

JANUARY 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 18 JANUARY 2011

Present : Mrs Perry (chairman), Rev Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Messrs: Bond, Reynolds, Hiscock, Dale, Lewis, W.Cllr Newbury

2 PCSOs

Apologies : Mr Hillier

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

There were none.

PUBLIC PARTICIPATION

The PCSOs reported that there had been no recent incidents in the parish. They would try to pass any relevant info to the PN on a regular basis.

PLANNING

1. Applications by:
 - A) Mrs Thornett for erection of rear conservatory at Gibbs, Church Road, Tytherington: support. (Previous application was withdrawn).
 - B) Heytesbury, Imber&Knook Parish Council for addition of play equipment and safety surfacing to existing play area at playing field, Greenlands: support.
2. Permission to:
 - A) Mr&Mrs Andrews for installation of solar PV panels to outbuilding's south-facing roof. Panels to be installed within 180mm roofline; overall size of solar array to be 8mx3.4m at Dovecot House, 12 Heytesbury Park.
 - B) HZ Development for amendment to planning permission in order to enclose the carport to create a kitchen at land adjacent to the Coach House, Mantles Lane.
3. Withdrawn: erection of side porch and internal alterations to include first-floor bathroom, second-floor staircase and repositioned attic room at Church House, 53a High Street.

MATTERS ARISING FROM THE MINUTES

1. Temporary Signs

Jo Duggan wrote to the PC to express her disappointment that complaints had been made about the signs advertising the Christmas open studio fortnight, and that some of the signs had disappeared. The event had brought business into the village and the signs had proven the most effective means of advertising. WC had advised the clerk that they had discretion to allow temporary signage if they conformed to certain requirements and the clerk had passed this info to Mrs Duggan, who would be happy in future to consult with the highway manager.

This info and that obtained by the chairman to be placed on the website and PN.

2. Grit Bin

Cllr Sturmeay reported that the damaged Knook grit bin had been replaced.

3. Winterbournes

The EA believed that the low levels were due to the below-average rainfall for 7 of the last 9 months, which subsequently affected groundwater levels. Additionally, the level of licensed public water supply at the top of Heytesbury brook had been identified as a possible concern and has been adopted for investigation; due to be completed by December 2013.

4. Park Lane Trees

Smithsgore had asked Cllr Hiscock to attend to the trees and undergrowth.

CORRESPONDENCE

1. BY EMAIL:

WC:

- A) Emergency planning newsletter and info on community emergency plans. Cllr Dale offered to be responsible for this.
- B) Parish newsletter.
- C) Minutes for western area planning committee on 8 December and agenda for 12 January 2011.
- D) Minutes for Warminster Area Board meeting on 11 November and agenda for 13 January 2011.

2. Notes on localism bill.

Other correspondence:

- 3. Community First News and GROW – enhancing community support: passed to the PO.
- 4. M&G accumulation shares: £1901.61 was transferred on 15 December 2010.

5. Donation request from Wiltshire Music Centre: not agreed. The clerk to pass the booklet to the PO.
6. WC:
 - A) West Wilts bus timetables – passed to the PO.
 - B) Revised areas for local highways and street scene.
 - C) Register of electors.
7. Invoice from Heytesbury School for £10 for the November meeting, however it had been agreed by the Head that this payment be passed to Paula Bligdon – payment for this and January agreed.
8. Great Poppy Party info – to be passed to the local British Legion rep.
9. WALC literature and training info.

APRIL 29th WEDDING

Members decided that any celebrations should not be PC-led, as it was up to villagers to organize an event if they so desired.

The chairman had consulted a website that gave info on costs of public liability, road closures etc. This would also be relevant should anyone wish to organize a 2012 street party.

AFFORDABLE HOUSING

Cllr Hiscock had been approached by some parishioners regarding social housing for local people. W.Cllr Newbury said that the key was to find a local landowner willing to sell land at a low cost to a housing association. The planners wanted land that was well-related to the village and its services. It was agreed that this be noted in the new headline sheet, along with info on a village design statement.

STREET LIGHTING REDUCTION

Cllr Dale had attended the Western Area Board meeting on 13 January, at which the scheme and funding had been agreed.

The chairman and members thanked him for his excellent project management.

PLAYGROUND

The clerk had served notice to WC as landowner of the playing field in order to install the new equipment and had agreed to the minimum charge of £50 per annum for the lease, prior to applying for pp. Cllr Sturmeay said that she awaited the Selwood report for the Knook area. She would apply for grant funding as soon as possible.

Cllr Bond said that the inspection report noted only items of medium importance, which he would bring up at the next meeting – to be placed on the February agenda.

KNOOK CASUAL VACANCY

WC advised that the vacancy could be filled by co-option. Cllr Sturmeay was happy to continue as the unofficial Knook representative, therefore the vacancy would be advertised on the website and by notices. To be placed on the next agenda.

ITEMS FOR REPORT

1. The chairman :
 - A) had been asked about the possibility of the PC purchasing a snow-clearing attachment for use in the village. To be noted in the headline sheet and Cllr Hiscock to discuss this at the upcoming police-led farmers' meeting.
 - B) asked about potholes at Newtown. Cllr Bond had spoken to the parish steward about an effective but expensive repair material. Cllr Hiscock said that when Heytesbury Estate had asked all relevant householders to contribute to repair none had agreed. The clerk passed the previous correspondence with WC about the status of the road to the chairman, who intended to investigate the matter.
2. Cllr Bennett-Shaw said that owners were responsible if their trees fell onto the public highway - to be noted in the PN and headline sheet.
3. Cllr Hiscock said that the railings on the bridge after the Parsonage House entrance in Tytherington Road were very bent: the clerk to report this to Clarence.
4. Cllr Sturmeay said that she would attend the church meeting on 27 January re the possibility of a parish hall conversion as an individual, not as a P.Cllr.
5. Cllr Buttenshaw said that the Mantles Lane verge where she had planted bulbs needed reinstatement. Cllr Bennett-Shaw replied that work was still in progress.

After signing the following cheques, the chairman closed the meeting at 8.30pm.

Cheques: clerk's salary: £259.25 Wilts Council: £85 (delegated powers)
P.Blidon: £20 (Nov&Jan)

FEBRUARY 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 22 FEBRUARY 2011

Present: Mrs Perry (chairman), Rev Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Messrs: Bond, Reynolds, Hiscock, Dale, Lewis, Hillier

2 members of the public

Apologies: W.Cllr Newbury

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

Cllrs Perry and Dale expressed a personal interest in planning applications 1F and 1G and Cllr Bennett-Shaw in application 1A.

PUBLIC PARTICIPATION

Peter Sincock returned to bid farewell after 18 years service on the PC and to thank members for his leaving gift. He would continue to inspect the war memorial and to paint the milestone. The chairman thanked him.

Peter Corp explained details of, and answered questions on, the Manor Farm application.

PLANNING

1. Applications by:

- A) Mr P.Corp for demolition of 2 chicken sheds and erection of a farm worker's dwelling and detached garage at land at Manor Farm, Tytherington: support subject to the condition of the imposition of an agricultural tie.
- B) Mr Richard Wilson to refurbish garden building and convert same for use as gymnasium with cloakroom facility at Church Farmhouse, Tytherington: support.
- C) Mrs Bartlett for various works to 4 trees at 4 Cotley Place: support.
- D) Mrs Reade to render outside brickwork to dwelling; replace dormer flat roofs with pitched roofs; add new garage with office space above at Yew Trees, Chapel Road: no comment.
- E) Rev.Robin Hungerford for internal alterations and timber-framed porch to back door at Church House, High Street: no comment.
- F) Downlands Arboricultural Services for various works to avenue of lime trees at Heytesbury House, Heytesbury Park:support.

- G) Downlands for work to various trees at Heytesbury House: no decision could be reached due to lack of a schedule, which the clerk would request from WC.
2. Permission to Hospital of St John to remove 1 dead sorbus and 1 dying apple tree.

MATTERS ARISING FROM THE MINUTES

1. **Mantles Lane Verge**

Cllr Bennett-Shaw said that, as the Mantles Lane building works had been completed, the verge that Hills had seeded needed to be reinstated. The clerk to ask Jack Waters, owner of the building, to take responsibility for this.

2. **Park Lane**

Cllr Hiscock had trimmed the undergrowth on behalf of Heytesbury Estate.

3. Tytherington Road Barrier Railings

The clerk had again asked WC to repair the railings.

CORRESPONDENCE

1. **BY EMAIL:**

WC:

- A) Minerals consultation amendment.
 - B) Parish newsletter.
 - C) Minutes for western area planning committee on 12 January 2011 and agenda for 2 March.
2. Invitations to AONB HEAP launch on 16 February and Warminster rural NPTNTG meeting on 7 February.
3. Info from NPT rural meeting held on 24 January.

Other correspondence:

- 4. Best kept village competition – members decided against entering.
- 5. M&G accumulation shares: investment summary as at 31 December 2010: £124,902.89.
- 6. Invoices from:
 - A) RJPrint for £13.36.
 - B) AON Ltd for charity trustees indemnity assurance: £215.34.

Payment for both was agreed.

7. WALC literature.

8. Letter from Penny Atkin-Berry inviting Cllrs to come to the church at 7.30pm on 11th March to hear about ideas for the wider community use of the building. The clerk to reply that as many members as possible would attend.

WEDDING MUGS

Cllr Bennett-Shaw had obtained costings for mugs. At present there were 108 children in the parish. Members decided against purchase, bearing in mind that 2012 was a jubilee year.

BANK FIGURES

The clerk reported that, as at 9 December 2010, the deposit account stood at £11,602 and at 25 January 2011, the current account at £7,672.

CLERK'S EXPENSES

Payment was agreed for expenses of £21.63.

PLAYGROUND AND INSPECTION REPORT

Cllr Bond said that the following items had appeared regularly on the annual ROSPA report:

- A) the chain-link fence at the back of the houses bordering the playground needed repair in order to keep dogs out – the clerk to write to Selwood.
- B) the pedestrian access gate by the set of Greenlands garages was eroded and should be spring-loaded in order to shut automatically. The clerk to write to Colin Brown of WC.
- C) another dog ban sign was advisable at the entrance. Cllr Bennett-Shaw said that she had one.
- D) the teen shelter had some rust – Cllr Bond to apply anti-rust paint.
- E) the junior swings and matting needed minor attention.
- F) a litter bin and seat should be provided.

Cllr Sturmeay and the clerk had completed funding applications. Landfill had been asked for £15,500, the preschool had promised a donation and the Area Board would be asked when pp had been granted.

The clerk to ask Neil Denning of Selwood for details of the Knook sewage system report.

KNOOK CASUAL VACANCY

As nobody had come forward, the chairman asked members to consider possible candidates.

ITEMS FOR REPORT

1. The chairman said that she was the census co-ordinator for the area.

2. Cllr Bennett-Shaw had carried out a litter-pick at the village entrance and asked members to clear away any litter that they encountered.
3. Cllr Dale said that he awaited contact by the lighting engineers.
4. Cllr Sturmev said that 2 people had complained about a new barbed wire fence that had been erected by the river on the Knook footpath.

After signing the following cheques, the chairman closed the meeting at 8.30pm.

Cheques:	clerk's salary: £259.25	clerk's expenses: £21.63	RJPrint: £13.36
	P.Blighdon: £10	AON Ltd: £215.34	

MARCH 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 29 MARCH 2011

Present: Mrs Perry (chairman), Mrs Sturmeay, Messrs: Reynolds, Hiscock, Dale, Lewis

1 member of the public

Apologies: Rev Bennett-Shaw, Ms Buttenshaw ,Mr Bond, Mr Hillier, W.Cllr Newbury

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

There were none.

PUBLIC PARTICIPATION

Roger Osborne explained details of the planning application for 174 Tytherington. He also spoke of the poor drainage in the road around Heytesbury Mill, which was often flooded and muddy. The clerk had spoken to Nicholas Pottow about the mud and would contact WC about the drainage problem.

The chairman thanked him.

PLANNING

1. **Permission to:**
 - A) Heytesbury PC for addition of play equipment and safety surfacing to existing play area at the playing field, Greenlands.
 - B) Mrs Bartlett for various works to 4 trees at 4 Cotley Place.
 - D) Mrs Reade to render outside brickwork to dwelling; replace dormer flat roofs with pitched roofs; add new garage with office space above at Yew Trees, Chapel Road.
 - E) Rev.Robin Hungerford for internal alterations and timber-framed porch to back door at Church House, High Street.
 - F) Downlands Aboricultural Services for various works to avenue of lime trees at Heytesbury House, Heytesbury Park.
 - G) Downlands Aboricultural Services for work to various trees at Heytesbury House: at the February meeting no decision could be reached due to lack of a schedule, which the clerk had subsequently requested from WC and to which members had no objections.

2. **Applications by:**

- A) Mr Tennant for alterations to outbuildings to form attached annexe including demolition of front wall and roof at Quebec House, High Street. No objections.
- B) Mr Osborne for proposed ground floor extension to form garden room together with replacement roof structure over existing ground floor extension and internal alterations at 174 Tytherington: support.
- C) Mr Pierce for work to 8 various trees at The Old Vicarage, Little London: no comment.

MATTERS ARISING FROM THE MINUTES

1. **Litter**

CLlr Hiscock had anonymously been given photos showing litter in and around the football field. It was decided that the clerk send copies of the photos to Mark Hicketts of Heytesbury FC, as well as to the Deverills and Sunday Morning FCs, asking them to clear the debris on grounds of unsightliness and health and safety and to ensure that they all take responsibility for keeping the area clean on a match-by-match basis and disposing of their rubbish. The PC would contact the Sassoon Estate if no action was taken.

2. **Church Meeting**

The chairman and several cllrs had attended the meeting. The church committee wished the PC to endorse, in principle, the plans for the wider use of the church in the community. To be placed on the next agenda, when it was hoped that more members would be present.

CORRESPONDENCE

1. **BY EMAIL:**

WC:

- (A) Parish newsletter.
 - (B) Agenda for Warminster Area Board meeting on 10 March.
 - (C) CLlr Bennett-Shaw asked that the Tytherington seat and the church seat be varnished and that Mr Venning and Heytesbury estate be thanked for the Newtown road surface repair.
2. NPT Warminster Rural minutes for the meeting held on 7 February and SIDS info.

Other correspondence:

- 3. Invitation to Trowbridge Mayor's fundraising garden party on 8 May – declined.
- 4. M&G accumulation shares: £1646.09 transferred on 28 February.
- 5. VAT refund for 2010/11: £99.36.
- 6. Donation request from West Wilts Portage Service: payment of £25 was agreed.

7. WALC literature.
8. Plain Action newsletter.

WC:

- (A) AV Referendum notices – displayed.
- (B) Proposed changes to bus services: withdrawal of council funding for Warminster-Trowbridge section of bus route 264/265; transfer of Salisbury terminus to on-street bus stop for route 24; withdrawal of shared taxi service serving Wylve Valley and Chitterne on Connect 2 route.

PLAYGROUND

Cllr Sturmev had been promised a donation of £1000 by the preschool and had asked HYPO for £1000. She asked the clerk to again ask WC for lease agreements and to send her the PC accounts and standing orders to satisfy the Area Board and Landfill grant requirements. The clerk reported that she had approached the school regarding repair of the pedestrian access gate by the Greenlands garages as advised by John Price of WC and that Selwood had agreed to attend to the chain-link fencing at the back of the houses bordering the playground .

KNOOK CASUAL VACANCY

As nobody had come forward, the chairman asked members to consider possible candidates.

ITEMS FOR REPORT

1. The chairman had been invited by the school to talk to the children regarding their road safety concerns; particularly parking and speeding issues.
2. Cllr Dale said that the street lighting plan should be carried out within a couple of weeks.
3. Cllr Hiscock reported that part of the Newtown road surface had been repaired. It was agreed that the clerk thank Heytesbury Estate and Mr Venning. He said that there were 2 potholes in the High Street near the school and bus shelter. The clerk to report them to Clarence.
4. Cllr Reynolds questioned the value of the proposed quarterly headline sheet and wished to withdraw his offer to write it. Cllr Dale believed that there would be no point in producing "old news", however, it would be useful to highlight PC activities every 6 months or annually. It was agreed that the subject be placed on the agenda in May and November. Cllr Dale would be willing to print the sheet if other members contributed items.

After signing the following cheques, the chairman closed the meeting at 8.25pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10
West Wilts Portage Service: £25 (S.137)

APRIL 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 26 APRIL 2011

Present: Mrs Perry (chairman), Rev Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Messrs: Reynolds, Dale, Bond (vice-chairman),

Apologies: Mr Lewis, Hiscock, Hillier, W.Cllr Newbury

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

Clr Buttenshaw declared a personal interest in planning application 2A.

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Permission to:
 - (A) Mrs Thornett for erection of rear conservatory at Gibbs, Church Road, Tytherington.
 - (B) Mr Wilson to refurbish garden building and convert same to gymnasium with cloakroom facility at Church Farmhouse, Tytherington.
 - (C) Mr Pierce for work to 8 various trees at The Old Vicarage, Little London.
2. Applications by:
 - (A) Mr Pope for removal of corridor wall, existing door to be blocked up and existing blocked up doorway to be re-instated to conform to current regulations with respect to fire escapes at The Angel Inn, High Street: support.
 - (B) R.Royce for 2-storey extension, internal alterations and new vehicular access at The Forge, Park Street: members objected as the existing vehicular access shared with a neighbour should be sufficient. A new access would destroy part of the wall, which could be listed, and require the felling of 2 trees inside the wall (not noted in the application). Also, the carport would be too high above the wall and appear obtrusive.
 - (C) Mr Morris for proposed 2-storey extension at Duck Cottage, 126 Park Lane: support.

MATTERS ARISING FROM THE MINUTES

1. Litter

Mark Hicketts of Heytesbury FC replied that the club would endeavour to ensure that the problem of litter on the football pitch and surrounding land did not persist.

He also stated that large amounts of dog faeces had to be cleared from the pitch prior to games and asked that the PC alert parishioners that they should obtain permission from the Sassoon Estate to exercise their dogs there, and if they do have permission, that they clear up any fouling.

The FC would contact the Sassoon Estate if the problem persisted.

A letter from Angus McLellan, secretary of the Deverills FC, pointed out that they had no dealings with the Sassoon Estate as they sublet the ground and changing rooms from Heytesbury FC, who were responsible for all major cleaning maintenance. The Deverills FC cleaned the changing rooms and any rubbish left around the pitch after every game.

A note to be placed in the PN that walkers and dogs were not permitted on the pitches.

2. Newtown Road Surface

Mark Venning had replied to the clerk's letter of thanks to say that a thorough job had been done, which he hoped would last for many years.

Philip Kirk of Heytesbury Estate replied that they intended to keep on top of the potholes and he would look at what needed to be done this year. Sadly WC were not interested in adoption of the road regardless of what standard the surface was brought to, as the road itself as regards width, kerbs, splay etc could not be made to comply with the standards required for adoption.

3. Headline Sheet

Cllr Buttenshaw offered to compile it and Cllr Dale to produce it. To be placed on the May agenda.

4. Seats

Cllr Bennett-Shaw asked for the seat in Tytherington (opposite the church) and the seat next to Heytesbury Church to be revarnished. The clerk to ask Jack-of-all-Trades to carry out the work.

CORRESPONDENCE

1. BY EMAIL:

WC:

- (A) Parish newsletter.
- (B) Agenda for Warminster Area Board meeting on 19 May.
- (C) Minutes for Western Area planning committee on 23 March and 13 April and agenda for 4 May.

2. The Hart – AONB newsletter.
3. Cllr Dale:
 - (A) applied for PC membership with the Ordnance Survey in order to access detailed electronic parish maps.
 - (B) sent a suggested format for the proposed parish newsletter.
 - (C) reported that the part operation of the street lighting came into operation on 21st March, however he had subsequently advised Mouchel that there were inconsistencies with the agreed plan. Mouchel to issue rectification orders.
4. Cllr Bennett-Shaw forwarded the parish steward programme for April to June and the update for March. Cllr Sturmev reported that the Knook road surface all the way on the left contained large and deep potholes, which Cllr Bennett-Shaw would relay to the steward.
5. EA River Avon restoration plan newsletter.

Other correspondence:

6. Mazars notice of audit for year ended 31 March 2011. It was agreed that Auditing Solutions Ltd be appointed internal auditor: proposed by Cllr Bennett-Shaw, seconded by Cllr Bond.
7. Donation thanks from West Wilts Portage Service.
8. WALC literature and subscription invoice for £250.61: payment agreed.
9. Plain Action newsletter.
10. WC AV Referendum notices – displayed.
11. Insurance quote from AON for £988.02. The clerk had also obtained a quote from Zurich via Community First for £833.36. It was decided that the clerk attempt to reduce the AON quote by referring to the lower quote from Zurich. If unsuccessful and the Zurich coverage was reasonably comparable, it was agreed that it be accepted.
12. Invoice of £160 from Nigel Still for grasscutting: payment agreed.

DONATIONS

As budgeted, Cllr Bond proposed, Cllr Bennett-Shaw seconded and it was agreed that the following payments be made:

- (A) Heytesbury PCC for churchyard grasscutting: £350.
- (B) Heytesbury Cricket Club: £150.
- (C) Heytesbury Football Club: £150.

There was also a donation request from Victim Support: £25 was agreed.

PLAYGROUND

Cllr Sturmev would apply for a grant to the Area Board under the auspices of HYPO, as parish councils were unable to apply. Landfill needed a 3rd party contribution of approx. £2000, for which she had applied to Morrisons and Asda and would ask Waitrose.

WC would draft the new lease for the Heytesbury play area and Neil Denning of Selwood confirmed that the Knook sewage report had been completed, but that agreement from WC was now necessary in order to move forward with any of the projects. Cllr Sturmev would contact Mark Hunnybun of WC to attempt to move the matter forward.

KNOOK CASUAL VACANCY

As nobody had come forward, the chairman asked members to consider possible candidates.

COMMUNITY USE OF CHURCH

Members agreed, in principle, to endorse the proposal for the wider use of the church building in the community. The clerk to inform the committee secretary in writing of this decision.

2012 JUBILEE

Cllr Bennett-Shaw said that a parishioner had volunteered to organize a street party in June 2012. All present agreed (with 1 abstention) in principle to support the event and to consider making a financial contribution in the November budget.

ITEMS FOR REPORT

1. The chairman complained about the untidy appearance of the May Bank Holiday Fun Day event signs and other members had also received adverse comments from parishioners. It was decided that the clerk write to Neil Clough to ask that in future the bonfire committee contact WC to ensure that the signs conformed to the requirements for temporary signage.

2. Cllr Buttenshaw asked:

- (A) if it was possible for a pedestrian warning sign to be erected on the bypass near the Cotley Hill steps. The chairman said it was extremely unlikely.
- (B) if WC had replied to the PC's request for the 30mph sign to be moved further down Tytherington Road to include the entrance to the Parsonage Farm development. As there had been no reply, the clerk would again contact WC.

3. Cllr Bond reported that the piscatorial society had erected barbed wire on the footbridge near the Mill.

4. Cllr Sturmev:

- (A) asked that the steward cut back the overgrown trees at the entrance to the Knook recreation field.
- (B) had attended the localism seminar, where discussion had included grants for Speedwatch kits – she had asked the school if they were interested-

and neighbourhood plans, which empowered communities regarding planning matters.

After signing the following cheques, the chairman closed the meeting at 8.35pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10
Victim Support: £25 (S.137) WALC: £250.61
Heytesbury PCC: £350 (S.214) Heytesbury FC: £150 (S.137)
Heytesbury CC: £150 (S.137) N.Still: £160
AON: £838.50 (delegated powers)

MAY 2010 ANNUAL GENERAL MEETING

MINUTES OF THE ANNUAL PARISH MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD IN THE PORTAKABIN ON 25 MAY 2010

Present: Mrs Hicketts (chairman), Rev.Bennett-Shaw, Mrs Perry, Mrs Sturmey, Ms Buttenshaw, Messrs: Sincock, Hillier, Bond, Lewis, Reynolds, W.Cllr Newbury

PCSO Wright

Apologies: Mr Hiscock

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

MATTERS ARISING FROM THE MINUTES

There were none.

PARISH ACCOUNTS AND ANNUAL RETURN

A copy of the annual accounts was given to each member in attendance. Approval of the accounts, Annual Return and Statement of Assurance was proposed by Cllr Hicketts, seconded by Cllr Sturmey and agreed. The clerk reported that the Charibond account stood at £119,699 at 31 March 2010, the HSBC village hall fund at £4,584 and at 30 April 2010 the current account balance was £13,648 and the deposit account at £11,598.

RISK ASSESSMENT

A copy was given to each member in attendance and approval was proposed by Cllr Hicketts, seconded by Cllr Sincock and agreed (to include retention of the level of fidelity guarantee at £2,000).

CHAIRMAN'S REPORT

Cllr Hicketts said that once again the PC had tried to ensure that our parish was one of the best in the area.

The possibility of compulsory purchase in order to secure use of the football and cricket pitches had been investigated but to date she had nothing to report on a positive note. The PC had decided to support both sports clubs with a donation for as long as they have to pay for use of the pitches, so at least the clubs should be able to keep using the area.

Hopefully in the coming year changes would be planned for the playground. Thanks were due to Cllr Sturmey for all her efforts so far in moving this project forward.

The chairman said that Cllr Sincock, as vice-chairman, had been her rock and clock throughout her tenure and without his support she would not have been so happy in keeping the role on, so she thanked him wholeheartedly.

She thanked all the councillors for their input and noted that it could be quite difficult to be a member as all the critics were either friends or neighbours.

She also thanked the clerk for her support, without which the roles of the chairman and all councillors would be more difficult.

VIEWS OF THE PUBLIC

There were none.

The chairman closed the meeting at 7.24pm.

MAY 2011

MINUTES OF THE ANNUAL GENERAL MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 31 MAY 2011

Present : Mrs Perry (chairman), Rev.Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, , Messrs: Hiscock, Reynolds, Bond, Dale, WCllr Newbury

Apologies : Mr Hillier, Mr Lewis

The chairman opened the meeting at 7.31pm following the Annual Parish Meeting.

ELECTION OF CHAIRMAN 2011/12

Cllr Perry was proposed by Cllr Bond, seconded by Cllr Buttenshaw and all were in favour. Cllr Perry was duly elected. She took the chair and thanked the council.

ELECTION OF VICE-CHAIRMAN 2011/12

Cllr Bond was proposed by Cllr Reynolds, seconded by Cllr Hiscock and all were in favour. Cllr Bond was duly elected. He thanked the council.

CHAIRMAN'S ALLOWANCE

As budgeted, £200 was proposed by Cllr Bond, seconded by Cllr Bennett-Shaw and agreed.

PUBLIC PARTICIPATION

There was none.

DECLARATIONS OF INTEREST

Cllrs Perry and Dale each declared a personal interest in planning application 1A.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

PLANNING

1. Applications by:
 - (A) Mr Martin Tenk for loft conversion with 3 rear pitched dormers at Winterbourne House, 14 Heytesbury Park: support.
 - (B) WC to crown lift beech tree and reduce to provide highway clearance at land adjacent to Three Chimneys, Mantles Lane: support.
2. Permission to Mr Marcus Pope for removal of corridor wall, existing door to be blocked up and existing blocked up doorway to be reinstated to conform to current regulations with respect to fire escapes at The Angel Inn.

MATTERS ARISING FROM THE MINUTES

1. Insurance

The clerk reported that AON had matched the quote given by Zurich and the premium had been paid under delegated powers.

2. Tytherington Road 30mph sign

WC highway engineer replied to the PC's request to extend the Tytherington Road speed limit that they were unable to extend a limit without promoting changes to the traffic regulation order. WC members had agreed to defer a review of limits on A and B roads and it was therefore unlikely that a review of minor roads would commence before 2013. The clerk had replied that the sign only needed to be moved approximately 80 metres to be next to the Heytesbury village sign, however, WC replied that the regulation order must still be adhered to. The clerk had informed Mrs Gordon-Duff.

3. Signs

Neil Clough asked the chairman about possible use of the school field for the Bonfire should the Red Lion no longer be available and whether the PC would support a jubilee event. Further emails ensued regarding village signs, including an emailed letter from Julian Harvey of the Bonfire committee, to which the chairman had replied. The chairman had also met Mr Clough to discuss the signs issue. WC had inspected them and advised that in future they should be displayed more closely to the start of the event, however, no action would be taken regarding their appearance and location unless WC received complaints direct to them from members of the public. Mr Clough asked in a further letter for names of the original complainants. The clerk to thank him for his letters and to reply that the PC was unable to supply names, however, the future PC policy would be to accept any complaints only in writing or in person at a PC meeting.

4. Jubilee

The chairman intended to produce a leaflet asking villagers if they wanted a street party, asking if they would be willing to contribute both money and food and to be prepared to join a committee, entirely independent of any other activity. She would fund the cost of the leaflet from her chairman's allowance.

CORRESPONDENCE

By EMAIL:

1. WC:

- (A) WC was spearheading a drive to bring superfast broadband to communities across the county. Notice to be displayed on the noticeboard, PO and website
- (B) Temporary road closure of C10 (part) High Street/Sutton Parva, Sutton Veny – notice displayed.
- (C) Agenda for Western Area Board on 19th May and agenda and minutes for Planning Committee on 25th May.
- (D) Spring emergency planning newsletter.

2. Neighbourhood Tasking Group minutes for 16th May.
3. AONB – invitation to Annual Forum on 1st June.
4. SPLASH activities – forwarded to the school.

Other correspondence:

5. Ordnance Survey boundary-line DVD.
6. Donation thanks from Heytesbury CC, PCC and Victim Support and donation requests from:
 - (A) Bobby Van Trust: £25.
 - (B) British Legion Women's Section towards the cost of a new standard: £150.
 - (C) HELP Counselling Services: £25.

Payment for all the above was proposed by Cllr Reynolds, seconded by Cllr Sturmev and agreed.

7. WC : Fields in Trust – parish and town councils were invited to nominate playing fields that they own for inclusion in the Trust scheme.
8. Invoices from:
 - (A) Dave Bond for footpath cutting: £210.
 - (B) K.Holton for work carried out on the Tytherington seat and the Heytesbury church seat: £45.

Payment agreed for both the above.

9. Cheques from:
 - (A) Hills: £128.70 for recycling site.
 - (B) Heytesbury Hedgehogs: £1000 contribution towards the playground equipment. Cllr Sturmev to thank them.
10. WALC literature and Community First News – passed to the PO.

PLAYGROUND

A) Knook: Cllrs Sturmev and Dale had met with Mark Hunnybun of WC and Neil Denning of Selwood Housing regarding the PC's proposals for the erection of play equipment on the recreation land at Knook. WC would be prepared to grant the PC a 20-year lease for the entire site, subject to the PC being responsible for insurance and maintenance. Alternatively WC would be prepared to consider a transfer of the freehold to the PC for £1, again with the same responsibilities, in accordance with the community asset transfer policy. Selwood Housing Association wished to install a sewage system under part of that land, for which WC intended to grant consent. Cllr Sturmev would consult the village on the plans and the chairman asked for a breakdown of the costs involved.

B) Heytesbury: Cllr Sturmeay had written to 7 local businesses to request donations. A third-party donation of £1595 may be needed by 15th June: the PC agreed to guarantee up to this sum. HYPO had been awarded £4843 by the Area Board towards the play area. As the lead time for ordering equipment was 4-6 weeks it was agreed that she part order to start the process to install some equipment in time for the school holidays. Cllr Sturmeay and the chairman had agreed to be included on the lease.

Mrs Townend had mentioned that the trees on the riverbank by the school field needed trimming – the clerk to contact WC.

ALLOCATION OF RESPONSIBILITIES

The following responsibilities were agreed:

Cllr Perry (chairman): Army liaison; website maintenance and co-ordinator; Police/Neighbourhood Watch liaison.

Cllr Bennett-Shaw: footpath representative; monitoring of footpaths, grasscutting and recycling area; village clean-up, parish steward co-ordinator.

Cllr Reynolds: Parish News reports; waste representative.

Cllr Bond: monitoring of footpaths and grass verges; arranging annual playground inspection.

Cllr Lewis: booking of tables and chairs; annual Blind House inspection.

Cllr Buttenshaw: transport representative.

Cllr Sturmeay: community planning and playground development.

Cllr Hiscock: health/safety and fire representative.

Cllr Dale: emergency planning, street lighting, newsheet.

CASUAL VACANCY

As nobody had yet come forward, members were still considering possible candidates.

PC NEWSHEET

Cllr Dale had produced an example of a quarterly sheet, with suggested content about the PC, VDS, playground, vacancy, emergency planning, jubilee, lighting and precept. It was agreed that the chairman and Cllr Dale would consult on the first issue and that it would include a playground photo.

ITEMS FOR REPORT

1. Cllr Bond reported that last year's felling of the large beech tree opposite Bunters on the Knook footpath had resulted in a mess that remained by the riverbank. The clerk to contact WC highways, who were responsible for the work.
2. Cllr Sturmeay asked if HYPO's details could be included on the back of the PN, to which Cllr Bennett-Shaw agreed.

3. Cllr Buttenshaw complained of cars being partially parked on the High Street pavements. She would place a query as to the legality of the situation in the police box.

4. Cllr Reynolds:

(A) wanted to know about the abolition of the standards board and code of conduct, to which WCllr Newbury replied that this was due to be enacted in the Localism Bill in October. A mechanism of some sort would replace them.

(B) referred to Julian Harvey's letter in which he criticised the PN "Independent View" as not being independent, as it was written by a parish councillor. It was therefore agreed that the articles would in future be entitled "A View".

5. The chairman said she had supported the recent Forces March that had passed through the village and she hoped that any future events would be better supported.

After signing the following cheques, the chairman closed the meeting at 8.50pm.

Cheques: clerk's salary: £259.25 Bobby Van Trust: £25 (S.137)
A.Perry: £200 D.Bond: £210 K.Holton: £45
Heytesbury School: £10 RBL Women's Section: £150 (S.137)
HELP Counselling Services: £25 (S.137)

JUNE 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 28 JUNE 2011

Present: Mrs Perry (chairman), Rev Bennett-Shaw, Mrs Sturmeay, Messrs: Reynolds, Dale, Mr Lewis, Mr Hillier, Mr Hiscock, W.Cllr Newbury

Apologies: Ms Buttenshaw, Mr Bond (vice-chairman)

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

Cllrs Hiscock and Bennett-Shaw each declared a personal interest in planning application 2A and Cllrs Perry and Dale each declared a personal interest in planning application 2B.

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Permission to:
 - (A) Mr R.Osborne for proposed ground floor extension to form garden room together with replacement roof structure over existing ground floor extension and internal alterations at 174 Tytherington.
 - (B) Mr Morris for proposed 2-storey extension at Duck Cottage, 126 Park Lane.
 - (C) WC to crown lift and reduce beech tree to provide highway clearance at land adjacent to Three Chimneys, Mantles Lane.
2. Applications by:
 - (A) Mr&Mrs Venning for proposed new dwelling to rear of the Little House, High Street: support.
 - (B) Mr&Mrs Amin for installation of solar PV panels to existing roof at 15 The Walled Garden, Heytesbury Park: support.
 - (C) Mr Reade for various work to 1 lime tree at Yew Trees, 33 Chapel Road: support.
 - (D) Lady Granville-Chapman for construction of new timber field shelter at Cotley Hill House, Little London: support.
 - (E) Col.Leman to crown reduce and reshape ash tree by 15%-20%, crown thin by 10% and remove deadwood at Millstream House, Mill Street: support.

3. Wiltshire Core Strategy consultation document: available on www.consult.wiltshire.gov.uk/portal. Consultation open from 13 June to 8 August.

MATTERS ARISING FROM THE MINUTES

There were none.

CORRESPONDENCE

1. **BY EMAIL:**

WC:

- (A) Parish newsletter.
- (B) Minutes for Warminster Area Board meeting on 19 May and agenda for 30 June.
- (C) Minutes for Western Area planning committee on 15 June.
- (D) Draft waste site allocation consultation: sent to members.

Other correspondence:

- 2. Internal audit report for year ended 31 March 2011: no matters had been identified that warranted formal comment or recommendation. Payment of the Auditing Solutions Ltd invoice of £156 was agreed.
- 3. Donation thanks from Heytesbury RBL Women's Section, HELP Counselling Services and thanks from Mrs Prior for refurbishing the seat in the churchyard.
- 4. WALC literature.
- 5. M&G Charibond: £1668.46 distributed on 31 May.
- 6. Balfour Beatty advised that the A36 would be closed for approximately 15 nights from 26 June from 20.00 to 05.00 between Crockerton roundabout and Wylve for patching and white lining.

PLAYGROUND

The clerk had banked a donation of £2000 from Selwood Housing, for which Cllr Sturmeay had thanked them. Landfill needed a 3rd party contribution of approx £2000, for which Matthew Lippington of the Sound Post had promised £125, Richard Guy of the Real Meat Co £100 and Jack Waters of J&G vehicle repairs £100, leaving the PC to make up a shortfall of £1595.76. She had applied to Morrisons and Asda and would ask Waitrose.

Cllr Sturmeay had ordered the fresh air fitness equipment, the fireball and trimtrail. Robert Pottow would assist when the equipment was delivered on 4th July. The school and preschool had been informed of the delivery and that the installation would take 3 days.

The chairman agreed to help with the plaque design to thank contributors. It was agreed that times of use by the public should be added to the plaque and that it should be affixed to the gate, for which Selwood would be asked for permission.

WC had sent a draft copy of the new lease for the Heytesbury School play area for approval (annual rent £50), a deed of surrender for the existing lease and the landlord's notice. Members had been sent a copy. The clerk would send a query to WC regarding use of the equipment outside school hours in the terms and conditions of the lease. The clerk to check with AON that the public liability insurance covered use of the play equipment by the public at all hours, despite the times quoted in the lease.

Cllr Sturmeay had placed consultation info on the Knook playground in the PN and would display notices and ask for comments.

KNOOK CASUAL VACANCY

As nobody had come forward, the chairman asked members to consider possible candidates.

PC NEWSLETTER

The chairman and Cllr Dale had produced a draft newsletter for members to peruse. Members approved and it was agreed that they produce and deliver it to parish households at the end of June.

ITEMS FOR REPORT

1. Cllr Bennett-Shaw :
 - (A) had found suitable jubilee mugs on a website. It was agreed that she would pursue the matter in order for the PC to present the mugs to parish children of 11 years and under and to sell mugs in the parish.
 - (B) said that the plum tree opposite Old Forge Close had come down and needed to be removed. The clerk to contact Downlands Tree Services.
 - (C) asked if the roses around the war memorial were the property of the church or the PC, as Mr&Mrs Oates wished to replant with new bushes. The chairman to ask the PCC if they were the responsibility of the church.
2. Cllr Bond reported that the signs advertising properties in Old Forge Close were still displayed in many areas, although all the properties had been sold or let. The clerk to contact Cooper&Tanner.

After signing the following cheques, the chairman closed the meeting at 7.55pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10
 Auditing Solutions Ltd: £156

JULY 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 26 JULY 2011

Present: Mrs Perry (chairman), Mrs Sturmeay, Ms Buttenshaw, Messrs: Reynolds, Dale, Lewis, Hillier

PC Corbett and a PCSO

Apologies: Rev Bennett-Shaw Bond (vice- chairman), Lewis, Hiscock, W.Cllr Newbury

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

There were none.

PUBLIC PARTICIPATION

The police replied to Cllr Buttenshaw's query about parking on pavements that the road width was crucial, as although it was illegal to park on pavements discretion and common sense should be used. Obstruction occurred if pedestrians could not use the pavement. To be noted in the PN and monitored by the police.

Speeding in the village to be placed on the next agenda.

PLANNING

1. Applications by:

- (A) Mr Richards for internal alterations to convert ground-floor office space and guest bedroom to twin occupancy flat 1 Hospital of St.John: support.
- (B) Mrs Gates to reduce conifer and laurels by 30% to create hedge, fell white spruce, ash tree and 2 Norway spruce at 3 Cotley Place: the reduction of the hedge was supported, but members questioned the felling of the 4 trees.
- (C) Mr&Mrs Thorne for new side conservatory at Eastholme, Newtown: support.

2. Permission to:

- (A) Mr&Mrs Venning for proposed new dwelling to rear of the Little House, High Street.
- (B) Mr Tenk for loft conversion with 3 rear pitched dormers at 14 Heytesbury Park.
- (C) Mr Reade for various work to 1 lime tree at Yew Trees, 33 Chapel Road.

3. Interim applications:
 - (A) Selwood Housing Association to crown clean and lift to 7 metres lime tree at land rear of 1-4 Glebelands: support.
 - (B) Mr Whitten to reduce side branches of hornbeam x3 on drive side to give 1 metre clearance from lime trees at land adjacent to North Lodge, Heytesbury Park: support.
 - (C) Mrs Wagstaff to fell yew tree at 71 High Street: no objections as Cllr Bond had been told by the applicant that the roots were damaging the rear garden wall.

MATTERS ARISING FROM THE MINUTES

1. Plum Tree

Downlands had removed the plum tree opposite Old Forge Close and tidied up the millennium beech, for which the invoice was £90: payment agreed.

2. War Memorial Roses

The chairman had asked the PCC if they were responsible for the roses, to which there was no direct reply, however, the PCC members would prefer Mr&Mrs Oates to plant more roses rather than replacing the existing bushes. The chairman would ask the Sincocks to make a decision.

3. WC Draft Waste Allocation

Cllr Sturmeay said that the proposed waste site was quite close to Knook. The chairman asked members to look on the website and comment if necessary.

4. Newsletter

The chairman reported that she had received only 2 replies about the street party – Cllr Sturmeay to ask HYPO members if they were interested.

The only reply on the VDS was from Bob Burgess, who said that the PC should have already submitted a VDS .The chairman had acknowledged receipt and it was agreed that she ask if he wished to volunteer to help prepare a VDS. Cllr Dale suggested that the PC produce a sample to initiate the process, for which he volunteered: agreed.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. WC:

- (A) Parish newsletter.
- (B) Agenda for Warminster Area Board meeting on 30 June.
- (C) Agenda for Western Area planning committee on 6 July and notice of cancelled meeting on 27 July.

- (D) Emergency planning newsletter: Cllr Dale would produce a plan to send to WC.
- 2. AONB survey and newsletter.
- 3. Warminster Town Plan – final consultation.
- 4. Cllr Sturmeay had passed on site info for rural housing (learnathca.c.uk).
- 5. NTG meeting on 25 July at Codford.

Other correspondence:

- 6. Mazars sent a reminder as they had not received the Annual Return by 4 July. An administration charge of £20 would therefore be imposed. The clerk reported that the internal auditor had collected the paperwork on 8 June and, due to transport problems, had not returned them until 13 July. The clerk then noted that the internal audit report had not been signed or dated and had returned it to them for signature and sending on direct to Mazars. She had withheld payment of the Auditing Solutions Ltd invoice of £156 to await the outcome of her request for reimbursement of the charge.
- 7. Donation thanks from the Bobby Van Trust.
- 8. WALC literature.
- 9. Wessex Children’s Hospice Trust – 2 posters displayed: for the charity Nordic walk and the Trussel Trust food bank.
- 10. A letter from Clive Katon in which he:
 - (A) asked that Mantles Lane homeowners be reminded to trim hedges to stop them encroaching onto the public highway.
 - (B) asked if the existing “No military vehicles” sign at Mantles Lane could be replaced by a sign banning long vehicles, as the junction of Mantles Lane and Mill Street was unsuitable for such vehicles. An additional sign at Mill Street near the church would also be advisable.
 - (C) asked if he could receive notice of any future proposed developments in the immediate area of his home.
 - (D) complained of the encroachment by the owner of Three Chimneys by extending the drive across the publicly-owned verge; the new cottage that had been erected within 10 cms of his northern fence and the recent lopping of the copper beech in Mantles Lane.

The clerk to reply that:

- (A) A reminder to trim hedges would be placed in the PN.
- (B) Members wished to retain the existing sign, which they believed also deterred long vehicles.
- (C) WC notified neighbours of any application abutting their property as well as placing a site notice at the property and advertising listed building, conservation area, public right of way and major applications. Members

agreed that it would not be feasible for the PC to advise parishioners of every application.

- (D) Any such complaints should be made direct to WC planning dept.

WC had applied for pp to crown lift and reduce the beech in order to provide highway clearance.

11. Grow – community support booklets – passed to the PO.
12. Invoice from RJPrint for £120.70: payment agreed.

PLAYGROUND

Invoices from:

- (A) Broxap for installation and supply of the trimtrail and installation of the fresh air fitness: £8304.
(B) Fresh Air Fitness for supply and delivery of the elliptical trainer and pull down challenger: £3423.60.
(C) Broxap Ltd for woodland play rubber surfacing for trim trail: £8484.

Payment for all the above was proposed by Cllr Buttenshaw, seconded by Cllr Reynolds and agreed.

The chairman had produced the plaque design, including details of the community use times. Cllr Sturmeay had sent the design to Selwood and asked them when the fencing near the gate would be mended/replaced, if they owned the access gate (which should be self-closing) and when the trip hazard at that gate could be removed and the kerb dropped.

WC agreed that the lease and schedule would be amended re the community use to read "outside school hours during term-time and during daylight hours when the school is closed". The clerk had received assurance from AON that because the PC owned the equipment, the public liability insurance of £5million covered use of the play equipment by the public at all hours, despite the times quoted in the lease.

The Area Board had granted £4843 to the HYPO account for the playground, which Cllr Sturmeay would send to the PC account, along with the £1000 grant from HYPO.

Playline would fund the costs of the skips.

It was agreed that she await completion of the whole project before organizing an opening ceremony in October half-term if possible.

Cllr Sturmeay had received varied comments on the Knook recreation area, including preferences for allotment provision, costs of which she would investigate.

The clerk to obtain an insurance quote for the equipment currently installed.

The chairman said that the school paid WC for use of the school field and suggested that the PC consider the possibility of a community asset transfer or purchase of the land. It was agreed that she obtain info to support the PC's case.

KNOOK CASUAL VACANCY

The chairman reported that someone interested had come forward but she was not yet at liberty to reveal his identity.

JUBILEE MUGS

Cllr Bennett-Shaw had obtained a mug for consideration by members. The cost would be £4 per mug (+ VAT+delivery) if 600 were ordered. The chairman had found an alternative design and it was agreed that Cllr Buttenshaw also investigate further samples. To be placed on the next agenda.

ITEMS FOR REPORT

1. Cllr Bennett-Shaw asked for the paths to be cut: the clerk to contact Cllr Bond.
2. Cllr Reynolds said that the Tytherington Road grassed triangle was no longer being cut.
3. Cllr Sturmeay reported that some marked potholes on the A36 had not been repaired. Cllr Buttenshaw would contact the HA.

After signing the following cheques, the chairman closed the meeting at 8.49pm.

Cheques: clerk's salary: £259.25	Heytesbury School: £10
Broxap Ltd: £8304 (equipment)	Broxap Ltd: £8484 (surfacing)
Hugh Harris t/a Fresh Air Fitness: £3423.60	Downlands Tree Surgery: £90
RJPrint: £120.70	

TRUSTEES' MEETING

The clerk reported that, as at 22nd July 2011, the Raymond Hall fund stood at £128,976.34.

The meeting closed at 8.52 pm.

AUGUST 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 30 AUGUST 2011

Present : Mrs Perry (chairman), Rev Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Messrs: Reynolds, Dale, Lewis, Hillier, Bond (vice- chairman)

2 members of the public

Apologies : W.Cllr Newbury

Absent : Mr Hiscock

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

Cllr Bennett-Shaw declared a personal interest in application 1B.

PUBLIC PARTICIPATION

Mr Boyd said that the dangers of speeding in the High Street were at their most serious outside the shop.

PLANNING

1. Applications by:

- (A) R.Royce for 2-storey extension, internal alterations and new vehicular access at the Forge, Park Street – revised plans: members agreed to reiterate the previous objections that a new access would destroy part of the wall, which could be listed, and require the felling of 2 trees inside the wall. Also, the carport would be too high above the wall and appear intrusive.
- (B) Hospital of St John to reduce and reshape yew trees by 20%, trim holly trees to contain shape and reduce height of 5 yew by 40% and trim round: support.
- (C) Mr Grant to reduce height of 3 lawson cypress, fell 1 lawson cypress, laburnum and cherry trees and crown lift and reduce overhanging branches of sycamore at Abercarn, Newtown: support.

2. Permission to:

- A) Lady Granville-Chapman for construction of new timber field shelter at Cotley Hill House, Little London.
- B) 1 Hospital of St John for internal alterations to convert ground floor office space and guest bedroom into twin occupancy flat.

- (C) Col.Leman to crown reduce and reshape ash tree by 15-20%, crown thin by 10% and remove deadwood at Millstream House, Mill Street.
 - (D) Mrs Gates to reduce conifer and laurel trees by 30% to create hedge, fell white spruce, ash tree and 2 Norway spruce at 3 Cotley Place.
3. Interim applications:
- (A) Selwood Housing Association to crown clean and lift to 7 metres lime tree at land rear of 1-4 Glebelands: support.
 - (B) Mr Whitten to reduce side branches of hornbeamx3 on drive side to give 1 metre clearance from lime trees at land adjacent to North Lodge, Heytesbury Park: support.
 - (C) Mrs Wagstaff to fell yew tree at 71 High Street: no objections as Cllr Bond reported that the roots were damaging the rear wall.
4. Refusal to Mr&Mrs Amin for installation of 15 solar PV panels to existing roof at 15 The Walled Garden.

MATTERS ARISING FROM THE MINUTES

1. Audit

Mazars had waived the £20 charge and the clerk had subsequently paid the Auditing Solutions invoice.

2. War Memorial Roses

Cllr Bennett-Shaw said that the British Legion would support the replanting of the roses, for which they were responsible.

3. WC Waste Allocation Site

Cllr Sturmeay had commented on the consultation that the extra traffic generated by the site would be particularly hazardous at the A36/B390 junction.

4. Jubilee

The chairman had received an email from Neil Clough, in which he volunteered his services to organize an event. She would arrange a meeting with him. Other offers of help had also been made and she asked members for their support. Cllr Reynolds asked that the jubilee be placed on the agenda each month: agreed.

5. A36 Potholes

Cllr Buttenshaw had not reported the potholes, as she could not find them. It was decided that she may have looked in the wrong place.

6. Village Design Statement

Roger Miller had volunteered his services. It was agreed that the chairman gratefully accept and give him any relevant info.

7. **Footpaths**

Invoice from D.Bond for footpath and grass cutting : £240: payment agreed.

Cllr Bond had also cut the Tytherington Road grassed triangle, but said that it needed cutting on a more regular basis. He said that he would resign from footpath cutting as from next year; this would be noted in the PN in order to seek someone to replace him and to thank him for the high quality of his work and the pride taken in it.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. **WC:**

- (A) Parish newsletter.
- (B) Warminster Area Board meeting on 1 September postponed until 22 September.
- (C) Minutes for Western Area planning committee on 17 August and agenda for 7 September.

2. PAWS menu October 2011-March 2012.

3. Warminster NHW newsletter July-September.

4. Thanks for Heytesbury Football Club donation. Mark Hicketts thanked the PC for the PN note regarding dog-walking and dog mess on the pitch. HFC would endeavour to keep the pitch clear of litter after their sessions.

5. Community grant programme.

6. Warminster Festival newsletter.

Other correspondence:

7. Wiltshire police emergency services show on 11 September– posters displayed.

8. RHS Britain in Bloom.

9. WALC literature.

10. Donation request from Vitalise: £25 was agreed.

11. Affordable Homes newsletter.

PLAYGROUND

Invoice from WC for £10 for the current lease: the clerk had asked if this would still be due as the new lease was being drawn up, however WC insisted that it must be paid – payment agreed. The Counterpart Lease, Deed of Surrender, Landlord and Tenant Act Declaration were all agreed and signed by Cllrs Perry and Sturmey : the clerk to return them to WC.

The clerk had obtained premium quotes for the new equipment: trimtrail - £94.28; Fresh Air fitness - £40; woodland play surfacing for trimtrail -£66.64. Members decided to insure the equipment but not the surfacing.

Cllr Sturmev had received a courtesy call from Fresh Air Fitness to ask if the PC was satisfied with the equipment. Cllr Bond said that the warranties were subject to regular maintenance checks, which he would carry out. As the toolkit had not been supplied, Cllr Sturmev would request it. She would also request the warranties from Playline for the children's equipment and surfacing. Cllr Bond said that the ROSPA annual inspection was due shortly.

Cllr Sturmev had reported an accident at the entrance gate to Selwood, who had promised to attend to the gate, fence and kerb.

It was agreed that the official opening should be delayed until next year, by which time the parish king should be installed.

Knook – due to the low numbers of children in the village, members decided that provision of allotments would be more valuable than play equipment. Cllr Sturmev would arrange for a free Wessex Water survey for service connection, obtain fencing quotes and grant info.

BANK FIGURES

The clerk reported that, as at 28 July 2011, the current account stood at £15,879.36 and as at 9 June, the deposit account at £11,704.58.

KNOOK CASUAL VACANCY

As Denis Johnson had expressed an interest, the chairman would invite him to the next meeting.

JUBILEE MUGS

Cllr Buttenshaw showed members various designs. It was agreed to choose the official logo personalised with the PC title at a net cost of £1.60 each plus £27.50 delivery for 252 mugs. Parish children of 16 and under would be presented with a mug (160 children) and the rest sold at a price of £5.

SPEEDING IN VILLAGE

The chairman would ask the police to carry out a spot check to confirm eligibility for the volunteer cameras, for which a minimum of 12 volunteers were required.

ITEMS FOR REPORT

1. Cllr Bond reported that a parishioner had complained on the army nuisance line about very low-flying Chinook helicopters over electric cables and her home. They had left no room for error. She had asked for the PC support and it was agreed that the chairman, as army liaison member, endorse the complaint on behalf of the PC.

2. Cllr Dale had produced a community flood plan, which the chairman would send to members for discussion and approval.

After signing the following cheques, the chairman closed the meeting at 8.26pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10 D.Bond: £240
WC: £10 Vitalise: £25 (S.137)
Community First: £1922 (delegated powers)
AON: £123.50 (delegated powers)

SEPTEMBER 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 27 SEPTEMBER 2011

Present: Mrs Perry (chairman), Rev Bennett-Shaw, Mrs Sturmeay, Messrs: Reynolds, Dale, Lewis, Hiscock.

2 members of the public

Apologies: Ms Buttenshaw, Mr Bond (vice- chairman), Mr Hillier, W.Cllr Newbury

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman after item 2 of matters arising was amended to "British Legion would support the replanting of the roses".

DECLARATIONS OF INTEREST

There were none.

PUBLIC PARTICIPATION

Denis Johnson and John Agate introduced themselves. They wished to see what took place at a PC meeting.

PLANNING

1. Permission to:

- (A) Selwood Housing Association to crown clean and lift to 7 metres lime tree at land rear of 1-4 Glebelands.
- (B) Hospital of St John to reduce and reshape yew trees by 20%, trim holly trees to contain shape and reduce height of 5 yew by 40% and trim round.
- (C) Mr Whitten to reduce side branches of hornbeamx3 on drive side to give 1 metre clearance from lime trees at land adjacent to North Lodge, Heytesbury Park.
- (D) Mrs Wagstaff to fell yew tree at 71 High Street.
- (E) Mr&Mrs Thorne for new side conservatory at Eastholme, Newtown.

2. R.Royce for 2-storey extension and internal alterations at the Forge, Park Street: the planning officer had advised that the revised application did not include the car port and new access, as they had been removed from the scheme. The proposal was therefore solely for the extension and alterations. The clerk had replied that there were no objections to the extension.

3. NALC "how to respond to planning applications" booklet.

MATTERS ARISING FROM THE MINUTES

1. Village Design Statement

The chairman had accepted Roger Miller's kind offer to take an active role on the VDS committee.

2. Footpaths

Cllr Dale said he would consider taking over the strimming, however, he would firstly speak to Cllr Bond about the workload.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. WC:

- (A) Parish newsletter.
- (B) Warminster Area Board meeting on 22 September.
- (C) Western Area Planning Committee agenda for 28 September.
- (D) Community Arts training info.
- (E) Parish steward programme.
- (F) Invitation to the Olympic torch meeting in Melksham on 7 October.

Other correspondence:

- 2. Wiltshire police new non-emergency telephone number from 19 September: 101 – posters displayed.
- 3. Cranborne Chase Woodfair on 8th&9th October – poster displayed.
- 4. WALC literature.
- 5. Donation thanks from Vitalise.
- 6. Donation request from Neil Clough on behalf of Heytesbury village bonfire committee: £150 agreed.
- 7. WC:
 - (A) Winter driving leaflets.
 - (B) Redemption scheme meetings.
 - (C) New waste and recycling collection service info.
- 8. Wilts Rural Housing Association Annual Review.
- 9. VAT refund: £3471.48.

10. M&G Charibond: £1691.30 transferred on 31 August.
11. Boundary Commission review of parliamentary constituencies in England: details to be found at independent.gov.uk/boundarycommissionforengland. There is a statutory 12-week consultation until 5 December and public hearings would be held in each region. To be placed on the next agenda to collate members' comments.
12. English Heritage repair grants post-repair monitoring form – the clerk to complete and return.
13. Balfour Beatty advised that essential carriageway maintenance between Chicklade and Wylie on the A303 was due to start on 26 September for an estimated 6 weeks until completion: letter displayed on the noticeboard.

COMMUNITY FLOOD PLAN

The chairman asked Cllr Dale to quantify the flood risk element. It was agreed that Peter Sincock be asked to be a second warden and that Cllr Sturmey would consider who to ask for Knook. Members agreed that info should be issued to the properties most at risk of flooding. The chairman to ask the school governors if the school could be used as an allocated assembly point.

Cllr Dale agreed to continue with the Community Emergency Plan. The chairman thanked him.

PLAYGROUND

The Lease and Deed of Surrender had been sealed and completed.

The clerk had paid the insurance premium of £123.50 for the trimtrail and Fresh Air fitness.

Community First had approved the application for funding and sent a formal offer agreement for £15500, which was agreed, then signed by Cllr Sturmey and to be returned by the clerk.

Cllr Sturmey would be sent the Fresh Air Fitness toolkit, also the warranties from Playline for the children's equipment and surfacing when the parish king had been installed.

Cllr Sturmey had contacted the school again regarding the entrance gate and kerb. The school reported that the gate seemed to be working perfectly since the fence had been repaired, however the school had no money to repair the kerb. As both Cllr Sturmey and the clerk had been trying to ascertain responsibility for the kerb area for approximately a year, the chairman would ask W.Cllr Newbury to try to establish ownership.

It was agreed that the clerk order the parish king and woodland rubber surfacing at a cost of £15490+VAT.

Knook – WC advised that pp would be required for change of use if play equipment was installed, but no pp was needed should allotments be provided. Fencing of maximum 4 metres did not need pp, however other works such as creation of access and structures may require pp. Wessex Water would charge £724.80 for mains connection and Cllr Sturmey would obtain a quote for 50m of pipework and a lockable tap. She had obtained 2 quotes for fencing: ££1843 and £3826. It was decided to fence only the allotment area.

Cllr Sturmev emailed Chitterne PC's tenancy agreement for allotments to members; the PC charged £10pa for plots approx 15x25ft and had insurance for the area but not for what went on within the plots. Holders maintained the surrounding areas.

Cllr Sturmev would apply to the Area Board for funding in November/January.

KNOOK CASUAL VACANCY

There were no candidates at present.

JUBILEE

The chairman had sent an email with the proposed flyer to members and all those who had expressed an interest. She and Neil Clough had arranged a briefing meeting for 19 September in readiness for a village meeting on 28 September at 7.30pm. She proposed that the PC bear the costs of out-of-pocket expenses for the street party ie. Public liability, road closure etc: agreed.

SPEEDING IN VILLAGE

The chairman would ask the police to carry out a spot check to confirm eligibility for the volunteer cameras, for which a minimum of 12 volunteers were required.

ITEMS FOR REPORT

1. The chairman:
 - (A) asked members to check their nearest salt bins and report any that needed refilling to Cllr Buttenshaw.
 - (B) noted various items that arose at the Area Board meeting, including bus shelter insurance – the clerk to verify that WC insured them. She had reported that the grass at the 2 village exits was overgrown.
2. Cllr Sturmev:
 - (A) said that the old sign at the junction to Chitterne looked rusty. She was advised to contact Peter Sincock, who normally kindly maintained it.
 - (B) questioned if names of complainants to the PC should be mentioned in the minutes, to which members agreed that they should be noted.

After signing the following cheques, the chairman closed the meeting at 7.50pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10
Heytesbury Bonfire Committee: £150 (S.137)

OCTOBER 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 25 OCTOBER 2011

Present : Mrs Perry (chairman), Mrs Sturmeay, Ms Buttenshaw, Messrs: Bond (vice-chairman), Reynolds, Dale, Hiscock

Apologies : Rev Bennett-Shaw, Mr Lewis, Mr Hillier, W.Cllr Newbury

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

There were none.

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Permission to Mr Grant to reduce height of 3 Lawson cypress, fell Lawson cypress, laburnum and cherry trees and crown lift and reduce overhanging branches of sycamore at Abercarn, Newtown.
2. Applications by:
 - (A) Mr Burgess for revised roof profile to a storage shed currently under construction to provide additional storage at 2 Railway Cottages, Station Road: support.
 - (B) Revised plans for R.Royce for 2-storey extension and internal alterations and new vehicular access at the Forge, Park Street: no objections as the new vehicle access no longer interfered with the wall.
3. Interim applications:
 - (A) Mr Pierce to fell sycamore tree at the Old Vicarage, Little London: as the tree was not noted as dead, diseased or dying and felling was proposed only to allow more space for other specimens to reach maturity, members objected.
 - (B) Revised plans for demolition of 2 chicken sheds and erection of a farm worker's dwelling and detached garage at land at Manor Farm, Tytherington: no objections.

MATTERS ARISING FROM THE MINUTES

1. Village Design Statement

The chairman had accepted Roger Miller's kind offer to take an active role on the VDS committee.

2. Footpaths

Cllr Bond said that the areas to be trimmed had greatly increased. Although several people had expressed an interest he thought that only one person should have the overall responsibility and he would contact Vic Ronning of Knook, list the areas to be attended to and also ask Nigel Still if he would add the Tytherington Road grassed triangle to his grasscutting list.

Cllr Buttenshaw said that the barbed wire on the path behind Mill Farm Cottages was trailing on the path – Cllr Bond would attend to it.

3. Bus Shelter Insurance

WC advised the clerk that they insured the bus shelters.

4. Grass at Village Exits

WC had cut the grass, for which the chairman had thanked them.

5. Grit Bins

Cllr Buttenshaw had checked all the bins. She had asked WC to fill the only empty one, outside Heytesbury House.

6. Sign

Cllr Sturmeay said that Brig Sincock had kindly offered to restore the old sign at the junction to Chitterne if it was delivered to him and then replaced. The chairman to contact WC.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. WC :

- (A) Parish newsletter.
- (B) Western Area Planning Committee minutes for 19 October.
- (C) Transforming local infrastructure survey.
- (D) Parish steward work report for August.
- (E) Wilts community history – entry completed for this parish and notification of monthly newsletter.
- (F) PAWS info for April-September 2012 – to be placed in the PN.

2. Warminster Festival newsletter.
3. Cranborne Chase AONB newsletter.
4. Draft national planning policy consultation link sent to members – closed 17 October.
5. Notice of HYPO Hallowe'en party.
6. Wilts voluntary sector forum 22 February 2012.
7. Cllr Bennett-Shaw asked for the manhole cover outside Saddlestones, High St to be repaired, as well as repairs to the poor surface of the pavement from the Red Lion to the bus shelter. The clerk to report these to Clarence.

Other correspondence:

8. Invoices from:
 - (A) Mazars for completion of audit: £144.
 - (B) RJPrint: £22.03.
 - (C) Playsafety: £97.20.

Payment for all the above agreed.

9. M&G statement as at 30 September: £133,463.36.
10. Donation thanks from Dick Howard-Vyse on behalf of Heytesbury village bonfire committee.
11. Charity Commission annual return: completed and returned by the clerk.

COMMUNITY FLOOD PLAN

Cllr Dale had produced a slightly revised flood plan. Brig Sincock and Cllr Sturmeay had agreed to be wardens. He would send letters to the properties most at risk of flooding, but keep the list private. The chairman said that the school had agreed to be used as an allocated assembly point.

PLAYGROUND

Community First advised that the parish king could be ordered, which the clerk did. In order to process the funding claim, photos, the press release and a final report would be needed, therefore it would be necessary to have a low-key launch once it had been installed.

Community First had approved the design of the donation plaque; Cllr Sturmeay had then sent it to Fresh Air Fitness. She would also investigate the possibility of placing a bin at the playground, for which Cllr Reynolds offered to be bin warden.

Cllr Bond said that the Playsafety report had noted the pull-down challenger and swings as medium-risk. He would repair the minor faults of the swings and carry out a risk assessment. The chairman thanked him.

The chairman would send photos of the kerb area to W.Cllr Newbury, whom she had asked to try to establish ownership.

KNOOK ALLOTMENTS

WC had sent the community asset transfer documentation and info and title summary for the land. Cllr Sturmev would complete and return the asset transfer form.

KNOOK CASUAL VACANCY

Mr Johnson had not expressed an interest and there were no candidates at present.

JUBILEE

Info on jubilee beacons : Cllr Hiscock offered to investigate and take charge of placing a beacon at the top of Cotley Hill.

The chairman had produced and placed posters in the village advertising a meeting for 26 October.

Cllr Buttenshaw awaited a mug sample.

Cllr Dale suggested that a questionnaire could be delivered to parish households to ascertain the number of children and likely attendance figures.

BOUNDARY COMMISSION

The chairman asked members to comment individually if they so wished.

ITEMS FOR REPORT

1. The chairman asked Cllr Bond, in his capacity as vice-chairman, to present the wreath at the Remembrance service in her place as she would be away at the time – agreed.
2. Cllr Bond asked for Brig Sincock and Mrs Hicketts to be removed from the PC emailing list.
3. Cllr Hiscock complained that:
 - (A) the potholes in Newtown had worsened. The clerk to contact Heytesbury Estate.
 - (B) builders' rubble and grasscuttings had been deposited on the river bank on footpath 7 and the riverbank and river weed there and at Mantles Lane was also overgrown. The clerk to contact the river warden.

After signing the following cheques, the chairman closed the meeting at 8.21pm.

Cheques: clerk's salary: £259.25
Mazars: £144 RJPrint: £22.03

Heytesbury School: £10
Playsafety Ltd: £97.20

NOVEMBER 2011

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 29 NOVEMBER 2011

Present : Mrs Perry (chairman), Mrs Sturmeay, Rev Bennett-Shaw, Messrs Reynolds, Dale, Hiscock, Lewis, W.Cllr Newbury

Apologies : Ms Buttenshaw , Mr Bond (vice chairman), Mr Hillier

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

Cllrs Perry and Dale declared a personal interest in planning application 2B and Cllr Bennett-Shaw in application 2C.

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Permission to Mr Tennant for alterations to outbuildings to form attached annexe including demolition of front wall and roof at Quebec House, High Street.
2. Applications by:
 - (A) Mr R.Osborne for ground floor extension, replacement roof structure over existing extension and internal alterations at 174 Tytherington: support.
 - (B) Mr&Mrs Amin for installation of solar PV panels to existing roof at 15 the Walled Garden, Heytesbury Park: no objections.
 - (C) Hospital of St John to crown lift 2 beech trees to 16ft, clear around cables and remove overhanging limb: support.
 - (D) Defence Estates for placing of 4 ISO containers and erection of surrounding hoarding 2.4m high to create 2 civilian population compounds at Berril 1, Berril 2 and Bowles Barrow, SPTA;

Also - placing of 2 ISO containers and erection of surrounding hoarding 2.4m high to create 2 civilian population compounds at Vedette 1 and Nelsons, SPTA (for use as Afghan village compounds).

Thereafter revisions to the plans were notified: support.

MATTERS ARISING FROM THE MINUTES

1. Village Design Statement

WCllr Newbury said that Roger Miller wished to find volunteers from all areas of the village. Cllr Buttenshaw had offered photographic assistance.

2. Footpaths

Cllr Bennett-Shaw reported that Nigel Still was leaving, therefore someone would be needed to cut the 3 grassed areas, plus the Tytherington Road grassed triangle. Cllr Bond had said that he was hopeful that Vic Ronning of Knook would take on the footpath trimming and it was agreed that the clerk ask Cllr Bond if Mr Ronning would also trim the grassed areas. Cllr Bennett-Shaw was willing to show him where they were.

Cllr Bond had removed the barbed wire on the path behind Mill Farm Cottages.

3. Newtown Potholes

Philip Kirk would inspect the holes but took the view that, as Heytesbury Estate's letters to all Newtown occupants asking for contributions on a per property basis for the road upkeep had met with an unenthusiastic response, his client may believe that all the occupants were content with the condition of the road.

4. Flood Plan

Cllr Dale had placed the letter to homes affected on the website (without addresses), and sent a copy of the plan to the EA.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. WC:

- (A) Parish newsletter.
- (B) Western Area Planning Committee agenda and minutes for 9 November and agenda for 30 November, at which the planning application for the 2-storey extension and internal alterations at The Forge, Park Street would be considered.
- (C) Western Area Board agenda for 10 November.
- (D) Parish steward work report for September.

2. Warminster Festival 2012 newsletter, Town Council moving info and Community Area Forum on 12 January.

3. Cllr Sturmev forwarded crime prevention messages to members.

4. Mr & Mrs Covey observed that people seemed unaware that dogs were not allowed on the school playing field and suggested that the entrance gate should be self-closing, with a sign on the gate forbidding use of the area to dogs – the chairman to advise them that the police were willing to knock on the doors of any dog owners who allowed them on the field.

5. Community First newsletter.

6. Cllr Buttenshaw reported a broken post with 2 protruding nails leaning in at the entrance on the Heytesbury side of the path to Knook, by the small wooden bridge behind Heytesbury Mill before the path that goes along the edge of the newly-seeded field. The clerk reported this to the footpath warden, who had been unable to find the nails and asked if a volunteer could deal with them if they were still a problem. At the meeting Cllr Bennett-Shaw asked for a gate to be placed there – she would email the clerk with the precise location and a photo and the clerk would ask the footpath warden to erect a gate similar to that on the other end of the path.

Other correspondence:

7. Invoice from WC for lease of land at Heytesbury Primary School for use as a community play area: £40 - payment agreed.

8. The Veterans' Charity sought help to publicise the annual fundraising event; the March on 27 May, and also to advise that a formal invitation would be sent for the chairman and councillors to lead the March from Heytesbury to Chitterne. They also asked if a band could lead the PC and parishioners. The chairman to publicise this and try to involve the school.

9. Community First Annual Review.

10. War Memorials Trust Bulletin: to be passed to Peter Sincock.

BANK FIGURES

The clerk reported that, as at 28 October 2011, the current account stood at £6052.26 and as at 9 September 2011, the deposit account at £11677.43.

BUDGET PROVISION AND PRECEPT

The budget provision was given to each member present and every likely item of expenditure discussed. Exceptional items included £1000 for the jubilee. Although the total budget came to £10,016, it was agreed that the precept be held at £9400, the same as for this and the previous financial year, and any additional requirements funded from the deposit account and any surplus in the current account.

Cllr Reynolds proposed, Cllr Lewis seconded and all were in agreement that the budget provision be accepted and the precept set at £9,400. The clerk to inform WC.

PLAYGROUND

The parish king had been installed and invoices for £10,788, £4200 and £3600 received. The PC agreed to pay the VAT element of £3098 (and the retained 10% ie. £1500) in order to reclaim it and the invoices and claim form to be sent to Community First for payment. 10% would be held back until final completion, ie. when the official opening date, press release, photos and report had been sent to them. They also requested that invitations be sent to representatives from Community First and the landfill operator. The clerk would also invite the local businessmen who had contributed. It was decided that the chairman open the new play equipment officially on Wednesday 21st December at 11am..

Cllr Sturmeay to publicise the opening.

The chairman had sent photos of the kerb area to W.Cllr Newbury, whom she had asked to try to establish ownership of the kerb and the gate.

KNOOK ALLOTMENTS

Cllr Sturmeay reported that the Area Board application would be considered on 12 January 2012. She had met John Price, who would produce a site plan and report for the Board, and had emailed Selwood regarding progress, a gate and access.

KNOOK CASUAL VACANCY

Cllr Reynolds would get in touch with John Agate to ask if he was interested.

JUBILEE

The Area Board would award grants of up to £300, dependent on whether a grant would help create stronger communities.

The mug sample was discussed and it was agreed the lettering should be blue and feature the full title of the PC.

It was decided that a questionnaire would be delivered to parish households to ascertain the number of children and likely attendance figures.

DATE OF NEXT MEETING

The next meeting would take place on 17 January 2012.

ITEMS FOR REPORT

1. The chairman asked all members to ensure that they responded to any queries from the clerk as soon as possible.
2. Cllr Buttenshaw reported (via the chairman) that Cllr Bond had represented the PC in an excellent manner at the Remembrance service.
3. Cllr Hiscock said that the cherry tree at the Newtown seat was overhanging the road – it was agreed that he trim the offending branches.

After signing the following cheques, the chairman closed the meeting at 8.35pm.

Cheques: clerk's salary: £518.50 (Nov&Dec) Heytesbury School: £10
WC: £40 Broxap Ltd: £4598