

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Annual Council Meeting

held at 7.00pm

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

19th May 2022

Present: Cllr Hocking (Vice Chair), Cllr Allen, Cllr Hall, Cllr Ingham, Cllr Macdonald, Cllr Roe and Cllr Twisse.

Also Present: Wiltshire Councillor H Greenman, Mrs M 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.

22/001 ELECTION OF CHAIR

Cllr Roe proposed, Cllr Hocking seconded, that Cllr G Gamble be elected to serve as Chair of the Parish Council for the 2022/2023 Council Year. Cllr Gamble, had been unable to attend the Meeting but had indicated his willingness to serve and it was **RESOLVED** that he be elected. Councillor Gamble would need to sign his Declaration of Acceptance of Office as soon as possible.

22/002 ELECTION OF VICE CHAIR

Cllr Allen proposed, Cllr Macdonald seconded, that Cllr E Hocking be elected to serve as Vice Chair of the Parish Council for the 2022/2023 Council Year. Cllr Hocking indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor Hocking signed her Declaration of Acceptance of Office.

22/003 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Gamble and Cllr Newton

22/004 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr Hocking proposed, Cllr 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.

22/005 CALENDAR OF MEETINGS FOR 2022/2023

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2022/2023. **Proposed Cllr Allen, seconded Cllr Roe and RESOLVED UNANIMOUSLY.**

i) Change of Council Meeting commencement times:

It was proposed and agreed that the starting times for all Council Meetings would be changed from 7.00pm to 7.15pm. **Proposed Cllr Ingham, seconded Cllr Twisse and RESOLVED UNANIMOUSLY**

22/006 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.

22/007 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 Ingham
- Community Emergency Planning Coordinator – Cllr Twisse
- Community Speedwatch Coordinator – Cllr Twisse
- Community Rights of Way Warden – Cllr Allen
- Community Highways & Flood Warden/Parish Steward – Cllr Macdonald
- Neighbourhood Plan Steering Group – Cllr Newton and Cllr Roe
- Village Hall Committee Representative/s – Cllr Allen
- QE2 Recreation Field Group Representative – Cllr Hocking
- United Charities Representative – Cllr Gamble
- Website Representative – Cllr Hocking
- Chippenham and Villages Community Area Board – Cllr Hall
- Chippenham Local Highway and Footpath Group (LHFIG) (formerly CATG) – Cllr Hall and Cllr Twisse
- Wiltshire Council Operational Flood Group North – Cllr Hall
- Chippenham Community Area Parish Forum – No formal appointment
- Tor Hill Footpath Project – Cllr Hocking
- Lych Gate Project – Mrs Sandra Eaton (community volunteer)
- Registry of Land and Buildings (Lead Member) – Cllr Gamble
- Chippenham Climate & Ecological Emergency Forum – Cllr Allen and Cllr 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 Hocking proposed, Cllr Roe seconded and RESOLVED that the appointments and arrangements be approved.**

22/008 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 Hocking proposed, Cllr Allen seconded and RESOLVED UNANIMOUSLY**

22/009 INTERNAL AUDITOR

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2022/2023 and the Council asked the Clerk to employ a suitable person. **Cllr Hocking proposed, Cllr Twisse seconded and RESOLVED UNANIMOUSLY**

22/010 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: **16th June 2022**