

Heytesbury Imber and Knook Parish Council
Minutes
Annual Meeting
Tuesday 22nd May 2018 @ 7-15pm

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

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

Officers: H Parks

Public and Press: 1 member of the public and No Press.

PC/18/1 Election of Chairman for the year 2018-2019

It was proposed by Councillor Buttenshaw and Seconded by Councillor Bond that the two nominations were voted on for the election of Chairman. Two nominations put forward were Mrs Ann Perry and Mrs Vanessa Sturmeay.

Voting in favour of Mrs Ann Perry 6, Voting in favour of Mrs Vanessa Sturmeay 5.

Mrs Ann Perry was duly elected Chairman for the ensuing municipal year.

PC/18/2 Chairman's Declaration of Acceptance of Office

The newly elected Chairman Mrs Ann Perry signed the Declaration of Acceptance of Office and delivered it to the Clerk.

PC/18/3 Election of Vice Chairman for the year 2018-2019

It was proposed by Councillor Moore and Seconded by Councillor Morris that Mr David Bond be nominated for the position of Vice Chairman. Voting in favour 10, Against Nil, Abstention 1.

Mr David Bond was duly elected Vice Chairman for the ensuing municipal year.

PC/18/4 Apologies for Absence

None

PC/18/5 Declarations of Interest

None

PC/18/6 Chairman's Announcements

None

PC/18/7 Minutes

The minutes of the meeting held on 24th April 2018 were approved and signed by the Chairman.

PC/18/8 Public Participation

None

Signed.....1

PC/18/9 Appointments to Posts and Working Groups

Post	Number required	Name
Army Liaison	1	Chairman
Website Maintenance	2	Clerk & Chairman
Press & Social Media	1	Clerk
Police/Neighbourhood Watch	1	Chairman
Booking of Tables and Chairs	1	Councillor Buttenshaw
Emergency Planning/Flood	1	Councillor Morris
Street Lighting	1	Councillor Fellowes
Annual Blind House inspection.	1	Councillor Eastman
Grit Bins	1	Councillor Hiscock
Play Area weekly inspection Visual	1	Councillor Fellowes
Play Area monthly written report	2	Councillor Eastman & Fellowes
Liaison for Parish Steward	1	Councillor Gould
Highways & CATG	1	Councillor Sturme
Knook Allotment Site	2	Councillors Colvin & Gould

It was proposed by Councillor Perry and Seconded by Councillor Colvin that the appointments listed above, were approved en-bloc. Voting unanimous in favour.

PC/18/10 Policies

It was proposed by Councillor Sturme and Seconded by Councillor Gould that all policies were adopted as listed below. Voting unanimous in favour.

Standing Orders 2018 -2019

Financial Regulations 2018-2019

Terms of Reference and Delegation of Powers 2018-2019

Document Retention and Disposal Policy

Social Media and Electronic Communication Policy

PC/18/11 General Data Protection Regulations

It was proposed by Councillor Buttenshaw and Seconded by Councillor Colvin that all documentation listed below was adopted and be used to comply with the new regulations and making the Parish Council compliant. Voting unanimous in favour.

- Privacy Notice
- Councillor Privacy Notice
- Subject Access Request Form
- Consent to hold information form
- Privacy Impact Assessment
- Data Security Breach Form
- Personal Audit forms which have been issued to all Councillors.

PC/18/12 The General Power of Competence

It was proposed by Councillor Fellowes and Seconded by Councillor Colvin that it meets the conditions set out in the Localism Act 2011 to qualify as an eligible parish council to use the General Power of Competence, which are:

Signed.....2

a) *The number of members of the council that have been declared to be elected whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council.*

b) *The clerk to the parish council holds the Certificate in Local Council Administration.*

Voting unanimous in favour

PC/18/13 Financial Information

PC/18/13.1 Payments for Approval:

001182 £475.20 Sutcliffe Play

001183 £ 19.99 H M Parks Postage Stamps

001184 £202.50 N R Still

001185 £249.60 H M Parks May Payroll

001186 £ 62.40 HMRC May Payroll

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

PC/18/13.2 Balances of Accounts for noting:

Treasurers Account: £11498.40

Bus Instant Access: £6189.58

Village Hall Fund £4596.81

Balances @ 30.04.2018

Noted

PC/18/13.3 Monthly Financial Report

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

PC/18/14 Grant Request

Members had a long discussion about the provision of grant funding which was for maintenance and not a capital expense. Councillor Eastman proposed that the Parish Council agreed to the grant of £250 for St Peter and St Paul Church Heytesbury but request that the Church use the funds for a capital purchase and request that they advise the Parish Council what that capital expenses is, once spent. Seconded Councillor Sturmeay. Voting in Favour 7, Against 3, Abstention 1. Proposal carried.

PC/18/15 OSWG

PC/18/15.1 Councillor Sturmeay proposed acceptance of the notes of the meeting held on 08.05.18. Seconded Councillor Gould. Voting unanimous in favour, subject to clarification on two points. Item 6, spare dog bag boxes and ownership of the tables and chairs, which belong to the Parish Council and not Raymond Trust. Voting unanimous in favour.

In addition, the up to date position on the grounds maintenance, item 12, took place due to time of year and growing season. The Clerk had received responses from Mr Still who no longer wished to continue in a voluntary capacity, and Neat n Tidy who has submitted a quotation for maintenance of the footpaths. It was proposed by Councillor Bond and Seconded Councillor Hiscock, that Neat n Tidy be asked to provide two cuts per year, using two days per cut, costing a maximum £600. Voting in Favour 10, Against Nil, Abstention 1.

Proposal carried. The clerk was asked to determine whether Neat n Tidy had the facilities to take over the parish grass cutting.

PC/18/15.2 Councillor Sturmeay proposed and Councillor Gould Seconded the approval of the recommendations set out below:

- Purchase Roundup for the play area surface weeds – not agreed as chemicals of this kind should not be used in this space. It was agreed to use alternative natural methods and Councillor Gould would attend to this.
- Update the Asset Register ref Tables and Chairs – the Clerk would amend.
- Purchase new padlock for the shed – Councillor Buttenshaw would purchase a good quality padlock with three keys, likely cost £30 which would be covered by the Parish Council.
- Refund Mr P Dale for the cost of materials for dog bag boxes. Cost £23.55. Cheque 1188 issued.
- Appoint a Highways Representative – See item PC/18/9. Councillor Sturmeay.
- Thank you letters to Mr Still and Mr Dale – Clerk

Voting unanimous in favour.

PC/18/16 War Memorial

Members noted the response from the Diocese. It was proposed that Councillor Bond would carry out a visual inspection of the memorial, for reference purposes, four times per year.

PC/18/17 Planning Applications

PC/18/17.1 Applications received and for comment:

18/03422/TCA 2 Victoria Gardens

50% Height reduction to T1 Hornbeam, Fell T2 Conifer and 40% Height Reduction to T3 Conifer; 3 metre Height Reduction to T4 Laurel

Councillor Buttenshaw proposed and Councillor Eastman Seconded the ratification of No Objection. Voting unanimous in favour.

18/03891/FUL 177 Tytherington Tytherington

Demolition of outbuilding and construction of rear two storey extension (amendment to planning permission 17/04185/FUL)

The amended plans relate to a change of one window. It was proposed by Councillor Hiscock, Seconded Councillor Perry, No Objection. Voting unanimous in favour.

18/03866/FUL 49 High Street Heytesbury

Detached Bungalow

This site has been developed extensively and members felt that this current application was over development. Councillor Perry proposed Objection on the basis of over development of the site, no provision for surface water removal. The site is small and is a suitably sized Septic tank likely to fit within the garden? The property is also in an elevated position and within a conservation area.

Seconded Councillor Buttenshaw. Voting in favour of the objection 9, Against 1, Abstention 1. Objection carried.

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

None

PC/18/19 Correspondence issued to members 17.04.18 – 08.05.18

Noted

PC/18/20 Broadband

Councillor Colvin asked the members to discuss the current provision in the village and superfast broadband not really working in all areas. There were other options and Councillors Colvin and Morris had met with Truespeed who provide fibre to the house which provides better data provision. It was thought that this could be investigated and information provided to the Parish.

Meeting Closed 8.56pm