



Heytesbury, Imber and Knook Parish Council  
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15<sup>th</sup> May 2018

Dear Councillor

You are **summoned** to the **Annual** Meeting of Heytesbury Imber & Knook Parish Council at Heytesbury School, High Street, Heytesbury on **Tuesday 22<sup>nd</sup> May 2018** at 7-15pm.  
Yours sincerely

Heather Parks FSLCC  
Parish Clerk

## AGENDA

**1. Election of Chairman for the year 2018-2019**

The Clerk will seek nominations for Chairman prior to the meeting and will subsequently circulate details of nominees prior to the meeting.

*Nominations Received: Mrs Ann Perry and Mrs Vanessa Sturme*

After formal election, the retiring Chairman Mrs Ann Perry will make way for the newly elected Chairman who will take up the Chairmen's seat.

**2. Chairman's Declaration of Acceptance of Office**

The newly elected Chairman will sign the Declaration of Acceptance of Office and deliver it to the Clerk and give thanks for their election.

**3. Election of Vice Chairman for the year 2018-2019**

The Clerk will seek nominations for Vice Chairman prior to the meeting and will subsequently circulate details of nominees prior to the meeting.

*Nominations Received: Mr David Bond*

**4. Apologies for Absence**

To **receive** apologies including reasons for absence, from those unable to attend.

**5. Declarations of Interest**

To **receive** any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.

## 6. Chairman's Announcements

To **note** any announcements made by the Chair

## 7. Minutes

To **approve** as a correct record the minutes of the meetings held on 24<sup>th</sup> April 2018 previously circulated.

*Standing Orders will be suspended to allow for Public Participation*

## 8. Public Participation

*Standing Orders will be reinstated following Public Participation*

## 9. Appointments to Posts and Working Groups

Post	Number required	Name
Army Liaison	1	
Website Maintenance	2	Clerk
Press & Social Media	1	Clerk
Police/Neighbourhood Watch	1	
Booking of Tables and Chairs	1	
Monitoring of Footpaths & Grass verges		
Emergency Planning		
Street Lightings		
Milestones		
Benches		
Annual Blind House inspection and completion of all necessary forms.	1	
Grit Bins		
Waste Representative		
Play Area weekly inspection		
Play Area monthly written report		
Liaison for Parish Steward	1	
Health & Safety + Fire representative		
Knook Allotment Site		Will also need to be appointed onto new committee of any formed association.
Planning Issues		

## 10. Policies

**Members to adopt the following new and updated policies:**

Standing Orders 2018 -2019

Financial Regulations 2018-2019

Terms of Reference and Delegation of Powers 2018-2019

Document Retention and Disposal Policy

Social Media and Electronic Communication Policy  
Hard copies issued to all members

### **11. General Data Protection Regulations**

**Members to Note** that work has begun on preparation for the new regulations and making the Parish Council compliant. Members have been issued with hard copies of the relevant documentation that the Parish Council will use and this is listed below:

- Privacy Notice – uploaded onto the Parish Council website
- Councillor Privacy Notice
- Subject Access Request Form
- Consent to hold information form
- Privacy Impact Assessment – to be completed with each new project that the Parish Council is involved in.
- Data Security Breach Form
- Personal Audit forms which have been issued to all Councillors.

### **12. The General Power of Competence**

**Members to propose** that it meets the conditions set out in the Localism Act 2011 to qualify as an eligible parish council to use the General Power of Competence, which are:

- a) *The number of members of the council that have been declared to be elected whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council.*
- b) *The clerk to the parish council holds the Certificate in Local Council Administration.*

### **13. Financial Information**

#### **13.1 Payments for Approval:**

001182 £475.20 Sutcliffe Play  
001183 £ 19.99 H M Parks Postage Stamps  
001184 £202.50 N R Still  
001185 £249.60 H M Parks May Payroll  
001186 £ 62.40 HMRC May Payroll

#### **13.2 Balances of Accounts for noting:**

Treasurers Account: £11498.40  
Bus Instant Access: £6189.58  
Village Hall Fund £4596.81  
Balances @ 30.04.2018

#### **13.3 Monthly Financial Report**

**Members to receive** the monthly report which outlines the current position of spend against budget allocated year to date.

### **14. Grant Request**

**Members to consider** a grant application from St Peter and St Paul Church Heytesbury for the sum of £250. See application attached.

## **15. OSWG**

15.1 **Members to approve** the notes of the meeting held on 08.05.18 attached.

15.2 **Members to approve** the recommendations set out in item 11 of the notes of the meeting of 08.05.18.

## **16. War Memorial**

Please see response, attached, from the Diocese regarding ownership of the memorial. In essence they believe that the memorial belongs to the community and therefore is the responsibility and in the ownership of the Parish Council.

## **17. Planning Applications**

### **16.1 Applications received and for comment:**

*Members will review plans on line in advance of the meeting as no paper plans are received from the planning authority. Attached planning info sheet 9*

### **18/03422/TCA 2 Victoria Gardens**

50% Height reduction to T1 Hornbeam, Fell T2 Conifer and 40% Height Reduction to T3 Conifer; 3 metre Height Reduction to T4 Laurel

This application received NO Objection at the last meeting and this decision is to be ratified.

### **18/03891/FUL 177 Tytherington Tytherington**

Demolition of outbuilding and construction of rear two storey extension (amendment to planning permission 17/04185/FUL)

### **18/03866/FUL 49 High Street Heytesbury**

Detached Bungalow

## **18. Items for a press release or statement from the Parish Council**

**Members to consider** whether a press release or statement, on any item on the agenda is required for the media or any Parish Media Newsletters/Websites.

## **19. Correspondence issued to members 17.04.18 – 08.05.18**

- Briefing Note 348 Boundary update
- Briefing Note 349 Permission in Principle- Planning
- Wiltshire Council Code of Conduct and Register of Interests 24.04.18
- Briefing Note 350 Foster Care
- Highway Newsletter 24.04.18
- Briefing Note 351 Adult care transformation
- WALC May Newsletter
- 3<sup>rd</sup> May – Land at Heytesbury update
- Briefing Note 353 Youth Parliament

## **20. Broadband**