

**KINGTON ST MICHAEL PARISH COUNCIL**  
**DRAFT MINUTES**  
**Virtual Annual Council Meeting**  
**held at 7.00pm**

**20<sup>th</sup> May 2021**

Present: Cllr G Gamble, Cllr Elizabeth Allen, Cllr A Hall, Cllr Emily Hocking, Cllr P Macdonald, Cllr J Newton and Cllr W Roe

Also Present: Wiltshire Councillor H Greenman 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.**

**The Clerk confirmed that prior to the commencement of the Meeting all Council Members had signed their Declaration of Acceptance of Office.**

**21/001 ELECTION OF CHAIRMAN**

**Cllr J Newton proposed, Cllr Emily Hocking seconded,** that Cllr G Gamble be elected to serve as Chairman of the Parish Council for the 2021/2022 Council Year. Cllr G Gamble indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor G Gamble signed his Declaration of Acceptance of Office.

**21/002 ELECTION OF VICE CHAIRMAN**

**Cllr J Newton proposed, Cllr G Gamble seconded,** that Cllr Emily Hocking be elected to serve as Vice Chairman of the Parish Council for the 2021/2022 Council Year. Cllr Emily Hocking indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor Emily Hocking signed her Declaration of Acceptance of Office.

**21/003 APOLOGIES FOR ABSENCE**

All Council Members were in attendance.

**21/004 PARISH COUNCIL VACANCIES**

As a result of the Parish Council Elections held on 6<sup>th</sup> May 2021 the Council was aware that there were 2 Council Member Vacancies. The Council could co-opt eligible and suitable applicants to serve for the 4-year term. There would be a requirement to sign a Declaration of Office before any person co-opted could take up the position. There was a need to seek candidates and, if suitable, agree to co-opt. The Vacancies would be advertised by word of mouth, notice boards, social media and the website to attract interest. (noted)

**21/005 CONFIRMATION OF CHEQUE SIGNATORIES**

**Cllr P Macdonald proposed, Cllr G Gamble 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.

**21/006 CALENDAR OF MEETINGS FOR 2021/2022**

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2021/2022. **Proposed Cllr J Newton, seconded Cllr W Roe and RESOLVED UNANIMOUSLY.**

**Change of Council Meeting commencement times:**

It was proposed and agreed that the starting times for all Council Meetings would be changed from 7.30pm to 7.00pm. **Proposed Cllr P Macdonald, seconded Cllr W Roe and RESOLVED UNANIMOUSLY**

**21/007 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS**

It was agreed 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.

**21/008 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.

- Community Neighbourhood Watch Coordinator – No appointment
- Community Emergency Planning Coordinator – No appointment
- Community Rights of Way Warden – Mrs Delcia Fussell (WOW) suggested
- Community Highways & Flood Warden/Parish Steward (Link Member) – Cllr P Macdonald
- Neighbourhood Plan Steering Group – Cllr J Newton and Cllr W Roe
- Village Hall Committee Representative/s – Cllr Elizabeth Allen
- QE2 Recreation Field Group Representative – Cllr Emily Hocking
- United Charities Representative – Cllr G Gamble
- Website Representative – Cllr Emily Hocking
- Chippenham Area Board (Wiltshire Council) – Cllr P Macdonald
- Chippenham Area Transport Group (CATG) (Link Member) - Cllr A Hall
- Wiltshire Council Operational Flood Group North (Link Member) – Cllr A Hall
- Chippenham Community Area Parish Forum - Cllr P Macdonald
- Tor Hill Footpath Project (Lead Member) – Cllr G Gamble
- Lych Gate Project – Mrs Sandra Eaton
- Registry of Land and Buildings (Lead Member) – Cllr G Gamble

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 G Gamble proposed, Cllr J Newton seconded and RESOLVED UNANIMOUSLY that the appointments and arrangements be approved.**

**21/009 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 G Gamble proposed, Cllr Emily Hocking seconded and RESOLVED UNANIMOUSLY**

**21/010 INTERNAL AUDITOR**

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2021/2022 and the Council asked the Clerk to employ a suitable person. **Cllr G Gamble proposed, Cllr Emily Hocking seconded and RESOLVED UNANIMOUSLY**

**21/011 DATA PROTECTION REGISTRATION**

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA346569 covering the year 2021/2022. The Council is registered as a Data Controller under GDPR. Council Members are Data Processors as they hold personal information that should not be released into the public domain. **(noted)**

Signed:

Chairman, Kington St Michael Parish Council

Date: **17<sup>th</sup> June 2021**