



Heytesbury, Imber and Knook Parish Council
Parish Clerk Heather Parks FSLCC
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14th May 2019

Dear Councillor

You are **summoned** to the **Annual** Meeting of Heytesbury Imber & Knook Parish Council at Heytesbury School, High Street, Heytesbury on **Tuesday 21st May 2019** at 7-15pm.
Yours sincerely

Heather Parks FSLCC
Parish Clerk

AGENDA

1. Election of Chairman for the year 2019-2020

The Clerk has sought nominations for Chairman prior to the meeting. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.

Nominations Received: *Councillor Ann Perry and Councillor Tom Eastman*

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.

3. Election of Vice Chairman for the year 2019-2020

The Clerk has sought nominations for Vice Chairman prior to the meeting. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.

Nominations Received: *Councillor David Bond and Councillor Vanessa Sturmeay*

4. Apologies for Absence

To receive apologies

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 16th April 2019 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	1	
Emergency Planning	1	
Street Lighting	1	
Milestones	1	
Benches	1	
Annual Blind House inspection and completion of all necessary forms.	1	
Grit Bins	1	
Waste Representative	1	
Play Area weekly inspection	1	
Play Area monthly written report	1	
Liaison for Parish Steward	1	Clerk
Health & Safety + Fire representative		
Knook Allotment Site	1	
Outside Spaces Working Group	As reqd	
Planning Issues	1	

10. Policies & Registers

Members to adopt the following updated policies:

- Standing Orders 2019 -2020
- Financial Regulations 2019-2020
- Terms of Reference and Delegation of Powers 2019-2020
- Asset Register March 2019 - Attached

No Changes to Standing Orders, Financial Regulations and Terms of Reference but updated hard copies will be circulated to all members.

11. 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.*

12. Financial Information

12.1 Payments for Approval:

001266 £117.60 Mirage Signs – Equipment Sign

001269 £51.18 H M Parks – Paper and Postage Stamps

001270 £290.57 H M Parks – May Payroll

001271 £72.60 HMRC – Tax May Payroll

001272 £20.00 Heytesbury PCC – Venue Hire

12.2 Balances of Accounts for noting:

Treasurers Account: £8,696.06

Bus Instant Access: £4,193.12 Balance @ 9 April

Village Hall Fund £4596.81

Balances @ 30 April

12.3 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.

12.4 Insurance Renewal

Members to approve the renewal of the Parish Council's policy and approve payment of £1,094.37 being year two of the three-year approved business agreement that has already been made by members. See attached papers

12.5 WALC Subscription

Members to approve the annual subscription to WALC and approve the payment of £342.64 covering the period May 2019 – April 2020.

12.6 Grant Applications

St Peter & St Paul Parish Church- application received for £229 for a new strimmer and associated items. See attached application. **For decision**

13. OSWG

13.1 Members to approve the notes of the meeting held on 9 April 2019, attached.

13.2 Members to approve the recommendations set out in item 9.

- Give approval to Knook Allotment Association to tidy up the boundary area with the road
- Replace the bin by the school and put a larger one at the Mill
- Replace two broken dog poop boxes with spares
- The council explores the permissive use of highway land in the 3 area's mentioned which are an area of land opposite the school, Tytherington Triangle and an area near St Johns.

14. Planning Applications

14.1 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 20

19/03570/FUL Site Location: Park Farm Park Lane Heytesbury BA12 OHE

Proposal: Proposed alterations to the barn/annexe at Park Farm

19/04248/LBC Site Location: Park Farm Park Lane Heytesbury BA12 OHE

Proposal: Proposed alterations to the barn/annexe at Park Farm

19/03958/FUL Site Location: The Old Surgery 60 High Street Heytesbury BA12 OED

Proposal: Demolition of existing rear single storey extension and erection of a new rear single storey extension. Insert conservation roof lights. Remove the existing Velux window.

19/04569/LBC Site Location: The Old Surgery 60 High Street Heytesbury BA12 OED

Proposal: Demolition of existing rear single storey extension and erection of a new rear single storey extension. Removal of the bedroom flat ceiling, to expose the roof structure above, and to insert conservation roof lights. Remove the existing Velux window. Damp treatment to the front wall and side returns of the house, at ground floor. Break out the parquet floor and concrete beneath to the kitchen, and install a lime-based floor, with limestone tiles and underfloor heating. Insertion of an en-suite at first floor level.

15. Community Led Housing Project

Members to receive the attached report from Councillor Sturmeay. For Noting.

16. New Drainage Scheme

Members initially agreed that Councillor Colvin could make enquiries to Wessex Water regarding a new drainage scheme within the village of Heytesbury. It was initially thought that a representative from Wessex Water would be able to attend the Parish Meeting but this is not now possible.

An application form has been issued to the Parish and this will need to be completed to start the process which forms part of an appraisal process. This would involve circulating a copy of the application form to householders in the Village and ask for completion on individual current arrangements. Members to consider whether they wish to start the process. **For decision.**

17. 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.

18. Correspondence issued to members

12.04.19 Parish Newsletter April 2019

12.04.19 Community Led Housing Newsletter April 2019

12.04.19 Warminster Rural Police Report April 2019

16.04.19 Annual Town and Parish Council Report – 2018-19

16.04.19 Guidance for Parish and Town Councils on receiving and the use of CIL funds.

23.04.19 April Highways Newsletter

25.04.19 Police Crime Stats

26.04.19 Police Crime Report – New Community Coordinator.

07.05.19 Warminster Rural Police Report May

07.05.19 Highways Local Meetings Slides

07.05.19 Planning Sheet 20

14.05.19 Briefing Note 19-015 Spatial Planning Update

14.05.19 Briefing Note 19—16 Changes to submission of highway improvements and traffic survey requests.