



# KEEVIL ANNUAL PARISH COMMUNITY MEETING 2022



## Annual Report of Keevil Parish Council for 2021-22





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## About Keevil Parish Council

We are the first tier of local government, elected every four years. The current Council was elected May 2021. Councillors work hard to represent the interests of parishioners and improve the quality of life and the local environment. Although our powers are limited we do our best to support and protect our community and the services available to us. Wiltshire Council and other bodies know that a Parish Council gives the best reflection of how a community feels about something, and its views will be taken seriously.

We meet in the village hall, usually on the first Monday of alternate months but more frequently if needed. Members of the public are always very warmly welcomed.

**Councillor Geoff West** : CHAIR 2021-22, school liaison, planning, defibrillator, Rights of Way  
01380 870425 & 07778 144331 [geoff@keevilpc.com](mailto:geoff@keevilpc.com)

**Councillor Alex Goodwin** : VICE-CHAIR 2021-22, Village Hall representative, governance champion  
07836 355503 [alex@keevilpc.com](mailto:alex@keevilpc.com)

**Councillor Fran Banfield**  
01380 871367 & 07703465326 [fran@keevilpc.com](mailto:fran@keevilpc.com)

**Councillor Sarah Dow** : website/comms, planning, Interim Clerk from March 2022  
01380 871729 & 07870 909757 [sarah@keevilpc.com](mailto:sarah@keevilpc.com)

**Councillor Rob Kevan** : Banfield Recreation Ground, Airfield liaison, Interim RFO from March 2022  
07503 212965 [rob@keevilpc.com](mailto:rob@keevilpc.com)

**Councillor Rodney Meatyard**  
01380 828226 & 07513 435420 [rodney@keevilpc.com](mailto:rodney@keevilpc.com)

**Councillor Pat Tucker** : Highways, Wiltshire Council Parish Steward, school liaison  
01380 871601 [pat@keevilpc.com](mailto:pat@keevilpc.com)

Although Councillor time is fully volunteered we are first and foremost holders of public office, not volunteers in any legal sense. We are guided by the law and statutory duties, bound by a Code of Conduct and the seven Principles of Public Life, and as an employer must act as a corporate body. The principle governing documents that guide Keevil Parish Council are all available from the Councils website <https://keevilpc.com/governance/> or from the Clerk (at the time of writing this is Councillor Sarah Dow).

## Governance & Transparency

### Governing documents

Below are the governance documents currently adopted by the Parish Council. Since the election of a new council in May 2021, all governance is under review to bring it up-to-date and in line with current guidance from [NALC](#) and the [LGA](#).

- [Code of Conduct July 2021](#)
- [Standing Orders July 2021](#)
- [Financial Regulations July 2021](#)
- [Personnel Committee Terms of Reference November 2021](#)
- [GDPR Policy 2019](#)
- [Risk Assessment and Management 2020](#)

If you need a more accessible format of a document, please [email the clerk](#) and tell us what you need – it will help if you say what assistive technology you use..

# Our first year 2021-22 – Chairman's Report

Since forming a new Parish Council after the May 2021 Election, and stepping into the role of Chair for our first year, it has been a busy time, and I would like to thank all Members of the Council for working together as a team and supporting one another through a very demanding period. Everyone has worked exceptionally hard, and in addition to those mentioned below I would add thanks to Cllr Pat Tucker for her work on Highway, verges and footpaths, Cllr Rob Kevan for his care of the Banfield Recreation Ground, and Cllrs Fran Banfield and Rodney Meatyard for their contributions especially regarding rural matters and rights of way.

## Governance

Our first challenge was the lifting of the Government's emergency measures under the Coronavirus Act 2020, which meant we could no longer conduct Council meetings online; our thanks go to Gill Gosling and St Leonard's Church for helping us deal with that particular difficulty safely.

Our other immediate focus was the statutory Annual Governance and Accountability Return (AGAR) for the 2020-21 financial year, which would normally be brought before the Council for approval in May or June but which, for various reasons, was not complete. We are most grateful to David Finch for his professional guidance and support of the Clerk and Council at this time, leading also to an improvement in our financial controls. The net effect on the AGAR submission was that we were late with the Exercise of Public Rights, but we are confident we will meet all requirements for our 2021-22 submission which is being finalised now.

It is good fiscal prudence for a Council to seek External Audit when there is change in financial management, and we are doing so again this financial year.

By the end of the year we had reviewed our core policies and brought them fully up to date with the latest Guidance from the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and Local Government Association (LGA) Models. My thanks to Cllr Alex Goodwin, 2021-22 Vice-Chair, who continues to work tirelessly improving our work practices in this area and whose support has been invaluable.

## Personnel

Another area we have been able to make improvements in is in our working practices as an employer, with the implementation of a Personnel Committee to ensure a proper system of staff management, development, appraisal and support. We may only have one employee but they are vital to the efficiency of our Council and we realised early on a more supportive framework was needed around what can be a very isolated role.

Our incumbent Clerk/RFO (Responsible Financial Officer) resigned in September, explaining that he had found clerking for three councils too much and was dropping two of them. We sincerely appreciated his support through an extended notice period to the beginning of this year, and our thanks also to Julie Nellis for her professional guidance on payroll matters.

There are difficulties across the UK Public Sector recruiting for Clerk and RFO positions, and in the interim we are indebted to Cllrs Sarah Dow and Rob Kevan respectively for taking on these roles (for which, as councillors, they cannot be paid), as well as our volunteer Minute-taker Barbara Lewendon whose diligent efficiency has ensured our meetings continue to run smoothly.

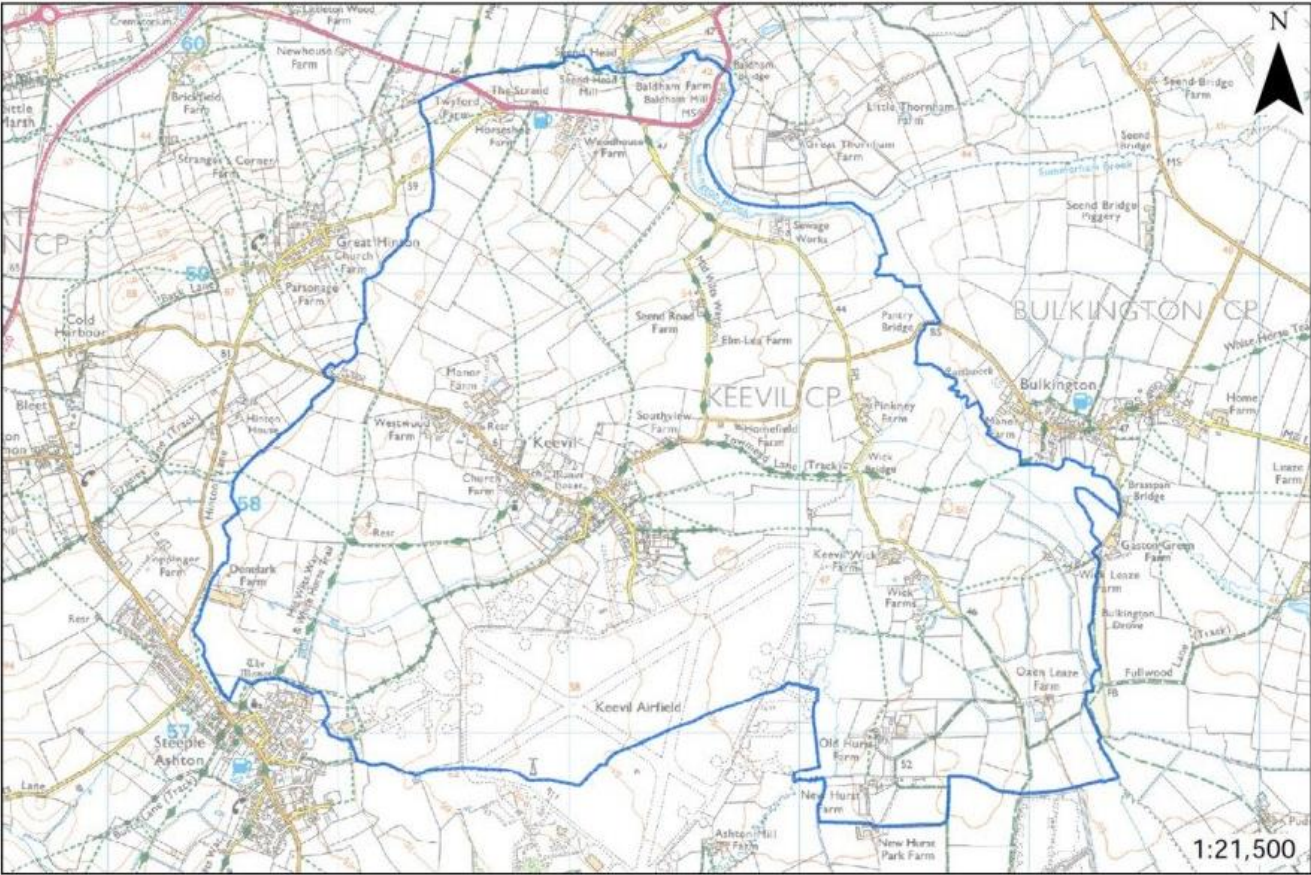
Looking forward, we welcome Olivia Adlam to the team as our new Internal Auditor, and hope to welcome Philip Palmer as our new Clerk/RFO in the summer.

## About the Parish Community Meeting

We've done things a little differently this year, and if it's successful, we hope to do even better next year.

The Parish Council reports annually on its activities over the last year at a Parish meeting which, although chaired by the Parish Council, is a meeting of the people of the Parish, not a Council meeting. Parishioners are welcome to express their views on matters they consider important to our community, which helps the Council set its priorities and plan ahead.

After two years of Covid restrictions, it felt the time was right for a more community-centric approach to the Parish meeting; we wanted to celebrate just how much Keevil has to offer, and showcase the groups and people that make this such an amazing place to live, work, and raise a family. My sincere thanks to the organising team of Bob Ayres, Diane Bouault, Simon Newton, Alison Rasey and Cllr Sarah Dow, to all the groups who have made this event possible, and to Ian Hunter, Norman Owen and Stacy Gough for their advice and support.



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About the Parish of Keevil

There are currently around 190 rateable properties and 370 electors

Between January 2021 and March 2022 there were 16 planning applications (excluding those for works to trees in a conservation area): three are still awaiting a Decision, one was withdrawn, one did not require prior approval, all the others were Approved with Conditions.

Councillor Portfolios and Representations 2021-22

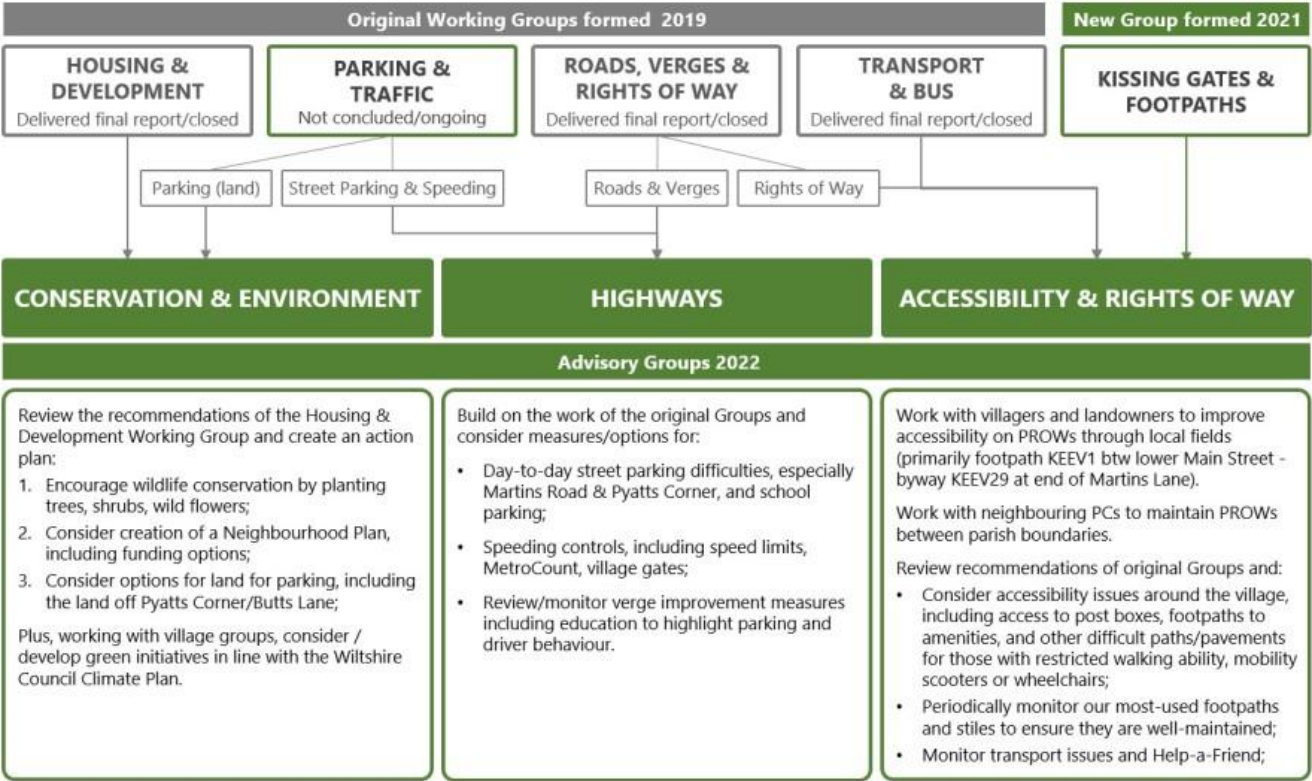
<b>CHAIR</b>	<b>VICE-CHAIR</b>	<b>PERSONNEL COMMITTEE</b>				
Geoff West	Alex Goodwin	Geoff West Alex Goodwin Pat Tucker				
<b>AIRFIELD LIAISON</b>	<b>HIGHWAYS</b>	<b>PLANNING</b>	<b>RECREATION GROUND</b>	<b>SCHOOL LIAISON</b>	<b>VILLAGE HALL LIAISON</b>	<b>WEBSITE</b>
Rob Kevan	Pat Tucker	Geoff West Sarah Dow	Rob Kevan	Geoff West Pat Tucker	Alex Goodwin	Sarah Dow
<b>CONSERVATION &amp; ENVIRONMENT</b>	<b>ACCESSIBILITY &amp; RIGHTS OF WAY</b>	<b>HIGHWAYS</b>	<b>NHW CO-ORDINATOR</b>	<b>COMMUNITY EMERGENCY VOLUNTEER</b>	<b>FLOOD WARDENS</b>	
Sarah Dow Community members	Geoff West Community members	Pat Tucker Alex Goodwin Community members	Paul Lenaerts COMING VACANT	David Bouault COMING VACANT	Paul Lenaerts John Tucker Ian Simpson	
<b>ANNUAL PARISH COMMUNITY MEETING</b>			<b>DEFIBRILLATOR</b>			
Geoff West Sarah Dow Community members			Geoff West VACANT			

# Advisory Groups

In 2019, the then Parish Council conducted a Village Survey to gather the views of residents on life in Keevil, and based on the results, four working groups involving residents were formed.

In the summer of 2021, villagers petitioned the Parish Council to consider the replacement of stiles on some of the more popular footpaths across fields around the village with gates more accessible for both mature residents and those with young families. Councillor Geoff West immediately formed a new working group to work closely with village representatives and local landowners.

In January 2022 the current Parish Council concluded a review of the groups and their recommendations, and restructured the groups:



## Accessibility & Rights of Way (ROW)

Several meetings have taken place since June last year, and we are grateful to our local farmers for their help and support, as well as to Margaret Baker for her drive and energy, and to Margaret and Dave Bouault for their kind donations towards the first new gate, which has now been installed on the footpath opposite Chapel House on Main Street. We hope to make further progress on others this year, as well as consider other accessibility matters around the village.

## Conservation & Environment

This group is still looking for villagers to take things forward. We need people with a passion for the unique character of our parish and the surrounding countryside, able to spare a little time to help plan for the future. You don't need any special skills, just a willingness to pitch in. If you have any particular affinity for heritage & conservation, localism & planning policy, or climate change, green initiatives and biodiversity, get in touch with Councillor Sarah Dow.



# Highways

Since taking up the Highways portfolio and joining our Highways Advisory Group, Councillor Pat Tucker has built excellent relationships with Wiltshire Council and the Parish Steward (Reuben) who visits Keevil once a month to complete relevant jobs at the request of the Parish Council.



Here's just some of the things Pat has ticked off her list in the last year...

- Neighbourhood Watch signs cleared of debris at Wick Cross Roads.
- Pot hole filled opposite Playing Field entrance in Martins Road.
- Weeds and grass cleared along Manor wall in Main Street.
- The Council Cherrypicker pruned the tree masking the street light on lamppost outside East Barton.
- Bollard at Pyatts Corner reset again.
- Strimming under white railings along Main Street.
- Hedge trimmed by owner outside Southview Farm.
- Main Street sign cleaned after someone thought it needed replacing. It was only dirty.
- Legs of all road signs have been painted with black Hammerite paint.
- Hedge trimmed at the side of the Pump House.
- Negotiated Gully Tanker to clear certain drains. Not carried out completely so requested another visit.
- Chris Awdry cleared the Brook and all Towmead Lane of vegetation.
- Bridleway by Oxenlease Farm cleared by Council very efficiently.
- Churchyard cleared of leaves for Remembrance Sunday.
- Moss cleared on pathways near Stocks Green and outside Blagden and Tallboys.
- Brook cleared of plastic pots and bottles.
- Resite small bollard on Stocks Green. We actually got a new one!
- Potholes at junction of Martins Lane and Martins Road, filled within 36 hours of request.
- Poor road surface outside Wisteria Cottage has had scalplings, top soil and grass seed . This is protected by new markers. Work carried out by Wiltshire Council.
- Hedge at side of Talboys trimmed to prevent vehicles being damaged by overhanging branches.

## The Highways Advisory Group

The group has met twice this year. The main concerns raised were regarding parking at junction of Martins Road and the unadopted road by village hall. As the suggestion of reversing mirrors was not acceptable to Wiltshire Council, polite notices are being prepared. We are working with the owners of the Duncan van to find a solution, so that the valuable parking space is available for parishioners personal vehicles.

Parking at Stocks Green has also been an issue, although has improved. The damage to the green was dealt with and apologies received. Parking at the school has been raised again, and the Headteacher has assured us that regular reminders are sent to parents.

The poor road surface outside Wisteria Cottage has at last been resolved, and we are most grateful to everyone involved at Wiltshire Council for their support and an excellent solution. A suggestion is under consideration for small wooden plaques for verges gradually being eroded by parking: "Please respect our verges". The idea of village gates has been dropped by the group; they are very expensive and no-one has been convinced they will alter peoples attitude towards driving with care and within the speed limit.

The group's efforts are very much one step at a time, and hopefully change the way people park. Consideration and safety for others is what we are trying to instil.

# Digital assets

As a Public Body, the Parish Council is expected to treat digital assets with the same integrity as any other, ensuring our digital systems meet a high level of security and best practice. This includes meeting the statutory requirements of the Transparency Code 2015, and owning a website that meets WCAG 2.1AA accessibility standards.

The current website is WCAG 2.1AA compliant for accessibility, but we know we can do even better. Since taking office in May 2021, we have made some improvements to site navigation, usability and design to bring it more in line with that of a local authority, and we are now working on aspects of the Transparency Code to deliver on recommended best practice, above and beyond the minimum requirements.

	2021 Page views	2021 Visitors	2022 Page views	2022 Visitors	Page Popularity
Jan	308	79	281	78	1. Home page
Feb	167	45	139	57	2. Meetings & Minutes
March	377	108	227	73	3. Councillors & Officers
April	324	75	155	72	4. Current Notices
May	507	133			5. Planning
June	316	91			6. Governance & Transparency
July	272	47			7. Parish Assets
Aug	371	74			8. Advisory Groups
September	221	58			9. Wiltshire Council
October	210	69			10. Platinum Jubilee
November	182	60			
December	138	55			

## Meetings & Minutes

### Next Parish Council Meeting and Agenda

The next meeting will be the **Annual Meeting of the Parish Council** at 7.00pm on **Monday 9th May 2022**, followed by the Ordinary business meeting at 7.30pm, in the village hall.

- [Annual Meeting of Keevil Parish Council 9th May 7pm – AGENDA](#)
- [Agenda 2022-05\\_09 Ordinary Meeting of Keevil Parish Council v2](#)

### Annual Parish Meeting 2022

**Friday 27th May** sees a new format for the [ANNUAL PARISH COMMUNITY MEETING](#), with activities on the **Banfield Recreation Ground** from 4.30pm and the **Parish Meeting** at 6pm. See [the village website](#)\* for more details.

\* The village website is not a Parish Council website; some aspects of the site may not be fully accessible to assistive technology. Please ask the Clerk if you need any help, [contact details are here](#).

### Schedule of meetings for 2022-23 session of council

# Keevil Airfield

## Watchkeeper and 47<sup>th</sup> Regiment Royal Artillery

Following successful trials during the spring and summer of 2021, 47 Regt RA are now seeking a more permanent Airspace Change to enable Beyond Visual Line of Sight (BVLOS) Operations of Watchkeeper Remotely Piloted Air Systems (RPAS) from Keevil Airfield into the Salisbury Plain Danger Areas.

There are seven stages to this process, and we are currently awaiting Stage 3, a three month consultation expected in the summer 2022.

- Stage 1 took place in October 2021 and purely considered high-level Design Principles;
- Stage 2 came in January 2022 and concerned the Design Options of various airspace structures.

## Motorsports

Following an increase in scheduled motorsport activity on the airfield during 2022, Cllr Rob Kevan worked with Paul Lenaerts and Major General Simon Hutchings (President of the British Army Motorsport Association who host the Track Days) and, following a public meeting, the current year's programme has been reduced by three events in the summer months.

Further consultation is expected late this year before any future programme is finalised.



# Banfield Recreation Ground

Named in memory of the late James Banfield who worked so tirelessly for Keevil, and who was instrumental in the purchase of the land, the recreation ground is owned by the Parish Council, who hold ultimate responsibility for its maintenance, insurance and all other matters related to ownership of land and play equipment which is used/accessed by members of the public:

- General maintenance including grass cutting is provided by the Community Shed.
- Monitoring and improving the safe use of the playing field and equipment is conducted on a regular basis, with the repair or replacement of equipment where necessary.
- Compliance with applicable government guidelines – notices/risk assessments etc.,
- Annual RoSPA safety inspection and report.
- A new paving area was constructed for the circular picnic table, undertaken by the Community Shed, with funding support from a Melksham Area Board grant.



# Community safety and resilience

Like all communities, we rely on a network of hidden heroes, and in particular we would like to thank our Flood Wardens Paul Lenaerts, John Tucker and Ian Simpson, our Neighbourhood Watch (NHW) team led by Paul Lenaerts, and our Community Emergency Volunteer (CEV) Dave Bouault.

Keevil has had an active Neighbourhood Watch scheme since 1987 and in 2008, following encouragement from Wiltshire Council, a Community Emergency Volunteer was appointed by the Parish Council to draw up and maintain an Emergency Response Plan. Paul Lenaerts took over the role of Keevil NHW Co-ordinator in 2001, and Dave Bouault the latter role - both have worked closely together for the past 13 years because there is a lot of synergy between the two roles.

Paul and Dave are still trying to retire from their respective NHW and CEV roles, and the Parish Council are keen to hear from any interested residents who might be able to spare a little time. The duties are not onerous, see <https://keevilpc.com/notices/> for further details or speak to Paul, Dave or Geoff West.



## Community Shed

Keevil is very fortunate indeed to have it's Community Shed, a dedicated group of volunteers, both men and women, who help look after our village, and our heartfelt thanks go to Paul Lenaerts, John Tucker, and every one who turns out on Mondays and other days throughout the year. In 2021 there were 42 Shed sessions with a total of 547 'person-hours' logged, and in 2022 so far a further 17 sessions which brings the total since the Shed started to 293! The Parish Council provides financial support for insurance and materials.

The biggest job is mowing the recreation ground (which was done 23 times last season), but other activities include painting railings, strimming verges and the airfield ditches, clearing drains, trimming overgrowth back from footpaths, developing and maintaining the flower border from the Banfield Memorial to the WI Bench, painting village hall walls and steps, repairs to the Coronation Bench, laying paving for seating areas on the recreation ground, maintenance work to noticeboards, organising the Annual Litterpick, and a myriad other general maintenance jobs. More details at <https://keevilvillage.com/groups-services/community-shed/>





# Financial Report

## How we are funded

Funding for Keevil Parish Council is allocated by Wiltshire Council and is taken from the council tax; this is called an annual precept. The budget is limited and much goes on employment costs, maintaining the Banfield Recreation Ground and the War Memorial, and donating to village organisations.

We welcome requests for funding for village projects and, in collaboration with our representative on Wiltshire Council Jonathan Seed, additional contributions may be sought from the Melksham Area Board (MAB) or from the Community Area Transport Group (CATG) - now called the Local Highways and Footpath Improvement Group (LHFIG).

Increasingly, the Parish Council is required to pay for or contribute to general village improvements or maintenance, previously funded by Wiltshire Council.

## Assets

The Asset Register for all facilities are valued at £61,326, including equipment on the Banfield Recreation Ground and the War Memorial, but does not include the freehold value of the Ground itself.

More information about the Council's assets at <https://keevilpc.com/assets/>

## Income

The Parish Precept for 2021/22 was £7,500. Additional significant income included a £379 grant from the Melksham Area Board for a paving area on the Recreation Ground, and a HMRC VAT rebate of £617. Compensation amounting to £55 was also received from Lloyds Bank.

## Expenditure

Total expenditure in 2020/21 (VAT included where charged) amounted to £6,731. Of this the Clerk's salary (including PAYE and Keevil Accountancy) amounted to £2,923.

Other significant expenditures included insurance: £857; auditing (internal & external) £330; website services £188; WALC subscription £186; RoSPA inspection report £132; and training £132.

Recreation Ground maintenance was £570, which includes a £60 contribution towards the Community Shed insurance costs. Additional cost of the paving for the picnic table amounted to £460 (ex VAT) offset by the Area Board Grant of £379.

Charitable donations totalling £610 were made, including to the Village Hall, Parish Magazine, St Leonard's Church, Wiltshire Air Ambulance, Citizens Advice, and the Bobby Van Trust.

## Reserves

A total of £8000 is currently held against additional Recreation Ground development, future repairs to the War Memorial, highway maintenance, and neighbourhood planning.

Our completed AGAR documents will be available shortly at <https://keevilpc.com/governance/>



# THE BIG THANK YOU

There is not a person in our Parish who has not helped or contributed in some way to the smooth running of our community, often in a thousand ways that we don't see, as well as those more visible:

The villagers who Adopt-a-Drain and help keep them clear throughout the year; our team of Neighbourhood Watch Co-ordinators; our Parish News editor and the team who see that it gets through your letterbox; the Keevil Village and Buzz website team, Facebook group admins and contributors; those who turn up to Council meetings and help us understand different views; our many village groups, clubs and committees who give up so much time to organise a thriving calendar of activity throughout the year; our Community Shedders, our Flood Wardens and Emergency Volunteers; the team who erect the marquees; the farmers who help with salt bins and tractors, flails and other equipment when we need them; everyone who helps keep our Church going; those who tend the plants at the War Memorial, the garden outside the village hall, or the flower border on the recreation ground; those who keep verges and hedges outside their home tidy, who park mindfully, who deal with their dog poo; walkers who take care following designated footpaths across our farmers fields and follow our Countryside Code; those who turn up to the annual Litter Pick or just take a bag when going for a walk; those who clean the railings or the village signs; those who've helped keep the defibrillator point ready for action; all who help clear the village pond; and everyone who helps a neighbour with a bit of shopping or getting to an event or with a lift to an appointment, or who simply stops to pass the time...

All these things and more are the ties that bind us as a community...

Thank you.

**Geoff West** Chair, Keevil Parish Council 2021-22

May 27<sup>th</sup>, 2022



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Copies of this report and other Parish Council documents are available from <https://keevilpc.com> or on application to the Clerk:

*Councillor Sarah Dow 01380 871729 | 07870 909757 | Gingells Cottage, 47 Martin's Road, Keevil BA14 6NA*