



# KEEVIL PARISH COUNCIL

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

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

**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 who attended part of the meeting.

**Public Consultation notes:** Commenting on the fence on Main Street which had been retrospectively refused by the Local Planning Authority, a resident asked for an update in respect of its removal.

### MINUTE ITEMS

**26/27 - 15 Apologies for absence:** were noted from Cllr Rodney Meatyard, and Cllr Andrew Griffin (WC).

#### **26/27 - 16 Declaration of Vacancy**

The Chair noted the resignation of Robert Morgan as a member of the council due to work pressures, warmly thanked Robert for his service and valued contributions, and said he hoped he would consider returning in the future – a view concurred with by all present. It was agreed to send a letter of thanks.

The Clerk confirmed WC Electoral Services had been duly advised, and the required Notice of Casual Vacancy posted Friday 8th May. The council will be informed after 29 May if the vacancy may be filled by co-option.

**26/27 - 17 Declaration of Interest:** There were none concerning items on the agenda.

#### **26/27 - 18 Minutes of previous meetings**

Proposed and seconded by Cllrs Munday and Banfield it was resolved the Chair sign as a correct record minutes of the Parish Council meeting on 2<sup>nd</sup> March 2026.

#### **26/27 - 19 Wiltshire Council (WC), Wiltshire Police (NPT), and Keevil School & Scarecrow Trail:**

Wiltshire Council: Cllr Griffin sent an email noting enforcement and PROW matters.

NPT: The Chair welcomed Sgt Charly Chilton to the meeting. Charly introduced herself as the new NPT Sergeant, replacing Sgt Gemma Rutter, working with PC Fran Thornell and PCSO Kerena Walters. Confirming rural crime remained a priority, and the aim for greater police visibility in rural areas, she said only two crimes were reported in Keevil since January. Responding to questions, she emphasised patrol strategy was dictated by incident reports which should be made through [101 or the website](#), and that she would follow up with PC Thornell following her visit to the school, and a speeding/ASB incident which was reported. A note of suspicious activity circulated via NHW would be checked with the NHW co-ordinator.

[www.wiltshire.police.uk/area/your-area/local-policing-team/contact/triage/v2/contact-your-local-policing-team/](http://www.wiltshire.police.uk/area/your-area/local-policing-team/contact/triage/v2/contact-your-local-policing-team/)

Keevil School: On behalf of the school and FOKS, Caroline Noonan gave an update on this weekend's Scarecrow Trail, thanking residents again for their support. She confirmed WC bins to be covered/replaced with their own bins for the weekend, the rubbish being removed from outside the school by Monday. Permission to access the Recreation Ground on Friday had been obtained from the leaseholder.

#### **26/27 - 20 Planning Matters**

- (i) Applications: There were no new applications for the Council to consider.
- (ii) Submission of PC Consultee responses: The following submissions since the last meeting were noted:  
SUPPORT OF REFUSAL: The Old Barn, Keevil Appeal (written representations) Inspectorate Ref 6004625  
NO OBJECTION 76A Main Street - Refurbishment works to existing property [PL/2026/00145](#)  
NO OBJECTION Elfield, 82A Main Street works to trees [PL/2026/02182](#)
- (iii) Wiltshire Council Planning Decisions: the following LPA decisions were noted:  
NO OBJECTION works to trees at 76A Main Street [PL/2026/00539](#)

APPROVE with conditions Refurbishment works to existing property at 76A Main Street. [PL/2026/00145](#)

NO OBJECTION works to trees at Elfield, 82A Main Street [PL/2026/02182](#)

(iv) Ongoing matters:

Members noted recent correspondence from the Enforcement officer relating to Big Dog Farm (ENF/2025/00598) that Planning Contravention Notices have been served; Cllr Tucker reported action may begin this week if required legal documents are not received.

Members noted communication from a member of Steeple Ashton Parish Council following a comment proposing further development received during their Regulation 14 consultation.

In discussing resident concerns raised in public forum relating to [PL/2024/06250](#), it was agreed the Clerk would write to the Local Planning Authority (LPA) for advice.

## **26/27 - 21 MEMBER PORTFOLIO REPORTS AND UPDATES**

### **26/27 - 21.1 Access & Public Rights of Way (PROW)**

Cllr Gough reported no change to access matters on KEEV7, noting Cllr Griffin's apologies and intention to visit the site this week and discuss with WC PROW. He had cleared the byway from Butts Lane, and would look at some stiles reported to WC awaiting action whilst continuing to push for broken ones to be fixed. Having visited a tenant farmer concerning stiles on his land, Cllr Tucker reported the PROW/Estate team would visit.

### **26/27 - 21.2 Airfield**

Cllr Gough reported excellent ongoing communication with airfield management, and confirmed the expected Watchkeeper activity **8 June – 31 July**. The gliding club has relocated to Colerne. The pond has been cleared, for which the Council expressed their thanks on behalf of the community.

### **26/27 - 21.3 Banfield Recreation Ground**

Cllr Munday again thanked members of the Community Shed for their ongoing maintenance of the Banfield Recreation Ground. Members had no objection to the child's birthday party being switched to 31<sup>st</sup> May.

### **26/27 - 21.4 Community Resilience**

Updates from Wessex Water relating to installation of depth monitors continue to be pursued - two have been fitted which should indicate how water is getting into the sewage system but a downpour is needed to allow this to be assessed! It was reported the fallen tree on Towmead Lane had been kindly dealt with by a local farmer, however, the waste had ended up in the brook and needed removing - the Chair suggested the Community Shed would look at the next session.

### **26/27 - 21.5 Highways and Parish Steward**

Further to the sign at Great Hinton crossroads being broken by a large vehicle, Cllr Tucker reported John Tucker and Paul Lenaerts of the Community Shed were working on repairs and, supported by the WC Highways team, would re-install it. The Chair expressed the sincere gratitude of everyone for their efforts.

For the last three months, the Parish Steward has been called away on pothole and roadside mowing duties, however, some strimming around railings and mowing the village hall verge have been completed.

Cllr Tucker noted the Parish Steward work sheet required by WC being unsuitable for rural parishes, she had worked with the Steward team using a list system. However, new requirements relating to the Area Board have been introduced which were especially difficult to apply in our circumstances. Members were concerned that this was a forerunner to Steward services being cut, and it was agreed to discuss directly with Cllr Griffin.

### **26/27 - 21.6 Personnel Committee**

The Chair reported the Clerk's success in obtaining the Certificate in Local Council Administration (CiLCA), following which, proposed and seconded by Cllrs Tucker and Miller it was **resolved to increase the Clerk's payscale to SCP10, currently £14.35 ph, in accordance with the Contract of Employment and with effect from 4th April 2026.**

### **26/27 - 22 Clerk's Report**

Repairs to the War Memorial are now complete. It was agreed no immediate action was required to the damaged post, but a member of the Community Shed be approached for advice.

Having reviewed the proposed Strategic Plan as presented, members agreed to include for discussion at the Annual Community Meeting to seek feedback from residents where they would like to see their council set its priorities over the next few years. The Annual Report would be circulated shortly - SSEN confirmed as speaker.

**26/27 - 23 Governance**

Proposed and seconded by Cllrs Munday and Gough it was resolved to adopt the Training and Development Policy as submitted.

**26/27 - 24 Annual Governance and Accountability Return (AGAR) YE March 31 2026**

*In accordance with Transparency Code for Smaller Authorities 2015, Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and Local Audit and Accountability Act 2014:*

- (i) Annual Internal Audit Report (AIAR): the AIAR signed by the Internal Auditor (IA) was duly noted.
- (ii) Annual Governance Statement (AGS): having considered the council’s internal controls, proposed and seconded by Cllrs Tucker and Munday it was resolved to approve the AGS (Section 1), duly then signed by the Chair and Clerk.
- (iii) Accounting Statements: having received the statements signed by the RFO, proposed and seconded by Cllrs Banfield and Tucker it was resolved to approve the Accounting Statements (Section 2), duly then signed by the Chair.
- (iv) Certificate of Exemption: proposed and seconded by Cllrs Munday and Gough it was resolved that, neither income nor expenditure exceeding £25,000, and there being no other disqualifying reason, criteria for claiming exemption from a limited assurance review were met.
- (v) Exercise of Public Rights (EOPR): The Clerk/RFO confirmed EOPR to be announced Tuesday 2<sup>nd</sup> June for commencement on 3<sup>rd</sup> June, ending 14<sup>th</sup> July 2026. All relevant documents to be published on the council’s website, with AGAR and EOPR also on the noticeboard.
- (vi) Having been duly signed by the Chair and RFO, the Clerk was directed to submit the Certificate of Exemption to external auditors PKF Littlejohn.

**26/27 - 25 Financial Matters**

- (i) Members received the Internal Auditor’s Year End Report for 2025-26, noting the recommendation to review the Asset Register format. It was agreed the Council would complete a re-evaluation of assets during the current FY.
- (ii) The Clerk confirmed £7,206.31 being Part I of the 2026-27 Precept remittance received to the Deposit account, with the balance due in September.
- (iii) Schedule of Payments & Receipts: Members received the schedule as submitted. Proposed and seconded by Cllrs Tucker and Munday it was resolved to approve payments totalling £3,608.32 as presented.
- (iv) Bank Reconciliation: Members received the bank reconciliation as submitted, noting the overall financial position of £688.35 (Treasurers Account) and £17,471.04 (Deposit Account) totalling £18,159.39.
- (v) 2025-26 Budget performance to YE: Members received the budget performance and narrative for YE 31 March 2026 as submitted, noting the summary of variances.
- (vi) Current (2026-27) budget performance and forecast: Members received the current FY budget performance as submitted, noting the full balance/forecast.
- (vii) There were no funding requests to consider.

**26/27 - 26 Forthcoming dates:** The following dates were noted:

<u>Friday 29<sup>th</sup> May</u>	<b><u>Annual Parish Community Meeting 6pm in the village hall (doors 5:30pm)</u></b>
Thursday 21 May	Deadline for June Parish News
Wednesday 27 May	Melksham Area Board 7pm (then 07 October)
<b>Monday 06 July</b>	<b>Next Ordinary Meeting of the Parish Council 7.30pm in the village hall</b>
Thursday 10 September	Next LHFIG meeting 2pm via Teams

The meeting closed at 21:06

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

## Appendix to 26/27 - 25 (iii) - (iv)

<b>KEEVIL PARISH COUNCIL</b>				
<b>Schedule of Approvals, Payments &amp; Receipts, and Bank Reconciliation</b>				
Provided for meeting 11 May 2026				
<b>FOR APPROVAL AT THIS MEETING (Agenda item 11.3)</b>				
<b>1. PAYMENT APPROVAL</b>		Net	Vat	TOTAL
Parish Council Insurance FY26-27 (includes Recreation Ground)		£ 1,040.19	£ -	£ 1,040.19
Additional materials for Bike Trail repairs (Community Shed)		£ 176.96	£ -	£ 176.96
<b>Total</b>		<b>£ 1,217.15</b>	<b>£ -</b>	<b>£ 1,217.15</b>
<b>2. RETROSPECTIVE APPROVAL (DELEGATED POWERS)</b>	<i>Power used*</i>			
Lloyds account charges (March & April)	FR 6.6	£ 8.50	£ -	£ 8.50
Staff Salary - February	FR 6.6	£ 396.30	£ -	£ 396.30
Staff Salary - March	FR 6.6	£ 481.08	£ -	£ 481.08
Staff Salary - April	FR 6.6	£ 396.30	£ -	£ 396.30
HMRC PAYE/NIC Feb 2026	FR 6.6	£ 28.63	£ -	£ 28.63
HMRC PAYE/NIC March 2026	FR 6.6	£ 65.73	£ -	£ 65.73
HMRC PAYE/NIC April 2026	FR 6.6	£ 28.63	£ -	£ 28.63
Village Hall hire - meeting March 2nd	FR 6.6, 5.14	£ 15.00	£ -	£ 15.00
Community Shed (via KCAT) for Bike Trail Repairs	25/26-56.4(ii)	£ 286.95	£ -	£ 286.95
ICO Data Protection Licences (PC + NHW)	FR6.6	£ 104.00	£ -	£ 104.00
Office supplies - paper	FR 5.14	£ 17.91	£ 3.58	£ 21.49
MS365	FR6.6	£ 55.20	£ 11.04	£ 66.24
WBAA community emergency awareness training	FR 5.14	£ 100.00	£ -	£ 100.00
Keevil Accountancy quarterly payroll mgmt	FR6.6	£ 37.50	£ -	£ 37.50
WALC GDPR Training for Cllrs Gough & Banfield	FR 5.14	£ 28.00	£ 5.60	£ 33.60
SLCC Membership	FR6.6	£ 116.00	£ -	£ 116.00
NALC/WALC Membership	FR6.6	£ 171.02	£ 34.20	£ 205.22
<b>Total</b>		<b>£ 2,336.75</b>	<b>£ 54.42</b>	<b>£ 2,391.17</b>
<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 previous meet</i>				
Contribution to Village Hall Maintenance	25/26-80(v)a	£ 200.00	£ -	£ 200.00
S137 Donation Keevil Community Amenities Trust (KCAT)	25/26-80(v)b	£ 100.00	£ -	£ 100.00
S137 Donation Wiltshire Air Ambulance (WBAA)	25/26-80(v)b	£ 100.00	£ -	£ 100.00
<b>Total</b>		<b>£ 400.00</b>	<b>£ -</b>	<b>£ 400.00</b>
<b>BANK ACCOUNTS RECONCILIATION (as of 05 May) (Agenda Item 11.4)</b>				
<b>Treasurers a/c (cash book)</b>				
Opening Balance (25 February 2026)		£ 1,979.52		
Paid Out (section 2 + 3)		£ 2,791.17		
Paid In		£ 1,500.00		
<b>Closing Balance (05 May 2026)</b>		<b>£ 688.35</b>		
<b>Business a/c (Deposit/Reserves)</b>				
Opening Balance (25 February 2026)		£ 11,755.22		
Interest		£ 9.51		
Other deposits (Precept Part 1)		£ 7,206.31		
Transfer to Treasurers a/c		£ 1,500.00		
<b>Closing Balance (05 May 2025)</b>		<b>£ 17,471.04</b>		
<b>Bank Accounts combined total</b>		<b>£ 18,159.39</b>		
<i>Signed by Chair:</i>				
<i>Date:</i>				