



KEEVIL PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL of Monday 05 January 2026 in the village hall

Present: Cllrs Pat Tucker (chair), Rob Banfield, Rodney Meatyard, Graham Miller, and Caroline Munday.

In Attendance: Sarah Dow (Parish Clerk), and 8 members of public, including John Tucker and Paul Lenaerts as Volunteer Flood Wardens, plus Cllr Andrew Griffin who attended part of the meeting.

Public Consultation notes: A resident expressed thanks for the clearance of undergrowth at the top of Martins Road.

MINUTE ITEMS

25/26 - 62 Apologies for absence: were noted from Cllrs Simon Gough and Robert Morgan. FOKS Chair Caroline Noonan was unable to attend but sent a report.

25/26 - 63 Declaration of Interest: There were none. Cllr Munday noted an item on the Financial Schedule relating to purchase of the village Christmas Tree.

25/26 - 64 Minutes of previous meetings: proposed and seconded by Cllrs Meatyard and Munday it was resolved the Chair sign as a correct record minutes of the Meetings of the Parish Council on 3rd November and 1st December 2025.

25/26 - 65 Wiltshire Council (WC), Wiltshire Police (NPT), and Keevil School & Scarecrow Trail:

Cllr Griffin commented on matters relating to Big Dog Farm, COMP/2025/00012, and the gate at KEEV7 as noted at items 66-(iv), 66-(v), and 67.1. The November report from the Neighbourhood Police Team made no mention of incidents relating to Keevil. The Chair read Caroline Noonan's report: the new term start 6th January, 2026 Scarecrow Trail 16th/17th May, and, following the departure of Lindsey Hermon, appointment of interim Head Teacher Alex Thwaite - also HT at West Ashton - during the recruitment process. The Chair has a meeting scheduled this week.

25/26 – 66 Planning Matters

(i) Applications:

[PL/2025/09004 Wedgewood, 71 Martins Road](#) - Erection of a new single storey rear extension and porch. There were no public comments in the room. Members noted one immediate neighbour had no objection, and another objected to the extension looking directly into their home, although they would be happy for the boundary wall to be raised in keeping with part of the current wall. It was also felt the proposal met with village policy for materials to be in harmony with the surrounding environment.

Proposed and seconded by Cllrs Banfield and Miller it was duly **resolved to respond to the applications with NO OBJECTION SUBJECT TO CONDITION**, being that comment WC-25-12-357530 relating to privacy concerns were respected and the curtilage wall raised to a standard 2m throughout.

(ii) Submission of PC Consultee responses: The following submissions since the last meeting were noted:
02 December SUPPORT: replace windows & doors at **41A Main Street** [PL/2025/08638](#) & [/08846](#) (LBC);
02 December SUPPORT: roofing works at **Baldham House, Baldham** [PL/2025/09032](#) (LBC);
02 December SUPPORT NO OBJECTION works to trees at **Field Head, 20 Main Street** [PL/2025/09238](#)
12 December NO OBJECTION works to trees at **81A Main Street** [PL/2025/09573](#)
17 December NO OBJECTION works to trees at **3 Hobbs Hill** [PL/2025/09687](#)

(iii) Wiltshire Council Planning Decisions:

REFUSE: Change of use and conversion to a self-build dwelling at **The Old Barn, Keevil** [PL/2025/05419](#).

NO OBJECTION STC: Demolition / erection of new dwelling at **New Hurst Farm** [PL/2025/07175](#);

- (iv) Ongoing matters at Big Dog Farm (ENF/2025/00598): following correspondence with the Enforcement Officer, the Clerk reported new architect drawings were expected to be submitted with retrospective planning applications, however, he was still awaiting an update. Cllr Griffin noted the deadline for retrospective applications covering the unpermitted works had already been extended to November, at the applicant's request. Members further noted the impact of land drainage management, water runoff, and unpermitted tarmac areas on flood risk discussed at the last meeting could wait for formal comment on these expected applications where they would be a matter of public record.
- (v) COMP/2025/00012 complaint relating to land around Keevil Airfield: Cllr Griffin explained this related to a case in a neighbouring parish where there is a tension between Permitted Development regulations and those relating to the height of buildings within 3km of the airfield; no action required from Keevil PC.

25/26 - 67 MEMBER PORTFOLIO REPORTS AND UPDATES

25/26 – 67.1 Access & Public Rights of Way (PROW): Cllr Griffin provided background to ongoing matters relating to gates on KEEV7; the Clerk will ask Cllr Gough to include Cllr Griffin in correspondence to date.

25/26 – 67.2 Airfield: Nothing to report.

25/26 – 67.3 Banfield Recreation Ground: Cllr Munday thanked Community Shed members John Tucker and Paul Lenaerts for their excellent repairs to the Bike Trail equipment, and confirmed the moss noted on the RoSPA report had been treated, although a further application may be needed. There was nothing to report from the Residents Group.

25/26 – 67.4 Community Resilience

The Emergency Awareness community training event with WBAA Aware+ in December was very well attended and received, and it was agreed to consider an annual session in the autumn.

Flood risk reduction measures at the Main Street ditch and the pond on Martins Road have now been completed with good results expected to last several years. Community Shed members continue to work on removal of willow shoots at the pond.

Following discussion of flood risks arising from planned development at The Small House, the Chair confirmed the letter detailing the Parish Council's concerns had been sent. These arose following publication of a Flood Report on the planning portal in October which would have been formally commented upon had the Council been made aware earlier, and remain a legitimate concern. At the same time, a complaint was received from the owners of The Small House relating to access to their land. Having been read; proposed and seconded by Cllrs Miller and Meatyard **the following statement was duly resolved:**

APOLOGY

Members of Keevil Parish Council (the Council) apologise unreservedly to Mr and Mrs O'Gorman of The Small House for the unauthorised entry to the grounds of their property by both community volunteers and a member of the Council. Whilst this was in pursuance of flood risk assessment that may impact the vicinity and with no malintent whatsoever, the Council fully accepts that to do so without having first sought permission was a mistake. Any concerns the Council has should always be addressed to the homeowner in the first instance, and we are sorry that we failed to do so in this instance. Having since spoken to Mr and Mrs O'Gorman, the Council are now aware of investigative works undertaken in relation to the drainage at The Small House ahead of application PL/2025/03132.

25/26 – 67.5 Highways and Parish Steward

- (i) The Parish Steward has cut grass, checked gullies and grips, cleared leaves from the War Memorial, and cut back vegetation from road signs. He also facilitated tractors to clear vegetation at the end of Martins Road towards the crash gate which, now the ditches are exposed, may be further cleared.
- (ii) Following a meeting with Highways engineers, Cllr Meatyard, and the Chair, regarding various potholes and drainage works on Wick lane, three tickets for repairs have been agreed, with larger patching works earmarked for the future.
- (iii) Further to reports of speeding on Seend Farm Road (the back lane) resulting in the death of a cat, ducks and geese, at the request of a resident the Chair has consulted Highways and Neighbourhood police and is awaiting further advice. Other residents on the lane have expressed support of restrictions.

- (iv) A new 'stops both sides' flag has been requested for the post opposite Field Head, which will be considered in spring once the new contract has been awarded. The replacement light needed at Stocks Green has been reported. The broken road sign on the Worton Road outside Bulkington (that directs airfield traffic away from the villages) was recovered by WC but not yet replaced – the Clerk will check with the Bulkington Parish Clerk for any news.

25/26 – 67.6 Personnel Committee: The Chair reported the annual appraisal has been completed, noting the Clerk's request for CILCA study time over the next three months.

25/26 – 68 Clerk's Report: Repairs to the War Memorial will now take place once frost risk has passed - Members accepted the repairs would be visually 'patchy' due to the number of broken pieces. Two members have GDPR Checklists outstanding. GDPR training through WALC was agreed (cost ≤ £56 + vat).

25/26 – 69 Governance: Members were reminded of the AGAR process and new Assertion 10 which would follow FYE 31st March, and that Portfolio annual reports should be drafted by 30th April. Proposed and seconded by Cllrs Munday and Banfield **the calendar for the 2026-27 municipal year was duly resolved.**

25/26 – 70 Financial Matters

- (i) Schedule of Payments & Receipts: Members received the schedule as submitted. Proposed and seconded by Cllrs Miller and Meatyard it was **resolved to approve payments totalling £1,670.31 as presented.**
- (ii) Bank Reconciliation: Members received the bank reconciliation as submitted, noting the overall financial position of £996.06 in the Treasurers Account and £13,742.03 in the Deposit Account totalling **£14,738.09.** Members noted the drop in interest rates on the deposit account from 0.6 to 0.5%.
- (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) Grants and S137 Donation requests : there were no new requests for the current FY – remaining S137 donations will be allocated at the March meeting. The Chair noted receipt of thanks from a resident for the donation to Dementia Care/Music for the Mind.
- (v) Budget FY26-27: the Budget proposal and report having been published in advance, and following discussion that noted especially plans to build back Earmarked Reserves, accepting a lower General Reserve for the time being whilst maintaining community commitments; proposed and seconded by Cllrs Meatyard and Banfield it was **resolved to approve the budget of £15,172 for FY 2026-27.**
- (vi) Precept 2026-27: Members reflected in some detail on their priorities to the community, building back Reserves, and rising costs from Wiltshire Council, recognising there were still many unknowns due to the changes in central and unitary government that would require tight fiscal management to be maintained. Proposed and seconded by Cllrs Banfield and Munday **it was resolved to set a precept of £14,412.61 for FY 2025-26, and direct the Clerk to submit to Wiltshire Council by 20th January.** This represents an annual increase of £12.14 per Band D Household – equivalent to .23p per week (£1.17 per week in total). *(Precept requirement signed by the Chair).*
- (vii) The verification of bank reconciliations, and Internal Auditor's Interim Internal Audit Report, for the period 01 April-30 September were received: the council's processes and procedures are in excellent health with no recommendations to note.

25/26 – 71 Forthcoming dates: Cllr Munday said she would prepare a notice regarding use of dog poop bags for the Clerk to include with PC notices for the Parish News. The following dates were noted:

Thursday 22 January	Deadline for February Parish News
Thursday 05 February	Next LHFIG meeting 2pm via Teams
Monday 02 March	Next Ordinary Meeting of the Parish Council
Wednesday 18 March	Melksham Area Board 7pm

The meeting closed at 20:46

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

Appendix to 25/26-70(i) - (ii)

Schedule of Approvals, Payments & Receipts, and Bank Reconciliation				
Provided for meeting 05 January 2026				
FOR APPROVAL AT THIS MEETING (Agenda item 9.1)				
1. PAYMENT APPROVAL		Net	Vat	TOTAL
WBAA Community Emergency Awareness Training 16 December		£ 100.00		£ 100.00
Total		£ 100.00	£ -	£ 100.00
2. RETROSPECTIVE APPROVAL (DELEGATED POWERS)				
	<i>Power used*</i>			
Lloyds account charges (Nov & Dec debits)	FR 6.6	£ 8.50	£ -	£ 8.50
Clerk Salary - October (NB there is an underpay of .88 t/c)	FR 6.6	£ 480.00	£ -	£ 480.00
Clerk Salary - November	FR 6.6	£ 396.30	£ -	£ 396.30
HMRC PAYE/NIC all to end Oct 2025	FR 6.6	£ 68.56	£ -	£ 68.56
HMRC PAYE/NIC Nov 2025	FR 6.6	£ 28.63		£ 28.63
Cloud Next website hosting	FR 6.6	£ 99.99	£ 19.99	£ 119.98
Village Hall hire - meetings 06 Oct, 03 Nov	FR 6.6	£ 25.00	£ -	£ 25.00
St Leonard's PCC - Parish News colour ad Emergency train	FR 5.14	£ 11.25	£ -	£ 11.25
Internal Auditor / Olivia Adlam (2 years FYE 2024 & 2025)	FR 5.14	£ 280.00	£ -	£ 280.00
C Munday expenses (Village Christmas Tree S137)	FR 5.14	£ 108.00	£ -	£ 108.00
Keevil Accountancy - quarterly payroll management	FR 6.6	£ 37.50	£ -	£ 37.50
Amazon - Dog poop bag supplies	FR 5.14	£ 5.49	£ 1.10	£ 6.59
Total		£ 1,549.22	£ 21.09	£ 1,570.31
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>				
KCAT Community Shed grass cutting and insurance	25/26-59(i)	£ 630.00		£ 630.00
Cloud Next .gov.uk domain name renewal	25/26-59(i)	£ 50.00	£ 10.00	£ 60.00
Wiltshire Council Uncontested Election costs May 2025	25/26-59(i)	£ 220.00		£ 220.00
Beyond Dementia (Alzheimers Support)S137 donation	25/26-59(vi)	£ 50.00		£ 50.00
St Leonard's PCC (S137 donation)	25/26-59(vi)	£ 300.00		£ 300.00
Total		£ 1,250.00	£ 10.00	£ 1,260.00
BANK ACCOUNTS RECONCILIATION (as of 28 December) (Agenda Item 9.2)				
Treasurers a/c (cash book)				
Opening Balance (28 October 2025)		£ 718.76		
Paid Out (section 2 + 3)		£ 2,830.31		
Paid In (inc 7.61 Wayleave + 500 FOKS IGT donation)		£ 3,107.61		
Closing Balance (28 December 2025)		£ 996.06		
Business a/c (Deposit/Reserves)				
Opening Balance (28 October 2025)		£ 16,326.78		
Interest		£ 15.25		
Other deposits (precept, CIL)		£ -		
Transfer to Treasurers a/c		£ 2,600.00		
Closing Balance (28 December 2025)		£ 13,742.03		
Bank Accounts combined total		£ 14,738.09		