

**Heytesbury Imber and Knook Parish Council**  
**Minutes**  
**Tuesday 20th February 2018 @ 7-15pm**

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

**Present:** Cllrs Buttenshaw, Colvin, Fellowes, Gould, Hiscock, Morris, Perry and Sturmeay

**Officers:** H Parks

**Public and Press:** 2 Public and No Press

**PC/17/138 Apologies**

Councillors Bond (ill) and Moore (hols).

**PC/17/139 Minutes**

**PC/17/139.1** The minutes of the meetings held on 16<sup>th</sup> January 2018 were approved and signed by the Chairman.

**PC/17/139.2** None

**PC/17/140 Declarations of Interest**

None

**PC/17/141 Chairman's Announcements**

None

**PC/17/142 Public Participation**

**PC/17/142.1** None

**PC/17/142.2** None

**PC/17/143 Financial Information**

**PC/17/143.1 Payments for approval:**

001163 £249.60 H M Parks January Payroll

001164 £ 62.40 HMRC January Payroll

001165 £ 42.00 WALC GDPR Training

001166 £249.60 H M Parks February Payroll

001167 £ 62.40 HMRC February Payroll

001168 £ 32.98 H M Parks Stationery

001169 £174.00 SLCC Training Allotments

001170 £ 80.00 Acorn Trust Meetings x 4

Councillor Buttenshaw proposed and Councillor Gould Seconded approval of all payments.  
Voting unanimous in favour.

**PC/17/143.2 Balances of the Bank Accounts for noting:**

Treasurers Account £ 1,845.78

Bus Instant Access £ 6,189.32

Signed.....1

Village Hall Fund £4596.81  
Balances @ 29th January 2018 – Noted

**PC/17/143.3 Monthly financial report:**

Members received the monthly report and requested clarification on some items which the Clerk supplied. Councillor Sturmeay signed the reconciliation.

**PC/17/143.4 Internal Auditor**

Members approved the appointment of Auditing Solutions Ltd Clackerbrook Farm, 46 The Common Bromham Wiltshire to carry out the Internal Audit for 2017/2018 on behalf of the Parish Council. Proposed Councillor Perry Seconded Councillor Fellowes. Voting unanimous in favour.

**PC/17/144 Planning Applications**

None to consider. Councillor Hiscock mentioned he found it difficult to manage without receiving paper plans and the Wiltshire Council planning website had proved difficult to access recently. He thought that there had been a planning application missed from the agenda and the Clerk would go back and check the system and update members accordingly.

**PC/17/145 Outside Spaces Working Group**

**PC/17/145.1** Members approved the notes of the meeting held on 6<sup>th</sup> February 2018. Proposed Councillor Sturmeay Seconded Councillor Hiscock. Voting in Favour 6 Against Nil Abstention 2. Proposal carried.

**PC/17/145.2** Members discussed the following and were either approved or refused.

- Appoint a person to empty the rubbish bin on the playing field during school holidays – Approved. Councillor Sturmeay on behalf of the OSWG would draw up a rota for those offering help to empty the bin in the school holidays, once per week minimum.
- Contact the National Allotment Association for advice on setting up an association. Approved. Councillor Colvin would arrange a meeting with Alan Cavill advisor to the National Allotment society who would set up and form an association to enable plot hirers to manage the site themselves. This would also involve the setting out of the plots and preparing a management plan. There was a discussion on the plans of Selwood and the easement plant and whether this would impact on the allotments. What would the position be about water provision? It was proposed by Councillor Colvin and Seconded by Councillor Hiscock that Councillor Colvin would arrange a meeting with Alan Cavil as soon as possible and subsequently with potential plot holders. Voting unanimous in favour.
- Co-opt Mr and Mrs Walker to the OSWG - Agreed
- Inform Selwood of the Allotment project due to their intended works on the land- Agreed.

- Set a date in April for a village clean up, arrange advertising equipment and set - target areas – Sunday 8<sup>th</sup> April 2018. 10am – Midday. Meet outside the Red Lion. The Clerk to arrange to borrow equipment.
- Add the Dog poop bag dispensers to the Asset register – Agreed.  
A discussion took place on the type of bags to use and whether to change or discontinue. As there was a stock of bags at present, Councillor Buttenshaw agreed to continue to use for the time being, however the Clerk would ascertain the cost of alternatives.
- Invite a Highways representative to discuss parking concerns and options outside the school – Refused. This should be managed by the school through the Taking Action on School Journeys.
- Obtain three quotes to replace the panel in the Knook bus stop – Refused, the Parish council had already agreed not to cover the cost of replacement at an earlier meeting.
- Request a metro count for Tytherington close to the Equestrian centre turning – Not at this stage.
- Consider a dropped kerb at Tytherington/High Street Junction -Not suitable and discounted.
- Appoint a CATG rep – The Clerk would attend or seek a replacement if she was not available.

It was proposed by Councillor Colvin and Seconded by Councillor Hiscock to approve the requests en-bloc. Voting unanimous in favour.

#### **PC/17/146 Highways**

##### **PC/17/146.1 CATG**

The Clerk attended the CATG meeting 8<sup>th</sup> February and the one dropped kerb at St Johns was agreed as a priority at a cost of £900. It was proposed by Councillor Gould and Seconded Councillor Morris to support the 25% contribution required amounting to £225. Voting unanimous in favour.

##### **PC/17/146.2 A36**

Noted.

#### **PC/17/147 GDPR**

The Clerk presented the current position in respect of data protection arrangements and outlined requirements post 25<sup>th</sup> May 2018.

Noted

#### **PC/17/148 Communications**

Noted

#### **PC/17/149 Training**

Members could not decide on a suitable date for WALC to deliver training so members will email the Clerk with their preferences so that a session could be arranged that was of interest to the majority. The members agreed to hire the Civic Centre Warminster for the session if possible. It was hoped that as many members as possible would attend.

**PC/17/150 War Memorial**

The members agreed that further investigation regarding ownership of the War Memorial would be sought from the minutes held in the Chippenham History Centre where the Parish Council minutes were stored. Any factual information gleaned would be used to consider who might be responsible for insuring the memorial in the future and the Council's insurers would be appraised of the situation.

**PC/17/151 Annual Meeting 2018**

The Date of Tuesday 22<sup>nd</sup> May 2018 has been selected as the date of the Annual meeting of the Council. This was not to be confused with the Annual Parish Meeting scheduled for 29<sup>th</sup> May 2018 and a meeting of the electorate. Noted.

**PC/17/152 Items for a press release or statement from the Parish Council**

Village Clean up Sunday 8<sup>th</sup> April 2018. 10am – midday. Meet outside the Red Lion.

**PC/17/153 Correspondence Issued to members 09.01.2018 – 12.02.2018** Noted

Meeting Closed 9.18pm