

**Heytesbury Imber and Knook Parish Council**  
**Minutes**  
**Annual Meeting**  
**Tuesday 21st May 2019 @ 7-15pm**

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

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

Councillor C Newbury, Wiltshire Council

**Officers:** H Parks

**Public and Press:** 4 members of the public and No Press.

**PC/19/1 Election of Chairman for the year 2019-2020**

Nominations received for Chairman put forward were Councillors Perry and Eastman. The Chairman asked if there were any further nominations, Councillor Morris asked for her name to be included.

The Clerk explained the voting to members and the Chair asked for a proposal for all three nominations to be considered. Councillor Gould proposed the three nominations, seconded Councillor Moore.

At this stage Councillor Perry withdrew her nomination. Councillor Gould was asked to amend her proposal to include the withdrawal of Councillor Perry and this was seconded by Councillor Moore. Councillor Colvin asked for a recorded Vote.

Votes for Councillor Eastman: Councillors Colvin, Fellowes, Hiscock, Sturmeay and Eastman.  
Voted for Councillor Morris: Councillors Perry, Bond, Gould, Moore, Buttenshaw and Morris.  
Councillor Morris was duly elected Chairman and Councillor Perry made way for the newly elected Chairman.

**PC/19/2 Chairman's Declaration of Acceptance of Office**

Councillor Morris duly signed the Declaration of Acceptance of Office and delivered it to the Clerk.

**PC/19/3 Election of Vice Chairman for the year 2019-2020**

Nominations received for Vice Chairman put forward were Councillors Bond and Sturmeay. The Chairman asked if there were any further nominations. There were none.

The two nominations were proposed by Councillor Perry and seconded by Councillor Gould. A majority vote for Councillor Bond approved his appointment as Vice Chairman.

**PC/19/4 Apologies for Absence**

None

**PC/19/5 Declarations of Interest**

None

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### **PC/19/6 Chairman's Announcements**

A vote of thanks was extended to the outgoing Chairman Councillor Ann Perry and members appreciated her long-standing commitment and work on behalf of the Parish Council over a number of years.

### **PC/19/7 Minutes**

The minutes of the meeting held on 16th April 2019 were approved and signed by the Chairman.

*Standing Orders were suspended at 7.25pm to allow for Public Participation*

### **PC/19/8 Public Participation**

**Bill Parks** congratulated the newly elected Chairman and offered a vote of thanks for Councillor Ann Perry's contribution and service to the Parish Council during her period of tenure.

**Councillor Christopher Newbury Wiltshire Council Unitary Member** – also offered his thanks to the outgoing Chairman. He outlined that he had worked with Ann over a number of years and reported that she had put in a huge effort for the Parish as well as displaying great attention to detail.

He had attended the annual meeting of Wiltshire Council today and Baroness Scott had announced that she would be standing down as leader of Wiltshire Council on the 9<sup>th</sup> July 2019. There was no successor in place at the present time. It was business as usual except the recent announcements on special education, but stressed if there was any particular item that the Parish required information or help on, then he would take questions.

*Standing Orders were reinstated at 7.30pm*

### **PC/19/9 Appointments to Posts and Working Groups**

The members reviewed all posts and took out those no longer relevant to current business. Some of the posts below were incorporated into the Outside Spaces Working Group. It was proposed to accept the following en-bloc by Councillor Buttenshaw and seconded by Councillor Eastman, voting unanimous in favour.

<b>Post</b>	<b>Number required</b>	<b>Name</b>
Army Liaison	1	Ann Perry
Website Maintenance	2	Clerk & Ann Perry
Press & Social Media	1	Clerk
Police/Neighbourhood Watch	1	Ann Perry and Leila Gould
Booking of Tables and Chairs	1	Sarah Buttenshaw
Monitoring of Footpaths & Grass verges	1	David Bond
Emergency Planning	1	Louise Morris with further discussion at a future meeting
Play Area weekly inspection	1	Trish Fellowes and Tom Eastman

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Play Area monthly written report	1	Trish Fellowes
Liaison for Parish Steward	1	Clerk
Knook Allotment Site	1	Liz Colvin
Outside Spaces Working Group	As reqd	Vanessa Sturmeay, Trish Fellowes, Liz Colvin, Louise Morris and Derek Hiscock

### **PC/19/10 Policies & Registers**

Members resolved to adopt the following updated policies, proposed Councillor Colvin, seconded Councillor Gould. Voting unanimous in favour.

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

### **PC/19/11 The General Power of Competence**

It was proposed by Councillor Perry and seconded by Councillor Gould 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.*

Voting unanimous in favour

### **PC/19/12 Financial Information**

#### **PC/19/12.1 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

It was proposed by Councillor Sturmeay and seconded by Councillor Eastman that the above payments were approved. Voting unanimous in favour.

#### **PC/19/12.2 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  
Noted

#### **PC/19/12.3 Monthly Financial Report**

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

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#### **PC/19/12.4 Insurance Renewal**

Members approved the renewal of the Parish Council's policy and agreed payment of £1,094.37 being year two of the three-year approved business agreement. Proposed Councillor Colvin, seconded Councillor Gould. Voting unanimous in favour.

#### **PC/19/12.5 WALC Subscription**

Members approved the annual subscription to WALC and payment of £342.64. proposed Councillor Buttenshaw, seconded Councillor Gould. Voting unanimous in favour. Members asked to be reminded of contact details and access to website.

#### **PC/19/12.6 Grant Applications**

Members discussed the application and Councillor Buttenshaw proposed support for £229 for a new strimmer and associated items, seconded Councillor Perry. Voting in Favour 9, Against 1, Abstention 1. Proposal Carried.

#### **PC/19/13 OSWG**

**PC/19/13.1** Members approved the notes of the meeting held on 9 April 2019, Proposed Councillor Sturmey, seconded Councillor Eastman. Voting unanimous in favour.

**PC/19/13.2** Members approved the recommendations as follows, Proposed Councillor Eastman seconded Councillor Colvin. Voting unanimous in favour.

- 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 - with damage to two post mounted bins, it may not be possible to carry out the request at this time. The Parish Steward has fitted the new bases for bins whilst in the Parish this week.
- Replace two broken dog poop boxes with spares - agreed but new boxes will now need to be purchased to cover other areas. This is to be discussed at the next working group meeting.
- 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. The Clerk will ascertain the relevant licenses or permission and this item is to be brought back to the working group once identified.

#### **PC/19/14 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.*

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

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

No Objection

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

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

No Objection

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**19/03958/FUL** Site Location: The Old Surgery 60 High Street Heytesbury BA12 0ED  
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.  
No Objection

**19/04569/LBC** Site Location: The Old Surgery 60 High Street Heytesbury BA12 0ED  
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.  
No Objection

**PC/19/15 Community Led Housing Project**  
Noted

**PC/19/16 New Drainage Scheme**

It was established that further discussion and consultation with the Parish would be needed before any firm decisions were made on this subject. It was a disappointment that a representative from Wessex Water would not be able to attend the Parish Meeting scheduled for 28<sup>th</sup> May. Councillor Newbury commented on previous schemes that never came to fruition through the Wylie valley. He said in the "70 s, Warminster Rural District Council were planning to install mains drainage for the Wylie valley but local government reorganisation intervened" and outlined that there would be personal cost and likely ongoing costs for sewage provision. Equally members of the Parish expressed concern that tenants in ex council housing were paying far more for the service they currently have than many others. There was also comment on changes to legislation in 2020. More research is to be undertaken and Councillors Colvin and Eastman would form a working party to gather more information based on the form issued by Wessex Water with a view to returning this item to a future agenda.

**PC/19/17 Items for a press release or statement from the Parish Council**

A press release would be issued to announce the new Chairman of the Parish Council.

**PC/19/18 Correspondence issued to members**

Noted

**PC/19/19 Internal Audit**

Members received and noted the Annual Internal Audit Report for 2018-2019. One recommendation was issued in relation to the Council's Risk Register.

**PC/19/20 Annual Governance and Accountability Return 2018/2019 Part 2**

**PC/19/20.1** Councillor Buttenshaw proposed and Councillor Moore seconded that Members approve the annual governance statement as outlined in Section 1 of the Annual Return. Voting unanimous in favour.

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**PC/19/20.2** Councillor Sturmev proposed and Councillor Colvin seconded approval of the accounting statements as outlined in Section 2 of the Annual Return. Voting unanimous in favour.

The Chairman and Clerk signed the Annual Governance Statement and the Chairman signed the Accounting Statements.

The Clerk is setting the commencement date for the exercise of public rights as Monday 17<sup>th</sup> June 2019.

The Certificate of Exemption was completed and Signed by the RFO and Chairman.

Members received a copy of the Receipts and Payments for the Year Ended 31<sup>st</sup> March 2019.

The meeting closed at 8.23pm

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