

West Knoyle Parish Council

Parish Clerk – Ms H Hunt

Correspondence address: Broadmead Farm, West Knoyle, Warminster, BA12 6AE
Tel: 07775 792255 e-mail: westknoylepcclerk@hotmail.com

Dear Councillor,

Your attendance is requested for the Annual Parish Council Meeting to be held on Tuesday, 12th May 2026 at 7.30pm, after the Annual Parish Meeting at 7.00pm.

Yours sincerely,
Harri Hunt, Parish Clerk.

AGENDA

1. Public Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. The Chairman will re-convene the Parish Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman).

Please Note: By entering the meeting room you are consenting to the use of your name being recorded in the Minutes. The meeting may also be recorded by the press or members of the public. Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

2. To receive apologies for absence.

3. Declaration of Interest:

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the West Knoyle Parish Council Code of Conduct for Members and by Section 27 of the Localism Act 2011. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.

- a) To receive Declarations of Interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any).
- c) To grant any requests for dispensation as appropriate.

A request for dispensation must be made on an individual basis.

4. Minutes

To approve Minutes of Parish Council meeting held on Tuesday 21st April 2026.

5. Annual Appointments and Administration

- a) To elect Chairman of WKPC for 2026/2027 and to receive the Chairman's Declaration of Acceptance of Office.
- b) To elect Vice Chairman of WKPC for 2026/2027 and to receive the Vice-Chairman's Declaration of Acceptance of Office.
- c) To appoint representatives to outside bodies, and reporting arrangements / duties.

Organisation	2025/26 Representative	2026/27 Representative
Footpaths & Rights of Way	<i>Cllr. Alex Davies</i>	
Village Hall	<i>Cllr. Marcus Randall</i>	
Parish Steward	Cllr. Tony Davis	
Area Board	Chairman & Vice-Chairman	
Play Area & Safety Inspections	Cllr. Louise Davis	

- d) To review bank accounts and signatory arrangements.
- e) To appoint/re-appoint internal auditor.
- f) To review and adopt the Standing Orders for West Knoyle Parish Council.
- g) To review and adopt the Financial Regulations for West Knoyle Parish Council.
- h) To fix the dates and times for PC Meetings for the coming year.
(2025/26 - Tuesdays / Thursdays: Sep, Nov(Dec?), Feb, Apr, May.)

5. Matters Arising from previous meetings / reported to Clerk

- a) Speeding motorcyclist - Cllr TD reported general issue at meeting 21/04/26, Cllr MD challenged him on 23/04/26, Cllr TD reported another incident to Clerk on 29/04/26.
Does WKPC have a regular contact at Neighbourhood Policing Team (Mere)?
- b) Report of signage concern by Becky Scource on behalf of Oxleaze / Evergreen Farm.

6. Wiltshire Councillor's Report

7. Planning:

a) Applications to consider at the meeting:

None.

b) Applications considered/determined since last meeting:

- [PL/2025/06803](#) - Full planning permission
Bush Farm, West Knoyle, Warminster, BA12 6AE
Partial Demolition and Change of Use of an Existing Bison Farm, with Ancillary Museum and Holiday Let to a Residential Use. Erection of a Self-Build Residential Dwelling and the Conversion of the Farmhouse and Milking Parlour to use as ancillary staff and guest accommodation. Erection of an ancillary Agricultural and Storage Building. Erection of Solar Panels, associated Landscaping, and other associated works.
WKPC Position - no objection, reported 31/10/25
WC Decision Date 30/01/26
New Documents Added March 26 - eg. Trees/Biodiversity/Bats etc.
- [PL/2026/00169](#) - Full planning permission
Land North of The Street, West Knoyle, Warminster, BA12 6AE
Permanent rural workers dwelling to replace an existing temporary rural workers dwelling.
WKPC Position - no objection, reported 27/02/26
WC Decision Date 30/04/26

8. Footpaths, Highways, Traffic & Transport

- a) Drainage - Gullies needing attention reported to Cllr GJ (with W3W locations by Clerk).

9. Play Area

- a) Play area replacement equipment - Councillors to report on decision following quotes received. Deadline for CIL Spend 01/03/28.
- b) Community Orchard Enquiry - Clerk to report back.

10. Finance

- a) Audit of Accounts for the year ending 31st March 2026:
 - To consider the Accounting Statements prepared & signed by the Responsible Financial Officer (RFO)
 - To receive and note the Annual Internal Audit Report
 - To approve the Annual Governance Statement (Section 1)
 - To approve the Accounting Statements (Section 2)
 - Certificate of Exemption – To confirm that West Knoyle Parish Council meets the qualifying criteria to be exempt from a limited assurance review by the external auditor and to RESOLVE to certify West Knoyle Parish Council “exempt” from External Audit.
 - Chairman & Clerk sign the Annual Governance Statement and Chairman signs the Accounting Statements
 - Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return & to note commencement date for the exercise of public rights (as set by the RFO)
 - Chairman & RFO to sign the Certificate of Exemption
- b) To review Asset Register and Insurance Provision
- c) To consider regular/historical annual WKPC donations - Mere Matters, Mere Link Scheme, Citizens Advice Bureau.
- d) To receive Payments & Receipts statement for period 1 Apr. 2026 to 12 May. 2026.
- e) To consider Community First insurance premium payment of £315.55
- f) To consider an invoice for £60.95 - annual subscription to WALC.
- g) Other costs - Clerk's salary - quarterly, by standing order?

11. Date of next meeting (September 2026?)

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.