



# KEEVIL PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL of Monday 11 May 2026 in the village hall

**Present:** Cllrs Pat Tucker, Rob Banfield, Simon Gough, Graham Miller, and Caroline Munday.

**In Attendance:** Sarah Dow (Parish Clerk), 4 members of public including volunteer Flood Warden John Tucker and FOKS Chair Caroline Noonan, plus Sgt Charly Chilton.

### MINUTE ITEMS

#### 26/27 - 01 Election of Chair

Cllr Tucker announced her intention to retire as Chair. Proposed and seconded by Cllrs Tucker and Banfield, it was duly resolved that Cllr Miller be appointed Chair for the 2026-27 municipal year (LGA1972 s15(1)(2)).

#### 26/27 - 02 Declaration of Acceptance of Office of Chair

Cllr Miller signed the Declaration of Acceptance of Office, and took the Chair.

#### 26/27 - 03 Apologies for absence

Apologies from Cllr Rodney Meatyard, Robert Morgan, and Cllr Andrew Griffin (WC) were noted.

#### 26/27 - 04 Election of Vice-Chair

Cllr Miller thanked Cllr Tucker for her outstanding contribution as Chair and all councillors for their work over the past year. Proposed by Cllr Miller and seconded by Cllr Tucker it was duly resolved that Cllr Banfield be appointed to the Office of Vice-Chair for 2026/2027.

#### 26/27 - 05 Declaration of Acceptance of Office of Vice Chair

Cllr Banfield signed the Declaration of Acceptance of Office.

#### 26/27 - 06 Declaration of Interest

There were no declarations of interest concerning items on the agenda.

### GOVERNANCE AND MANAGEMENT SYSTEMS 2026-27

**26/27 - 07 Register of Interests:** All members confirmed their entries were up to date.

**26/27 - 08 Banking:** It was agreed that arrangements with Lloyds were satisfactory, and Cllr Meatyard and Cllr Tucker would remain signatories for the time being. Proposed and seconded by Cllrs Munday and Gough, it was resolved to add the Chair Cllr Miller and the Vice Chair Cllr Banfield to the bank mandate.

**26/27 - 09 Insurance:** It was agreed that arrangements with Community First Insurance were satisfactory, and noted the small increase in premium to £1,040 due to the Trampoline was still within the budget set.

**26/27 - 10 Portfolios, groups & roles:** The following changes to member roles were agreed (*see Appendix*):

- Highways - Cllr Miller will move from Planning to Highways to support Cllr Tucker;
- Planning - Cllr Gough will join Cllr Munday;
- PROW – will remain with Cllr Gough;
- Personnel Committee – Cllr Banfield will replace Robert Morgan.

#### 26/27 - 11 Governing documents:

- (i) Policies with no changes: Proposed and seconded by Cllrs Munday and Tucker, it was resolved that the following policies were reviewed with no change: *Code of Conduct, Data Retention Policy, Complaints Procedure, Habitual Vexatious Complaints Policy, Co-option Policy, GDPR Policy, General Privacy Notice, Personnel Committee Terms of Reference, Village Planning Policy.*

- (ii) **Policies with updates:** Cllr Munday sought clarification of SO22, following which, proposed and seconded by Cllrs Tucker and Munday, it was **resolved that the following policies be adopted as presented:** *Financial Regulations, Grant Policy, Publication Scheme, Risk Assessment & Management, Standing Orders.*
- (iii) **Not due for review:** Members also noted the following policies were not due for review at this meeting: *Asset Register, Equality & Diversity Policy, Health & Safety Policy, IT Policy, and Website Accessibility Statement*, all approved March 2026, next due for review May 2027, plus the *Schedule of Regular Payments* (approved March 2026, next review due in the autumn or otherwise as required).

**26/27 - 12 Internal Auditor:** Proposed and seconded by Cllrs Banfield and Gough, it was **resolved that that Olivia Adlam be re-appointed as the Internal Auditor for 2026-27.**

**26/27 - 13 Meeting schedule:** Members noted the 2026-27 municipal year calendar of meetings up to and including the next annual meeting of the Council ([keevilparishcouncil.gov.uk/meetings/](http://keevilparishcouncil.gov.uk/meetings/))

**26/27 - 14 General Power of Competence:** In accordance with *Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012 (s1 2012/965*, Councillors acknowledged the Proper Officer now holds a required qualification (CiLCA), but due to less than two thirds of current members being elected, the conditions for use of General Power of Competence could not be met. **It was thereby declared the Council would remain ineligible until the next Ordinary Elections in 2029.**

The meeting closed at 19:52

Signed..... Date.....

Appendix to 26/27-10

## COUNCILLOR PORTFOLIOS & COMMUNITY POSITIONS 2026-27

*Agreed at the Annual Meeting of the Council on 11<sup>th</sup> May 2026*

<b>CHAIR</b>	<b>VICE-CHAIR</b>	<b>PERSONNEL COMMITTEE</b>	<b>HIGHWAYS</b>	<b>PLANNING</b>
Cllr Graham Miller	Cllr Rob Banfield	Cllr Graham Miller Cllr Rob Banfield Cllr Pat Tucker	Cllr Graham Miller Cllr Pat Tucker	Cllr Simon Gough Cllr Caroline Munday

<b>ACCESS &amp; PROW</b>	<b>AIRFIELD LIAISON</b>	<b>RECREATION GROUND</b>	<b>VILLAGE HALL Committee Rep</b>	<b>SCHOOL LIAISON</b>	<b>GOVERNANCE Oversight</b>
Cllr Simon Gough	Cllr Simon Gough	Cllr Rob Banfield Cllr Caroline Munday	Cllr Graham Miller	Cllr Graham Miller Cllr Pat Tucker	Sarah Dow (Clerk)

<b>ANNUAL PARISH COMMUNITY MEETING</b>	<b>DEFIBRILLATOR</b>	<b>NHW CO-ORDINATOR</b>	<b>COMMUNITY EMERGENCY VOLUNTEER</b>	<b>FLOOD WARDENS</b>	<b>COMMUNITY EMERGENCY CONTACTS for WC</b>
Cllr Pat Tucker Sarah Dow (Clerk) Community members	Cllr Simon Gough	Liz Tyler	Paul Lenaerts	Paul Lenaerts John Tucker	Paul Lenaerts (FLOOD/CEV) John Tucker (FLOOD) Sarah Dow (Clerk)