**KENNET VALLEY PARISH COUNCIL 1 – 2023/24**

Minutes of the **ANNUAL MEETING** held on the 15th May 2023 at 6.30pm in the Kennet Valley Hall.

**Present:** Cllr J Drew, Cllr D Woolley KC, Cllr C Rogers, Cllr A Miller, Cllr M Bates, Cllr M Dissanayake & Cllr R Richards.

**In attendance:** S Roberts (Clerk) & Mr T Tolputt.

**PUBLIC PARTICIPATION –** None.

1. **ELECTION OF CHAIR**

Cllr Jayne Drew was elected as Chair. *M Bates proposed, A Miller seconded*.

1. **APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllr V Hemery, Cllr J Turner & Unitary Cllr J Davies.

1. **CO-OPTION**

Mr Ted Tolputt of Fyfield was co-opted onto the Council and signed a Declaration of Acceptance of Office*. M Dissanayake proposed, R Richards seconded.*

1. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

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

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

None.

1. **DECLARATIONS OF INTEREST & DISPENSATIONS**

None.

1. **ELECTION OF VICE CHAIR**

Cllr Martin Bates was elected as Vice-Chair*. M Dissanayake proposed, A Miller seconded.*

1. **APPOINTMENTS TO OTHER POSITIONS**

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

**Parish Assets Working Group** – Chair A Miller & R Richards & T Tolputt.

**Rights of Way** – C Rogers & T Tolputt & vacancy

**Traffic/Police** – J Drew & vacancy

**CEV/Defibrillators** – Vacancy & M Dissanayake & R Richards

**Finance Committee** – Chair D Woolley, J Drew, A Miller, T Tolputt & M Bates.

**Legal** – D Woolley QC

**Staffing Committee** – M Bates, J Drew & C Rogers

**Communications/Press** – Vacancy

**Youth Club Working Group** – TBA.

**Other Bodies:**

**Kennet Valley Hall** – C Rogers & T Tolputt

**Kennet Valley School** – Vacancy

**Marlborough Area Board** – Councillors to take it in turns.

**Avebury World Heritage Site Steering Group** – J Drew & M Bates

1. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the 6th March 2022 Parish Council meeting and the Annual Parish meeting held on 24th April 2023 were approved and signed as a true record.

1. **REPORTS**

There were no questions raised on the reports.

1. **CLERK’S REPORT (SR)**

Coronation – all three villages held picnics for The Big Lunch. The Council awarded three cups for the best dressed properties in the villages.

1. **PARISH ASSETS (AM)**

Peacock Field – the new fencing will be erected once the Trust have a greed the quotation for the metal gate. Ted at Manor Farm has kindly offered to use the old wood from the existing fence for his community bonfire later in the year.

The Clerk has applied for a grant and will apply for further grants for the provision of two goalposts, a picnic bench, a flat bench and a bin.

Signage – play area signage has been erected at Knights Close and Fyfield play areas.

Bins – the contact at Idverde is proving difficult to get hold of and progress is slow on obtaining a bin for the Dene and one for Peacock Field.

Commemorative Tree – the tree planted by the Council in memory of our Late Queen was blessed and dedicated by Reverend Maria Shepherdson on Sunday 7th May. A temporary plaque has been placed in front of the tree whilst a suitable Sarsen stone can be found to attach a plaque onto. Anstice Baring is to be approached followed by Peter Griffiths Jones to see if they have a suitable Sarsen stone going spare.

1. **STAFFING COMMITTEE (MB)**

The Clerk signed a revised Contract of Employment.

1. **STANDING ORDERS & POLICY DOCUMENTS REVIEW**

The Council approved the revised Standing Orders with only very minor changes. The most notable being removing the requirement for members of the public to stand when speaking.

The Communications Protocol, Document Retention Policy and Role of Working Groups were also reviewed.

The Planning Procedure was reviewed, and several changes made to the policy, the Clerk will update the procedure and circulate to all councillors for implementation with immediate effect. **Action Clerk**

1. **REPORTS FROM OTHER BODIES**

**Kennet Valley Hall** – bookings are buoyant and the Hall has recently installed solar panels. The watering of the memorial trees still requires a solution. The idea of a water butt was discussed and also asking ARK for ideas. **Action Clerk**

**Avebury World Heritage Site Steering Committee** – Cllr Jayne Drew provided a verbal update.

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 May 2032:

Balance carried forward from last year: £29892.86

Total receipts for the year to May 2023: £12514.57

Total payments for year to May 2023: £3328.92

The available (cash book) balance as of 31 May 2023: £39078.51

The Finance Working Group have not met since the last full Council meeting and will need to meet following the internal audit to discuss additional expenses likely to be incurred for Peacock Field.

The Clerk has finally received login information from HMRC to enable her to set up payroll.

The Council reviewed the Asset Register.

The council approved the following BACS payments:

S Roberts – Clerk’s salary May

S Roberts – Clerk expenses Apr/May

WALC – Annual subscription 2023/24 £346.66

Jayne Drew – Stationary AWHSG £25.19

Rachael Richards – Coronation mugs £53.30

ASF -play area signage £586.60

S Roberts – memorial plaque £18.99

1. **COMMUNICATIONS**

Items to be added to the next edition of UKN:

1. A reminder of the defibrillator training on Sunday 11th June.
2. Cattle in fields.
3. Dog fouling.
4. West Overton bus shelter – no longer taking DVD’s.
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. Committee & Working Group vacancies
4. Budget
5. Policy Document review

The meeting closed at 8pm.

The next full council meeting will take place on Monday 26th June 2023 at 6.30pm.

This is the last page of the minutes.