



Heytesbury, Imber and Knook Parish Council  
Parish Clerk Heather Parks FSLCC  
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8<sup>th</sup> January 2019

**Agenda**  
**Tuesday 15<sup>th</sup> January 2019**  
**@ 7-15pm**

Membership: Councillors A Perry (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

You are summoned to a meeting of the Parish Council to be held at Heytesbury School High St, Heytesbury, Warminster BA12 0EA.

Yours sincerely

Heather Parks FSLCC  
**Parish Clerk**

Members of the public are welcome to attend meetings of the Parish Council, unless excluded due to the confidential nature of the business.

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- 1. Apologies**  
**To receive** apologies including reasons for absence, from those unable to attend.
  - 2. Minutes**
    - 2.1 To approve** as a correct record the minutes of the meeting held on 27<sup>th</sup> November 2018 previously circulated.
    - 2.2 To note** any matters arising from the minutes of the meeting held on 27<sup>th</sup> November 2018.
  - 3. 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
  - 4. Chairman's Announcements**  
**To note** any announcements made by the Chair

*Standing Orders will be suspended to allow for public participation*

**5. Public Participation**

- 5.1 **To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.
- 5.2 **To receive** any petitions or deputations

*Standing Orders will be reinstated following public participation*

**6. Financial Information**

**6.1 Payments for approval:**

Direct Debit ICO £35.00 Data Protection Registration  
001239 £35.97 H Parks Amazon Ink  
001240 £250.00 Heytesbury Football Club Grant  
001241 £264.00 H Parks December Payroll  
001242 £66.00 HMRC December Payroll  
001243 £264.00 H Parks January 2019 Payroll  
001244 £66.00 HMRC January 2019 Payroll

**6.2 Balances of the Bank Accounts for noting:**

Treasurers Account £ 3767.85  
Bus Instant Access £ 6191.96  
Village Hall Fund £4596.81  
Balances @ 05.12.2018

**6.3 Monthly financial report:**

**Members to receive** the monthly report which outlines the current position of spend against budget allocated year to date and includes the monthly reconciliation. See attached.

**6.4 Budget Preparation 2019/2020**

Please see attached final budget proposal **for decision**.

Following members instructions and the raising of various budget lines, the requirement for keeping a general reserve of three months expenditure, has outlined that the Parish will need to increase the precept by 30% and not 20% to cover all requirements.

The Clerk has prepared the attached for members to debate.

Figures include the proposal to upgrade the IT software to enable members to have an individual Parish Council email address, the annual cost of this is £548 per annum for 12 licences.

Tax Base is 349.22

Band D at 20% £31.24 an increase of £5.21 per annum = Precept £10,910

Band D at 30% £33.84 an increase of £7.81 per annum = Precept £11,818

## **7. Planning Applications**

### **7.1 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 16*

**18/11053/FUL** Site: West Hill Farm, Heytesbury, Salisbury, BA12 OHS

Proposal: Temporary planning permission for use of barns and associated curtilage hardstanding for building of sets and construction work for 26 weeks. Use of grassland for filming and storage/parking.

**18/11394/FUL** Site: River House, Mill Street, Heytesbury, Warminster, Wiltshire, BA12 OEE

Proposal: - Garden pagoda

**18/11441/TPO** Site: Heytesbury House, Heytesbury Park, BA12 OHG

Proposal: - Work to TPO Trees T1 - Ash tree - remove the secondary branch, previously reduced in length that overhangs the garden/ hedge of Winterbourne House back to source

**Members to ratify “no Objection”** obtained by email circulation for the items above.

### **7.2 Members can use the links below to see the planning applications for discussion.**

[19/00110/TPO](#) Site: 99, Church Terrace Tytherington Road, Heytesbury BA12 0EQ

Proposal: - T1 - Willow - Reduce Tree by 50% - T2 - Sycamore - Reduce by 30%

## **8. Outside Spaces Working Group**

General discussion regarding the Play Area and future requirements in respect of maintenance. Councillor Fellowes to report.

Members to instruct the Clerk on the outstanding bill to Broxap of £660.00. Work is still outstanding and despite emails to the company, no response has been received.

## **9. Drainage Scheme**

Dave Ogborne has responded to the Parish regarding a visit. He is retiring early in 2019 and will not be able to attend the Parish Meeting as suggested. Members to instruct the Clerk with their requirements. Email copied to members on 27.11.18

## **10. Rural Housing Needs Assessment –Update**

The Clerk has agreed to collect the survey forms from Wiltshire Council on 30<sup>th</sup> April 2019. Here is a breakdown of activity – it is suggested that one member is made overall responsible for the process as the forms will require distribution within the parish.

1. Once a request for a survey is received, the Service Development Team will advise dates for the survey period and when the survey forms will be available for collection – see above.

2. The Council organises the printing of the survey forms, supplies the forms in individual A4 envelopes and inserts a pre-paid envelope into each envelope, so the completed survey forms can be returned direct to the Council.

3. A5 posters are supplied with the survey forms for the Parish Council to use to publicise the survey. The Parish Council need to publicise the survey / explain its importance to the community (either by website or newsletter) if possible before the survey is distributed in order to help ensure a good return rate which will give more robust/comprehensive data for the final report.
4. When the survey forms are ready for collection, a convenient date/location for the forms to be collected will be arranged.
5. The Parish Council organises the distribution of the survey forms in the Parish, allowing at least 2-3 weeks for the residents to return the forms back to the Council. The survey close by date is stamped on to the survey forms.
6. The survey form will also be on the Council's website should residents wish to complete and submit one in this way.
7. The Parish Council shall supply a Parish Summary to be included in the final report.
8. After the closing date a draft report will be produced which is sent to the Clerk to liaise with the Chair. This is to check for any obvious errors in format or commentary in the report.
9. Once happy with the initial draft a final copy of the report will be produced and sent to the Clerk for the Parish Council to note the findings and for the Parish Council use.
10. The final report is then circulated to the Council's Preferred Development Partnership who fund the survey programme and a copy is stored on the Council's Website Intelligence Network with the other completed surveys.
11. We ask the Parish Council to send me an email to acknowledge that it has received the final survey report and noted its findings which ends the survey process.
12. Following the survey the Service Development & Enabling team will be able to advise the Parish Council regarding Registered Providers who would be able to work with them to meet the identified housing need.

There is no cost to the Parish Council regarding the production of the survey forms and producing the final report, assistance with various elements in the process is required, i.e.

- Promoting the survey prior to distribution in the Parish/to encourage forms to be completed and returned;
- Distributing the survey forms in the Parish;
- Supplying a Parish Summary for inclusion in the final report.

**11. Wiltshire Housing Site Allocation Plan – Consultation extension. All papers circulated 15<sup>th</sup> December**

Members were issued with Briefing note 374 on 10<sup>th</sup> December, the Clerk believes that the Parish has seen all information required for this consultation and it appears that there is no further requirement for comment on behalf of HIK. For Noting unless members wish to instruct the Clerk differently.

**12. Taking Action on School Journeys**

Members were issued with an email from a local resident, on 15<sup>th</sup> December, regarding the request for a safer crossing zone available during school hours. The Clerk has acknowledged and advised of the Taking Action on School Journeys which would be the course of action to take where support is available for schools from Wiltshire Council. For discussion.

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

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

**14. Correspondence Issued to members 19.11.18 – 07.01.2019 For Noting**

21.11.18 Highways Newsletter

21.11.18 Briefing 373 Devolution of Assets

27.11.18 Email from Dave Ogborne re drainage meeting

27.11.18 Email from Jacqui Abbott regarding space for Men's Shed

27.11.18 Update on Plans Sheet number 15

28.11.18 Parish Newsletter

28.11.18 Draft Minutes PC Meeting 27.11.18

28.11.18 List of meetings for 2019

28.11.18 Email from Wiltshire Council regarding timing for Housing Needs Survey

04.12.18 Wiltshire Police launch of Drink Driving Campaign

04.12.18 Tytherington Green registration details

07.12.18 Parish Newsletter

07.12.18 WALC Newsletter

07.12.18 NALC Legal Topic Note L09-18 Accessibility Web sites

07.12.18 Finance for Councillors Training

07.12.18 Update on Community Led Housing

07.12.18 December Rural police report

10.12.18 Parish Newsletter

10.12.18 Briefing 374 Housing Site Allocations Plan

11.12.18 Focused Consultation on the Scheduled Changes – Housing Site Allocation Plan and associated documents.

15.12.18 Email re Taking Action on School Journeys

05.01.19 Rural Police Report January 2019

07.01.19 Parish Newsletter

07.01.19 WALC Newsletter

REPORT DATE

04/01/2019

		BUDGET	YEAR TO DATE	REMAINING
INCOME				
Precept	PRE	9050.00		9050.00
Interest	INT		2.07	2.07
Misc (Note1)	MIS		3,701.83	3701.83
Ear	EAR	3550.00		
				12753.90

EXPENDITURE				
Advertising	ADV	50.00	100.00	-50.00
Allowances	ALL	0.00	0.00	0.00
Audits	AUD	350.00	450.00	-100.00
Grants	GRA	1550.00	950.00	600.00
Elections	ELE	0.00	0.00	0.00
Equipment	EQU	0.00	0.00	0.00
Equipment (Note 2)	EQUos	1000.00	1,041.73	-41.73
Grounds Maintenance	GMT	2000.00	1,635.62	364.38
Insurance	INS	1600.00	1,054.31	545.69
IT	IT	100.00	73.97	26.03
Misc	MIS	200.00	314.40	-114.40
Misc	MISos	170.00	50.00	120.00
Printing/Stationary/Postage	STA	437.00	460.47	-23.47
Professional Fees	PF	0.00	0.00	0.00
Professional Fees	PFos	150.00	113.40	36.60
Room Hire	VEN	280.00	160.00	120.00
Salary	SAL	3800.00	3,462.00	338.00
Subscriptions	SUB	413.00	460.52	-47.52
Training	TRA	500.00	348.00	152.00
				1925.58

							VAT		
DATE	TRANSACTION	REFERENCE	CODE	DEPOSITS	PAYMENTS	NET	Amount	BALANCE	
1-Apr-18	BROUGHT FORWARD							£6,910.33	
04.04.18	Warminster Lions		MIS	400.00				7,310.33	
09.04.18	Interest		INT	0.26				7,310.59	
11.04.18	HMRC PAYE April	1177	SAL		62.40			7,248.19	
12.04.18	Acorn Education Trust	1179	MISos		50.00			7,198.19	
12.04.18	H M Parks SLCC Sub	1180	SUB		84.00			7,114.19	
12.04.18	WALC Sub	1181	SUB		341.52	284.60	56.62	6,772.67	
12.04.18	Acorn Education Trust	1179	VEN		20.00			6,752.67	
23.04.18	Wiltshire Council		PRE	9,050.00				15,802.67	
24.04.18	Sutcliffe Play	1182	EQUos		475.20	396.00	79.20	15,327.47	
25.04.18	HMRC VAT Refund		MIS	727.09				16,054.56	
27.04.18	H M Parks Postage	1183	STA		19.99			16,034.57	
27.04.18	H M Parks April Payroll	1178	SAL		249.60			15,784.97	
05.05.18	N R Still	1184	GMT		202.50			15,582.47	
09.05.18	Interest		INT	0.25				15,582.72	
21.05.18	Auditing Solutions Ltd	1187	AUD		210.00	175.00	35.00	15,372.72	
22.05.18	P Dale	1188	EQUos		23.55			15,349.17	
24.05.18	Heytesbury PCC	1189	GRA		250.00			15,099.17	
25.05.18	H M Parks May Payroll	1185	SAL		249.60			14,849.57	
25.05.18	HMRC May Payroll	1186	SAL		62.40			14,787.17	
30.05.18	A Perry	1191	MIS		13.62			14,773.55	
30.05.18	S L Corden (Buttenshaw)	1190	EQUos		14.30	11.92	2.38	14,759.25	
31.05.18	BHIB	1192	INS		1,054.31			13,704.94	
11.06.18	Interest		INT	0.28				13,705.22	
11.06.18	H Parks	1193	STA		19.99			13,685.23	
15.06.18	NeatNTidy	1197	GMT		300.00			13,385.23	
26.06.18	Acorn Education Trust	1194	VEN		80.00			13,305.23	
26.06.18	H Parks June Payroll	1195	SAL		249.60			13,055.63	
26.06.18	HMRC June Payroll	1196	SAL		62.40			12,993.23	
04.07.18	V Sturmeay	1199	STA		2.00			12,991.23	
04.07.18	WALC	1198	MIS		6.98			12,984.25	
09.07.18	Interest		INT	0.24				12,984.49	
20.07.18	H Parks Paper & Ink	1200	STA		62.97			12,921.52	
23.07.18	Raymond Trust		MISC	2,548.50				15,470.02	
27.07.18	HMRC July Payroll	1202	SAL		109.20			15,360.82	
27.07.18	H Parks July Payroll	1201	SAL		436.80			14,924.02	
31.07.18	Acorn Education Trust	1203	MIS		195.00			14,729.02	
02.08.18	Raymond Trust		MIS	26.24				14,755.26	
24.08.18	H M Parks Aug Payroll	1204	SAL		264.00			14,491.26	
24.08.18	HMRC Aug Payroll	1205	SAL		66.00			14,425.26	
24.08.18	123 Reg (A Perry)	1206	IT		23.98			14,401.28	
24.08.18	Mirage Signs	1207	EQUos		78.00	65.00	13.00	14,323.28	
24.08.18	H M Parks Postage Stamps	1208	STA		33.47			14,289.81	
02.09.18	Glasdon UK Ltd	1209	EQUos		297.08	247.57	49.51	13,992.73	
02.09.18	Acorn Education Trust	1210	MIS		40.00			13,952.73	
04.09.18	idverde Ltd	1211	GMT		238.28	198.57	39.71	13,714.45	
04.09.18	Broxap Ltd	1212	EQUos		153.60	128.00	25.60	13,560.85	
04.09.18	A Perry Big Fat Web Hosting	1213	IT		49.99			13,510.86	
27.09.18	H Parks September Payroll	1214	SAL		264.00			13,246.86	
27.09.18	HMRC September Payroll	1215	SAL		66.00			13,180.86	
17.09.18	NeatNTidy	1216	GMT		180.00			13,000.86	
17.09.18	H M Parks Postage	1217	STA		37.99			12,962.87	
09.08.18	Interest		INT	0.26				12,963.13	
02.10.18	SLCC	1218	TRA		180.00	150.00	30.00	12,783.13	
02.10.18	PFK Littlejohn	1219	AUD		240.00	200.00	40.00	12,543.13	
02.10.18	idverde Ltd	1220	GMT		238.28	198.57	39.71	12,304.85	
26.10.18	H M Parks October Payroll	1221	SAL		264.00			12,040.85	
26.10.18	HMRC October Payroll	1222	SAL		66.00			11,974.85	
23.10.18	The Upper Wyllye Valley Parish News	1223	ADV		100.00			11,874.85	

10.09.18	Interest		INT	0.27				11,875.12
13.10.18	SLCC Enterprises Ltd	1224	STA	103.99				11,771.13
23.10.18	Playsafety	1226	Pfos	113.40	94.50	18.90		11,657.73
23.10.18	idverde Ltd	1227	GMT	238.28	198.57	39.71		11,419.45
19.10.18	Amazon Stamps and Printer Ink	1228	STA	69.10	61.20	7.90		11,350.35
19.10.18	WALC	1229	TRA	168.00	140.00	28.00		11,182.35
25.10.18	Wiltshire Citizens Advice Grant	1230	GRA	200.00				10,982.35
25.10.18	Heytesbury Fireworks Fund Grant	1231	GRA	250.00				10,732.35
11.11.18	idvede Ltd	1232	GMT	238.28	198.57	39.71		10,494.07
27.11.18	HMRC November Payroll	1233	SAL	66.00				10,428.07
27.11.18	H M Parks November Payroll	1234	SAL	264.00				10,164.07
12.11.18	RBL Poppy Appeal 2 x wreaths	1235	MIS	50.00				10,114.07
12.11.18	Morrisons Refreshments 23.11.18	1236	MIS	8.80				10,105.27
12.11.18	Amazon Paper	1236	STA	21.51	17.92	3.59		10,083.76
12.11.18	Acorn Education Trust	1237	VEN	60.00				10,023.76
09.10.18	Interest		INT	0.25				10,024.01
17.11.18	H Parks Toner A Perry Amazon	1238	STA	53.49	44.57	8.92		9,970.52
27.11.18	H Parks Ink Amazon	1239	STA	35.97	29.97	6.00		9,934.55
29.11.18	ICO	Direct Debit	SUB	35.00				9,899.55
28.11.18	Heytesbury Football Club	1240	GRA	250.00				9,649.55
27.12.18	H M Parks December Payroll	1241	SAL	264.00				9,385.55
27.12.18	HMRC December Payroll	1242	SAL	66.00				9,319.55
25.01.19	H M Parks January Payroll	1243	SAL	264.00				9,055.55
25.01.19	HMRC January Payroll	1244	SAL	66.00				8,989.55
09.11.18	Interest		INT	0.26				8,989.81

**TOTALS:**

12,753.90	10,674.42	2,840.53	563.46
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Reconciliation:

Deposits	Payments	Balance
12,753.90	10,674.42	£8,989.81

## DRAFT BUDGET/PRECEPT

		YEAR 18/19		YEAR 19/20	
		BUDGET	PROJECTED YEAR SPEND	BUDGET	
<b>INCOME</b>					
			0%	20%	30%
Precept (Note 1)	PRE	9050.00	9050.00	10910.00	11818.00
Interest	INT				
Misc (Note 2)	MIS			779.00	779.00

EXPENDITURE					
Advertising	ADV	50.00	100.00	150.00	150.00
Allowances	ALL	0.00	0.00	0.00	0.00
Audits	AUD	350.00	570.00	450.00	450.00
Grants	GRA	1550.00	1,550.00	1,000.00	1,000.00
Elections	ELE	0.00	0.00	0.00	0.00
Equipment	EQU	0.00	0.00	0.00	0.00
Equipment	EQUos	1000.00	1,042.00	2,360.00	2,360.00
Grounds Maintenance	GMT	2000.00	1,636.00	2,100.00	2,100.00
Insurance	INS	1600.00	1,055.00	1,300.00	1,300.00
IT	IT	100.00	100.00	1,000.00	1,000.00
Misc	MIS	200.00	315.00	500.00	500.00
Misc	MISos	170.00	170.00	500.00	500.00
Printing/Stationary/Postage	STA	437.00	637.00	750.00	750.00
Professional Fees	PF	0.00	0.00	0.00	0.00
Professional Fees	PFos	150.00	114.00	150.00	150.00
Room Hire	VEN	280.00	220.00	300.00	300.00
Salary	SAL	3800.00	4,122.00	4,100.00	4,100.00
Subscriptions	SUB	413.00	461.00	500.00	500.00
Training	TRA	500.00	500.00	500.00	500.00
		<b>12600.00</b>	<b>12592.00</b>	<b>15660.00</b>	<b>15660.00</b>

Projected End of Year Bank Balance		<b>7,073.00</b>	<b>3,102.00</b>	<b>4,010.00</b>
General Reserves (Note 3)		3,900.00	3,900.00	3,900.00
	<b>NET</b>	<b>3,173.00</b>	<b>-798.00</b>	<b>110.00</b>

**Notes**

- 1 1% Precept = 26p/yr Band D Property
- 2 Raymond Trust £216, VAT Refund £563
- 3 General Reserves 3Mths Operating Costs

Date notified	Planning No	Description	Date reply due back to Wilts Council	Chair's decision 1. meeting (m) 2. no time for action (o) 3.extension (e)	Case Officer	Wiltshire Council decision
03.12.18	18/11053/FUL	<p>Site: West Hill Farm, Heytesbury, Salisbury, BA12 OHS</p> <p>Proposal: Temporary planning permission for use of barns and associated curtilage hardstanding for building of sets and construction work for 26 weeks. Use of grassland for filming and storage/parking</p>	31.12.18	<p>Email No Objection</p>	<p>Steve Vellance</p>	
05.12.18	18/11394/FUL	<p>Site: River House, Mill Street, Heytesbury, Warminster, Wiltshire, BA12 OEE</p> <p>Proposal: - Garden pagoda</p>	02.01.19	<p>Email No Objection</p>	<p>Verity Giles- Franklin</p>	
05.12.18	18/11441/TPO	<p>Site: Heytesbury House, Heytesbury Park, BA12 OHG</p> <p>Proposal: - Work to TPO Trees T1 - Ash tree - remove the secondary branch, previously reduced in length that overhangs the garden/hedge of Winterbourne House back to source</p>	27.12.18	<p>Email No Objection</p>	<p>Shane Verrion</p>	

Date notified	Planning No	Description	Date reply due back to Wilts Council	Chair's decision 1. meeting (m) 2. no time for action (o) 3.extension (e)	Case Officer	Wiltshire Council decision
04.01.19	19/001110/TPO	Site: 99, Church Terrace Tytherington Road, Heytesbury BA12 0EQ Proposal:- T1 - Willow - Reduce Tree by 50% T2 - Sycamore - Reduce by 30%	26.01.19	M	Shane Verrion	

Date agenda to be sent out: 8.01.19

Plans are available to view at <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>