**KENNET VALLEY PARISH COUNCIL 2 – 2022/23**

Minutes of the **PARISH COUNCIL MEETING** held on the 27th June 2022 at 6.30pm in the Kennet Valley Hall.

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

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

**PUBLIC PARTICIPATION –** None.

1. **APOLOGIES FOR ABSENCE**

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

1. **DECLARATIONS OF INTEREST**

None.

1. **ITEMS TO BE TAKEN IN PRIVATE SESSION**

None.

1. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the 16th May 2022 Parish Council meeting and the Extraordinary General Council meeting of 27th June 2022 were approved and signed as a true record.

1. **CO-OPTION**

None.

1. **CLERKS REPORT**

The new website is now live.

1. **REPORT FROM UNITARY COUNCILLOR JANE DAVIES**

A written report had been circulated prior to the meeting. At the end of the report was a request for feedback on the managing of the Solstice this year. All councillors agreed it had been extremely well managed this year with no issues in West Overton and agreed to say thank you. **Action Cllr J Drew**

1. **PARISH ASSETS (AM)**

Graffiti in West Overton bus shelter – Cllr Christopher Rogers offered to buy paint and cover the graffiti. **Action Cllr C Rogers**

Play area signage – the Clerk agreed to talk to the Mildenhall Clerk to find out where to source the signage from**. Action Clerk**

Jubilee Tree – a local resident has kindly offered to donate a Horse Chestnut Tree; this will be looked after by them until later in the year when a time and date can be arranged for planting, it was suggested Anstice Baring could be asked to be present and officially plant the tree.

Maps of road names to be displayed in the villages to aid emergency services and delivery drivers – the Council agreed this would be a good idea, Cllr Andy Miller agreed to look at producing them. **Action A Miller**

1. **PLANNING (DW)**

Business Units at Lower Fyfield – A response has been received from the Landlord who has assured the Council he will remind the tenants of the working hours permitted – no working on a Sunday at all and only until 8pm Monday to Saturday and only 4 vehicles outside premises.

The works at Fyfield Filling Station for the new carwash have commenced. Some concerns were raised about the ditch under the road for the overflow and a request made for the original plans to be reviewed.

1. **WEBSITE (JT)**

All councillors were asked to look at the website and provide any feedback on changes required. The Clerk and Cllr J Turner will continue with the necessary updates.

Cllrs M Dissanayake, C Rogers and V Hemery still require assistance with setting up the new council emails.

 **Action Clerk**

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

SSE – The grant application has been submitted and a response is expected in early September.

Reports have been received of vans from a construction company speeding through Lockeridge regularly and jeering when requested to slow down. An email has been sent to the company and to our PCSO. Cllr J Turner agreed to contact Alton Barnes PC to see if they were having the same issue. **Action Cllr J Turner**

The Council had previously agreed to support the provision of a horse warning sign by North Farm on the A4 subject to the owner of North Farm contributing 50% of the cost. The total cost has been confirmed as just under £500 and the Council confirmed this was acceptable.

Reports of the footpath on the A4 being impassable have been received, Cllr J turner agreed to report this on the My Wilts App as the stretch of footpath is too long for the Parish Steward to undertake on his own in his allotted timescale for works within our Parish. **Action Cllr J Turner**

1. **PEACOCK FIELD**

The Council formally approved the final draft of the Transfer Document for the purchase of part of Peacock Field in West Overton. ***Cllr C Rogers proposed, Cllr A Miller seconded***

The Council approved the transfer of funds for £20,000 plus the legal fees to Horsey Lightly solicitors once the donation of funds to cover the amount in full has been received from both local residents.

A contractor will need to be found on completion to regularly mow the area. **Action Clerk**

1. **REPORTS FROM OTHER BODIES**

**Kennet Valley Hall** – Four of the memorial trees have died, the Council agreed these should be replaced. The ongoing issue of the lack of space between the trees for mowing was discussed with the options to either move the trees to allow space or to add bark to negate the need to mow. Quotations will be required for both options. Cllr V Hemery offered to speak to the landowner to see if he would be able to mow round them and if we could have access to water from his field behind to water them. **Action Cllr V Hemery**

**Marlborough Area Board** – the notes from the last meeting have been circulated to all Councillors prior to the meeting.

**Avebury World Heritage Site Steering Committee** – the next meeting is on July 7th 2022.

1. **FINANCE (DW)**

The Committee have not met since the last meeting.

The accounts for the year to June 17th 2022:

Balance carried forward from last year: £22707.43

Total receipts for the year to June 2022: £12602.18

Total payments for year to June 2022: £6239.99

The available (cash book) balance as of 17 June 2022: £29069.62

1. The Council received and noted the internal audit report for 2021/22 which contained no recommendations for further action.
2. The Council approved and completed the Annual Governance Statement for 2021/22.
3. The Council approved and completed the Accounting Statement for 2021/22.
4. The Responsible Finance Officer announced the commencement date as Friday 1st July 2022 for the Exercise of Public Rights.
5. The Council approved payments of retrospective and current BACS payments:

**Retrospective:**

 J Drew – Jubilee seeds £39.68

 J Turner – Jubilee refreshments £7.60

 T Hitchens – 50% share of Tug of War rope £72.98

 Action for the River Kennet – donation £50.00

 Upper Kennet Churches – Jubilee flyer printing £39.20

 Kennet Valley Hall – cleaning after Jubilee £30.00

 Wiltshire Bobby Van – donation £50.00

 **Current:**

S Roberts – Clerk salary June

S Roberts – Clerks salary July post-dated

 S Roberts – Clerk expenses June/July

 Community First – Insurance £921.11

 M Spender – Jubilee insurance & decorations £117.63

 T Hitchens – balance Tug of War rope £32.97

 G Kitchen – Internal Audit 2021/22 £100.00

 Idverde – Bin emptying Fyfield Jan – June 2022 £36.00

1. The Council confirmed the Risk Assessment for 2021/22 is complete. It was agreed the content of the Risk Assessment should be reviewed at the next Finance Committee meeting. **Action Finance Committee**
2. The Council reviewed and noted the Asset Register is complete for 2021/22.
3. **COMMUNICATIONS (AB)**

Items to be added to the next edition of UKN:

1. Graffiti in West Overton bus shelter
2. Councillor vacancies
3. Website
4. Antisocial behaviour on the Dene
5. My Wilts App
6. **AGENDA ITEMS FOR THE NEXT MEETING**

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

1. Approve Budget for 2022/23
2. Jubilee Tree
3. Councillor vacancies
4. Memorial trees
5. Staffing Committee update

The meeting closed at 8 pm.

The next Parish Council meeting will take place on Monday 12th September at 6.30pm in the Kennet Valley Hall.

This is the last page of the minutes.