANNUAL MEETING** held on the 16th May 2022 at 6.30pm in the Kennet Valley Hall.

**Present:** Cllr J Drew, Cllr D Woolley, Cllr J Turner, Cllr C Rogers, Cllr A Miller & V Hemery.

**In attendance:** S Roberts (Clerk).

**PUBLIC PARTICIPATION –** There were no members of the public in attendance.

1. **ELECTION OF CHAIR**

Cllr Jayne Drew was elected as Chair. *C Rogers proposed, J Turner seconded*.

1. **APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllr M Bates, Cllr M Dissanayake, Cllr Richards & Unitary Cllr J Davies.

1. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Chair signed a Declaration of Acceptance of Office in the presence of the Proper Officer.

1. **DECLARATIONS OF INTEREST**

None.

1. **ELECTION OF VICE CHAIR**

It was agreed to carry this item over to the June meeting when more councillors will be present.

1. **APPOINTMENTS TO OTHER POSITIONS**

**Planning Committee** – Chair D Woolley & all councillors

**Parish Assets Working Group** – Chair A Miller & V Hemery & vacancy.

**Rights of Way** – V Hemery.

**Traffic/Police** – J Turner

**CEV/Defibrillators** – J Turner

**Finance Committee** – Chair D Woolley, J Drew, A Miller & vacancy.

**Legal** – D Woolley QC

**Staffing Committee** – Chair TBA, J Drew & C Rogers

**Communications/Press** – Vacancy

**Website Working Group** – J Turner, C Rogers, J Drew & Clerk

**Youth Club Working Group** – Chair TBA, A Miller, C Rogers & Clerk.

**Peacock Field Working Group** – Chair TBA, D Woolley, A Miller & R Gittins.

**Other Bodies:**

**Kennet Valley Hall** – C Rogers

**Kennet Valley School** – J Turner

**Marlborough Area Board** – J Turner

**Avebury World Heritage Site Steering Group** – J Drew & TBA

1. **CLERK’S REPORT (SR)**

Parish Assets

The fence at the playground at Lower Fyfield is due to be replaced on Monday.

New information signage is required at all the play areas. The Council agreed it would be easiest to look at the information on the Manton playground notice and ask Marlborough Town Council for the details of who commissioned the signage. **Action Clerk**

West Overton Bus Shelter – a large amount of graffiti has appeared in the last few weeks. The most appropriate solution is to purchase paint to match the existing and paint over it on a regular basis. The idea of asking for a volunteer to paint the bus shelter was discussed.

Peacock Field

All points have now been agreed and at the end of last week the group agreed the fees from Horsey Lightly. All that remains now is for the fees and the sale price to be paid and the transfer can take place.

Website & Councillor email addresses

The website is now at a point where it can go live, the existing website will terminate on 27th May and will not be renewed. Please could all councillors have a look at the new website and provide feedback. The Website Working Group will need to try and meet once more briefly once it goes live to iron out any last-minute issues.

The Village Geek is available to help those who are struggling to set up the new email address, he charges £30 for the first hour and then £15 thereafter which the PC can pay, the clerk requested councillors contact her if they think they will require additional support to activate their new councillor email address.

The PC Zoom subscription has expired and has not been renewed, any virtual meetings required will need to be kept to 40 minutes.

Planning

Glover Report – the Parish Council response has been submitted.

Preshute Neighbourhood Plan – the response from the Council supporting the draft Neighbourhood Plan has been sent to Preshute Parish Council.

Youth Club

The Youth Club has been unable to start back due to receiving no offers of help, it is hoped that it will be able to return after the summer holidays if a helper can be found.

Staffing Committee

The committee has met and the notes from the meeting have been circulated separately.

Taylors Green signage

The Council resolved not to cover the cost of a sign at Taylors Green – the Clerk has been unable as yet to notify the person who made the request.

1. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the 7th March 2022 Parish Council meeting and the Annual Parish meeting held on 25th April 2022 were approved and signed as a true record.

1. **TRAFFIC/ROAD SAFETY & POLICE (JT)**

The Lockeridge Speedwatch Team has continued its patrols and in addition to the three separate locations in the village which had been approved by the Wiltshire Police for use as monitoring locations a further site was approved and is now in use by the Team.

Wiltshire Police have patrolled in the parish monitoring traffic speeds too.

The white lining has been renewed in Lockeridge, Martin Cook will be in touch about the other locations requiring white lines renewing.

1. **EMERGENCY RESPONSE & DEFIBRILLATORS (JT & MD)**

SSE are currently offering grant funding for Community Resilience. The Council resolved to apply for funding for further defibrillator training and help with the cost of replacing the road sign at Taylors Green to enable the emergency services to be able to find the road. **Action Cllr J Turner**

It was noted the defibrillator in West Overton has been used recently.

1. **PARISH ASSETS (AM)**

See Clerk’s report.

1. **PLANNING (DW)**

One of the occupiers of the business units at Lower Fyfield continues to contravene planning by working on a Sunday. The Council agreed to work with agent of the owner of the units to try and resolve the situation. **Action Cllr J Drew**

1. **RIGHTS OF WAY (LD)**

Fyfield Down – the new landowner continues to be hostile towards horse riders and numerous complaints have been made. Cllr V Hemery advised she had recently become a member of Wiltshire Bridleways.

1. **WEBSITE (JT)**

The website will officially go live on 27th May 2022.

1. **PEACOCK FIELD**

See Clerk’s report.

1. **STAFFING COMMITTEE**

The Clerk and Chair have attended an SLCC appraisal course. The committee will meet again soon to conduct an appraisal for the Clerk.

1. **JUBILEE**

The response to the Superbloom initiative has been incredibly positive.

The villages have organised their own individual picnics and this will be followed by an inter village tug of war and a game of football at the Kennet Valley Hall. The Parish Council will provide tea, coffee and soft drinks at the hall, Cllr Jill Turner & Cllr J Drew agreed to organise. **Action Cllr J Turner & Cllr J Drew** Paper cups for tea and coffee will be ordered through the Benefice Office and printing of additional flyers. **Action Clerk.**

A decision will be required on the type of tree to plant on the Dene.

1. **REPORTS FROM OTHER BODIES**

**Kennet Valley Hall** – bookings are buoyant. The hiring fees are due to increase but will be reduced for local hirers and charities. The Hall Committee will sign the agreement about the care of the memorial trees at their next meeting.

**Kennet Valley School** – will be holding their own Jubilee event on 27th May 2022.

**Marlborough Area Board** – meetings will now take place quarterly and the next meeting will take place on 15th June 2021.

**Avebury World Heritage Site Steering Committee** – the Committee are due to meet again on 1st June to discuss the Summer Solstice, Martin Bates is hoping to attend. The National Trust now seem to be in favour of closing the Ridgeway for the Solstice.

1. **FINANCE (DW)**

The Clerk advised that she was unsure if her combined annual income would exceed the current tax threshold for PAYE. It was agreed this could be discussed at the next staffing Committee meeting.

All councillors were reminded of their requirement to inform the Monitoring Office of any gifts over £25.

The accounts for the year to March 2022:

Balance carried forward from last year: £16228.75

Total receipts for the year to March 2022: £25030.35

Total payments for year to March 2022: £18551.67

The available (cash book) balance as of 31 March 2022: £22707.43

The Finance Working Group have not met since the last full Council meeting.

The Council considered donation requests and resolved to provide donations of £50 each to the Wiltshire Bobby Van and Action for The River Kennet.

The council approved retrospective BACS payments:

Bruce Thomas – Village Tidying £100.00

DW Oliver – Trees on the Dene £3114.00

S Roberts – Clerk’s salary April

S Roberts – Clerk’s backpay 2021

Current BACS payments approved:

S Roberts – Clerk’s salary May

S Roberts – Clerk expenses Apr/May

WALC – Annual subscription 2022/23 £346.66

W R Rammage – Grass cutting Fyfield & WO April £390.00

Jayne Drew – Seeds for Jubilee £82.12

Rachael Richards – seeds for Jubilee £44.30

SLCC – Appraisal Course x 2 £72.00

1. **COMMUNICATIONS (AB)**

Items to be added to the next edition of UKN:

1. Details of new website.
2. West Overton bus shelter Graffiti.
3. Highway Code update.
4. Councillor vacancies.
5. **AGENDA ITEMS FOR THE NEXT MEETING**

The following items will be added to the agenda for the June meeting:

1. AGAR
2. Peacock Field
3. Vice Chair
4. Committee & Working Group vacancies
5. Budget
6. Co-option
7. Asset Register
8. Insurance
9. New Councillor Training
10. Freedom of Information, Privacy and Accessibility.
11. Commemorative Tree.

The meeting closed at 8.30pm.

The next full council meeting will take place on Monday 27th June 2022 at 6.30pm.

This is the last page of the minutes.