

**Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 18th September 2018 @ 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.

Present: Cllrs Bond (in the Chair), Buttenshaw, Colvin, Eastman, Gould, Moore, Morris and Sturmeay.

Officers: H Parks

Public and Press: 5 members of the public and No Press.

PC/18/50 Apologies

Councillors Perry and Hiscock (Hols) and Councillor Fellowes (Personal)

PC/18/51 Minutes

PC/18/51.1 The minutes of the meeting held on 31st July 2018 were approved and signed by the Chairman.

PC/18/51.2

None

PC/18/52 Declarations of Interest

None

PC/18/53 Chairman's Announcements

None

Standing Orders were suspended to allow for public participation. Agreed by members at 7.16pm.

PC/18/54 Public Participation

PC/18/54.1 Mr R Burgess asked questions about the agenda preparation and getting items on the agenda, what happened to written letters or emails to the Council, were they minuted for instance, and also queried the viability of the Standing Orders. The Clerk responded verbally on this occasion at the request of the Chairman.

PC/18/54.2

None

Standing Orders were reinstated at 7.20pm.

PC/18/55 Financial Information

PC/18/55.1 Payments for approval:

001204 £264.00 H M Parks August Payroll

001205 £66.00 HMRC August Payroll

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001206 £23.98 A Perry 123 Reg
001207 £78.00 Mirage Signs
001208 £33.47 H Parks Postage Stamps
001209 £297.08 Glasdon UK
001210 £ 40.00 Acorn Education Trust
001211 £ 238.28 idverde Ltd
001212 £153.60 Broxap Ltd
001213 £49.99 A Perry Website Hosting
001214 £264.00 H Parks September Payroll
001215 £66.00 HMRC September Payroll

It was proposed by Councillor Gold, Seconded by Councillor Colvin that all payments were approved. Voting unanimous in favour.

PC/18/55.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 9261.11
Bus Instant Access £ 6190.92
Village Hall Fund £4596.81
Balances @ 2 August 2018
Noted

PC/18/55.3 Monthly financial report:

Members received the monthly report outlining the current position of spend against budget allocated year to date and Councillor Sturmeay signed the reconciliation.

PC/18/56 Planning Applications

PC/18/56.1 Applications received and for comment:

18/07358/TCA Site Location: Little Orchard Newtown Heytesbury BA12 0HN
Proposal: T1 Cherry, Fell.

18/07452/FUL Site Location: Church Farmhouse Tytherington Warminster Wiltshire BA12 7AD
Proposal: Alterations to Garden Room, Outdoor Pool Installation and Re-positioning of Pool House
Councillor Sturmeay proposed clarification of the email agreement of No objection to both items. Seconded Councillor Morris. Voting unanimous in favour.

PC/18/57 Outside Spaces Working Group

PC/18/57.1 Councillor Gould proposed approval of the notes of the meeting held on 28th August 2018. Seconded Councillor Sturmeay, Voting unanimous in favour.
Councillor Gould announced that she needed to step down from the working group due to family commitments.

PC/18/57.2 Members approval of recommendations:

- The Parish Council reviewed the Allotment file and the Clerk outlined areas which still needed clarification with the templates provided. These had been proof read and further work was required to make them suitable for acceptance. Councillor Colvin

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proposed and Councillor Gould Seconded that the Parish Council seek advice from the National Allotment Association before putting matters into the hands of a solicitor, regarding a lease. It was felt that a licence could be prepared, with an updated template and reviewed after five years. Voting unanimous in favour.

- Members Noted that work had begun on the treatment plant at the Knook Site.
- Members discussed the items still outstanding which needed attention at the play area. Members wished to use Volunteers for some works, which didn't involve technical items such as fittings and fixtures, which was accepted, needed expertise. The working group had produced a mission statement and members approved the use of volunteers as follows:
Volunteers to be used in a controlled environment and with the supervision of a lead Councillor. This would ensure that the Council's insurance would cover the relevant volunteers and members. The lead Councillor will prepare a risk assessment for each piece of work.
Painting of the equipment can take place using proper materials to deal with the rust first and painting second.
Play equipment can only be dealt with outside school hours and with the permission of the school, if required.
Slats on the picnic table to be turned and re-fitted. Investigation into a suitable hardstanding and what is acceptable. Permission may be required from the school.
Volunteers to be used to re-varnish Parish notice boards.
Looking to replace benches as and when required with recyclable material to improve lifespan. The OSWG to start reviewing the worst benches and obtain quotes for replacement.
The Cone Climber should be replaced and funding from the Area Board to be applied for. The OSWG would obtain quotes.
Proposed Councillor Eastman, Seconded Councillor Sturmeay. Voting unanimous in favour.

PC/18/58 Dark Sky Reserve project – Cranbourne Chase AONB

Members made a request that a representative attend a future meeting to brief members on the project. Proposed Councillor Colvin, Seconded Councillor Gould. Voting unanimous in favour.

PC/18/59 Electoral Review of Wiltshire: Warding Arrangements

Members Noted the review and held a general discussion. One question put to the Clerk to review was why Tytherington is not part of the Parish. This would be investigated

PC/18/60 Items for a press release or statement from the Parish Council.

None

PC/18/61 Correspondence Issued to members 23.07.18 – 04.09.18

Noted