



# KEEVIL PARISH COUNCIL

## MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL of Monday 01 September 2025 in the village hall

**Present:** Cllrs Graham Miller (meeting chair), Rob Banfield, Simon Gough, Robert Morgan, Caroline Munday.

**In Attendance:** Sarah Dow (Parish Clerk), and 9 members of the public, including two members of the Recreation Ground residents group.

### **Banfield Recreation Ground Residents Group - Notes of Presentation** by Claire Faltyn and Reena Morgan

Formed by Cara Naylor after the 2024 Annual Parish Community Meeting, the group has been looking at how the Banfield Recreation Ground could be used more as a community space. Although the October survey had limited response it gave some useful insights for further consideration. A company was approached for a plan to get a feel for the possibilities of how the space could be used.

Residents and Councillors present held a wide ranging discussion of various aspects, including:

- Ideas for more seating, a shelter, and picnic area were warmly welcomed, although a permanent BBQ site would need to consider proximity to thatched buildings;
- Additional waste bins could be introduced, however responsibility for emptying them would fall to residents;
- Proposal for a fenced area, with a separate gate off the footpath, where dogs on leads could be allowed, were discussed, with the caveat that, as things stand currently, this would be precluded by forthcoming legislation, see item 43.3(iv).
- There was also concern that fencing in areas would restrict an already relatively small space;
- However the space may be redesigned in future, it is important the Banfield Recreation Ground remained open and accessible to all residents in accordance with the land deeds and as bequeathed;
- The plan provided did not make use of existing equipment, it was indicative of possibilities and would cost around £200k but this was only a guideline, and did not include levelling and shaping of the ground or removal of existing equipment;
- It doesn't have to be a wholesale change, there are small, more realistic and affordable improvements that could be made;
- A costed project / feasibility plan was needed that would give residents a clear vision of proposals;
- The Community Shed would need to be consulted once some specified proposals had taken shape, and then wider village consultation;
- A range of quotes from different providers may provide other ideas and alternatives;
- It was acknowledged all current equipment had been made possible by applying for grants;
- An active committee or working group would be needed, along with more community engagement and outreach such as a mini-roadshow that could attend village events, talk to residents and gather feedback.

Everyone present heartily thanked Claire, Reena and the working group for getting the ball rolling and presenting some exciting ideas.

General items: a resident asked if Cllr Griffin would be in attendance (which he was not due to a clash with his role as a Member of Melksham Town Council).

### **MINUTE ITEMS**

#### **25/26 – 37 Election of Chair:**

Proposed by Cllr Miller and seconded by Cllr Gough, Cllr Miller was duly elected to chair the meeting.

**25/26 - 38 Apologies for absence:** were noted from Cllrs Pat Tucker and Rodney Meatyard. Cllr Andrew Griffin (WC) and Chair of FOKS Caroline Noonan also sent their apologies.

**25/26 - 39 Declaration of Interest:** There were none.

**25/26 - 40 Minutes of previous meetings:** There was a short discussion, during which Members were advised minutes are accepted (or not) as a correct record of the meeting that took place. If new information becomes available or further clarification desired, the correct procedure is to report at the subsequent meeting. Minutes cannot be retrospectively 'amended' if it was not discussed at the time.

Proposed and seconded by Cllrs Miller and Morgan, it was **resolved the Chair sign as a correct record minutes of the Meetings of the Parish Council on 7th July, 21st July, and 4th August 2025.**

**25/26 - 41 Wiltshire Council (WC), Wiltshire Police (NPT), and Keevil School & Scarecrow Trail:** there was nothing new to report.

## **25/26 – 42 Planning Matters**

### **(i) Applications:**

[PL/2025/05419](#) The Old Barn, Keevil - Change of use/conversion to a self-build dwelling, construction of open fronted car port, EV charging point, log store and associated works.

The application had been discussed previously - 25/26-23(i) and 25/26-23(i), with the applicants present - however, due to procedural matters relating to submission of documents, it had been agreed the Council's formal response may be submitted on 2nd September.

Public participation: other than a reminder of previous planning history, there were no public comments.

Council discussion: Members noted many positive aspects of the application and the statement provided in response to members earlier questions relating to community benefit.

However, these were outweighed by concerns about expansion of an isolated agricultural site in open countryside surrounded by farmland, well outside the village settlement area. Members referred again to the need to be balanced in the way it applied its adopted planning policy, emphasising the importance of the open landscape setting to Keevil's essential character, views to open countryside, and infrastructure capacity, which are vital to the character of the parish and should be preserved.

After due debate and having considered all the matters raised; proposed and seconded by Cllrs Gough and Munday it was **resolved to respond to the applications with OBJECT** on the grounds that:

- There are many positive aspects of the application, including plans for sustainable off grid living, support for local wildlife, and the efforts to find ways to contribute to the community;
- However, these are outweighed by concerns about expansion of an agricultural site in open countryside, surrounded by farmland and well outside the village settlement area;
- Members emphasised the importance of the open landscape setting to Keevil's essential character (1.1), views to open countryside (2.3), and infrastructure capacity (2.5), which are vital to the character of the parish and should be preserved;
- The proposed dwelling is in an extremely isolated position on the eastern edge of the parish, so far removed from local amenities and footpaths that light pollution and the need for vehicular travel would override any possible benefit to the community;
- It was noted the site remains a shared access with land that has been subject to enforcement action relating to a number of derelict vehicles.

Application history:

[18/00534/FUL](#) *Approved 2018 application replaced an old agricultural building with B8 storage - supported subject to condition by the then Parish Council, whose concerns related to access and future expansion of the site;*  
[20/10082/FUL](#) *Withdrawn 2020 application for conversion to a single dwelling, objected to by the then Parish Council whose concerns included being outside the settlement area, access, lighting, and amenities.*

(ii) Submission of PC Consultee responses: The following submissions since the last meeting were noted:  
08 August COMMENT: Erection of a self-build dwelling + associated works at Manor Farm [PL/2025/05845](#)

(iii) Other ongoing planning matters:

Big Dog Farm ENF/2025/00598 - ongoing correspondence was noted. Enforcement Officer Steven Jenkins has indicated he has requested work to cease until the correct planning applications have been received.

Referring to minute item 25/26-36(ii) of 04 August, Cllr Munday clarified that the residents were aware of their obligation to remove the fence but had not given (or been given) a timeline.

## **25/26 - 43 MEMBER PORTFOLIO REPORTS AND UPDATES**

### **25/26 – 43.1 Access & Public Rights of Way (PROW)**

- (i) Maintenance of KEEV30 Bridleway to Bulkington (near Oxenleaze) - matters have been passed to WC Countryside Officers to resolve ownership responsibilities. The ROW is currently clear but a more permanent solution is needed.
- (ii) Stakeholders are meeting on 08 September regarding the delayed installation of a new access gate on KEEV7 Byway to Steeple Ashton (Manor Farm);
- (iii) The dead trees reported on Butts Lane have been discussed with the Parish Steward, reported on the My Wilts app and are being tracked, along with the loose gate behind the church.
- (iv) Thanks were expressed to Cllr Gough for clearing overgrowth on Towmead Lane.

### **25/26 – 43.2 Airfield**

Military activity has resumed after the holiday period; no largescale exercises are currently planned but we may see Unmanned Aerial Vehicles (UAVs) reintroduced. Referring to minute item 25/26-24.3 of 07 July, Cllr Gough clarified that members of Bannerdown Gliding Club are still operating from various locations, and the club continues to work through regulatory matters with the support of Keevil's Army management.

### **25/26 – 43.3 Banfield Recreation Ground**

- (i) Due to the dry weather, growth of new grass around the in-ground trampoline has been disappointingly slow, but thanks were gratefully extended to everyone involved in completing the project, including Claire Faltyn for watering the seeded area.
- (ii) Damaged fence posts have been repaired by members of the Community Shed from old spare stock without incurring any cost, and there are sufficient to make further replacements as needed, extending the fence life by another 10 years. Expenditure on bike trail repairs to await their assessment by Shed carpenters who will recommend materials required. It was noted that the equipment remains serviceable and is being used so there are no plans to retire it at the moment. Cllr Munday also reported one of the baby swing posts had started to rot, which Cllr Miller said he would discuss with Shed colleagues.  
Members expressed their sincere thanks for the continued efforts of Shed volunteers, which saves the Parish a considerable amount in ongoing costs of maintaining the Recreation Ground.
- (iii) SSE have been in touch regarding the trimming of trees away from overhead cables, which should be dealt with later this month. The annual RoSPA inspection is also booked for September; its findings are advisory but it is the Parish Council's legal duty to ensure the safety of play areas and reduce risk/liability.
- (iv) Members thanked Claire Faltyn and Reena Morgan for the presentation and exciting concepts discussed. It was noted, as reported previously to Members, that dogs had been excluded from Recreation ground by law under the Dog Protection Order 2012, now superseded by Public Space Protection Orders (PSPOs) under the Anti-social Behaviour, Crime and Policing Act 2014. WC are currently in the process of renewing their PSPO. The Public Protection Officer (Dog Control) has visited the Recreation Ground and confirmed that, because of the makeup of the ground and being relatively small, the PSPO will apply and dogs should continue to be excluded. Members discussed mitigating possibilities, however, these would be considered further, along with other aspects of the presentation, at a future meeting.

### **25/26 – 43.4 Community Resilience**

- (i) Martins Road pond: following discussion with WC Senior Drainage Engineer Danny Everett, the council has again responded to DIO with more evidence of their historical responsibility. DIO have now referred the matter back to local airfield management. Local MP Dr Brian Mathew has asked to be kept informed.
- (ii) Emergency salt and flood stocks are reported as adequate so the Clerk will notify PEAS (Parish Emergency Assistance Scheme) there are no further requirements for this winter. Salt bags have now been relocated to a storage facility at Keevil Manor - replenishing of stock must be arranged with the Chair who will sort access permissions. Three residents have become Salt Bin 'foster parents', and it was noted the broken bin by the church is still waterproof and remains serviceable.
- (iii) A query over the ordering of spare defibrillator pads is being looked into.
- (iv) Further to ongoing drainage issues near Chapel House, and with the support of WC Highways Technician Stuart Renfrew, the gully tanker has attended and a local contractor completed some excavation work, which it is hoped will solve the problem.

- (v) A resident has come forward for the Community Emergency Volunteer role – a meeting with other community resilience volunteers will be arranged on their return from holiday.

### **25/26 – 43.5 Highways and Parish Steward**

Further to Army vehicles reported coming through the village, Highways feel signage is sufficient and that airfield managers should re-emphasise correct entry and exit routes. The Parish Steward has cleared vegetation from signs near Wick Crossroads. A resident enquiring about parking on Pyatts Corner relating to accessibility for cars and private driveways has been referred to WC Highways for clarification.

### **25/26 – 43.6 Personnel Committee.**

Members noted the local government services pay agreement 2025/26 and increase in the Clerk's hourly rate from £13.69 to £14.13 with £39.40 due backdated to 01 April 2025. The Clerk reported PAYE payments made to HMRC and that NIC contributions were now coming due, however the Payroll manager Keevil Accountancy is checking some figures with HMRC first.

### **25/26 – 44 Clerk's Report**

A quote of £400 + vat received for repairs to base of war memorial, awaiting a second. Unfortunately no-one is available for the WALC conference this year, however Cllr Banfield asked to be registered on the Councillor Fundamentals training.

**25/26 – 45 Governance** Receipt of WI0131–notification of exempt status for AGAR 2024-25 was noted.

### **25/26 – 46 Financial Matters**

- (i) Schedule of Payments & Receipts: Members received the schedule as submitted. Proposed and seconded by Cllrs Munday and Morgan it was **resolved to approve payments totalling £1,156.91 as presented.** *(Schedule signed by the Chair and appended to minutes).*
- (ii) Bank Reconciliation: Members received the bank reconciliation as submitted, noting the overall financial position of £409.84 in the Treasurers Account and £12,654.08 in the Deposit Account totalling **£13,063.92.** A further drop in interest rates on the deposit account to 0.6% was noted.
- (iii) Following the local government services pay agreement 2025/26, proposed and seconded by Cllrs Miller and Banfield it was **resolved to approve the revised Schedule of Regular Payments for FY 2025-26** in accordance with FR6.6.
- (iv) Current (2025-26) budget performance and forecast: Members received the current FY budget performance as submitted, noting the full balance/forecast including Reserves.
- (v) There being no exceptional items proposed for FY26-27, the Clerk was directed to present the draft Budget in November (FR4.3).
- (vi) In accordance with FR2.6, Cllr Banfield was appointed to verify bank reconciliations; the Clerk will also arrange the Interim Internal Audit at end of Q2.

**25/26 – 47 Forthcoming dates:** The following were noted:

Wednesday 03 September	Melksham Area Board 7pm (then 12 November)
Wednesday 10 September	WALC Annual Conference at Trowbridge Civic Centre
<b>Saturday 13 September</b>	<b>RAF Keevil Memorial Service, Stocks Green 12 noon</b>
Thursday 18 September	Deadline for October Parish News
Thursday 28 October	Next LHFIF meeting 2pm via Teams (then 05 February)
<b>Monday 03 November</b>	<b>Next Ordinary Meeting of the Parish Council</b>

The meeting closed at 20:57

Signed.....

Dated.....

## Appendix to 25/26-46(i) - (ii)

<b>Schedule of Approvals, Payments &amp; Receipts, and Bank Reconciliation</b>				
Provided for meeting 01 September 2025				
<b>FOR APPROVAL AT THIS MEETING</b> (Agenda item 10.1)				
<b>1. PAYMENT APPROVAL</b>		Net	Vat	TOTAL
Wessex Water Incident charge (07 April 2025)		£ 378.58		£ 378.58
Total		£ 378.58	£ -	£ 378.58
<b>2. RETROSPECTIVE APPROVAL (DELEGATED POWERS)</b>	<i>Power used*</i>			
Clerk Salary - July (inc £39.60 back pay)	FR 6.6	£ 512.68	£ -	£ 512.68
HMRC PAYE	FR 6.8	£ 209.15	£ -	£ 209.15
WALC - New Cllr training S Gough	FR 5.14	£ 40.00	£ 8.00	£ 48.00
Lloyds account charges (July & August debits)	FR 6.6	£ 8.50	£ -	£ 8.50
Total		£ 770.33	£ 8.00	£ 778.33
<b>3. ITEMS APPROVED AT &amp; PAID SINCE LAST MEETING</b>	<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>				
Pippa & Max Poop Bags	25/26-24.5(vi)	£ 13.32	£ 2.67	£ 15.99
Clerk Expenses (office supplies)	25/26-16(iii)	£ 39.60	£ -	£ 39.60
Vistaprint - Recreation Ground signage (IGT Safety Notice)	25/26-24.1(vi)	£ 23.15	£ 4.63	£ 27.78
Total		£ 76.07	£ 7.30	£ 83.37
<b>BANK ACCOUNTS RECONCILIATION</b> (as of 27 August) (Agenda Item 10.2)				
<b>Treasurers a/c</b> (cash book)				
Opening Balance (01 July 2025)	£ 271.54			
Paid Out (section 2 + 3)	£ 861.70			
Paid In	£ 1,000.00			
Closing Balance (27 August 2025)	<b>£ 409.84</b>			
<b>Business a/c</b> (Deposit/Reserves)				
Opening Balance (01 July 2025)	£ 13,636.73			
Interest	£ 17.35			
Other deposits	£ -			
Transfer to Treasurers a/c	£ 1,000.00			
Closing Balance (27 August 2025)	<b>£ 12,654.08</b>			
<b>Bank Accounts combined total</b>	<b>£ 13,063.92</b>			