



KEEVIL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL of Monday 12 May 2025 in the village hall

Present: Cllrs Alex Goodwin (departing chair), Pat Tucker (incoming chair), Rodney Meatyard, Caroline Munday

In Attendance: Sarah Dow (Parish Clerk), and 20 members of the public.

MINUTE ITEMS

25/26 - 01 Election of Chair: Cllr Goodwin invited nominations for the Office of Chair (LGA 1972 Sch 12 paras 11 & 27). Proposed by Cllr Tucker and seconded by Cllr Munday it was resolved that Cllr Tucker be appointed Chair for the 2025-26 municipal year.

25/26 - 02 Declaration of Acceptance of Office: Cllr Tucker signed the Declaration of Acceptance of Office, and took the Chair.

25/26 - 03 Apologies for absence: Apologies from new Wiltshire Councillor Andrew Griffin were noted.

25/26 - 04 Election of Vice-Chair: The Clerk advised that, with only three members, the Council will not be quorate if the Chair is not present. As deputising for the Chair is the primary role of a Vice Chair, and since it is not statutory position (LGA 1972 ss 15(6) and 34(6)), it was agreed to suspend the position and revisit once new members had been co-opted.

25/26 - 05 Declaration of Interest: There were no declarations of interest concerning items on the agenda.

25/26 - 06 Governance and Management Systems 2025-26

- (i) Register of Interests: It was noted that current entries were up to date, and Cllr Munday had completed registration.
- (ii) Banking: It was agreed that arrangements with Lloyds were satisfactory, and current signatories Cllr Meatyard and Clerk Sarah Dow remain. Proposed and seconded by Cllrs Meatyard and Munday, it was resolved to add the Chair Cllr Tucker and remove ex-Cllrs Goodwin, Kevan and West.
- (iii) Insurance: It was agreed that arrangements with Community First Insurance were satisfactory, and noted that once the trampoline was in, terms would need to be revisited.
- (iv) Portfolios, groups & other roles: to manage responsibilities with a reduced Council, Members agreed an interim plan to be reviewed once new members had been co-opted (see Appendix):
 - Cllr Tucker would continue with Highways (which would include PROW), School Liaison, and serve as the Parish Council's representative on the village hall committee.
 - Cllr Munday would assume responsibility for Planning and the Banfield Recreation Ground.
 - Community Volunteer role could be discussed with residents at the forthcoming APCM.
- (v) Governing documents: Proposed and seconded by Cllrs Munday and Meatyard, it was resolved that the following policy documents were reviewed with no change: *Code of Conduct, Financial Regulations, Standing Orders, Asset Register, Complaints Procedure / Habitual Vexatious Complaints Policy, Co-option Policy, GDPR Policy / General Privacy Notice, Health and Safety Policy, Personnel Committee Terms of Reference, Retention Policy, Risk Register*. It was noted both Asset and Risk Registers would need updating once the new in-ground trampoline was installed.

Members also noted the following policies were not due for review at this meeting: *Schedule of Regular Payments (next review due November), and the Grant Policy, Publication Scheme, and Village Planning Policy all due for review May 2026.*

(vi) The calendar of meetings for 2025-26 as submitted was confirmed:

Full meetings	Interim meetings eg: for planning (if needed)
12 May 2025 Annual / Ordinary Meeting of the Parish Council	02 June 2025
07 July 2025	04 August 2025
01 September 2025	06 October 2025
03 November 2025	01 December 2025
05 January 2026	02 February 2026
02 March 2026	13 April 2026
11 May 2026 Annual Meeting of the Parish Council, followed by Ordinary meeting	
23 May 2025 and 29 May 2026 Annual Parish Community Meeting	

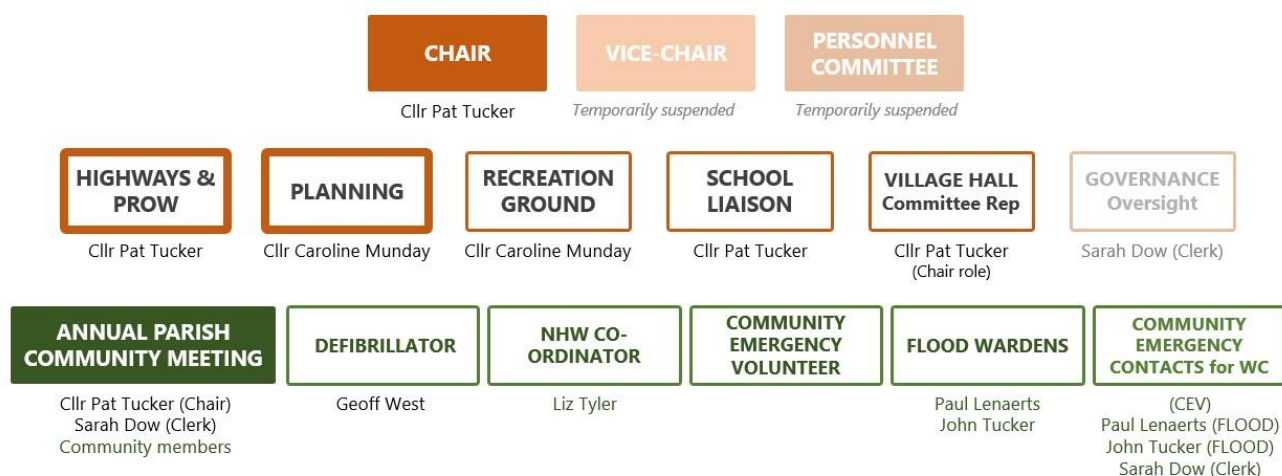
The meeting closed at 19:44

Signed.....

Dated.....

INTERIM PLAN COUNCILLOR PORTFOLIOS & COMMUNITY POSITIONS 2025-26

Approved at the Annual Meeting of the Parish Council on 12 May 2025



NOTES:

- VICE CHAIR: with only three Councillors, if the Chair is not present, the Council will not be quorate. The position is not statutory
- PERSONNEL COMMITTEE: the Chair is responsible, on behalf of the Council, for line management. With a stable staff, the Committee can be suspended for the time being;
- ACCESS & PROW: combined back with Highways;
- AIRFIELD LIAISON: Removed. The Clerk handles day-to-day liaison with the airfield manager.
- GOVERNANCE & WEBSITE: This is an operational responsibility of the Clerk. An oversight role was created during the wholesale governance reviews of 2021-23 but is no longer necessary on an individual councillor basis. Could be revisited if we gain a councillor with experience in this area.
- DEFIBRILLATOR: Geoff West has agreed to continue to look after the Defibrillator for the time being.
- CEV: role to be discussed at APCM