

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Annual Council Meeting

held at 7.00pm

Kington St Michael Village Hall, Kington St Michael SN14 6HX

18th May 2023

Present: Cllr G Gamble (Chair), Cllr E Allen, Cllr A Hall, Cllr V Ingham, Cllr J Newton, Cllr W Roe and Cllr F Twisse.

Also Present: 10 members of the public who signed the attendance register and Mr V Vines MBE Clerk of the Council

NOTICE OF MEETING – Public Notice of the meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

23/001 ELECTION OF CHAIR

Cllr J Newton proposed, Cllr F Twisse seconded, that Cllr G Gamble be elected to serve as Chair of the Parish Council for the 2023/2024 Council Year. Cllr G Gamble, indicated his willingness to serve and it was **RESOLVED BY MAJORITY** that he be elected. Councillor G Gamble signed his Declaration of Acceptance of Office.

23/002 ELECTION OF VICE CHAIR

Cllr G Gamble proposed, Cllr E Allen seconded, that Cllr E Hocking be elected to serve as Vice Chair of the Parish Council for the 2023/2024 Council Year. Cllr E Hocking was not in attendance but had indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor E Hocking would need to sign her Declaration of Acceptance of Office as soon as possible.

23/003 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr E Hocking (Vice Chair) and Cllr P Macdonald.

23/004 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr J Newton, Cllr W Roe seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign. There was a need to alter the bank mandate so that all Council Members were able to sign cheques.

23/005 CALENDAR OF MEETINGS FOR 2023/2024

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2023/2024. **Proposed Cllr E Allen, seconded Cllr W Roe and RESOLVED UNANIMOUSLY.**

23/006 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

It was confirmed that there was no requirement for any Council Sub-Committees or Working Groups, but that this would be re-considered throughout the Council Year should the need arise.

23/007 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered and appointed the following Representatives for the Council Year, thanked all for volunteering again and looked forward to receiving reports and updates throughout the year at Full Council Meetings.

- Community Neighbourhood Watch Coordinator – Cllr V Ingham
- Community Emergency Planning Coordinator – Cllr F Twisse
- Community Speedwatch Coordinator – Cllr F Twisse
- Community Rights of Way Warden – Cllr E Allen
- Community Highways & Flood Warden/Parish Steward – Cllr P Macdonald
- Neighbourhood Plan Steering Group – Cllr J Newton and Cllr W Roe
- Village Hall Committee Representative/s – Cllr E Allen
- QE2 Recreation Field Group Representative – Cllr E Hocking
- United Charities Representative – Cllr G Gamble
- Website Representative – Cllr E Hocking
- Chippenham and Villages Community Area Board – Cllr A Hall
- Chippenham Local Highway and Footpath Group (LHFIG) – Cllr A Hall and Cllr F Twisse
- Wiltshire Council Operational Flood Group North – Cllr A Hall
- Chippenham Community Area Parish Forum – No formal appointment
- Tor Hill Footpath Project – Cllr E Hocking
- Lych Gate Project – The position was no longer required
- Registry of Land and Buildings (Lead Member) – Cllr G Gamble
- Chippenham Climate & Ecological Emergency Forum – Cllr E Allen and Cllr F Twisse

It was agreed that should the nominated Representative not be available to attend any Meeting efforts would be made to send a deputy so that the Council was always represented. **Cllr F Twisse proposed, Cllr A Hall seconded and RESOLVED that the appointments and arrangements be approved.**

23/008 COUNCIL POLICIES

The Council agreed to consider any changes required to Adopted Policies. To include Standing Orders and Financial Regulations, Code of Conduct, Asset Register, Freedom of Information Act Publication Scheme, Complaints Policy, Vexatious Persons Policy, Data Protection Policy and the Risk Assessment and Management Register. The Clerk would bring forward any changes required for consideration at future Meetings. **Cllr G Gamble proposed, Cllr E Allen seconded and RESOLVED UNANIMOUSLY**

23/009 INTERNAL AUDITOR

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2023/2024 and the Council asked the Clerk to employ a suitable person. **Cllr J Newton proposed, Cllr Twisse seconded and RESOLVED UNANIMOUSLY**

23/010 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA346569 covering the year 2022/2023. The Council was registered as a Data Controller under GDPR. Council Members are Data Processors as they held personal information that should not be released into the public domain. **(noted)**

Signed:

Chair, Kington St Michael Parish Council

Date: **15th June 2023**