



KEEVIL PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL of Monday 03 November 2025 in the village hall

Present: Cllrs Pat Tucker (chair), Simon Gough, Rodney Meatyard, Graham Miller, Robert Morgan, and Caroline Munday.

In Attendance: Sarah Dow (Parish Clerk), and 10 members of public, including John Tucker as Volunteer Flood Warden, plus Caroline Noonan, Chair of Friends of Keevil School (FOKS) who attended part of the meeting.

Notes of Public Consultation: The Clerk responded to a resident's comments on the draft budget for the next financial year. A resident thanked Cllr Munday for planting the Remembrance crosses along Main Street, and referred to correspondence relating to the painting of railings opposite the church, which it was hoped would remain black.

MINUTE ITEMS

25/26 - 51 Apologies for absence: were noted from Cllr Rob Banfield. Cllr Andrew Griffin (WC) also sent apologies due to a meeting conflict in his role as a Melksham Town Council Councillor.

25/26 - 52 Declaration of Interest: There were none. Cllr Munday confirmed she was no longer part of the Recreation Ground Residents Group.

25/26 - 53 Minutes of previous meetings: proposed and seconded by Cllrs Gough and Meatyard, it was resolved the Chair sign as a correct record minutes of the Meetings of the Parish Council on 1st September and 6th October 2025.

25/26 - 54 Wiltshire Council (WC), Wiltshire Police (NPT), and Keevil School & Scarecrow Trail:

Cllr Griffin's email noted there appeared no objection from WC regarding the painting of the handrails and that Members were considering recent correspondence; and that LHFIG had raised no objection to kerbing on the WC verge at 41A Main Street providing WC specifications were maintained by the homeowner.

The October report from the Neighbourhood Police Team made no mention of incidents relating to Keevil.

Caroline Noonan gave a brief roundup of events at Keevil School, including the approaching nativity and Christmas concerts, dates for which would be sent to the Clerk so villagers were aware of extra parking activity.

25/26 – 55 Planning Matters

(i) Applications:

PL/2025/08180 67B Martins Road – Works to trees in a Conservation area.

There were no public comments. Discussing the application, it was not clear to Members whether "Fell to 8ft" of the T2 Wild Cherry meant the removal of the entire tree or not. Furthermore, it was noted that T1 and/or T2 appeared to be in the same location as one of the retained trees referenced in condition 5 of planning approval for PL/2021/10381, which specified that none of the retained trees should be cut down, neither should they be lopped other than in accordance with that specified plan. Condition 5 also accords with our policy to encourage the replacement of removed trees with ones of appropriate size and species (and location) wherever possible. Proposed and seconded by Cllrs Gough and Miller it was duly **resolved to respond to the applications with NO OBJECTION SUBJECT TO CONDITION** on these grounds.

(ii) Submission of PC Consultee responses: The following submissions since the last meeting were noted:

07 October NO OBJECTION: Addition of Garden Room extension at 5 Butts Lane PL/2025/06936;

10 October NO OBJECTION: works to trees in a Conservation Area at 41A Main Street PL/2025/07788;

10 October NO OBJECTION SUBJECT TO CONDITION: Demolition of agricultural buildings and erection of new dwelling with associated works at New Hurst Farm PL/2025/07175.

- (iii) Wiltshire Council Planning Decisions:
 - 09 October APPROVE WITH CONDITIONS: Garden Room extension at 5 Butts Lane [PL/2025/06936](#).
 - 10 October WITHDRAWN BY APPLICANT: Change of use of agricultural land to residential dwellings and construction a 4 bedroom house and associated works on land at Big Dog Farm [PL/2025/01151](#).
 - 30 October APPROVE WITH CONDITIONS: Extension & related works at The Small House [PL/2025/03132](#).
- (iv) [PL/2025/03132](#) The Small House 21 Main Street: Prior to publication of the Decision, a [Flood Report published 02 October](#) on the portal (WC does not notify the PC of new or amended documents) was referred to the Flood Wardens. Concerns were raised that the report had not taken into account a culvert running underneath the proposed extension which, if not repaired and maintained properly would cause serious flooding to the property. Acknowledging concerns over Pyatts Corner / Main Street flooding in recent winters, **Members agreed the Chair would write to the WC Drainage Engineer.**
- (v) Ongoing matters at Big Dog Farm (ENF/2025/00598): it was reported the Enforcement Officer confirmed Building Regulations are not needed for a septic tank serving one toilet in an agricultural barn. The Chair discussed flood concerns relating to land drainage management and water runoff from this farmland and the impact of unpermitted tarmac areas. **It was agreed all Members would respond with comments to the email provided in advance by the Chair, following which the Clerk would write to the Agent, Case Officer and Enforcement Officer.**

25/26 - 56 MEMBER PORTFOLIO REPORTS AND UPDATES

25/26 – 56.1: Consideration of appointment of a Vice Chair would be postponed to the next appropriate meeting when all Members were in attendance.

25/26 – 56.2 Access & Public Rights of Way (PROW)

A meeting took place in September regarding the new access gate on KEEV7 Byway but no further progress has yet been made pending other matters WC are discussing with the landowner. Cllr Gough has fitted new 'Please clean up after your Dog' signs at the top of Butts Lane following complaints of dog waste.

25/26 – 56.3 Airfield

Noting rotary activity on the airfield being more prominent recently due to military exercises on Salisbury Plain, Cllr Gough said there was nothing else to report. Matters relating to clearance of the village pond which DIO had referred back to local airfield management have reportedly reverted again to DIO; Members agreed if there was no hope of resolution from DIO we would ask our MP to intervene.

25/26 – 56.4 Banfield Recreation Ground

- (i) The new Trampoline is now fully in use and enjoyed by residents and visitors; Members placed on record their gratitude to Rob Kevan who had steered the project throughout, and the Community Shed and Mr Propert for their help with the installation. Mr Kevan has provided a report to Melksham Area Board (MAB) relating to the Grant; further thanks were extended to Caroline Noonan and FOKS for their donation of £500. Cllr Munday said she would ensure the Safety Notice was re-affixed more permanently.
- (ii) RoSPA Inspection: Cllr Munday noted some items raised in the recent report which would be monitored, and thanked Cllr Miller for prompt repairs to the toddler swings – Members duly noting £31.15 expenses for material costs. The Chair will discuss removal of moss from matted areas with the Parish Steward. Proposed and seconded by Cllrs Meatyard and Miller, it was **resolved to approve £415 including vat for materials to repair bike trail equipment.**

25/26 – 56.5 Community Resilience

It was noted members of the Community Shed were investigating new willow growth in the Pond, and the Flood Wardens confirmation that drainage concerns near Chapel House were hoped to have been resolved with the addition of a large new pipe to accommodate excess flow of water and improve clearance.

The Chair attended the NHW AGM with our village NHW Co-ordinator, and gave a brief report.

25/26 – 56.6 Highways and Parish Steward

- (i) Following discussion of WC Bus Stop Infrastructure Briefing Note 25-07, it was **agreed the Chair would contact Highways to request a new flag on the bus stop post outside Field Head to indicate the bus stopped both sides.**

- (ii) The Parish Steward has attended to verges outside the village hall and under Main Street railings, cleared grips and gullies, and cleaned road signs. Leaves around the War Memorial will be cleared before Remembrance Sunday. A meeting is to be co-ordinated with Cllr Meatyard and the WC Highways Technician to look at repairs on Wick lane.
- (iii) A request for verge kerbing outside a resident's property (at their own expense) was agreed by LHFIG with provisions to use a WC accredited contractor. A Section 142 Licence to maintain the verge will be applied for, and it was suggested information about 142 licencing is published in the Parish News.

25/26 – 56.7 Personnel Committee: The Chair reported the Committee was due to meet later this week.

25/26 – 57 Clerk's Report: Handrails outside The Manor: Although final confirmation was still pending from WC Property Services, Members noted the Conservation Officer's view that, although black would normally be recommended, there was no objection to a change to white on safety grounds. However, after due consideration of correspondence and the views of residents, it was **agreed the railings would remain black**.

25/26 – 58 Governance the Chair confirmed matters relating to Council files on a third party computer had been satisfactorily concluded.

25/26 – 59 Financial Matters

- (i) Schedule of Payments & Receipts: Members received the schedule as submitted. Proposed and seconded by Cllrs Meatyard and Miller it was **resolved to approve payments totalling £2,222.50 as presented**.
 - (ii) Bank Reconciliation: Members received the bank reconciliation as submitted, noting the overall financial position of £718.76 in the Treasurers Account and £16,326.78 in the Deposit Account totalling £17,045.54.
 - (iii) Current (2025-26) budget performance and forecast: Members received the current FY budget performance as submitted, noting the full balance/forecast including Reserves.
 - (iv) Budget FY26-27 (FR4.2 & 4.3): the Clerk discussed the draft budget, highlighting options to build back expenditure from Earmarked Reserves, and the position of General Reserves which, although healthy, were lower than best practice. Potential savings in the current budget will be more dependable come January and reflected in the final budget, which the Clerk was directed to present with a report for resolution in January so that the Precept could be set (FR4.6);
 - (v) War Memorial repairs: following a diligent review, proposed and seconded by Cllrs Munday and Meatyard it was **resolved to appoint Young Johnson to complete repairs at a cost of £360 + VAT** with the removed stone being returned and extraction of the rosemary bush duly co-ordinated with works.
 - (vi) Grants and S137 Donation requests: Proposed and seconded by Cllrs Gough/Miller and Morgan/Munday respectively, **the following S137 donations were approved**: St Leonard's PCC (£150 church maintenance, £150 Parish News) and Beyond Dementia - formerly Alzheimers Support (£50 to include Music for the Mind). The standing budget of £110 for a Christmas Tree at the village hall was duly noted.
- A Grant request from the Banfield Recreation Ground Residents Group of £1,600 for a gazebo was met positively, however, Members advised a project plan with full costings was needed, including three quotations and consultation with the Community Shed. Together with Cllrs Munday and Banfield, the Clerk would respond accordingly to the applicants.

- (vii) The Interim Internal Audit, and Verification (FR2.6) have been prepared and are awaiting review.

25/26 – 60 Forthcoming dates: The following were noted:

Wednesday 12 November	Melksham Area Board 7pm (Melksham Community Campus)
Sunday 09 November	Service of Remembrance, 10:45am, Keevil War Memorial
Thursday 20 November	Deadline for December/January Parish News
Thursday 05 February	Next LHFIG meeting 2pm via Teams
Monday 05 January 2026	Next Ordinary Meeting of the Parish Council (Precept)

The meeting closed at 21:13

Signed..... Dated.....

Appendix to 25/26-59(i) - (ii)

Schedule of Approvals, Payments & Receipts, and Bank Reconciliation

Provided for meeting 03 November

FOR APPROVAL AT THIS MEETING (Agenda item 9.1)

1. PAYMENT APPROVAL		Net	Vat	TOTAL
KCAT Community Shed grass cutting and insurance		£ 630.00		£ 630.00
Cloud Next .gov.uk domain name renewal		£ 50.00	£ 10.00	£ 60.00
Wiltshire Council Uncontested Election costs May 2025		£ 220.00		£ 220.00
Total		£ 900.00	£ 10.00	£ 910.00
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2. RETROSPECTIVE APPROVAL (DELEGATED POWERS)	<i>Power used*</i>			
Lloyds account charges (Sept & Oct debits)	FR 6.6	£ 8.50	£ -	£ 8.50
Clerk Salary - August	FR 6.6	£ 396.30	£ -	£ 396.30
Clerk Salary - September	FR 6.6	£ 396.30	£ -	£ 396.30
Community Heartbeat - Defibrillator pads	FR 5.14	£ 64.95	£ 12.99	£ 77.94
Play Safety - Annual RoSPA Inspection	FR 6.6	£ 124.00	£ 24.80	£ 148.80
WALC - New Cllr training R Banfield	FR 5.14	£ 40.00	£ 8.00	£ 48.00
Village Hall hire - meetings 07, 21 July, 04 Aug, 01 Sept	FR 6.6	£ 50.00		£ 50.00
Keevil Accountancy - quarterly payroll management	FR 6.6	£ 37.50		£ 37.50
Repair materials for Swing support (G Miller expenses)	FR 5.14	£ 31.15		£ 31.15
Ground repairs trampoline surround (R Kevan expenses)	FR 5.14	£ 68.01		£ 68.01
RBL Poppy Appeal (2 wreaths)	FR 5.14	£ 50.00		£ 50.00
Total		£ 1,266.71	£ 45.79	£ 1,312.50
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3. ITEMS APPROVED AT & PAID SINCE LAST MEETING	Minute	Net	Vat	TOTAL
<i>see section 1 previous schedule and any other minuted approvals from Jan meet</i>				
Wessex Water Incident charge (07 April 2025)	25/26-46(i)	£ 378.58		£ 378.58
Total		£ 378.58	£ -	£ 378.58
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BANK ACCOUNTS RECONCILIATION (as of 28 October) (Agenda Item 9.2)				
Treasurers a/c (cash book)				
Opening Balance (27 August 2025)		£ 409.84		
Paid Out (section 2 + 3)		£ 1,691.08		
Paid In		£ 2,000.00		
Closing Balance (28 October 2025)		£ 718.76		
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Business a/c (Deposit/Reserves)				
Opening Balance (27 August 2025)		£ 12,654.08		
Interest		£ 13.76		
Other deposits (Precept Part 2)		£ 5,658.94		
Transfer to Treasurers a/c		£ 2,000.00		
Closing Balance (28 October 2025)		£ 16,326.78		
Bank Accounts combined total		£ 17,045.54		