

KINGTON ST MICHAEL PARISH COUNCIL

DRAFT MINUTES Annual Council Meeting

held at 7.15pm

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

21st May 2026

Present: Cllr G Gamble, Cllr J Newton, Cllr W Roe, Cllr F Twisse and Cllr S Woodhead.

Also Present: 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.

As the Chair and Vice-Chair of the Council was not in attendance the Clerk asked the Council to nominate a Chair for the first item of business. **Cllr W Roe proposed, Cllr G Gamble seconded, that Cllr S Woodhead be elected to serve as Chair.**

26/001 ELECTION OF CHAIR

Cllr J Newton proposed, Cllr W Roe seconded, that Cllr P Macdonald be elected to serve as Chair of the Parish Council for the 2026/2027 Council Year. Cllr P Macdonald had indicated his willingness to serve prior to the Meeting and it was **RESOLVED** that he be elected. Councillor P Macdonald would be required to sign his Declaration of Acceptance of Office as soon as possible.

In the absence of the Chair of the Council, Cllr S Woodhead remained in the Chair for the next item of business.

26/002 ELECTION OF VICE CHAIR

Cllr G Gamble proposed, Cllr W Roe seconded, that Cllr S Woodhead be elected to serve as Vice Chair of the Parish Council for the 2026/2027 Council Year. Cllr S Woodhead indicated his willingness to serve and it was **RESOLVED** that he be elected. Councillor S Woodhead signed his Declaration of Acceptance of Office.

In the absence of the Chair of the Council, the Vice-Chair of the Council took the role of Chair for the remainder of the Meeting.

26/003 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Hall, Cllr P Macdonald, Cllr O Mead and Cllr T Mead.

26/004 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr J Newton proposed, Cllr S Woodhead 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 ensure that all Members signed the bank mandate so that all Council Members were able to sign cheques.

26/005 CALENDAR OF MEETINGS FOR 2026/2027

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2026/2027. **Proposed Cllr G Gamble, seconded Cllr S Woodhead and RESOLVED UNANIMOUSLY.**

26/006 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.

26/007 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered and appointed the following Representatives for the Council Year and looked forward to receiving reports and updates throughout the year at Full Council Meetings.

- Community Neighbourhood Watch Coordinator – No formal appointment but Mr V A Vines would circulate information received to the Council database.
- Community Emergency Planning Coordinator – Cllr F Twisse
- Community Rights of Way Warden – Cllr S Woodhead
- Community Highways & Flood Warden/Parish Steward – Cllr P Macdonald
- Neighbourhood Plan Steering Group – Cllr S Woodhead and Cllr W Roe
- Village Hall Committee Representative/s – Cllr S Woodhead *The Hall Committee would like the Council to consider nominating an additional Council Member to assist them.
- QE2 Recreation Field Group Representative – Cllr G Gamble and Cllr O Mead (deputy) *It was understood that the Council held only 1 position on the Group but that it would be beneficial to them to have additional support.
- United Charities Representative – Cllr G Gamble (4 year term ending 2030)
- Community Website Representative – Cllr A Hall
- Chippenham and Villages Community Area Board – Cllr T Mead
- Chippenham Local Highway and Footpath Group (LHFIG) – Cllr P Macdonald
- Wiltshire Council Operational Flood Group North – Cllr P Macdonald
- Chippenham Community Area Parish Forum – Cllr P Macdonald
- Tor Hill Footpath Project – Cllr G Gamble
- Chippenham Climate & Ecological Emergency Forum – Cllr O Mead *It was suggested that this Forum may no longer exist.

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. This did not apply to situations where the nominee had become a Trustee of any relevant Charity. **Cllr F Twisse proposed, Cllr S Woodhead seconded and RESOLVED that the appointments and arrangements be approved.**

26/008 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 S Woodhead proposed, Cllr F Twisse seconded and RESOLVED UNANIMOUSLY**

26/009 INTERNAL AUDITOR

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2026/2027 and the Council asked the Clerk to employ a suitable person. **Cllr J Newton proposed, Cllr W Roe seconded and RESOLVED UNANIMOUSLY**

26/010 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA346569 covering the year 2025/2026. 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:

Date: