

# KINGTON ST MICHAEL PARISH COUNCIL

## DRAFT MINUTES Annual Council Meeting

held at 7.15pm

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

15<sup>th</sup> May 2025

Present: Cllr G Gamble, Cllr A Hall, Cllr O Mead, Cllr P Macdonald, Cllr T Mead, Cllr W Roe, Cllr F Twisse and Cllr S Woodhead.

Also Present: Wiltshire Cllr H Greenman, 3 members of the public who signed the attendance register (Linda Durno, Alex Morton, Margaret Pratley) 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.**

**Prior to the commencement of the Meeting all Council Members signed their Declaration of Office.**

### 25/001 ELECTION OF CHAIR

**Cllr W Roe proposed, Cllr A Hall seconded, that Cllr P Macdonald** be elected to serve as Chair of the Parish Council for the 2025/2026 Council Year. Cllr P Macdonald indicated his willingness to serve and it was **RESOLVED** that he be elected. Councillor P Macdonald signed his Declaration of Acceptance of Office.

### 25/002 ELECTION OF VICE CHAIR

**Cllr P Macdonald proposed, Cllr T Mead seconded, that Cllr A Hall** be elected to serve as Vice Chair of the Parish Council for the 2025/2026 Council Year. Cllr A Hall indicated his willingness to serve and it was **RESOLVED** that he be elected. Councillor A Hall signed his Declaration of Acceptance of Office.

### 25/003 APOLOGIES FOR ABSENCE

There were no Apologies received

### 25/004 COUNCIL MEMBER VACANCY

Following the Parish Council Elections on the 1<sup>st</sup> May 2025 this Parish had an uncontested Election. 8 eligible persons had been nominated leaving 1 Member Vacancy that could now be filled by co-option. The Council determined that they could fill the Vacancy from an eligible person who had already indicated that they wished to be considered having been a previous Council Member. Following consideration **the Council agreed** that Fiona Twisse should be co-opted on to the Council. **Proposed Cllr S Woodhead, seconded Cllr G Gamble and RESOLVED.** Councillor F Twisse signed her Declaration of Acceptance of Office.

#### **25/005 CONFIRMATION OF CHEQUE SIGNATORIES**

**Cllr P Macdonald proposed, Cllr A Hall seconded, and it was RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign. There was now a need to alter the bank mandate so that all Council Members were able to sign cheques.

#### **25/006 CALENDAR OF MEETINGS FOR 2025/2026**

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2025/2026. **Proposed Cllr G Gamble, seconded Cllr S Woodhead and RESOLVED UNANIMOUSLY.**

#### **25/007 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.

#### **25/008 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES**

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

- Community Neighbourhood Watch Coordinator – No formal appointment but Mr V A Vines would circulate information received to the Council database.
- Community Emergency Planning Coordinator – Cllr F Twisse
- Community Rights of Way Warden – Cllr S Woodhead
- Community Highways & Flood Warden/Parish Steward – Cllr P Macdonald
- Neighbourhood Plan Steering Group – Cllr S Woodhead and Cllr W Roe
- Village Hall Committee Representative/s – Cllr S Woodhead
- QE2 Recreation Field Group Representative – Cllr G Gamble and Cllr O Mead
- United Charities Representative – Cllr A Hall
- Website Representative – Cllr A Hall
- Chippenham and Villages Community Area Board – Cllr T Mead
- Chippenham Local Highway and Footpath Group (LHFIG) – Cllr P Macdonald
- Wiltshire Council Operational Flood Group North – Cllr P Macdonald
- Chippenham Community Area Parish Forum – Cllr P Macdonald
- Tor Hill Footpath Project – Cllr G Gamble
- Chippenham Climate & Ecological Emergency Forum – Cllr O Mead

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. This did not apply to situations where the nominee has become a Trustee of any relevant Charity. **Cllr P Macdonald proposed, Cllr A Hall seconded and RESOLVED that the appointments and arrangements be approved.**

**25/009 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 P Macdonald proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

**25/010 INTERNAL AUDITOR**

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2025/2026 and the Council asked the Clerk to employ a suitable person. **Cllr P Macdonald proposed, Cllr A Hall seconded and RESOLVED UNANIMOUSLY**

**25/011 DATA PROTECTION REGISTRATION**

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA346569 covering the year 2025/2026. 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:

Date: **19<sup>th</sup> June 2025**