**KENNET VALLEY PARISH COUNCIL 1 – 2025/26**

Minutes of the **ANNUAL MEETING** held on the 12th May 2025 at 7pm in the Kennet Valley Hall.

**PRESENT:** Cllr M Bates (Chair), Cllr D Woolley, Cllr J Turner, Cllr V Hemery, Cllr A Miller, Cllr T Tolputt, Cllr J Galley, Cllr R Skinner, Cllr Dr J Karn & Cllr J Boden

**IN ATTENDANCE**: Mrs A Ingham (Clerk/RFO)

**APOLOGIES FOR ABSENCE**: Unitary Cllr J Davies

1. **ELECTION OF CHAIR**

Cllr Marin Bates was elected as Chair. *A Miller proposed, J Turner seconded*.

1. **APOLOGIES FOR ABSENCE**

Apologies were received and approved from Unitary Cllr J Davies

1. **CO-OPTION**

The following parishioners introduced themselves and were co-opted on to the Parish Council. All duly signed the Declaration of Acceptance of Office in the presence of the Proper Officer of the Council, namely Mrs A Ingham.

Mrs R Skinner *J Turner proposed, T Tolputt seconded*.

Dr J Karn *J Turner proposed, V Hemery seconded*.

Mr J Boden *A Miller proposed, J Galley seconded*.

It was noted that a parishioner from West Overton has stepped forward to become a Parish Councillor but was unable to attend tonight’s meeting due to a prior commitment.

It is hoped that co-option of the two remaining vacancies can take place at the Parish Council’s next meeting.

1. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Chair and the six Councillors returned to office on 6th May 2025 signed the Declaration of Acceptance of Office in the presence of the Proper Officer of the Council, namely Mrs A Ingham.

The Clerk reminded the Councillors returned to office of the requirement to file a return concerning election expenses even if this is a Nil return all Councillors also reminded to make their online Declaration of Interest asap and by the end of May latest.

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

Tribunal matter under item 14 was taken in Private Session with the public excluded. Cllr Woolley advised the Parish Council that an Easement had now been granted to the applicant at the Mediation session; the Easement had been signed by both parties and that the matter was now closed.

1. **DECLARATIONS OF INTEREST & DISPENSATIONS**

There were none.

1. **ELECTION OF VICE CHAIR**

Cllr Miller was elected as Vice-Chair*. M Bates proposed, D Woolley seconded.*

1. **APPOINTMENTS TO OTHER POSITIONS**

**Planning Committee Chairman** David Woolley

All Councillors

**Finance Committee** Chair (David Woolley)

Ex-officio (PA Chm) Andy Miller

Elected Martin Bates

Elected Ted Tolputt

Elected Jason Galley

**Parish Assets WG Leader** Andy Miller

Elected V Hemery

Elected Jacqui Karn

Elected Rachel Skinner

**Staffing Committee** Chair (Jason Galley)

Elected Martin Bates

Elected V Hemery

Elected Ted Tolputt

**Traffic/Police WG Leader** Jill Turner

Elected Martin Bates

Elected Jason Galley

Elected John Boden

**Civil Emergency WG Leader** Jill Turner

Elected Jacqui Karn

Elected V Hemery

Elected R Skinner

Non-Council members Max Dissanayake, Michael Scheepers, Stuart Laing, Nick Stedman

**Rights of Way Reps** V Hemery

 Ted Tolputt

 Jacqui Karn

**Communications/Press WG Leader**  (Chair) Jacqui Karn

Elected V Hemery

Elected Vacancy

Elected Vacancy

**Legal** David Woolley

## **On other Bodies**

**School**  Jill Turner

**MAB**  By rotation

**AWHS Steering Group** Martin Bates

**K V Hall** Rachel Skinner

1. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the 10th March 2024 Parish Council Meeting were approved and signed as a true record.

1. **REPORTS**

Reports circulated in advance of the meeting were taken as read and comments and questions were invited.

**Traffic:** Cllr Turner advised that a letter from a number of Fyfield residents had just been received by Cllr Tolputt and passed to her requesting that the 40mph speed limit at the turning from the A4 into Upper Fyfield be reduced to 30mph. Cllr Turner will take this matter to the next LHFIG meeting (July).

**Mobile signal:** Cllr Turner advised that Wiltshire Council is setting up an online survey to gather data about issues with mobile phone reception. We will publicise this across our villages once it is ready. Cllr Turner has kindly been in further contact with Ofcom on behalf of villages along the A4.

**Digital Voice:** Cllr Turner noted that Neighbourhood Watch has organised a drop-in session with BT about BT’s Digital Voice programme and switch over from analogue phone lines on Thurs, 22nd May, 10am-1pm at Marlborough Library. All welcome.

1. **CLERK/RFO/FINANCE REPORT (AI)**

**RFO and Finance report**

**Year End 2025**

The accounts for the year to March 31st YEAR END 2025:

Balance carried forward from last year: £36,188

Total receipts for the year to March 2024: £27,007

Total payments for year to March 2024: £22,625

The available (cash book) balance at 31st March 2025: £40,570

Our new Internal Auditor, Jamie Guy (JG) carried out the Internal Audit on 28th March 2025 and was satisfied with the management and recording of the Parish Council’s financial matters for the year to 31st March 2025. He signed the AGAR Return 2024-2025.

JG checked and approved the calculation of our VAT Refund Claim for 2024-25 (£791). This was subsequently sent off to HM Customs and Excise by the Clerk.

**Bank Account balances @11th May 2025:**

Current Account: £16,326.89

Deposit Account: £31,084.01

**AGAR 2024-25 Submission**

The AGAR forms had been completed by the Clerk/RFO and circulated to all Parish Councillors ahead of the PC meeting on 12th May. The following actions were approved and signed off for submission and the Clerk requested to submit the AGAR forms 2024-25.

1. The Council confirmed it had received and noted the internal audit report for 2024-25 which contained no recommendations for further action.
2. The Council approved and signed the Annual Governance Statement for 2024-25.
3. The Council approved and signed the Accounting Statement for 2024-25.
4. The Council approved the proposal from the Responsible Finance Officer of a commencement date of Tuesday, 3rd June 2025 for the Exercise of Public Rights.

**PAYMENTS**

The Council approved payments of retrospective and current BACS payments, as follows:

**Retrospective BACS**

A Ingham, Clerk’s expenses and salary Apr £626.58

NB overpayment of £44.28 as mileage for elections claimed

in Mar to be adjusted in May payment

Martin Bates, postage re Tribunal matter £8.35

**May Payments**

Idverde – bins May £62.40

Jamie Guy – internal audit 2024-25 £100.00

Netwise – increased email storage, cost tbc, estimate £182.00

Insurance renewal £981.48

A Ingham, Clerk’s expenses and salary May (adjusted for £570.92

Apr overpayment)

NB A monthly Service Charge of £4.25 is now being levied on our current account – budget to be amended accordingly.

**RECEIPTS, MAY TO DATE**

Wiltshire Council, Precept, 1st Instalment (50%) £7,500

**INSURANCE RENEWAL**

The insurance renewal offer via Community First had been circulated in advance of the meeting. After discussion, it was agreed to accept the option for three years’ cover, ie£981.48 per annum. The insurance policy runs from 1st June 2025. The policy no is YLL 2720278713

***Action:*** *Clerk to ensure Community First/Zurich informed about the SID.*

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**Clerk’s Report**

Since the last Council meeting, the Clerk’s main focus has been on administration associated with the Local Elections, including advertising and co-opting re vacancies, and activity associated with the year end accounts. Some progress has also been made with the Bank and IT issues.

**Parish Council email/website/IT support**

 Clerk had alerted Cllrs to issues associated with IT capacity issues. Although the Clerk can do routine maintenance, eg emptying everyone’s spam and trash folders, the bulk of the storage is archived material in the Chair’s and Clerk’s folder. Rather than potentially lose data which may be needed in the future, it was agreed to extend our IT storage capacity as proposed by the Clerk having discussed with Netwise. Approximate increase in cost £182 (NB includes buying three additional email addresses as only 10 included in package.)

**Parish Council email addresses**

Related to the above, the Clerk will now set up kvparishcouncil.org email addresses for all Cllrs not already in possession of a council email address (and check/reset addresses for those who have experienced issues with the system). Cllrs are reminded that council practice should only be conducted via their kvparishcouncil.org email address. All well as demonstrating good governance, Cllrs should be aware that in the event of, say a Freedom of Information request, access to personal email addresses could be sought if council business has been conducted using personal email address.

**Parish Steward:** for info, all Parish Stewards assigned to other duties in May so will not be attending.

**Other correspondence**

Land at the Dene, Lockeridge: the signed copy of the Easement has been received and the case has now been closed by HM Land Registry. The PC has taken the required actions regarding the track. There was some discussion about having a No Parking or Authorised Vehicles only sign installed if parking on the Dene becomes a problem.

1. **PARISH ASSETS (AM)**

**Bins:** no further reported re the dog waste bins overflowing.

**Grass cutting:** Cllr Bates reported on-going issues with WC continuing to cut grass which has become our responsibility and it is hoped this will all be resolved shortly following a further exchange of emails.

**Peacock Field:** the goalposts now staked into the ground.

1. **PLANNING**

No plans to consider but the Chair summarised the planning application process for the benefit of our new Councillors.

1. **FINANCE (DW/RFO)**

Covered by Item 11 above.

1. **COMMUNICATIONS**

Cllr Karn kindly offered to take on our monthly submission to the Upper Kennet News and will liaise with the Clerk about this.

1. **AGENDA ITEMS FOR THE NEXT MEETING (16th June 2025)**

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

* Fill remaining vacancies on Sub-Committees and Working Groups
* Review Risk Register
* Review Asset Register
* Review timetable for review of Policies and Procedures

The meeting closed at 8.20pm.

This is the last page of the minutes.