

**KINGTON ST MICHAEL PARISH COUNCIL
DRAFT MINUTES**

Annual Council Meeting

held at 7.45pm

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

18th May 2017

Present: Cllr A Cole (Chairman), Cllr Mrs A Balmforth, Cllr G Gamble, Cllr I Gray, Cllr Mrs E Hocking (Vice Chairman), Cllr W Isaac, Cllr J Newton and Cllr R Sealy

Also Present: Wiltshire Councillor H Greenman, 1 Member of the Public who signed the Council's Official 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.

DECLARATIONS OF ACCEPTANCE OF OFFICE: Prior to the commencement of the Annual Council Meeting Cllr A Cole, Cllr G Gamble, Cllr I Gray, Cllr Mrs E Hocking, Cllr W Isaac, Cllr J Newton and Cllr R Sealy signed a Declaration of Acceptance of Office.

17/001 ELECTION OF CHAIRMAN

Cllr R Sealy proposed, Cllr W Isaac seconded, that Cllr A Cole be elected to serve as Chairman of the Parish Council for the 2017/2018 Council Year. Cllr A Cole indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor A Cole signed his Declaration of Acceptance of Office.

17/002 ELECTION OF VICE CHAIRMAN

Cllr G Gamble proposed, Cllr A Cole seconded, that Cllr Mrs E Hocking be elected to serve as Vice Chairman of the Parish Council for the 2017/2018 Council Year. It was **RESOLVED UNANIMOUSLY** that she be elected.

17/003 APOLOGIES FOR ABSENCE

All Council Members were present.

17/004 PARISH COUNCIL VACANCIES

The Council was aware that there were 2 Council Member Vacancies following the Parish Council Elections held on the 4th May 2017 and that the Council could co-opt eligible and suitable applicants. Mrs Avril Balmforth, a Parishioner and former Council Member, had applied and fulfilled the necessary legal requirements. Following consideration the Council agreed that Mrs A Balmforth should be co-opted. **Cllr Mrs E Hocking proposed, Cllr A Cole seconded and RESOLVED UNANIMOUSLY**

Mrs A Balmforth was pleased to accept the Council's decision and duly signed her Declaration of Office, witnessed by the Clerk and took her position. The Chairman and Members welcomed Cllr Mrs A Balmforth to the Council. **(noted)**

17/005 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr A Cole proposed, Cllr W Isaac seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign. It was also noted that the KSBC Bank mandate would need to be altered to include all Council Members and to remove former Council Members. **(noted)**

17/006 CALENDAR OF MEETINGS FOR 2017/2018

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2017/2018. **Proposed Cllr A Cole, seconded Cllr W Isaac and RESOLVED UNANIMOUSLY.**

17/007 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

The Council has no Sub-Committees or Working Groups.

17/008 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.

KSM Community Neighbourhood Watch Coordinator – No appointment
KSM Community Emergency Planning Coordinator – Cllr Mrs A Balmforth
KSM Community Rights of Way Warden – Mrs Delcia Fussell suggested
KSM Designated Highways and Flood Warden – Cllr Mrs A Balmforth
KSM Neighbourhood Area Plan Steering Group – Cllr J Newton and Cllr G Gamble
KSM Village Hall Committee Representatives – Cllr I Gray
KSM QE2 Recreation Field Group Representative – Cllr A Cole and Cllr W Isaac
KSM United Charities Representative – Cllr I Gray
KSM Website Representative – Cllr Mrs E Hocking
Chippenham Area Board (Wiltshire Council) – No appointment required
Development Control North (Wiltshire Council) – No appointment required
Chippenham & Villages Community Area Partnership – It was understood that this Partnership was no longer active
Chippenham Area Rural Parish Forum – No appointment required
Wiltshire Council Northern Flood Working Group – No appointment required

Cllr A Cole proposed, Cllr Mrs A Balmforth seconded and **RESOLVED UNANIMOUSLY** that the appointments and arrangements are approved.

17/009 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 and the Risk Assessment and Management Register. The Clerk would bring forward any changes required for consideration.

Cllr A Cole proposed, Cllr R Sealy seconded and **RESOLVED UNANIMOUSLY**

17/010 INTERNAL AUDITOR

The Council considered the position of Internal Auditor for the Year 2017/2018 **and agreed** that Mr Edward Ferguson should be re-appointed.

Cllr A Cole proposed, Cllr W Isaac seconded and **RESOLVED UNANIMOUSLY**

17/011 CLOSURE OF MEETING

There being no further business to conduct the Chairman closed the Meeting at 8.15pm. A Full Council Meeting followed the closure of the Annual Council Meeting.

Signed:

Chairman, Kington St Michael Parish Council

Date: **15th June 2017**