

Heytesbury, Imber and Knook Parish Council
Minutes
Tuesday 12th September 2017 @ 7-15pm

Councillors: D Bond (Vice Chairman), S Buttenshaw, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, A Perry (Chairman) and V Sturmeay. 2 Vacancies.

Present: Cllrs Bond, Buttenshaw, Eastman, Fellowes, Gould, Hiscock, Moore, Perry and Sturmeay.

Officers: Locum Clerk H Parks.

Public and Press: There were 2 members of the public and no press.

PC/17/073 Apologies

None

PC/17/074 Minutes

PC/17/074.1 The minutes of the meeting held on 25th July 2017 were approved and signed by the Chairman.

PC/17/074.2 None

PC/17/075 Declarations of Interest

None

PC/17/076 Chairman's Announcements

The Chairman announced that an election had not been called by the electorate and the two casual vacancies would be filled by co-option at the next Parish Council meeting. Any nominations should be submitted to the Locum Clerk. Details of the co-option process would be notified on the web site and local notice boards.

Standing Orders were suspended to allow for public participation at 7.18pm

PC/17/077 Public Participation

PC/17/077.1 Mrs Louise Morris 126 Park Lane spoke on item 9.1 outstanding tree work in Park Lane. This work was promised in Autumn 2016 but not delivered by the owners. Today in the village two workman were observed looking at the trees and were approached. They confirmed that they would be carrying out work imminently.

PC/17/077.2 None

Standing Orders were reinstated following public participation at 7.20pm

PC/17/078 Reports from Unitary Authority Members

None

PC/17/079 Financial Information

PC/17/079.1 Payments for approval:

001136: R Long £100.00

001137: CAB £50.00

001138: A Perry £9.59

001139: Stone King £312.00

001140: H Parks £433.84

001141: A E Perry £49.99

001142: H Parks £16.46

There were questions over the remaining bill for Stone King and it was proposed by Councillor Buttenshaw, Seconded Councillor Gould that no further instructions be given to the company until discussed by the Parish Council. All payments were approved. Voting in Favour 8, Against Nil Abstention 1.

PC/17/079.2 Balances of the Bank Accounts

Treasurers Account £ 7575.40 Cr

Bus Instant Access £10,783.99 Cr

Balance @statement date 28th July 2017.

Noted

PC/17/079.3 Monthly financial report

Members received and Noted the monthly report outlining the current position of spend against budget allocated year to date and the monthly reconciliation. There were some questions regarding the report layout and clarification of budgets. Members discussed in detail the verbal contract in place with Neat & Tidy. It was agreed pay the up to date bill which covered the twice annual footpath cut and it was proposed by Councillor Perry and Seconded by Councillor Sturmeay that the Clerk would write to the contractor and thank him for the work carried out and outline that the Parish Council would be in touch about future work in the new financial year.

PC/17/079.4 New Bank Account

Members Noted that an account has been opened in the name of Heytesbury Imber and Knook Parish Council Village Hall with Lloyds Bank. Funds from the old HSBC account, amounting to £4596.81 (Minute number 559 April 2017) will be transferred into the account and ringfenced within the Parish accounts.

PC/17/079.5 Insurance

Noted

PC/17/080 Planning Applications

PC/17/080.1

17/07889/FUL & 17/08350/LBC

Councillor Sturmeay had visited the site and relayed details of the extensive works which have been under discussion with the Planning Authority for two years. The LBC application is dealing with the historic side of the application but the house has been extended in previous years. There is no Central Heating, gutters need replacing and there is to be a provision for a disabled relative of a ground floor bedroom and wet room. These plans will improve the overall appearance of the house and this is to the rear of the property and not visible from the road.

It was proposed by Councillor Perry and Seconded by Councillor Gould no objections to the both plans. Voting unanimous in favour.

PC/17/080.2 17/08342/TPO

Councillor Buttenshaw proposed that there was no objection to the Crown raising of trees but members objected to the removed of the Elm. Could the Tree Officer explain this?

Seconded Councillor Eastman. Voting unanimous in favour.

PC/17/080.3 17/08374/TCA

It was resolved that there were objections to the plans.

PC/17/081 Outside Spaces Working Group

PC/17/081.1 Outside Spaces Working Group

Members adopted the notes taken at the recent working group meeting held on 10th August 2017.

Councillor Sturmeay proposed and Councillor Hiscock Seconded the following recommendations put forward by the working group:

To support the inclusion in the working group of Knook Community Land, notice boards and benches. The asset register to be updated.

Weekly visual checks and monthly checklist to take place on the play equipment and recorded which will be submitted to the Clerk. The annual Rospa survey will take place in September. Equipment to be closed if there are any broken items or repairs required. Councillor Bond would undertake. Selwood Housing would be contacted and updated regarding the gate once this year's annual Rospa check had been completed.

The working group would re-visit the discussion regarding replacement kissing gates either end of the Mill Field, Footpath7 to enable accessibility.

The working group would discuss the setting up of a Parish Working Party to assist with maintenance and tidy ups around the villages and set out a potential programme which would include volunteers from the Parish.

It was Noted that tree work outstanding in Park Lane was likely to be carried out shortly by Heytesbury Estate.

Voting unanimous in favour.

PC/17/081.2 Ragwort briefing

Noted

PC/17/081.3 Volunteers

Councillor Perry reported that she continued to be the contact for the Flood Warning briefings and notifications. The Parish has a supply of Sandbags and Signage which is stored within the village. Members felt that this information should be on the web site to inform residents. This item to be brought back to the next Parish Council agenda.

Councillor Buttenshaw will take up the placement of poo bags.

Emergency Planning would be considered by the OSWG.

PC/17/082 Highways

PC/17/82.1 August Highways Newsletter

Noted

PC/17/082.2 Road Marking Amendments Knook

Noted

PC/17/082.3 Briefing note 329

Noted

PC/17/082.4 CATG Reporting

It was proposed by Councillor Hiscock and Seconded by Councillor Fellowes that a request to the CATG be put forward for a dropped kerb at Newtown left of St Johns entrance to aid mobility scooters. An update on white lining at St Johns was also requested as this originally was planned to be carried out when the Knook/Chitterne lining was done. Voting unanimous in favour.

PC/17/082.5 Knook Litter Bin

Councillor Eastman proposed and Councillor Perry Seconded that the cost of a replacement litter bin at £403.40 was not considered value for the Parish at this time. Instructions for the removal of the post would go to the Parish Steward. Voting unanimous in favour.

PC/17/082.6 Salt Bins

All salt bins have either been repaired or replaced and the salt within the bins broken up ready for use should the need arise on Parish Roads.

PC/17/082.7 General

The Clerk reported that the Parish Council will be provided with a status on all items reported on the Wiltshire Council App for the whole Parish at the next meeting. Noted.

PC/17/083 Imber Village

Noted

PC/17/084 Website Working Group

The group has not been able to meet but would arrange during October.

PC/17/085 Waste Services Updates

There were no comments to make on the consultation but the Clerk is to ascertain whether large ton bags of green waste could be taken to the recycling centres.

PC/17/086 Appointment of Clerk & RFO

Councillor Perry has proposed, Councillor Hiscock Seconded that the post of Clerk and RFO to the Parish Council be offered to Heather Parks from 1st October 2017. Salary to be set at £3744 per annum. Hours to be 6 per week. The post to be registered with HMRC. Heather Parks would continue as Locum until the permanent position started. Voting unanimous in favour.

PC/17/087 Items for a press release or statement from the Parish Council.

It was resolved that items for a press release would be:

New Clerk & RFO

Flood Protocol

Salt Bins

Volunteer party for Village tidy up.

PC/17/088 Correspondence:

Letter of thanks from CAB for Parish Council's donation Noted.

PC/17/089 Next Parish Council Meeting

Councillor Buttenshaw proposed and Councillor Perry Seconded that the next Parish Council meeting be brought forward by one week to 24th October 2017. Voting in Favour 7, Against 2, Abstentions Nil. Proposal carried.

Meeting Closed at 8.43pm

DRAFT