

JANUARY 2012

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, Ms Buttenshaw, Messrs Bond (vice-chairman), Reynolds, Dale, Hiscock, W.Cllr Newbury

2 members of the public

Apologies : none

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 1C and Cllr Bennett-Shaw in application 1A.

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Applications by:
 - (A) Mr Lester-Card for replacement garage at Mayo House: support.
 - (B) Mr Sidford for demolition of single-storey extension and erection of 2-storey extension at 179 Tytherington: no objections.
 - (C) Mr Cuff for new single-storey stable block and yard at South Lodge, 20 Heytesbury Park: support on condition that clarification was given regarding trees that would need to be cut down in order to clear the area for the block and yard, the location of the hardstanding for car parking and access from the A36 as a carriage would also be accommodated, and what provision would be made for the drainage of effluents, as none of these matters had been shown on the plans.
 - (D) Maj.Firth to fell mulberry tree and gingko tree, crown raise 2 cherry trees and crown raise lime tree at Bournefield, Mill Street: no objections.
2. Permission to:
 - (A) Mr Corp for demolition of 2 chicken sheds and erection of a farm worker's dwelling and detached garage at land at Manor Farm, Tytherington.
 - (B) Mr&Mrs Amin for installation of solar PV panels to existing roof at 15 the Walled Garden, Heytesbury Park.
 - (C) Hospital of St John to crown lift 2 beech trees to 16ft, clear around cables and remove overhanging limb.

- (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).

- (E) Mrs Royce for 2-storey extension and internal alterations at The Forge, Park Street.
- (F) Mr Pearce to fell sycamore tree at the Old Vicarage, Little London.
- (G) Mr Burgess for revised roof profile to a storage shed currently under construction to provide additional storage at 2 Railway Cottages, Station Road.
- (H) Notification of planning decision to remove 1 acer that is dangerous and rotting at a point of bifurcation and likely to fall on uses of the garden and adjacent boundary wall, less than 1 metre away at The Shambles, 69 High Street. The owner had a duty to replant another tree by the end of 2012.

3. NALC planning booklet.

4. Interim application by Mr Grant to fell sycamore and crown thin sycamore at Abercarn, Newtown. Members objected to the proposed felling and agreed the crown thinning.

MATTERS ARISING FROM THE MINUTES

1. Newtown Cherry Tree

Cllr Hiscock would attend to the overhanging branches as soon as possible.

2. Footpaths

Cllr Bennett-Shaw reported that Nigel Still was not leaving and would continue to cut the 3 grassed areas, plus the Tytherington Road grassed triangle, for £200, payable on 1st October: agreed. Cllr Bond said that Vic Ronning of Knook would take on the footpath trimming at a cost of £15 per hour: it was agreed that the clerk confirm this in writing.

Cllr Bennett-Shaw had sent photos of the entrance on the Heytesbury side of the path to Knook, (path 8) by the small wooden bridge behind Heytesbury Mill before the path that goes along the edge of the newly-seeded field to the footpath warden, who had replied to the PC's request for a gate to be placed there that it would cost the PC £200. WC would cover the cost of installation, after checking that the landowner was happy with a gate being installed. The clerk to reply that members decided to accept the offer.

3. Riverbanks

Robert Wellard of the Piscatorial Society had arranged for the keeper to attend to the footpath 7 riverbanks. However, he emphasised that marginal plants formed an important resource for birds, insects etc.

4. **Veterans' Charity Event**

CLlr Buttenshaw asked about British Legion involvement: the chairman replied that attendance of as many members as possible would be welcomed.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. **WC:**

- (A) Parish newsletter.
- (B) Western Area Planning Committee agenda for 4th January and notice that the 25th January meeting had been cancelled.
- (C) Western Area Board agenda for 19 January.
- (D) Parish steward work report for December – he had used a machine to clear mud and leaves in Park Street and would endeavour to clear all gutters and monitor them on a quarterly basis.
- (E) Wilts Monthly Intelligencer.
- (F) Councillor development event – 30 January, City Hall, Salisbury.
- (G) Budget Forums – various dates and venues.

2. Great Western Hospitals Foundation Trust wished to increase membership and the official asked to attend a PC meeting to this effect. Members believed that this was unnecessary as most parishioners used Salisbury or Bath hospitals.

3. Warminster Community Area Forum on 12 January – the chairman and clerk had attended.

4. Cranborne Chase AONB Christmas newsletter.

5. SPTA newsletter.

6. Historic Towns Forum newsletter.

7. CLlr Sturmeay reported that a dead elm had blown over on the Knook recreation ground. It was leaning against another tree, where there were about 6 dead elms in a row. 4 small trees had blown onto the Knook-Heytesbury footpath and 2 large branches lay across the path from the Downes garden. Brambles cut down by the Pottows on the A36 junction that were obstructing the 30mph sign had been left there and the sign had subsequently blown down. The clerk had reported these matters to Clarence. The chairman also advised members that reporting such matters directly to the WC website was efficacious.

Christopher Newbury had arranged a site meeting with Sally Barnett of WC in Knook on January 18th regarding the condition of the roads, results of which he would report back to the PC .

8. Notification of spring shopping day on 10th March in Heytesbury School: proceeds to the school, HYPO and the jubilee committee.

9. The chairman of the Wylde Valley WW1 History Project asked if she could address the PC meeting on 28 February: the clerk to reply that the agendas for the next few months were very full and the summer meetings would be a better option.

Other correspondence:

10. **WC:**

(A) Register of Electors.

(B) Informal consultation on proposed dog control orders with a view to bringing in new orders on 1 May 2012 re:

Cleaning up after a dog has fouled – a comprehensive order will be made to cover most land in towns and villages to which the public have a right of access;

Dogs will be excluded from all enclosed children's play areas and from areas covered by an existing order.

Dogs on leads – this would not be used generally, except to confirm an area already covered by an existing order or at the instruction of an authorised officer if it appeared that a dog was not under proper control.

PCs had the power to make dog control orders to relate to areas where dogs were excluded or must be put on leads, provided that they did not contradict those made by WC. The PC must enforce them using their own trained officers.

The clerk to reply that the WC orders met the parish requirements.

11. M&G accumulation shares - £1707.72 distributed on 15 December 2011.

12. Warminster Festival Christmas newsletter.

PLAYGROUND

The clerk reported that the retained 10% ie. £1510 had been paid by Community First, following the official opening on 21 December and the subsequent press reports and photos. The final report had been sent to them.

Cllr Sturmeay had sent a photo of the puddle at the bottom of the slide to Playline, following several requests for attention to the problem.

The plaque and toolkit had not yet been delivered by Fresh Air Fitness as there had been a problem with the Selwood logo. It was agreed that Cllr Sturmeay insist on the correct logo and original design and the chairman offered to assist if necessary, also that Mrs Wagstaff's kind offer to produce a plaque should be taken up. Cllr Bond agreed to place the Hill's plaque on the parish king.

Cllr Sturmeay had asked WC if they would be prepared to empty a litter bin on the field.

The clerk had obtained an insurance quote of £70.61 to cover the parish king until June renewal: it was agreed to pay the premium.

The chairman and W.Cllr Newbury would attend a site meeting with WC to discuss the provision of a self-closing gate and removal of the kerb at the entrance.

KNOOK ALLOTMENTS

Cllr Sturmev had completed the community asset transfer, apart from:

- (A) assessment of health and safety liabilities – Cllr Hiscock agreed to carry this out.
- (B) if the PC was prepared to pay for the asset – it was agreed to pay the peppercorn rent as verbally offered by Mark Honeybun.
- (C) management of the allotments – it was decided that the PC would manage them.

Members agreed that the form, as completed by Cllr Sturmev, and with these additions, should be sent to WC.

Maintenance costs should be covered by allotment rents, PC funds and volunteers.

KNOOK CASUAL VACANCY

The chairman reported, with regret, the resignation of Cllr Lewis, due to work commitments and Cllr Hillier, due to ill health. Members also expressed regret and the clerk would send each a letter of thanks for their service and also inform WC of the casual vacancies. Cllr Lewis had agreed to continue his annual inspection of the Blind House, as well as still booking the parish tables and chairs, for which the chairman thanked him.

Cllr Reynolds said that John Agate was keen but busy – the chairman would contact him to ask if he was interested in filling a vacancy.

The vacancies would be reported in the PN, with mention of the role of a councillor and the PC.

As both Cllrs Lewis and Hillier were bank signatories, the clerk asked for members willing to take this on. The chairman and Cllr Buttenshaw both offered and would sign the necessary document.

JUBILEE

The mug sample was agreed upon as well as the wording of the questionnaire to be delivered to parish households to ascertain the number of children under 17 years old on 1st January 2013.

Cllr Buttenshaw asked about British Legion involvement – Cllr Dale replied that it would be very helpful if the BL members could organise refreshments.

Cllr Sturmev presented an invoice for £12.24 for the Journal notice: payment agreed.

ITEMS FOR REPORT

1. Cllr Hiscock reported that the owners of 18A Little London had converted the garage into living accommodation, thereby limiting space for car parking, as well as carrying out other internal alterations. The clerk to ask WC if pp was necessary in this case, as it had not been sought.

2. Cllr Sturmev reported that solar panels had been installed at Bunters, although no planning application had been submitted. The chairman to investigate this.

After signing the following cheques, the chairman closed the meeting at 8.40pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10
AON Ltd: £70.61 V.Sturmey: £12.24

FEBRUARY 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 28 FEBRUARY 2012

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

1 member of the public

Apologies : Mr Dale, W.Cllr Newbury

The chairman opened the meeting at 7.15pm by welcoming Mr Agate.

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:
 - (A) Mr Lester-Card for replacement garage at Mayo House.
 - (B) Mr Sidford for demolition of single-storey extension and erection of 2-storey extension at 179 Tytherington.
 - (C) Maj.Firth to fell mulberry tree and ginkgo tree, crown raise 2 cherry trees and crown raise lime tree at Bournefield, Mill Street.
2. Applications by:
 - (A) Mr Richardson for demolition of remainder of existing wall in poor structural condition, existing having collapsed and build new reinforced concrete wall faced with brick and render to match existing at land rear of 65 High Street: support on condition that the wall was rebuilt to a height of 6ft in order to ensure privacy of neighbours.
 - (B) St Peter and St Paul's Collegiate Church to reduce group of beech trees to 6 ft and trim sides, prune branches of yew trees away from power lines and reduce 8 upper branches to rebalance, reduce lateral branches of 2 yew trees on church side by 3m and prune yew branches away from power cables: support.
 - (C) Lady Granville-Chapman for removal of laburnum tree at 18A Little London: support on condition that the tree was replaced by 3 flowering cherry trees. (Cllr Hiscock objected to the removal of a healthy tree and abstained).

- (D) Mr Wilson to fell pine tree at Church Farmhouse, Tytherington: object due to the lack of a tree surgeon's report to endorse the need for felling.
 - (E) Mrs Hay to prune re-growth of 3 apple trees and crown reduce cherry tree by 30% at Three Gables, Newtown: support.
3. Mr Cuff for new single-storey stable block and yard at South Lodge, 20 Heytesbury Park: withdrawn.
 4. Interim application by Mr Grant to fell sycamore and crown thin sycamore at Abercarn, Newtown. Members objected to the proposed felling and agreed the crown thinning.
 5. CPRE planning booklet.
 6. WC adoption of South Wilts Core Strategy Development Plan Document.
 7. WC Wiltshire Core Strategy Development Plan Document – pre-submission document consultation until 20 April: available on WC website.
 8. Members had agreed that, as no planning application had been received by WC for the solar panels at Bunters Cottage and the conversion of the garage into a room at 18a Little London, the clerk ask the enforcement team to investigate the matters. Despite reminders, no information had been forthcoming to date. The clerk to endeavour to obtain replies.

MATTERS ARISING FROM THE MINUTES

1. Knook Matters

Cllr Sturmeay reported that the dead elms on the Knook recreation ground had not yet been cleared, however John Price of WC would arrange clearance. The 4 small trees that had blown onto the Knook-Heytesbury footpath and the 2 large branches that were across the path from the Downes garden had been cleared away. The Knook potholes had been attended to, as had the A36 junction 30mph sign that had blown down.

2. Kissing Gate

The footpath warden advised that the gate would be installed at a reduced cost of £100; Cllr Bennett-Shaw reported that it had been installed.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. WC:

- (A) Parish newsletter.
- (B) Western Area Planning Committee agenda for 15 February.
- (C) Western Area Board agenda for 7 March.
- (D) Parish steward work report for January.
- (E) Wilts Monthly Intelligencer.

- (F) Mobile library service review – Heytesbury remained the same.
- (G) Sealed traffic regulation order.
- (H) CIB funding surgery 22 March.
- (I) Aggregate minerals site allocations.
- (J) AWS info.
- (K) Annual review of waiting restriction requests.
- (L) Wiltshire Core Strategy pre-submission document – meetings to discuss rural planning policies.

2. Cllr Sturmeay reported that the “give way” sign at the Heytesbury A36 T junction was facing the wrong way – Cllr Bennett-Shaw had reported this to Clarence and it had subsequently been attended to.

3. Warminster Community Area Plan info.

4. Newsletters from SPTA, Historic Towns Forum, Community First, Warminster Festival,

Other correspondence:

5. **WC:**

- (A) Notification that an election had not been requested by 10 electors, therefore the PC could co-opt 2 members to fill the recent vacancies.
- (B) DVD aimed at encouraging people to become more involved in local democracy: passed to Cllr Reynolds, who could include some of the info in his “View”.
- (C) Notice of submission of Wilts&Swindon Waste Site Allocations Plan.

6. Donation request from St John Ambulance: £50 was agreed.

7. Asterliving Handihelp wished to advertise their not-for-profit services in the PN and noticeboard – the chairman to place this on the parish website.

8. CPRE Best Kept Village competition – it was agreed not to enter.

9. Info from the Veterans’ Charity on the Forces March: the chairman, Cllr Sturmeay and the clerk hoped to participate, and possibly Cllr Bennett-Shaw.

10. Trustee insurance renewal from AON Ltd: £362.26 (the much lower premium of £215.34 for last year was due to an error in our favour). Payment agreed.

11. Peter Sincock reported that the war memorial had developed a horizontal crack about halfway up the stem of the cross and advised that an experienced stonemason should be consulted. The clerk to contact Rob Fleming and Ashley Baxter.

BANK FIGURES

The clerk reported that, at 26 January, the current account stood at £1,841.04 and at 9 December 2011, the deposit account stood at £7,178.50.

CLERK'S EXPENSES

The clerk claimed £39.42 for telephone and stamps: payment agreed.

PLAYGROUND

Cllr Sturmeay reported that the puddle at the bottom of the slide had been attended to and the plaque (in the guise of 4 large stickers) and toolkit had been delivered by Fresh Air Fitness. Mrs Wagstaff would produce a plaque, for which the chairman would supply the Heytesbury crest again. Cllr Bond had placed the Hill's plaque on the parish king and checked the equipment. Mrs Wagstaff had been interviewed on local radio about the playground and a photo of children by the new equipment had been featured in the Selwood magazine.

The chairman had attended the site meeting with WC and W.Cllr Newbury to discuss the provision of a self-closing gate and removal of the kerb at the entrance. WC concluded that both were the responsibility of Selwood and the chairman had contacted them several times to this effect.

KNOOK ALLOTMENTS

Cllr Hiscock had carried out the risk assessment and Cllr Sturmeay had sent it to WC, with members' agreement. The application would be considered at the Area Board meeting on 8 March.

CASUAL VACANCIES

As John Agate had expressed his interest in standing for co-option for the Heytesbury ward, he was proposed by Cllr Reynolds, seconded by Cllr Bennett-Shaw and duly elected: the clerk to inform Mr Agate and WC.

JUBILEE

WC advised that the Area Board grant should be applied for by the jubilee committee. Members agreed that any grant money could be paid into the PC account.

Cllr Buttenshaw reported that the survey had indicated that 60 children would like free mugs (cost £135+£27VAT). A number of adults had said that they would like to buy mugs, therefore she suggested that the PC purchase 100 mugs to sell (cost £225+£45VAT). The PO was willing to sell mugs and other outlets included the church produce sale on 2 June and the duck race. She also suggested that the free mugs be presented in boxes (cost £23.40+£4.68VAT). If so, the total cost would be £460.08+delivery (incl.VAT), however, members decided that all the mugs should be placed in boxes and the sale cost set at £3 each.

It was agreed that the mugs be presented to the children outside The Angel on the Forces March day on 27 May and that this should be advertised.

ITEMS FOR REPORT

1. Cllr Hiscock asked about provision of a seat near the Mill pond footpath on the roadside, for which Mrs Downes had already given permission. It was agreed that this should be raised again in April.
2. Cllr Sturmeay reported that the Chitterne waste site had been approved. She noted that the WC core strategy rural planning meetings could be useful, however, the chairman said that Heytesbury had not been mentioned.
3. Cllr Buttenshaw said that:
 - (A) Peter Andrews had asked her to raise the matter of the very large potholes in Newtown. As the PC had brought this ongoing problem to the attention of Heytesbury Estate many times, members believed it was up to the residents to reach an agreement with the Estate on funding repairs.
 - (B) Streetlight 15 on the church side of the High Street was obscured by tree branches. As the tree was owned by Mrs Scott, it was agreed that Cllr Buttenshaw point out the problem and ask her to get it trimmed.
4. Cllr Bennett-Shaw said that:
 - (A) The 30mph sign from Park Lane to Park Street was very dirty.
 - (B) The bus shelter outside The Angel needed cleaning, also the Knook A36 shelter on the Salisbury side.

The clerk to report both the above to Clarence.

5. The chairman said that, following the 2 recent accidents on the A36, she had written to Andrew Murrison MP to request a site visit. As she was not satisfied with the reply, she would pursue the matter.

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

Cheques: clerk's salary: £259.25 Heytesbury School: £10
AON Ltd: £362.26 Clerk's expenses: £39.42 St John Ambulance: £50 (S.137)

MARCH 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 27 MARCH 2012

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

Apologies : none

The chairman opened the meeting at 7.15pm by welcoming Mr Agate.

MINUTES OF THE LAST MEETING

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

DECLARATIONS OF INTEREST

Personal interest was declared in planning application 1A by Cllrs Perry and Dale and application 1B by Cllrs Bennett-Shaw and Agate.

PUBLIC PARTICIPATION

There was none.

DECLARATION OF ACCEPTANCE OF OFFICE

The chairman welcomed John Agate, who signed the declaration, register of interests and all necessary documentation. The clerk to send the register to WC.

PLANNING

1. Applications by:

- (A) Mr Cuff for new single-storey stable block, yard and manure store at South Lodge, 20 Heytesbury Park: support.
- (B) Proposed internal alterations to flat 2 at Hospital of St John: support.

2. Permission to:

- (A) Mr Grant to fell sycamore tree and crown thin sycamore at Abercarn, Newtown.
- (B) St Peter and St Paul's Collegiate Church to reduce group of beech trees to 6 ft and trim sides, prune branches of yew trees away from power lines and reduce 8 upper branches to rebalance, reduce lateral branches of 2 yew trees on church side by 3m and prune yew branches away from power cables.
- (C) Lady Granville-Chapman for removal of laburnum tree at 18A Little London.
- (D) Mr Osborne for ground floor extension, replacement roof structure over existing extension and internal alterations at 174 Tytherington.

(E) Mrs Hay to prune re-growth of 3 apple trees and crown reduce cherry tree by 30% at Three Gables, Newtown.

(F) Mr Wilson to fell pine tree at Church Farmhouse, Tytherington.

3. Mr Richardson for demolition of remainder of existing wall in poor structural condition, existing having collapsed and build new reinforced concrete wall faced with brick and render to match existing at land rear of 65 High Street: withdrawn.

4. Cllr Reynolds expressed concern that the PC may need to consider different material planning considerations due to the new planning laws. The clerk to consult WALC.

5. A WC enforcement officer reported that the works at 18a Little London came within permitted development. Highways enforcement should be consulted if members believed that parking on the highway was a concern.

The installation of solar panels at Bunters Cottage also came within permitted development.

MATTERS ARISING FROM THE MINUTES

1. Knook Matters

Cllr Sturmeay reported that the dead and leaning elms on the Knook recreation ground had been cleared, as well as those on the roadside.

2. Street Light

Cllr Buttenshaw said that Mrs Scott had trimmed the conifer as much as possible, however, the light of streetlight 15 outside Stilo in the High Street was still somewhat obscured. It was decided that the clerk report this to Clarence.

3. War Memorial

Rob Fleming had submitted a specification for repair at a cost of £650+VAT. Ashley Baxter had also inspected the memorial but had not yet sent a quotation. It was agreed that the specification should be accepted.

4. Bus Shelters

The real time displays had been removed from some shelters due to poor GPRS coverage.

Cllr Sturmeay reported that the shelters had been cleaned.

5. Newtown Cherry Tree

Cllr Hiscock believed that cutting down the tree was the only option as it would constantly lean over the road due to the shade of the nearby trees in the copse. It was agreed that the clerk ask a tree surgeon to inspect it.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. **WC:**

- (A) Parish newsletter.
- (B) Western Area Planning Committee agenda for 28 March.
- (C) Western Area Board agenda for 8 March.
- (D) Wilts Monthly Intelligencer.

2. Warminster&Villages Community Partnership youth transport project to provide funding for transport to Warminster youth club. WVCP wished to be advised of details of anyone interested or anyone willing to collate names etc - Cllr Sturmeay had placed the info on websites.

WVCP briefing notes for community playing fields.

3. Newsletters from SPTA, Historic Towns Forum, Community First and Warminster Festival.

Other correspondence:

4. **WC:**

- (A) Procedure for dealing with requests for Waiting Restrictions – the deadline for requests had been extended to end April 2012.
- (B) Review of polling districts and places – comments and/or proposals for alternatives to be submitted by 25 May. Knook had been noted as having the Red Lion as a polling station.

5. Donation thanks from St John Ambulance and info on community defibrillators: the chairman to ascertain their usefulness in a village situation. Cllr Agate said that a parishioner may be able to supply one at a lower price with the possibility of free training.

6. M&G Charibonds - £1735.86 transferred on 29 February 2012.

7. Mr Mitchell of 12 Knook had written to complain that Selwood had advised him that he could no longer use the recreation field to exercise his dog. Cllr Sturmeay had written to all residents about the plans for community use of the field, as well as the plans being noted in several issues of the PN. No response had come from 12 Knook. Cllr Sturmeay had asked Selwood to close off the access gate from no 12 to the field, as recommended by John Price of WC, however no mention of this had been made in the letter from Selwood to Mr Mitchell. It was agreed that Cllr Sturmeay ask Selwood to advise Mr Mitchell that the gate must be closed off and that the clerk reply to Mr Mitchell that he was the only person to receive a letter because his was the only property with an access gate, also that, although dogs would not be allowed to roam, no decision had yet been made on dogs being exercised on leads, that the change of use had been notified by letter to all residents and in several PN issues and that car parking had been addressed in the risk assessment and further by consideration of a larger layby or access area onto the field.

9. VAT refund of £3141.87.

10. Copy of a letter sent by Andrew Murrison to the HA requesting their proposals to enhance safety on the A36 at Upton Lovell and Heytesbury.

PLAYGROUND

The chairman had attended a site meeting with Tim Parkin of Selwood to discuss the provision of a self-closing gate and removal of the kerb at the entrance. He had accepted responsibility and gave assurances that the work would be carried out.

Cllr Sturmeay reported that the Heytesbury school head had reprimanded several children involved in an incident on the slide. Mrs Wagstaff wished to know if members would like her to add the following words to the plaque: "any problems with this equipment should be reported to the owners: Heytesbury Parish Council", with the parish website contact. This was agreed.

KNOOK ALLOTMENTS

Cllr Sturmeay reported that the transfer application had been approved by the Area Board on 8 March. She awaited the paperwork. It was agreed that the chairman and Cllrs Sturmeay, Dale and Hiscock pay a site visit to discuss layout and car parking. Cllr Sturmeay had sent photos of the field to members.

CASUAL VACANCIES

Nobody had come forward.

JUBILEE

Cllr Buttenshaw had sent proofs of the mug design to members, who decided that the full PC title should be incorporated. She brought a sample mug to the meeting and it was agreed to pay the invoice of £594.42.

63 children would like the free mugs, leaving 105 to sell. It was decided that the free mugs should be given out at the May Day Fun Day (Neil Clough to be consulted) and the others placed on sale for £4.50 each (with 50p each given to the PO for those sold there).

The chairman had made £148 from her cake sale and HYPO £122 at the spring shopping day and Marcia Girard made a donation of £60 for the jubilee fund – all to be banked by the clerk.

ITEMS FOR REPORT

1. The clerk had received a phone call from a parishioner about frequent bonfires in Heytesbury being lit before dusk. It was agreed that Cllr Reynolds comment on this in his PN "View".

2. Cllr Bond reported that the street light near the portakabin was constantly on - Cllr Bennett-Shaw would report this to Clarence.

3. Cllr Bennett-Shaw read a letter sent by Nigel Still regarding the grassed areas that he was responsible for cutting. He was very frustrated and angered by the amount of dog-fouling on those areas that he had to clear prior to cutting the grass. He had particularly noticed a spaniel off the lead. He asked the PC to contact the owner of the spaniel and to provide him with 6 signs to place on the grassed areas. It was agreed

that the clerk reply to Mr Stills that she would ask the dog warden to provide the signs and to speak to the spaniel's owner.

4. The chairman reported that the workmen at the roundabout were building steps down the nearby bank in order to prevent slipping when they had to check the rainwater drain at the bottom.

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

Cheques: clerk's salary: £259.25 Heytesbury School: £10
Running Imp International Sports Ltd: £594.42

ANNUAL GENERAL MEETING 31 MAY 2011

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

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

Apologies : Mr Hillier, Mr Lewis

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 Bennett-Shaw, seconded by Cllr Hiscock and agreed. The clerk reported that the Charibond account stood at £125,267.54 at 31 March 2011, the HSBC village hall fund at £4,587.95 at 1 April 2011 and at 26 April 2011 the current account balance was £16,283.22 and the deposit account was £11,703.10.

RISK ASSESSMENT

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

CHAIRMAN'S REPORT

Cllr Perry proposed a vote of thanks to the clerk and thanked all the members for their continued commitment, particularly Cllr Sturmeay for her determination to update Heytesbury's playground and instigate a playground for Knook, and Cllr Dale for his work on streetlight reduction.

She believed that the 2012 jubilee gave the PC an opportunity to be more proactive within the community. She intended to produce a leaflet asking the village if they want a street party and asking if people would be willing to contribute both money and food and if they would be willing to join a jubilee committee which would be entirely independent of any other activity within the village. She would fund the leaflet from her chairman's allowance.

Finally, she had been in touch with other PCs to ask how they manage complaints and the overwhelming majority do not act unless they receive a complaint by letter or in person at a PC meeting. She therefore proposed that this PC did likewise in future, seconded by Cllr Dale and agreed. A valuable lesson had been learned with the action taken over the signage.

VIEWS OF THE PUBLIC

There were none.

The chairman closed the meeting at 7.30pm.

APRIL 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 24 APRIL 2012

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

Apologies : Mr Hiscock, Mr Bond (vice-chairman), Mr Agate

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. Applications by:
 - (A) Heytesbury, Imber&Knook Parish Council to reduce cherry tree by 30% and reduce overhanging branches at land adjacent to Eastholme, Newtown: support.
 - (B) Mr Morris for proposed 2-storey extension at Duck Cottage, 126 Park Lane: support
2. Permission to Hospital of St John for proposed internal alterations to Flat 2.
3. The clerk had consulted WALC regarding Cllr Reynolds concerns that the PC may need to consider different material planning considerations due to the new planning laws. No such guidance had been issued as yet.

MATTERS ARISING FROM THE MINUTES

1. A36 Safety Measures

The chairman had asked Andrew Murrison to request info on the provision of steps at the roundabout and the new direction signs. Cllr Sturmey suggested that the PC consult the village on the best way forward to achieve more safety measures on the A36, however, WCllr Newbury did not recommend such consultation for routine matters which in any case was unlikely to influence the HA.

2. Knook Matters

Cllr Sturmey reported that the Pottows had cleared brambles, repaired fencing and laid hardcore.

3. War Memorial

Rob Fleming hoped to carry out the work by the end of April.

4. Newtown Cherry Tree

Downlands quoted £80+VAT to crown reduce the tree by 30%, apply for pp and clear all cuttings. Members agreed and the clerk accepted the quote. Jon Burgess hoped to carry out the work in July.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. **WC:**

- (A) Parish newsletter and West Wilts magazine.
- (B) Western Area Planning Committee agenda for 9 May and minutes for 28 March.
- (C) Western Area Board agenda for 10 May.
- (D) Parish steward monthly worksheets: Cllr Sturmeay reported that the give way sign at the A36 junction still faced the wrong way: Cllr Bennett-Shaw to inform them.
- (E) Parish improvement grants scheme info and poster (displayed on noticeboard).
- (F) Partial closure of B390 Shrewton Road at Chitterne on 27 May (on noticeboard).

2. The chairman had sent members info on bonfires (no byelaws unless causing a nuisance eg. on land near roads); dog-fouling (owners must pick up mess in public spaces and public can report incidents to WC) and defibrillator info from the British Heart Foundation.

3. Newsletters from SPTA, WALC, AONB, WFCAP, police and Warminster Festival.

Other correspondence:

4. **WC:**

- (A) 2012 rural facilities surveys for Heytesbury, Tytherington and Knook – Cllr Sturmeay to complete the Knook form and the clerk to complete the first two and return all.
- (B) Cemeteries capacity – the clerk to complete and return the form.

PLAYGROUND

The chairman had attended a site meeting with Keith Hill of Selwood to discuss the provision of a self-closing gate and removal of the kerb at the entrance. He hoped that both works would be completed within 6 weeks.

Cllr Sturmeay reported that Mrs Wagstaff would soon supply the plaque.

Cllr Sturmeay wished to know if WC would empty a bin placed at the playground – WCllr Newbury to investigate. She would obtain prices for a post-mounted bin.

KNOOK ALLOTMENTS

Documentation for the Knook Community Asset Transfer from Wiltshire Council to Heytesbury, Imber & Knook Parish Council. The clerk to consult WALC for legal advice or Trevor Slack (WCllr Newbury to advise) or Ingrid Hindle of Tytherington.

Mr Mitchell had replied to the PC letter that he could not understand why his access gate was a problem and why dogs could not be walked on the field. The clerk to reply to this email by reiterating the same points as in the first reply. Cllr Sturmeay had asked Selwood to advise him that his access gate would be removed. The chairman asked her to pass any further correspondence to the clerk to avoid any potential conflict of interest.

Cllr Sturmeay sent photos and info on the Sutton Veny allotments to members.

CASUAL VACANCIES

Nobody had come forward.

JUBILEE

The clerk had paid cash of £309.70 from the duck race to the current account.

As Cllr Hiscock had failed to get permission for the beacon, the chairman reported that she had contacted Nigel Linge of Landmarc for permission. Apparently the land is leased to a tenant farmer. Nigel Linge had passed the information onto his Warden to get approval from the tenant farmer; these negotiations were continuing. Mr Clough had registered an interest in having a beacon with DCMS.

Cllr Buttenshaw said that 4 mugs were substandard so there were 164 remaining. She had compiled an alphabetical list of the children for presentation of the mugs at the Fun Day on 7th May.

ITEMS FOR REPORT

1. (by email) The chairman had received a complaint from Mr Harvey that Cllr Reynolds' article in the PN had been entitled an "Independent View". She had replied that the PC had agreed to drop the "Independent" in May 2011 (as minuted), and that it had been an editorial error only, which Mr Harvey had accepted. As Cllr Reynolds was still upset by what he perceived as a personal attack, the chairman asked him to reconsider his reluctance to write any more articles, particularly as members and many parishioners had already voiced their disappointment at the non-appearance of the "View" in the last issue of the PN. It was agreed that the chairman seek assurance from Mr Harvey that he would not take the matter further, as intimated in his complaint.

2. Cllr Bennett-Shaw:

- (A) said that the proposed seat at Park Lane near the bridge was on highways land. She would send a map marked with the position to the clerk, who would then seek permission from WC.
- (B) asked for a donation to the PN - £100 was agreed as per the budget provision.
- (C) (by email) reported that a chocolate spaniel had caused a disturbance near St John and had been collected by the dog warden.

3. WCllr Newbury said that the Standards Board and Code of Conduct had been abolished, however, the Localism Act included recommendations for a new Code to be adopted by 1st July 2012. WC would soon propose a new Code, as would NALC. The PC could choose which to adopt once they were published.

After signing the following cheques, the chairman closed the meeting at 8.23pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10 Parish News: £100
(S.137)

MAY 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 29 MAY 2012

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

Apologies : Cllr Hiscock, WCllr Newbury

2 PCSOs

The chairman opened the meeting at 7.28pm, following the Annual Parish Meeting.

ELECTION OF CHAIRMAN 2012/2013

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

ELECTION OF VICE-CHAIRMAN 2012/2013

Cllr Bond was proposed by Cllr Reynolds, seconded by Cllr Perry 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 Dale and agreed.

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 answered Cllr Bennett-Shaw's concerns about rowdy behaviour and littering at the Mill Pond (about which the property owners had not complained) that they would monitor the situation and advised her to email them of dates and times of occurrences. Cllr Bennett-Shaw would erect a sign warning of adders in the area.

PLANNING

1. Applications by:

- (A) Mr Richardson for proposed new rear conservatory, demolition of remaining existing structural wall in poor structural condition and build new reinforced concrete wall faced in brick and render to match existing at land rear of 65 High Street: no objections.
- (B) Mr Tanswell for new dwelling with car port at land rear of 42 High Street: no objections.

2. Permission to:
 - (A) Heytesbury, Imber&Knook Parish Council to reduce cherry tree by 30% and reduce overhanging branches at land adjacent to Eastholme, Newtown.
 - (B) Mr Morris for 2-storey extension at Duck Cottage, Park Lane.

MATTERS ARISING FROM THE MINUTES

1. A36

The chairman had received replies from Andrew Murrison and the HA on the provision of steps at the roundabout and the new direction signs. A survey of the A36 in this area was due to be carried out at a future date.

2. Park Lane Seat

Cllr Bennett-Shaw had supplied a location photo and marked map, which the clerk had sent to WC to request permission; subsequently WC advised that the seat could be placed there under permitted development, although if it were on highway land, highways should be consulted. Members were unsure if this would be the best position and would pay a site visit to ascertain if a seat could be placed nearer the footpath instead.

3. War Memorial

As Rob Fleming had not yet carried out the repair, the clerk to ask him when he would be able to start the work.

4. Forces March

Cllrs Sturmeay, Agate and a parishioner had carried the Emblem of Courage from Heytesbury to Chitterne.

4. Parish News "View"

The chairman intended to speak to Mr Harvey as soon as possible.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. WC:

- (A) Parish newsletter and West Wilts magazine.
- (B) Western Area Planning Committee minutes for 9 May and agenda for 30 May.
- (C) Western Area Board minutes for 10 May.
- (D) Parish steward monthly worksheets.
- (E) Engaging communities workshop on 12 June – chairman to attend.
- (F) Charing skills workshop on 18 May.

- (G) Wilts monthly Intelligencer.
- (H) Monthly online programme briefing.
- (I) Speedwatch signs info.
- (J) Dog control orders consultation: comments by 12 June
- (K) Funding applications event on 3 July.
- (L) Consultation on new Standards Framework – WCllr Newbury advised PCs to adopt the lighter touch WC code, rather than the NALC code: to be placed on the next agenda.
- (M) Wilts Sports community games programme info.

2. Newsletters from Plain Action, MOD, NHW, GROW, WALC, MEP, Community First, Heytesbury School, Historic Towns Forum and notice of event on 31 May.

3. Cllr Reynolds reported a parishioner's concern about the uncut grass on the Knook triangle at the brow of the hill, and the resultant lack of visibility when exiting Chitterne Road of traffic coming from the Knook direction. The clerk had informed the HA, who replied that they would attend to it within 15 days and monitor the grass thereafter. It had subsequently been cut, however Cllr Sturmeay said that the verges at the Knook village junction also needed regular trimming. The clerk to report this to the HA.

4. Christopher Newbury sent info on the digital inclusion broadband project to improve rural broadband. Codford PC offered to host a joint meeting of the Wylve Valley PC chairmen, which Cllr Perry would be happy to attend.

5. Invitations to the Salisbury Cathedral jubilee service on 1 June.

6. The Community First Good Neighbour co-ordinator wished to attend a PC meeting. It was agreed to invite her to the July meeting.

7. CPRE seminar on 17 May and AONB Annual Forum on 27 June.

8. Victoria Howick was the new rural community beat manager.

9. Marie Curie Walk 10 event on 1st September.

10. Wessex Water supply grid exhibitions – poster displayed.

Other correspondence:

11. AON insurance renewal: premium £1223.07 – payment agreed.

12. WALC invoice of £271.48 and invoice for footpath cutting from Vic Ronning: £195: payment agreed for both. It was decided that the clerk ask Mr Ronning to add the cutting of the Mill Farm path (7) to his regular list.

13. Mr Still requested the dog-fouling stickers, which the clerk delivered to him and he subsequently placed them on boards, for which Cllr Bennett-Shaw had thanked him.

He offered to repair the Park Street wall in his own time at a cost of £70 for the materials. As the wall was unstable and unsightly, the clerk to ask the agents of the Sassoon Trustees (the owners), for permission and payment for the materials.

14. Consultation on appointment of external auditor Grant Thornton for 2012/13 and future years.

15. Internal audit report and invoice for £168 – payment agreed.

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 Buttenshaw: transport representative.

CLlr Sturmeay: community planning and playground development.

CLlr Hiscock: health/safety and fire representative.

CLlr Dale: emergency planning, street lighting, newssheet.

CLlr Agate: to be agreed.

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

Peter Sincock: seat and war memorial annual inspections and milestone maintenance.

DONATIONS

As budgeted, it was agreed that the following payments be made:

(A) Heytesbury PCC for churchyard grasscutting: £350.

(B) Heytesbury Cricket Club: £150.

(C) Donation requests from HELP Counselling Services: £25 agreed and Bobby Van Trust: £30 agreed.

The usual annual donation to Heytesbury Football Club of £150 would be withheld until the clerk had received a reply from Mark Hicketts to ensure that Heytesbury FC were still using the pitch.

KNOOK ASSET TRANSFER

The clerk was awaiting a reply from Trevor Slack and in the absence of this she would contact a local solicitor. Cllr Dale would ask Michael Hands if he would be willing to inspect the documents and advise the PC.

Mark Mitchell replied to the clerk's second response in the same terms as previously.

PLAYGROUND

The chairman reported that the self-closing gate had not yet been installed – she would remind Selwood of this. The kerb removal and replacement at the entrance had been completed.

Cllr Sturmev reported that Mrs Wagstaff would soon supply the plaque and that WC would charge £2.90 per collection for a new bin on private land. It was agreed that the clerk order a bin at the cost of £120.46, to be placed on a post near the equipment and to be emptied on a volunteer rota basis.

It was agreed to order a seat for the playground (with jubilee plaque to be fitted) at the same time as the Park Lane seat.

Cllr Sturmev reported damage to the slide by vandals. Cllr Bond had effected a repair.

JUBILEE

Cllr Buttenshaw reported that 13 mugs had not yet been collected for the children and 39 remained to be sold. She had collected £262.50 from sales to date, which the clerk would pay to the current account.

As Cllr Hiscock had failed to get permission for the beacon, Mr Clough had registered an interest in having a beacon with DCMS and subsequently permission was given by Richard Guy to erect the beacon on his land.

The clerk had received donations of £50 each from D&AHaines, Lady Tritton, WBS Ltd, Genweld Services and the Soundpost and £20 from the Charlesworths – all to be banked.

Outgoing cheques required : £114.30 to Phil Dale for event insurance, £109.89 to B.Clough for fireworks, £140 to Bibby Factors for printing, £59.40 to V.Sturmev for balloons and £84.64 to M.Girard for table ware.

ITEMS FOR REPORT

1. The chairman said that Mrs Gordon-Duff had expressed concern that the Underwoods were levelling the water meadow near Parsonage House and filling in the old brook area in the process. She asked Cllrs Bond and Dale to investigate the matter, as flooding was a potential problem if the level of the water meadow was raised.

After signing the following cheques, the chairman closed the meeting at 8.45pm.

Cheques : clerk's salary: £259.25; Heytesbury School: £10; Heytesbury&Sutton Veny Cricket Club: £150 (S.137); Heytesbury PCC: £350 (S.214); WALC: £271.48; AON Ltd: £1223.07; V.Ronning: £195

HELP Counselling Service: £25 (S137); Bobby Van Trust: £25 (S137); Auditing Solutions Ltd: £168; A.Perry: £200

Jubilee: P.Dale:£114.30; B.Clough:£109.89; Bibby Factors: £140; V.Sturmey: £59.40; M.Girard: £84.64

Interim jubilee payments (delegated powers) :

Bibby Ltd: £70; V.Downes: £17.15; J.Agate: £50'; N.Clough: £10; K.Roberts: £16;

Receipts: £10 (Mrs Williams) £25 (Mr&Mrs Howard-Vyse)

Money from mugs: £157

JUNE 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 26 JUNE 2012

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

Apologies : Cllr Bond (vice-chairman), Cllr Hiscock, WCllr 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

Cllr Bennett-Shaw declared a personal interest in planning application 2A.

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Permission to:
 - (A) Mr Richardson for proposed new rear conservatory, demolition of remaining existing structural wall in poor structural condition and build new reinforced concrete wall faced in brick and render to match existing at land rear of 65 High Street.
2. Applications by :
 - (A) Hospital of St John to reduce and pollard lime tree by approx. 60%: support.

MATTERS ARISING FROM THE MINUTES

1. A36

The chairman had asked 7 local parishes to join forces re safety on the Wylve Valley stretch and had responded to Mr Murrison's unsatisfactory reply. The MP subsequently offered to attend a meeting with the WV chairmen and the HA. The HA reported that a study to identify pedestrian crossing points would be carried out.

Cllr Sturmeay reported 3 accidents on 15 June near Upton Lovell and the Chitterne road.

2. Park Lane Seat

As members were still undecided as to the best location, the chairman asked them to visit the area again: to be placed on the next agenda.

3. War Memorial

Rob Fleming reported that cleaning and pointing works had been carried out and that the metal detector had confirmed the existence of a dowel pin on both sides of the fracture. Brig Sincock agreed that Mr Fleming's suggestion to X-ray it would be a good idea.

Mr Fleming would await agreement for works carried out before presenting an invoice.

4. Broadband Project

The chairman and Cllr Dale had attended a meeting on 14 and 25 June with local PC chairmen. Ian Baker from Wiltshire Council also attended the meeting on 25 June and went through the project. In October 2012 the Contract will be appointed to a single Contractor in Wiltshire. It was hoped that 85% will have access to a super-fast connection and 90/95% of Wiltshire should be connected although some at a lower speed.

5. Knook Verges

Cllr Sturmeay said that, as only a metre wide strip had been cut, a villager had strimmed a larger area to improve visibility.

6. Watermeadow

Cllr Dale had investigated the levelling in the Parsonage field and believed that in the event of a flood the raised footpath and road would contain the water and just flow off into the stream and soak away. The chairman to forward Cllr Dale's explanatory email to Mrs Gordon-Duff and advise her to contact the EA if she was still concerned.

7. Dog Signs

The chairman had obtained 10 signs and would try to scan them. She would thank Tim Wolford of WC for the stickers.

8. Park Street Wall

Peter Corbett of Savills awaited a response from the Sassoon Trustees about repairs to the wall. Cllr Bennett-Shaw to advise Nigel Still of this.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. WC:

- (A) Parish newsletter.
- (B) Western Area Planning Committee agenda for 20 June and minutes for 30 May.
- (C) Parish steward monthly worksheets.
- (D) Planning service feedback study.
- (E) Wilts monthly Intelligencer.
- (F) Monthly online programme briefing.

- (G) Core strategy – no development specifically noted for Heytesbury, Tytherington or Knook.
 - (H) Waste site allocations consultation till 19 July.
 - (I) Consultation on new Standards Framework – WCllr Newbury advised PCs to adopt the lighter touch WC code, rather than the NALC code.
2. Newsletters from MOD, GROW, WALC, Community First, Historic Towns Forum and notice of seminar on 20 June.
 3. The chairman had emailed WC about the overgrown grass verge at Heytesbury village exit – this had subsequently been cut, for which she had thanked them. She had also informed WC of a tree blocking Park Lane.
 4. Info on the planned commemoration of the start of WW1 from the Wylve Valley History Group.
 5. `NALC conference 5th July.

Other correspondence:

6. Invoice of £144.96 from Glasdon for the litter bin and Downlands for £96 for trimming the cherry tree: payment for both agreed.
7. M&G Charibond: £1758.82 distributed on 31 May 2012.
8. Donation thanks from the PN, HELP Counselling and Bobby Van Trust.
9. MEP poster: displayed on noticeboard.

PLAYGROUND

The chairman reported that the self-closing gate had not yet been installed – she would remind Selwood of this.

Cllr Bond had installed the litter bin, for which she thanked him. Cllr Sturmeay said that the school had offered to empty it in term time. The PC rota could then take care of school holidays. It was agreed that the bin should be checked weekly and that Cllr Sturmeay would cover the first 4 weeks of the summer holidays, followed by Cllr Buttenshaw.

It was decided that the clerk should order a seat for the playground (with jubilee plaque to be fitted), as well as the Park Lane seat : both black.

The clerk would also order a replacement trim for the slide : Cllr Bond to be asked to fit it.

The chairman would ask the police if the PC could fit a dummy camera in order to deter vandals.

KNOOK ASSET TRANSFER AND ALLOTMENTS

Michael Hands had inspected the documents and advised the PC to consider the following points:

1. Obligations in respect of the soakaway and to WC should the PC cease to use the land as allotments.
2. Growing vegetables on land containing a soakaway from a septic tank or tanks of three or four adjoining houses without professional advice could be a health issue.
3. The PC would need to ensure that the EA would be happy that, although the discharge to the ground would be on PC land, all the regulatory obligations in relation to that discharge would lie with the owners for the time being of the septic tanks.
4. Under the deed of grant of 16 December 2011, the obligation to maintain the soakaway lies with Selwood, who currently own 10,11and 12 Knook, however, the PC's position may not be so secure if the houses were sold off to others.
5. Although Selwood currently maintain and empty the septic tank and therefore the quality of the discharge to the soakaway should be of a good standard, the position could change if they sold the houses to others.
6. Although no pp was required for use as allotments, it would be necessary for change of use of part of the land as a car park. This use would be inevitable because there was no room for off-street parking.
7. European regulations required consent from WC for cultivation of permanent pasture, although these may not apply in this case.
8. Letting the allotments to tenants must be properly documented and would be easier to deal with if those involved formed themselves into an association. It would be easier still if the PC did not acquire the land and persuaded WC to let the land to such an association.
9. The PC should insure itself in respect of its potential liabilities as a landowner and landlord.
10. There was clear evidence that the tenants of 12 Knook considered that they had a right of way across the site from the road to the rear of their house.

The chairman asked members to give serious consideration to all the above points and asked Cllr Sturmey to provide a list of all those definitely interested in having an allotment and if they would be prepared to form an association, to provide a written list of potential costs eg. Car park provision, fencing, water supply etc. and to contact the planning dept. The chairman would speak to the EA re soakaways.

To be placed on the next agenda.

NEW CODE OF CONDUCT

WCllr Newbury advised against adoption of the NALC code as being too prescriptive and heavy-handed. It was agreed to await publication of the WC code once consultation had finished. To be placed on the next agenda

JUBILEE

Cllr Buttenshaw reported that all mugs had been sold, for which she had collected a total of £419.50, which the clerk had paid to the current account. (Interim payments and receipts listed below). The chairman thanked her and Cllr Bennett-Shaw for organising

the mugs, the clerk for "holding the purse-strings", Cllr Agate for ensuring there was no deficit and Cllr Dale for his contribution to a successful event.

ITEMS FOR REPORT

There were none.

After signing the following cheques, the chairman closed the meeting at 8.10pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10
Downlands Tree Surgery: £96 Glasdon: £144.96

Interim payment: M.Healey: £239 (delegated powers)

Interim receipts (jubilee): Area Board: £300 donations: £305 mugs: £419.50

JULY 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 31 JULY 2012

Present : Mrs Perry (chairman), Rev Bennett-Shaw, Ms Buttenshaw, Messrs Reynolds, Dale, Agate, WCIr Newbury

Apologies : Cllr Bond (vice chairman) Cllr Sturmeay, Cllr Hiscock

The chairman opened the meeting at 7.15pm.

GOOD NEIGHBOURHOOD CO-ORDINATOR

The chairman welcomed Emma Curtis from the Wiltshire Good Neighbourhood Scheme, who explained that the scheme was funded by WC and provided by Community First. It was designed to meet the needs of the rural population by facilitating access to services in order to maintain independent living. Although primarily aimed at the older generation, free and confidential advice would be given to anyone who requested assistance.

The chairman thanked her for attending and Cllr Reynolds would publicise the service in his PN article.

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 planning application 1A and Cllrs Perry and Dale in application 1C.

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Applications by:

- (A) Hospital of St John to reduce lateral limbs of mulberry tree on all sides by 500mm approx and crown thin by 10% as well as crown thin second mulberry by 15% and crown lift to approx 7-8ft: support.
- (B) Sir A.Tritton for removal of 9 cypress trees and replace with yew hedge at River House, Mill Street: support.
- (C) Revised plans for new single-storey stable block, yard and manure store at South Lodge, Heytesbury Park: no objections.

2. Permission to:

- (A) Hospital of St John to reduce and pollard lime tree by approx. 60%.

MATTERS ARISING FROM THE MINUTES

1. A36

Cllr Buttenshaw had thanked the Calverts on behalf of the PC for their letter to the Journal. The chairman had hosted a meeting of the 7 local PC chairmen, Andrew Murrison and WCllr Newbury re safety on the Wylve Valley stretch. The HA had been unwilling to participate, possibly due to the recent death at the Upton Lovell junction. Dr Murrison stated that there had not been enough deaths to warrant significant improvements, however WC and the HA would carry out assessments and in the meantime Dr Murrison and WCllr Newbury had written a joint letter to request a speed limit review. The chairmen would continue to act as a pressure group.

2. Park Lane Seat

Cllr Bennett-Shaw suggested that the seat could be sited at land opposite Heytesbury Mill. Cllr Reynolds offered to ask Matthew Lipington for permission – agreed.

3. Mill Farm Footpath

Cllr Buttenshaw reported that this had been cut. However, as the field had not been grazed it was very overgrown – it was agreed to monitor the situation.

Cllr Dale said that the kissing gate posts had become loose in the ground and required galvanised caps to cover the cracked tops. The clerk to inform the RoW warden, although Cllr Dale would be willing to attend to the gate in the event of a long delay in repair.

4. Dog-fouling

The chairman had sent the Nigel Linge report on spraying dog faeces with non-toxic paint to members and noted that this had considerably reduced the incidence of fouling.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. WC:

- (A) Parish newsletter.
- (B) Western Area Planning Committee agendas for 11 July and 1 August.
- (C) Parish steward monthly worksheets.
- (D) Community Games info.
- (E) Wilts monthly Intelligencer.
- (F) Wilts Cultural Strategy consultation and Arts Service 3 year Review.
- (G) Core strategy pre-submission document available to view on WC website.
- (H) Area Board agenda for 5 July.

2. Newsletters from MOD, GROW, WALC, Community First and MEP.

3. Cllr Sturmeay reported a hole in the Parsonage footpath, which Cllr Dale had subsequently filled, for which the chairman had thanked him. She also sent photos of the poor state of the Knook road.

4. BT Community Connections Award Scheme info.

Other correspondence:

5. Invoice of £897.24 from Glasdon for the 2 seats, Robert Fleming for £354 for repair of the war memorial (to erect scaffold and ascertain use of metal fixings in the cross at point of fracture and to carry out repointing repairs to the base of the cross as necessary) and RJ Print for £118.55 : payment for all agreed. Cllr Bond to erect the playground seat and the Park Lane seat when the site had been agreed.

6. Donation request from Youth Action Wilts: £25 agreed.

PLAYGROUND

As Cllr Sturmeay had reported that the school had locked the small gate in school hours, the chairman replied that the small and large gates were padlocked together, then unlocked out of school hours. She believed that the river gate was permanently locked. She would again ask Selwood to install the self-closing gate.

The police had confirmed that the PC could fit a dummy camera in order to deter vandals. The chairman would prepare a warning disclaimer sign for the slide following the vandalism incident.

The clerk to re-order the slide strip if it had not been sent to Cllr Sturmeay.

It was decided to ask Cllr Bond to erect the seat facing towards the trim trail.

KNOOK ASSET TRANSFER AND ALLOTMENTS

Selwood had explained the construction of the proposed soakaway and that treated effluent which could contain chemicals and oils in addition to sewage passed through it. Mr Denning recommended that allotments should be placed a minimum of 5 metres from the drainage field.

Cllr Sturmeay had sent some details of potential costings with more to follow.

The chairman proposed the acceptance of the asset transfer document, but to delay the provision of the allotments until all the figures had been presented and the soakaway was in situ. This proposal was seconded by Cllr Bennett-Shaw and was duly agreed by all members present.

NEW CODE OF CONDUCT

AS WC had adopted the draft Code of Conduct, members agreed that the PC adopt the Code, which had been sent to all parish councillors. Adoption was proposed by Cllr Perry, seconded by Cllr Bennett-Shaw and all were in favour.

Members had completed the new register of interests online and Cllr Hiscock had been sent a paper copy to return.

ITEMS FOR REPORT

Cllr Bennett-Shaw said that Peter Sincock had recently been called by WC at 4am with a flood warning for the Wylve, however, none of the flood wardens had been called. Cllr Dale to report this.

After signing the following cheques, the chairman closed the meeting at 8.08pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10 RJ Print: £118.55
Robert Fleming: £354 Glasdon: £897.24 Youth Action Wilts: £25 (S137)
N.Clough: £45.46 (delegated powers) Land registry: £50 (delegated powers)
Interim payment: M.Healey: £239 (delegated powers)
Interim receipts (jubilee): Area Board: £300 donations: £305 mugs: £419.50

TRUSTEES' MEETING

The clerk stated that the village hall fund of Charibonds stood at £141,903.77 at 30th June 2012.

The meeting closed at 8.10pm.

AUGUST 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 28 AUGUST 2012

Present : Mrs Perry (chairman), Ms Buttenshaw, Messrs : Bond (vice chairman)
Dale, Agate,

1 member of the public

Apologies : Cllr Reynolds, Cllr Bennett-Shaw, Cllr Sturmeay, Cllr Hiscock, WCllr 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

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

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Permission to:
 - (A) Hospital of St John to reduce lateral limbs of mulberry tree on all sides by 500mm approx and crown thin by 10% as well as crown thin second mulberry by 15% and crown lift to approx 7-8ft.
 - (B) Sir A.Tritton for removal of 9 cypress trees and replace with yew hedge at River House, Mill Street.
 - (C) Mr Tanswell for new dwelling with car port at land rear of 42 High Street.
2. Applications by:
 - (A) Mrs Scott to prune back beech tree at land adjacent to Little London Cottage, High Street: no objections.
 - (B) Mr Burton to reduce height of Lawson cypress at Heidi, Mantles Lane: no objections.

MATTERS ARISING FROM THE MINUTES

1. Park Street Wall

A trustee of the Sassoon Estate agreed that Mr Still could carry out the repairs. Cllr Bennett-Shaw reported that they had paid the costs. Cllr Dale said he was willing to raise a working party to paint the railings and it was agreed that the clerk ask permission from the Sassoon Estate trustees to carry out this work.

2. Mill Farm Footpath

The clerk reported that the RoW warden would attend to the kissing gate and Cllr Buttenshaw said that the field had been cut.

3. Knook Road

WC planned to undertake work on this stretch of road.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. **WC:**

- (A) Parish newsletter.
- (B) Western Area Planning Committee minutes for 1 August.
- (C) Emergency planning service update.
- (D) Community Games info.
- (E) Wilts monthly Intelligencer.
- (F) Wilts online project.
- (G) VDS info.
- (H) Minerals site allocations submission local plan available to view on WC website.
- (I) Plastic bottle and cardboard bins to be replaced by paper, glass and can bins at the recycling site from 1st October.

2. Newsletters from MOD, GROW, WALC, Community First, HTF, Charity Commission and Rural Housing Association.

3. Village SOS applications deadline 12 September.

4. Wessex Water sent an update on their various studies to date on the effects of abstraction from the Heytesbury source of the Wylde. The final report was due to be completed in 2013. They asked if any parishioners or landowners had any particular questions on the study or any concerns and/or evidence, in which case WW would contact them. To be noted in the PN.

5. The chairman had received an email from Joe Charlesworth about a letter he had received from a Heytesbury Park resident, suggesting that the cricket and football pitches should be registered as a village green in order to protect its future use. After consultation with members, the chairman had replied to Mr Charlesworth that the possibility of compulsory purchase and/or village green status had been explored by the PC in 2009/10. In 2010 both clubs had entered into agreements with the Sassoon Estate for a 7-year lease and subsequently the PC decided not to pursue the matter. She gave a website link should the resident wish to gain further info.

6. Cllr Sturmeay forwarded a link to bus service changes from Warminster to Bath and the clerk had taken bus timetables to the PO.

Other correspondence :

7. Invoices for £195 from Vic Ronning for footpath cutting, Mazars for £342 completion of external audit, RJ Print for £19.50 in respect of jubilee costs and Nigel Still for £220 for grasscutting: payment for all agreed.
8. Donation thanks from Youth Action Wilts.
9. Info on participatory budgeting item for young people's projects on Thursday 8th November as part of the Area Board meeting. To be passed to Cllr Sturmev for use by HYPO.

PLAYGROUND

Selwood reported that they would remove the existing gate and replace it with a new timber unit with a built-in soft-close device.

The chairman would prepare a warning disclaimer sign for the slide following the vandalism incident, along with a dummy camera to deter vandals.

The clerk had re-ordered the slide strip and rivets.

Cllr Bond would erect the seat facing towards the trim trail when time allowed.

KNOOK ASSET TRANSFER

The Community Asset Transfer had been sealed by WC and dated 16th August 2012. They had sent documentation to Weymouth District Land Registry (with the £50 fee paid by the PC), so that the PC could be registered as the owners of the land in place of WC. The title deeds of the property would be forwarded once the application had been completed.

BANK FIGURES

The clerk reported that at 17 July the current account stood at £6594.39 and at 11 June the deposit account at £10,322.55. When she pointed out that a high deposit should not be carried over into the next financial year, other than to help keep the precept down and/or to fund particular projects, the chairman said that the proposed Neighbourhood Plan would require some funding. She would send info on how to instigate such a plan to members.

PARK LANE SEAT

Cllr Reynolds reported that Matthew Lipington had agreed to placing the PC seat on his land ie. Past the cottages by a broken rail 3 metres in at the starting point to approx. 7m from there to a honeysuckle and a post as the stop point. The PC would need to clear this area to a depth of approx. 3m and to make good with a similar post and rail fence. Mr Lipington would need a document from the PC to attest that the land still belonged to him in perpetuity and that the PC would be responsible for upkeep and maintenance. Cllr Dale had researched the materials needed, which should cost under £100. He offered to prepare the site but would need help with the seat, which Cllr Bond agreed to do if he was available. Cllr Dale suggested asking Mr Hands to prepare a short document detailing the conditions of use and ownership to send to Mr Lipington, however the chairman said that she would produce this.

It was decided that the clerk order a plaque for each of the new seats to read:

“In commemoration of Elizabeth II’s Diamond Jubilee 2012.
Heytesbury, Imber&Knook Parish Council.”

ITEMS FOR REPORT

1. Cllr Buttenshaw said that Cllr Bennett-Shaw had given her the PC photo album dating from the Millennium to be updated. It was agreed that the PC would reimburse her for any costs incurred.

After signing the following cheques, the chairman closed the meeting at 7.54pm.

Cheques: clerk’s salary: £259.25 Heytesbury School: £10 RJ Print: £19.50 (jubilee costs) Vic Ronning: £195 Mazars: £342 N.Still: £220

SEPTEMBER 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 25 SEPTEMBER 2012

Present : Rev. Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Messrs : Bond (vice chairman) Reynolds, Dale, Agate, WClIr Newbury

Apologies : Mrs Perry (chairman), ClIr Hiscock

The vice-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:
 - (A) Mrs Scott to prune back beech tree at land adjacent to Little London Cottage, High Street.
 - (B) Mr Burton to reduce height of Lawson cypress at Heidi, Mantles Lane.
 - (C) Mr Cuff for new single-storey stable block, yard and manure store at South Lodge, Heytesbury Park.

MATTERS ARISING FROM THE MINUTES

1. Park Street Wall

Copy of a letter and receipts sent by Mr Still to Mrs Deverill, a trustee of the Sassoon Estate, in which he asked if he could spend IRO £30 to repoint further areas of the wall once winter had passed.

Mrs Deverill had agreed that the railings could be painted black, with reimbursement of costs. ClIr Dale had begun the task.

2. Village Photo Album

ClIr Buttenshaw said that she had updated the album, at a cost of £13.23, for which payment was agreed.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. **WC:**
 - (A) Parish newsletter.
 - (B) Western Area Planning Committee minutes for 22 August and agenda for 3 October.
 - (C) Emergency planning service update.
 - (D) Core strategy proposed changes – consultation until 1st November.
 - (E) Local democracy week info.
 - (F) Area Board agenda for 6 September.
2. Newsletters from MOD, GROW, WALC (inc. info on funding options for PCs course), Farmwatch and MEP.
3. Plain Action open day on 19 October.
4. Police notices to publicise the non-emergency number 101: given to members and placed on the noticeboard and in the PO.
5. The chairman had forwarded a Neighbourhood Plan working draft to members and Roger Miller, with a view to inclusion in the next PC newsletter.
6. Cllr Dale reported to the EA that the Wylve had burst its banks at the end of August at Mantles Lane and Park Lane, however no flood warnings had been issued. The EA replied that the rainfall had not triggered any of their warnings or alerts, but they were aware of the calibration issues and were in the process of looking at them. Cllrs Dale and Sturmeay were now fully registered as flood wardens and would receive info packs and warnings in future. Cllr Bennett-Shaw asked if the backstreams could be cleared of weed etc.

Other correspondence:

7. Confirmation of the appointment of Grant Thornton UK LLP as the PC external auditor for 5 years from 2012/13.
8. M&G Charibond: £1781.89 was transferred on 31 August 2012.
9. Invoice from RJPrint: £45.46 – payment agreed.
10. Donation request from the bonfire committee: £150 was agreed.
11. EH post-repair Annual Return for the Blind House and Charity Commission Annual Return – to be completed and returned by the clerk.

PLAYGROUND

Selwood had removed the existing gate and replaced it with a new timber unit with a built-in soft-close device.

The chairman would prepare a warning disclaimer sign for the slide following the vandalism incident, along with a dummy camera to deter vandals.

The clerk would re-order the slide strip, as only the rivets had been sent.

Cllrs Bond and Dale would erect the seat facing towards the trim trail when time allowed.

KNOOK ASSET TRANSFER

The PC's ownership of the land at Knook had been registered at Weymouth District Land Registry and the title deeds and documents relating to the property had been forwarded by WC.

CO-OPTION

Cllr Reynolds reported that Lynn Frost was interested in becoming a councillor. As she would be unable to attend the October meeting, co-option would be placed on the next agenda, so that she could complete all paperwork at the November meeting.

PARK LANE SEAT

The chairman had prepared a draft agreement to detail the conditions of use and ownership of the area in which the seat would be placed:

AGREEMENT DATED 2012 B E T W E E N

MATTHEW LIPINGTON ("the Owner") and **HEYTESBURY IMBER AND KNOOK PARISH COUNCIL** ("the Tenant")

The Owner has agreed the Tenant be granted permission to site a bench on a piece of land owned by the Owner namely "From a corner post that lies in line with the frontage of the mill cottages, that leads westward about 8 metres to a post and broken rail - that would be the start point. About 8 metres from there is a honeysuckle bush and another post - that would be the stop point. (See attached photograph).

THE Tenant AGREES it will be responsible for the upkeep of the land and will clear the area to a depth of about 3 metres and make good the fence with a similar post and rail fence at no expense to the Owner. The Tenant also declares that the said piece of land remains the sole property of the Owner his heirs and/or successors in perpetuity and the TENANT further confirms that it will keep the said site in good and proper repair and will vacate the land when requested by the Owner

Signed:

The Owner

Signed:

The Tenant

(On behalf of **HEYTESBURY IMBER AND KNOOK PARISH COUNCIL**)

The document to be produced in duplicate one copy signed by each party and exchanged

Members agreed the above wording and format, with the addition of an attached site photo to show the precise location of the seat and area to be maintained by the PC. The chairman to sign on behalf of the PC and Cllr Reynolds to arrange Mr Lipington's signatures and exchange of agreement.

The clerk had ordered a plaque for each of the new seats to read:

"In commemoration of Elizabeth II's Diamond Jubilee 2012.

Heytesbury, Imber&Knook Parish Council."

Cllr Bennett-Shaw had ordered bulbs for the site.

ITEMS FOR REPORT

1. The clerk reported that she intended to retire as clerk and would like her last meeting to be that on January 2013. It was agreed that the job vacancy notice be placed on the PC and PO noticeboards, the PC website, the PN and mentioned in Cllr Reynold's PN article.

As the clerk did not have the framed Heytesbury crest from the portakabin, she would ask the chairman if she had it.

2. Cllr Bennett-Shaw said that:

- (A) 2 benches needed refurbishment and it was decided that next spring would be an ideal time.
- (B) the manhole cover outside Saddlestones in the High Street was broken. The clerk to report this to Clarence.

After signing the following cheques, the chairman closed the meeting at 7.42pm.

Cheques: clerk's salary: £259.25 Heytesbury School: £10 RJPrint: £45.46
Heytesbury Firework Fund: £150 (S.137) S.Buttenshaw:£13.23

OCTOBER 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE HOSPITAL OF ST JOHN ON 30 OCTOBER 2012

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

Apologies : Cllr Buttenshaw, WCllr 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

Cllr Sturmeay declared a personal interest in planning application 1B.

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Applications by:
 - (A) Mrs Marment for erection of single-storey outbuilding at Old Estate House, Park Street (retrospective): support subject to adequate screening (as requested by neighbour, Mr La Grave).
 - (B) Selwood Housing for decommissioning existing septic tank and installation of new sewage treatment plant or septic tank and associated works at land south-west of West Farm, Knook: no objections.

MATTERS ARISING FROM THE MINUTES

1. Playground

Cllrs Bond and Dale had placed the seat (and attached the plaque) near the trim trail.

The chairman had prepared a warning disclaimer sign for the slide following the vandalism incident.

Cllr Bond said that the Rospa report had highlighted the missing rubber strip on the slide and the design of the climbing steps on the parish king. He said that the swing seats would probably need replacing next year, along with resurfacing of the swings area: to be considered in the budget provision. Cllr Sturmeay would re-order the slide strip, as only the rivets had been sent and she would confirm with the supplier that the parish king conformed to British Standards.

2. Parish Clerk Vacancy

Sarah Jeffries of Warminster had applied for the parish clerk post. The closing date of 16th November was decided upon (the chairman to advise Mrs Jeffries and to post the

date on the website) and it was agreed that the chairman, vice-chairman and clerk conduct any interviews.

3. **Manhole Cover**

WC had asked the parish steward to assess what could be done about the High Street cover.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. **WC:**

- (A) Parish newsletter.
- (B) Western Area Planning Committee minutes for 24 October.
- (C) Invitation to County Hall opening on 1st November and Localism event at Derry Hill on 24 October.
- (D) Core strategy proposed changes – consultation until 1st November.
- (E) Parish steward completed worksheets for August.
- (F) Area Board agenda for 8 November.
- (G) Food waste digesters on offer from £20 with free delivery - to be noted in the PN.
- (H) Invitation to Warminster library 30th birthday celebrations 8th November at 2.30pm.
- (I) Wilts Community Infrastructure levy draft charging – CIL is a new charge that local authorities can place on new development in their area in order to fund infrastructure to support growth. Consultation ends on 12 November.
- (J) Action for Wilts – sponsored jobs info.

2. Newsletters from MOD, GROW, WALC ,Community First, MP, Neighbourhood Policing Team, Intelligencer.

3. WCllr Newbury reported that the A36 Upton Lovell junction was on the 8 November Area Board agenda, to which the HA had been invited. Cllr Dale to attend.

4. Notification of a new fundraising group for Marie Curie Cancer Care – meeting on 30 October at the Organ Inn. Notice displayed on board.

5. Roger Miller thanked the chairman for the Neighbourhood Plan working draft, however he did not wish to progress until WC had obtained a response to their Core policy statement by an independent assessor to ascertain which settlements would justify a NP. The chairman subsequently asked WCllr Newbury and Andrew Murrison for clarification.

WC sent the Malmesbury NP application to view and comment upon.

6. Neil Clough enquired if the Slater's Farm sale included the barn, which could be a possible village hall, however, the sale did include it.
7. Age UK requested that a campaign article could be placed on the PC website.
8. Plantlife info.
9. Matthew Charlton expressed interest in instigating a local history project (particularly based on WW1) in the parish.

Other correspondence:

10. WHRA Annual Review.
11. Recycling site cheque from Hills for £119.50.
12. Invoices from Nick's Shoe Repairs for 2 seat plaques : £50 and WC for playground lease: £50 – payment for both agreed.
13. Donation thanks from the bonfire committee.
14. Police and Crime Commissioner election notices –displayed on the noticeboard.
15. Donation requests from Carers' Support and Victim Support: £25 agreed for each.
16. Wiltshire flood seminar on 17 October- the wardens had been unable to attend.
17. Parishioners requested that the proposed glass recycling bins should not be placed at the High Street site due to problems of noise and broken glass. Members concurred and WC agreed that they would not install them.
18. Letter of resignation from Derek Hiscock. The clerk to write a letter of thanks for his services and to inform WC of the casual vacancy.
19. M&G Charibonds summary at 30 September 2012: £147,035.61.
20. Roger Osborne complained about the surface water and mud frequently to be found on the Mill Farm road. He believed the problem stemmed from the approach road by the large new cattle building owned by the Pottows and recommended that the grass banks be ploughed out and some soil removed on both sides to promote better drainage, although even some brush and shovel work would improve matters. It was agreed that Cllr Bennett-Shaw ask the parish steward to clear some soil and if this did not improve matters the clerk would ask WCllr Newbury to arrange a site visit by the highway engineer. The clerk to inform Mr Osborne.

CO-OPTION

Linda Frost was proposed by Cllr Reynolds, seconded by Cllr Agate and all were in agreement. The clerk to inform Mrs Frost and WC.

PARK LANE SEAT

The chairman had prepared an agreement to detail the conditions of use and ownership of the area in which the seat would be placed:

AGREEMENT DATED

2012

B E T W E E N

MATTHEW LIPINGTON ("the Owner") and HEYTESBURY IMBER AND KNOOK PARISH COUNCIL ("the Tenant")

The Owner has agreed the Tenant be granted permission to site a bench on a piece of land owned by the Owner namely "From a corner post that lies in line with the frontage of the mill cottages, that leads westward about 8 metres to a post and broken rail - that would be the start point. About 8 metres from there is a honeysuckle bush and another post - that would be the stop point. (See attached photographs).

THE Tenant AGREES it will be responsible for the upkeep of the land and will clear the area to a depth of about 2-3 metres and make good the fence with a similar post and rail fence at no expense to the Owner. The Tenant also declares that the said piece of land remains the sole property of the Owner his heirs and/or successors in perpetuity and the TENANT further confirms that it will keep the said site in good and proper repair and will vacate the land when requested by the Owner

Signed:

The Owner

Signed:

The Tenant

(On behalf of HEYTESBURY IMBER AND KNOOK PARISH COUNCIL)

The document to be produced in duplicate one copy signed by each party and exchanged

Two copies of the above agreement had been signed by Matthew Lipington. The chairman signed and dated both copies. When Cllr Buttenshaw had produced the site photographs for attachment to the document Cllr Reynolds would deliver Mr Lipington's copy.

Cllr Dale had cleared the site, laid a membrane and gravel and he and Cllr Bond had erected the seat. Cllr Dale presented invoices totalling £177.56: payment agreed. The chairman and members thanked him for all his hard work.

Discussion had ensued among members as to the dedication of a seat, tree or shrub to the late Jacquie Hill, however it was agreed that the PC should not set a precedent by spending public money in this way.

Penny Copland-Griffiths sent a letter to complain that the seat had been placed on the village outskirts, facing a wall and near a corner and would have been better located in the village, with a view.

The clerk to reply that the seat had been placed in Park Lane to provide a resting place at an approximate halfway point on the very popular walk around the village outskirts. The seat aspect ensured that anyone seated would be aware of traffic approaching from any direction.

ITEMS FOR REPORT

1. Cllr Bennett-Shaw said that PCs in the area had been asked to support the award of an MBE to Dr Fishwick of Codford surgery – the chairman to contact Romy Wyeth for details.

2. Cllr Sturmev asked if the HA planned any works at the site of the A36 junction where the metal direction sign was located, so that it could be safely removed and delivered to Brig.Sincock for refurbishment. The chairman to contact the HA.

After signing the following cheques, the chairman closed the meeting at 8.14pm.

| | | |
|----------------------------------|--------------------------|-----------------------------|
| Cheques: clerk's salary: £259.25 | Hospital of St John: £10 | WC: £50 |
| Carers' Support: £25 (S.137) | N.F.Cox: £50 | Victim Support: £25 (S.137) |
| P.Dale: £177.56 | Playsafety Ltd: £100.80 | |

NOVEMBER 2012

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE HOSPITAL OF ST JOHN ON 27 NOVEMBER 2012

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

Apologies : Cllr Agate, WCllr Newbury

The chairman opened the meeting at 7.15pm by welcoming Cllr Frost, who signed the DECLARATION OF ACCEPTANCE OF OFFICE and all required documentation.

MINUTES OF THE LAST MEETING

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

DECLARATIONS OF INTEREST

The chairman declared a pecuniary and a personal interest in planning application 1B and Cllr Dale declared a personal interest in application 1B.

PUBLIC PARTICIPATION

There was none.

APPOINTMENT OF NEW CLERK

The chairman, vice-chairman and clerk had interviewed 3 people for the position of clerk. They recommended to members that the PC appoint Sarah Jeffries (on pay scale SCP25), due to the fact that she was a qualified clerk. The chairman proposed the appointment, Cllr Bond seconded and members agreed. The clerk to inform all the candidates of the decision, to invite Mrs Jeffries to the next meeting and to ask her to continue to purchase all PC-related supplies from Heytesbury PO.

PLANNING

1. Applications by:
 - (A) Mrs Royce for enlargement of existing side gate pedestrian access to form a vehicular access and fit timber gate at Old Forge House, Park Street: members objected as the proposed enlargement of the existing access would result in demolition of part of the listed wall; also the neighbour likely to be affected had not been consulted.
 - (B) Mr Perry for installation of wood-burning stove with twin-wall chimney in main reception room at 9 The Stables, Heytesbury Park: support.

MATTERS ARISING FROM THE MINUTES

1. Playground

Cllr Dale requested payment of £7 for pavers for the seat near the trim trail: agreed.

Cllr Sturmeay said that Playline would inspect the climbing wall and monkey bars on the parish king (as noted in the ROSPA report). It was agreed to pay the cost of fitting the new rubber trim to the slide.

Members were willing to wait for the donation plaque that Mrs Wagstaff was still trying to obtain.

Cllr Buttenshaw offered to empty the bin during the school holidays.

2. **Mill Farm Road**

The parish steward had attempted to improve the surface water drainage, but had been unable to do so even with 2 vehicles. WCllr Newbury had contacted WC highways, who, following a site visit, arranged for the county drainage engineer to investigate the possibility of funding the construction of a new highway surface water drainage system.

CORRESPONDENCE

BY EMAIL (forwarded to members):

1. WC:
 - (A) Parish newsletter.
 - (B) Western Area Planning Committee minutes for 14 November and agenda for 5 December.
 - (C) Report on Wilts&Swindon waste site allocations.
 - (D) Consultation on guidance on managed aggregate supply system.
 - (E) Christmas waste and recycling dates.
 - (F) Area Board agenda for 8 November and minutes for 6 September.
 - (G) Emergency planning flood updates.
 - (H) Precept info –see under dispensations. The setting of the precept was no longer exempt from disclosure as a prejudicial interest due to the introduction of the Localism Act 2011. A formal resolution for dispensation would be required, for which each member must apply in writing to the clerk before the meeting at which the precept would be set.
 - (I) Consultation on Wilts Community Infrastructure levy draft charging schedule – CIL is a new charge that local authorities can place on new development in their area in order to fund infrastructure to support growth. Consultation ends on 5 December
2. Newsletters from MOD, GROW, WALC, Community First, MP, Neighbourhood Policing Team, Intelligencer.
3. Cllr Dale had attended the 8 November Area Board meeting, at which the A36 Upton Lovell junction was discussed.

Cllr Sturmeay had written to WCllrs Newbury and Davis about her experiences of the junction.
4. Notification of the 3rd Yorks Regiment post-deployment parade on 30 November.

5. Mrs Addington had complained to Cllr Buttenshaw about frequent bonfires behind the Red Lion. Cllr Buttenshaw advised her to speak to the builders responsible in the first instance.

6. Cllr Sturmeay reported that a branch of an ash tree in Knook was leaning against a BT phone line. The chairman advised her to contact BT.

7. The chairman reported that Mr Mills had complained of an army exercise in a field very close to domestic properties and also firing across the RoW. The chairman had forwarded this to Nigel Linge, who explained that, "as a courtesy, the army normally aspired to keep a minimum 100m distance from the public when training with blanks and pyrotechnics. He believed that it is an offence under the Highways Act 1980 s 161(2) to light any fire on or over a carriageway, or discharge any firearm or firework within 50 feet of the centre of a highway which is a carriageway, with the consequence that a user of the carriageway is injured, interrupted or endangered. The section applies to rights of way over which there are vehicular rights, e.g. ways shown on the definitive map as byways open to all traffic, but not to footpaths and bridleways. That route is only a footpath but we would like to upgrade it to a bridleway. There is a potential danger distance of only 1 metre around the muzzle of most weapons when firing with a blank attachment fitted to the weapon and the soldiers are fully aware of that distance". Mr Linge had sent his contact details to Mr Mills. Cllr Buttenshaw said that she had seen empty brass cartridges and flare tubes on the road to West Hill. She believed that the army should ensure that they were cleared from public areas.

Other correspondence:

8. Donation request from Anna Giddings for a contribution towards the cost of £600 for a replacement noticeboard in Tytherington. Members believed this was a community asset for which the PC was responsible, therefore agreed to pay the £600 for the new noticeboard when invoiced. The clerk to write to Mrs Giddings.

9. Donation thanks from Carers' Support and Victim Support.

BANK FIGURES

The clerk reported that, as at 18 October the current account stood at £3476.16 and as at 10 September, the deposit account at £10,323.84. The clerk advised that the majority of the money in the deposit account should be hypothecated for particular purposes and/or used to support any shortfall in the precept.

DISPENSATIONS

WC advised that the setting of the precept was no longer exempt from disclosure as a prejudicial interest due to the introduction of the Localism Act. Due to the short notice of this advice, the clerk had consulted Roger Wiltshire of WC, who recommended that the necessary dispensations could be granted at this meeting in order to be able to proceed with precept approval at this meeting.

The parish council resolved to delegate the power to grant dispensations to the clerk under section 33 (1) of the Localism Act 2011, as the granting of the dispensation enabled members to participate in discussion and to vote on setting and approval of the precept and this was in the interests of persons living in the authority's area.

The relevant forms were completed by all members present and the clerk.

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 new noticeboards in Heytesbury and Knook, £450 for a replacement seat and £300 to replace the swing seats in the playground. Although the total budget came to £10,345, it was agreed that the precept be held at £9400 and also that any additional requirements should be funded from the deposit account and any surplus in the current account. This would also apply in the unlikely event of the PC incurring any election costs in May 2013.

The chairman proposed, Cllr Bond seconded and all were in agreement that the budget provision be accepted and the precept set at £9400. The clerk to inform WC.

PARK LANE SEAT

The agreement, with attached site photos taken by Cllr Buttenshaw, would be delivered to Mr Lipington by Cllr Reynolds. The PC to hold the copy plus photos on record.

DATE OF NEXT MEETING

It was agreed that the next meeting should be held on 15 January 2013. As the St John Trustees had decided that they did not wish to set a precedent that suggested to the community that the hall could be used in place of a village hall, it was agreed that the clerk apply to the school to book the PC meetings there in future. Although the chairman suggested that £25 should be paid, it was decided that the PC offer to pay £20 per meeting; £10 for the caretaker and £10 as a contribution towards heating and for the school.

ITEMS FOR REPORT

1. The chairman thanked Cllr Bond for attending the Remembrance Service on behalf of the PC, and the flood wardens for their help in recent weeks.

2. Cllr Bond said that:

A tree in Heytesbury Park was being held up by BT phone lines. The chairman advised him to contact BT as soon as possible.

3. Cllr Bennett-Shaw

Barking dogs in Park Street were causing disturbance: the clerk advised her to note the dates, times and duration of the barking in order to enable the EHO to take action if necessary.

2. Cllr Buttenshaw reported that a small tree had fallen across the Mill Farm footpath (7). The clerk to contact the Piscatorial Society. She would also remind the ROW warden that the gate posts on path 7 required attention.

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

Cheques: clerk's salary: £518.50 (Nov&Dec) Hospital of St John: £20 P.Dale: £7