

# West Knoyle Parish Council

## Parish Clerk – Ms H Hunt

Minutes of a meeting of West Knoyle Parish Council held on Tuesday, 12<sup>th</sup> May 2026 in West Knoyle Village Hall.

### Present

Chair: Cllr Paul Yates (PY)  
Councillors: Cllr Paul Vita (PV), Cllr Tony Davis (TD), Cllr Louise Davis (LD),  
Cllr Matthew Dawson (MD)  
Wiltshire Councillor: George Jeans (GJ)  
Clerk: Harri Hunt (HH)  
Apologies: None  
Members of Public: None

### **1. Public Session.**

The Chairman Cllr Paul Yates opened the meeting at 7.54pm.

### **2. To receive apologies for absence.**

None.

### **3. Declarations of Interest.**

None.

### **4. Minutes.**

Approval of Minutes of Parish Council meeting held on Tuesday 21st April 2026 proposed and seconded by Cllrs PY and PV.

### **5. Annual Appointments and Administration**

a) Cllr Paul Yates was unanimously re-elected as Chairman for the 2026/2027 year and signed the Chairman's Declaration of Acceptance of Office.

b) Cllr Paul Vita was unanimously re-elected as Vice-Chairman for the 2026/2027 year and signed the Vice-Chairman's Declaration of Acceptance of Office.

c) Appointment of representatives to outside bodies, and reporting arrangements / duties:

<b>Organisation</b>	<b>2025/26 Representative</b>	<b>2026/27 Representative</b>
Footpaths & Rights of Way	Cllr. Paul Yates	Cllr. Paul Yates
Village Hall	Cllr. Paul Yates	Cllr. Paul Yates
Parish Steward	Cllr. Tony Davis	Cllr. Tony Davis
Area Board	Chairman & Vice-Chairman	Chairman & Vice-Chairman
Play Area & Safety Inspections	Cllr. Louise Davis	Cllr. Louise Davis, Cllr Paul Vita and Cllr Matthew Dawson

d) Review of bank accounts and signatory arrangements - no action required.

e) It was unanimously decided to re-appoint Abigail Langdown as internal auditor.

f) Review of the Standing Orders for West Knoyle Parish Council - no action necessary.

g) Review of the Financial Regulations for West Knoyle Parish Council - no action necessary.

h) It was unanimously decided to fix the dates and times for PC Meetings for the coming year as Tuesdays or Thursdays, in Sep, late Nov(Dec?), Feb, Apr, May, at 7.30pm.

### **5(b). Matters Arising from previous meetings**

a) Speeding motorcyclist - no further sightings.

b) Report of signage concern by Becky Scource on behalf of Oxleaze / Evergreen Farm.

It was agreed that Clerk would email to ask if still a concern after Cllr PY had possibly fixed the sign in question recently.

A second recent report (by Wendy Croft) to the Clerk about an unstable footpath sign opposite the entrance to Mackintosh Davidson Wood was reported to the PC, and Cllr PY agreed to inspect it.

## **6. Wiltshire Councillor's Report.**

Cllr GJ reported that he had made the request to clear gullies with locations provided and that WC would likely attend to it in the coming weeks. PC to let him know if it is not done.

## **7. Planning.**

Clerk reported that no Wiltshire Council decision had been made yet on either of the applications under consultation.

## **8. Footpaths, Highways, Traffic & Transport.**

None further to that already discussed.

## **9. Play Area.**

a) Replacement equipment. A discussion of the options was expanded to now include a community orchard, following the positive response from Cranborne Chase National Landscape. It was agreed to gather feedback from as many others in West Knoyle as possible, through both face-to-face and web-based approaches. Four elements would be considered - picnic tables, swings, goalposts and the community orchard. Questions were raised as to the orchard:

- How would it be established and would there be village responsibility for eg watering?
- Who would own and be responsible for the trees? Are there safety implications?
- Does the Cranborne Chase National Landscape work with the PC and the Woodland Trust to ensure the care/maintenance of the orchard and how would future maintenance be carried out?

It was agreed that the PC should meet at the play area in a few weeks to discuss further.

## **10. Finance**

a) Audit of Accounts for Year End 31st March 2026 -

- i. Accounting Statements presented and noted
- ii. Annual Internal Audit Report presented and noted
- iii. Chairman approved the Annual Governance Statement (Section 1)
- iv. Chairman approved the Accounting Statements (Section 2)
- v. Certificate of Exemption – it was confirmed that West Knoyle Parish Council meets the qualifying criteria to be exempt from a limited assurance review by the external auditor and it was resolved to certify West Knoyle Parish Council “exempt” from External Audit.
- vi. Chairman & Clerk signed the Annual Governance Statement and Chairman signed the Accounting Statements
- vii. 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)
- viii. Chairman & RFO signed the Certificate of Exemption

b) and e) Asset Register and Insurance Provision were reviewed and it was agreed that no revision of insurance provision was necessary. It was resolved to pay the current premium (£315.55) due.

c) Regular/historical annual WKPC donations were reviewed and it was agreed to donate:

Mere Matters £80, Mere Link Scheme £100, Citizens Advice Bureau Trowbridge £60.

d) Recent payments and the current financial statement (which reconciles with bank account balances) were presented by the Clerk.

f) WALC membership was discussed following Cllr MD's investigation of benefits of membership. Due to provision of documents, training and support, it was resolved to continue membership and pay the subscription of £60.95.

g) It was resolved to pay the Clerk's salary quarterly, and by setting up a standing order.

h) Administrative/office expenditure were approved for data backup (a hard drive) plus other document filing costs, to total no more than £50.00.

## **11. Any Other Business**

None.

**12a. Date of next meeting - Tuesday 8th Sept 2026 at 7.30pm in West Knoyle Village Hall.**

**12b. A meeting at the play area to discuss the possible improvements and orchard was set for Sunday June 14th at 11am.**

**The Chairman Cllr Paul Yates closed the meeting at 8.54pm.**