



KEEVIL PARISH COUNCIL

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

Present: Cllrs Pat Tucker (chair), Rodney Meatyard, and Caroline Munday

In Attendance: Sarah Dow (Parish Clerk), and 20 members of the public, including Paul Lenaerts & John Tucker as Volunteer Flood Wardens, plus Caroline Noonan, Chair of Friends of Keevil School (FOKS) who attended part of the meeting.

Notes of Public Consultation: There were no general matters raised.

MINUTE ITEMS

25/26 - 07 Apologies for absence: Apologies from Cllr Andrew Griffin, Wiltshire Council, were noted.

25/26 - 08 Declaration of Interest: There were no declarations of interest concerning items on the agenda.

25/26 - 09 Minutes of previous meetings: Proposed and seconded by Cllrs Meatyard and Tucker (both of whom were present at the meetings), it was **resolved that the Chair sign as a correct record the minutes of the Meetings of the Parish Council on 03 March and 07 April 2025.**

25/26 - 10 Wiltshire Council (WC) & Neighbourhood Police Team (NPT)

- (i) The Clerk read a report from Cllr Griffin sent with his apologies, which included reference to today's announcement of the formal Examination of the Wiltshire Local Plan, (see at item 25/26-11(v)), and that he would attend the Annual Parish Community Meeting on 23rd May. Referring to recent correspondence, the Chair placed on record the Parish Council's thanks to Jonathon Seed for his many years of public service and support of Keevil residents.
- (ii) There was no report from the Neighbourhood Police Team.

25/26 – 11 Planning Matters

- (i) Applications: To consider the following applications and resolve any responses required:

[PL/2025/03132](#) and [PL/2025/03399](#) (LBC): **Small House, 21 Main Street** - Single storey rear extension. New windows and doors, rebuilding of side extension; new vehicle gateway & hardstanding; reinstate boundary wall to principle entrance; erection of garden shed; garage conversion.

Public participation: members of the public supported much of the application, but there were concerns that the new parking area was too small, and that the proposed siting of a garden shed directly on the front boundary in full view of the street scene and very close to neighbouring listed buildings would be damaging. Reference was also made to LPA decisions for sheds erected on the street boundary by Keevil School, to be moved. The applicants described their detailed engagement with the LPA and commented on the concerns.

Council discussion: After due debate reflecting views expressed, and noting the Conservation officer's report, proposed and seconded by Cllrs Munday and Meatyard it was **resolved to respond to the applications with COMMENT** as follows:

- To support the comments of the Conservation Officer relating to the historic fabric of the dwelling;
 - To object to the erection of a garden shed in the front garden. It is felt this causes harm to the streetscene in an historic part of the village, to the Grade I structure and other Grade II listed properties immediately neighbouring and surrounding, and to the Conservation Area.
- The proposed location appears to be for private convenience, without discernible public benefit, and contrary to the preservation or enhancement of the historic environment. The Council would support a location in the ample rear garden.

- In the above regard, the Parish Council referred to precedence in LPA decisions for [20/03153/FUL](#) (Keevil School) and [PL/2024/06250](#) (39 Main Street), and noted even a succession of small changes can have a detrimental impact on a conservation areas appearance and character;
 - To support the removal of parts of the wall to create a new parking area providing the work is in keeping with the historic environment and using appropriate materials, but also noting concerns that the area allowed for parking does not appear sufficient for the increased dwelling space;
 - Given the property location approaching a narrow bend with poor visibility and no on-street parking, to ask the LPA to require off-street parking arrangements to be made for trade vehicles for the duration of the works, before any works commence.
 - The Parish Councils comments on these applications are made based on our adopted policy and Village Design Statement, in particular:
 - *Section 2.2: Much of the village is designated as a conservation area. As a result, it is desirable to preserve or enhance the character or appearance of the conservation area, and*
 - *Section 3: Any future development in the village, including extensions to existing buildings, should respect the building types and details of the central area around Main Street and its immediate environs | Any new building should incorporate materials and designs in harmony with the built environment. | Within the conservation area, or where new development may affect the settings of listed buildings, the preservation of their special character will be the primary consideration.*
- (ii) Submission of PC Consultee responses: The following submissions since the last meeting were noted:
 OBJECT/CALL IN: works to erect dwelling/s at Big Dog Farm [PL/2025/01151](#)
 OBJECT/CALL IN: new livestock buildings at Big Dog Farm [PL/2025/01662](#)
 The Clerk advised Members that Cllr Griffin expected to have further news in the next few days.
- (iii) Wiltshire Council Planning Decisions: nothing new to report.
- (iv) Applications received after agenda publication: [PL/2025/04093](#) **Hedgerow removal notice to repair the ESSO FAP Pipeline on land at Keevil Wick Farm. Received 7th May, consultation deadline 29th May.**
 Cllr Meatyard reported the ESSO team had been in touch and visited the site: they plan to carry out the work in the autumn once nesting season is over, and will replace the 8m of hedge they need to remove. It was agreed that, as this is a hedge removal notice and not full planning permission, the Clerk may be delegated to respond with No Objection with Condition, noting the above conditions. ESSO would remain in contact with Cllr Meatyard until the work is completed.
- (v) Other ongoing planning matters: Members noted correspondence received today relating to the **Planning Inspectorate** and the **Wiltshire Local Plan**. Inspectors have been appointed to conduct an Examination, and will hold a Focussed Hearing Session at 10am on 24th June 2025 in the Trowbridge Civic Centre. The Clerk will post details on the PC website, and discuss with Members and Cllr Griffin whether any further action is required before the deadline of 3rd June (if wishing to respond or attend).

25/26 - 12 MEMBER PORTFOLIO REPORTS AND UPDATES

25/26 – 12.1 Banfield Recreation Ground

- (i) In-Ground Trampoline: The Clerk confirmed payment made on 06 May on receipt of a Pro Forma invoice from Sunken Trampolines - delivery of 4-6 weeks was expected in line with terms. Rob Kevan would continue to manage the project with support from the Clerk, organising groundworks once an installation date was confirmed.
- (ii) It was noted some bird deflectors on the top of the swings has been found on the floor and needed replacement;
- (iii) A resident's request to hold a child's birthday party on the Recreation Ground on 7th June was agreed – it was suggested the village hall was approached for permission to use the toilets.

25/26 – 12.2 Highways, Parish Steward, and Public Rights of Way (PROW)

- (i) Kerb improvements on Main Street are complete, however, WC Highways have instructed Milestone to return to make good the banks by smoothing and sowing grass seed as originally contracted;
- (ii) Responding to matters raised by a resident, Highways have created a series of new ditches to divert water flow causing damage to the road near the junction with A361, and shrub overgrowth near the ROW exit

from the Recreation Ground to Butts Lane has been trimmed back by the Parish Steward and homeowner. Stones placed on a verge at Pyatts Corner were to protect the Listed property wall from lorry manoeuvres and are on private land;

- (iii) The Steward has filled potholes and cleared some of the footpath at the end of Butts Lane, filled 25 potholes near Westwood Farm up to the crossroads, and cut grass near the village hall. Impassable parts of the KEEV30 Bridleway were inspected by ROW officers and have now been cleared by the landowner. The broken kerb marker at Stocks Green has been reported to Highways.
- (iv) Having cleaned the white railings along Main Street, Cllr Tucker noted the uprights near Towmead Lane needed repair, which the Community Shed have undertaken and also repainted. The Chair extended the Council's gratitude.

25/26 – 12.3 Keevil Airfield

Airfield utilisation for helicopter training within normal levels remains steady; and would also be supporting military ground-based training 12-23 May (communicated through village channels last week) with 23 Para Engineer Regiment, plus 22 Signal Regiment 23 June-04 July: no increase in aviation activity was expected as part of these exercises.

As part of wider utilisation of Crown Estate, additional licensed activity was expected from mid-June onwards, separated from military helicopters, operating within airfield confines in accordance with CAA regulations.

The Airfield Manager hoped to attend a meeting in the near future.

25/26 – 12.4 Keevil School and Friends of Keevil School (FOKS)

Caroline touched on school activities such as SATS week at the school, however the focus is the Scarecrow Trail this weekend, for which she thanked all residents for how lovely the village was looking, and especially Martin Tyler and Pat Tucker for their help. She explained that all public waste bins would be covered Friday evening-Monday morning and their own bins provided which they would clear away. Caroline also thanked the retiring Councillors for all their support for the School, and wished the new administration well.

25/26 – 12.5 Community Resilience and Defibrillator

- (i) Martins Road Pond/DIO: further correspondence with the MODs Defense Infrastructure Organisation (DIO) has been received in which their position remained uncooperative. Members agreed to revert to Tim Wilson that the Council was seeking advice, and to forward correspondence to Brian Mathew MP, copied to Cllr Andrew Griffin, for comment and advice.
- (ii) Drainage issues near Chapel House: discussions are ongoing with WC Highways, our volunteer Flood Wardens, and householders - the network of pipes is complex, and historic temporary measures implemented by previous residents have become problematic. The gully tanker has blasted the blocked pipe from the brook with no success. Efforts continue...
- (iii) Clearance of Main Street Brook: the landowner has been in touch with the Chair and works are expected in the autumn.
- (iv) A new drain has been installed near Bluebell Cottage, further works are to come. A drainage engineer and the farmer are being consulted to see whether further grips or other measures might assist with drainage on the corner near Pinkney House.
- (v) Reports of the brook wall near Southview Farm disintegrating again would be discussed with Highways.
- (vi) Storage of de-icing salt: noting a request from the landowner for the Parish Council to make alternative arrangements for 28 x 25kg bags currently stored on their behalf at his farm, Members discussed options to be pursued.

25/26 – 12.6 Personnel matters: The Chair would arrange the Clerks appraisal in June.

25/26 – 13 Clerk's Report

- (i) APCM 2025: all village groups have been invited to attend and several are expected to speak about their activities, including a presentation from the Recreation Ground residents group. Cllr Andrew Griffin has confirmed he will attend. The Parish Council's Annual Report covering the last municipal year would be drafted and circulated prior to printing.

- (ii) The Fasthosts account is in the process of being closed; the SiteGround account will follow in due course.
- (iii) The Coronation Plaque was installed at the end of April. The War Memorial and both pre-existing plaques were professionally cleaned at the same time, all before VE-Day80. It was noted some minor repairs to the base of the war memorial were needed.

25/26 – 14 Governance

- (i) Ordinary vacancies: There are four Post-Election vacancies, for which the Council will proceed to co-opt according to its policy at its next Ordinary meeting on 7th July – full details can be found at keevilparishcouncil.gov.uk/get-involved/. The Clerk would prepare posters, and reported some residents had asked for application forms.
- (ii) Practitioners Guide 2025: the Clerk drew Members attention to the introduction of a new Assertion 10-Digital and Data Compliance which would apply to the Council's 2025-26 AGAR. The Council is already in an excellent position to be able to provide a positive response, the only point to note was a new requirement for an IT Policy, which the Clerk would draft.
- (iii) There was no further movement concerning old Parish Council records on a third party computer. The Clerk would follow up with the family directly.

25/26 – 15 Annual Governance and Accountability Return (AGAR) year ending 31st March 2025

The Clerk/RFO submitted AGAR and related Transparency Code documents to the Parish Council.

- (i) It was agreed to receive and note the Annual Internal Audit Report (AIAR);
- (ii) Proposed and seconded by Cllrs Meatyard and Munday it was **resolved to approve the Annual Governance Statement (Section 1)**;
- (iii) Proposed and seconded by Cllrs Munday and Meatyard it was **resolved to approve the Accounting Statements (Section 2)**;
- (iv) Proposed and seconded by Cllrs Meatyard and Munday it was **resolved to approve the Certificate of Exemption (Form 2)**.

The Chair and Clerk signed the Annual Governance Statement (Section 1)

The Chair signed the Accounting Statements (Section 2)

- (v) The RFO advised the commencement date for the Exercise of Public Rights as **Tuesday 3rd June 2025** and finishing on **Monday 14th July 2025** with the announcement to be made on Monday 2nd June 2025.

The Chair and RFO signed the Certificate of Exemption (Form 2)

- (vi) The Clerk was directed to send the Certificate of Exemption to the external auditor PKF Littlejohn in accordance with AGAR Part 2 requirements.

25/26 – 16 Financial Matters

- (i) Members received the Internal Auditor's Year End Report for 2024-25, noting the recommendation for continued monitoring of NI changes;
- (ii) The Clerk confirmed £5,658.94 being Part I of the 2025-26 Precept remittance was received 23 April to the Deposit account, with the balance due by 30 September 2025 ;
- (iii) Schedule of Payments & Receipts: Members received the schedule as submitted. Proposed and seconded by Cllrs Munday and Meatyard it was **resolved to approve payments totalling £1,740.82 as presented**.
(Schedule signed by the Chair and appended to minutes).
- (iv) Bank Reconciliation: Members received the bank reconciliation as submitted, noting the overall financial position of £721.24 in the Treasurers Account and £19,111.69 in the Deposit Account totalling **£19,832.93**.
- (v) 2024-25 Budget performance to YE: Members received the budget performance and narrative for YE 31 March 2025 as submitted, noting the summary of variances. The Clerk drew attention to expected expenditure from Earmarked Reserves (ERs) in the current year, some of which is delayed from the last FY. The projected impact on Reserves would be managed by a strong Build-Back strategy going forward.
- (vi) Current (2025-26) budget performance and forecast: Members received the current FY budget performance as submitted.

(vii) Funding requests: it was noted that the Community Shed needed to purchase a new Mower. Although they had funds to cover the cost, the PC would consider how they could support at the next meeting, and suggested the Shed submit a Grant application.

25/26 – 17 Forthcoming dates: The following were noted:

- *Thursday 22 May* *Deadline for June Parish News*
- ***Friday 23 May*** ***Annual Parish Community Meeting***
- *Tuesday 20 May* *Melksham Area Board Extraordinary Meeting on arising of Full Council*
Thursday 29 May *Next LHFIFG meeting 6pm (then 14 August, 28 October, 05 February)*
- *Wednesday 04 June* *Melksham Area Board 7pm at The Riverside Centre, Melksham*
- ***Monday 07 July*** ***Next Ordinary Meeting of the Parish Council (to include Co-options)***

The meeting closed at 21:18

Signed.....

Dated.....

Appendix to 25/26-16(iii) - (iv)

FOR APPROVAL AT THIS MEETING (Agenda item 10.3)				
1. PAYMENT APPROVAL		Net	Vat	TOTAL
Clerk expenses (office supplies - printer ink & paper)		£ 39.60		£ 39.60
Parish Council Insurance FY25-26 (includes Recreation Ground)		£ 908.79	£ 109.05	£ 1,017.84
Total		£ 948.39	£ 109.05	£ 1,057.44
2. RETROSPECTIVE APPROVAL (DELEGATED POWERS)	<i>Power used*</i>			
Clerk Salary - April	FR 6.6	£ 385.90	£ -	£ 385.90
Village Hall Hire PC meetings 03 March	FR 6.6	£ 12.00	£ -	£ 12.00
Keevil Accountancy (Payroll Q1 2025)	FR 6.6	£ 37.50	£ -	£ 37.50
WALC/NALC Annual Membership Subscription	FR 6.6	£ 169.57	£ 33.91	£ 203.48
WALC - New Cllr training C Munday	FR 5.14	£ 30.00	£ 6.00	£ 36.00
Lloyds account charges (March & April debits)	FR 6.6	£ 8.50	£ -	£ 8.50
Total		£ 643.47	£ 39.91	£ 683.38
3. ITEMS APPROVED AT & PAID SINCE LAST MEETING	<i>Minute</i>	<i>Net</i>	<i>Vat</i>	<i>TOTAL</i>
<i>see section 1 previous schedule and any other minuted approvals from Jan meet</i>				
Clerk travel expenses	24/25-76(i)	£ 36.55	£ -	£ 36.55
SLCC Annual Membership subscription	24/25-76(i)	£ 110.00	£ -	£ 110.00
ICO Data Protection Licence (PC)	24/25-76(i)	£ 52.00	£ -	£ 52.00
ICO Data Protection Licence (NHW)	24/25-76(i)	£ 52.00	£ -	£ 52.00
Clerk Salary - March	24/25-76(i)	£ 385.70	£ -	£ 385.70
S137 Grant support to St Leonards Midsummer event	24/25-76(v)	£ 100.00	£ -	£ 100.00
S137 Donation W&BAA	24/25-76(v)	£ 100.00	£ -	£ 100.00
S137 Donation KCAT	24/25-76(v)	£ 100.00	£ -	£ 100.00
S137 Donation Alzheimers Support Trowbridge	24/25-76(v)	£ 50.00	£ -	£ 50.00
SLCC CiLCA Qualification Registration	24/25-73.8	£ 450.00	£ -	£ 450.00
Vistaprint - Recreation Ground signage	24/25-73.2(ii)	£ 15.66	£ 3.13	£ 18.79
Sunken Trampolines - inground 2x2m trampoline	24/25-82(i)	£ 3,666.67	£ 733.33	£ 4,400.00
Total		£ 5,118.58	£ 736.46	£ 5,855.04
BANK ACCOUNTS RECONCILIATION (as of 06 May) (Agenda Item 10.4)				
Treasurers a/c (cash book)				
Opening Balance (24 February 2025)	£ 2,172.34			
Paid Out (section 2 + 3)	£ 6,538.42			
Paid In (AB grant + Dep a/c transfer + MS365 adjustment)	£ 5,087.32			
Closing Balance (06 May 2025)	£ 721.24			
Business a/c (Deposit/Reserves)				
Opening Balance (24 February 2025)	£ 16,425.93			
Interest	£ 26.82			
Other deposits (Precept Part 1)	£ 5,658.94			
Transfer to Treasurers a/c	£ 3,000.00			
Closing Balance (06 May 2025)	£ 19,111.69			
Bank Accounts combined total	£ 19,832.93			