

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 26th June 2018 @ 7-15pm

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

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

Officers: H Parks

Public and Press: 3 members of the public and No Press.

PC/18/21 Apologies

Councillor Moore (Hols)

PC/18/22 Minutes

PC/18/22.1 The minutes of the meeting held on 22nd May 2018 were approved and signed by the Chairman.

PC/18/22.2 Matters Arising Councillor Sturmeay asked if the Church had responded to the Parish Council on the spending of their grant monies (No) and whether the weed problem on the play area had been cleared? (further work needed.)

Noted

PC/18/23 Declarations of Interest

None

PC/18/24 Chairman's Announcements

None

Standing Orders were suspended to allow for public participation. Agreed by members at 7.20pm.

PC/18/25 Public Participation

PC/18/25.1 Rev Robin Hungerford – spoke on the Heytesbury Open Space (HOP) project. He is a member of the steering group and it is their aim to bring the church up to a more acceptable standard for the public to use. The architect commissioned is connected to Salisbury Cathedral. In the various phases of the work, the Nave roof, work on the chancel will be completed in a few weeks' time and bids are being submitted to the Heritage Lottery Fund (HLF) for the final phase which includes interior work to bring the water supply indoors, provide a small meeting room and kitchenette. I am asking if the Parish Council would supply a letter of support to the bid.

PC/18/25.2 None

Standing Orders were reinstated at 7.25pm

Signed.....1

Adrian Hampton Head of Streetscene, Parking Services and Highways South, Wiltshire Council, was invited to speak and advise members on working on the Highway to enable them to make an informed choice on the use of contractors for potential top up services to the village. He outlined that any contractor should be approved, otherwise the liability for any Health & Safety issues would fall to the Parish Council. He outlined the grass cut schedule, once per year for verge cutting, Flail. Amenity Land, once per month. Most of the land in the village is verge.

The risk is that the Parish Council take the risk if another contractor is used, and whilst insurance is in place, all risk assessments and method statements, trained equipment users need to be evidenced.

PC/18/26 Financial Information

PC/18/26.1 Payments for Approval:

001187 £210.00 Auditing Solutions

001190 £14.30 S Buttenshaw

001191 £13.62 A Perry

001193 £19.99 H M Parks

001194 £80.00 Acorn Trust

001195 £249.60 H Parks

001196 £62.40 HMRC

001197 £300.00 M Champness

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

PC/18/26.2 Balances of Accounts for noting:

Treasurers Account: £8846.77

Bus Instant Access: £6190.40

Village Hall Fund £4596.81

Balances @ 5th June 2018

Noted

PC/18/26.3 Monthly Financial Report

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

PC/18/26.4 Insurance Policy

It was proposed by Councillor Buttenshaw and Seconded by Councillor Perry to accept the three-year renewal of the Aviva insurance policy at a cost of £1054.31 and paid by cheque number 001192. Voting unanimous in favour.

PC/18/27 Planning Applications

PC/18/27.1 Applications received and for comment:

18/04037/LBC Church Farmhouse Tytherington BA12 7AD

Addition of a dormer extension to the rear elevation.

No Objection

Signed.....2

18/04500/FUL Church Farmhouse Tytherington BA12 7AD

Addition of a dormer extension to the rear elevation.

No Objection

18/05273/TPO South Lodge 20 Heytesbury Park Heytesbury BA12 OHG

T1 – Chestnut to crown lift to 3m and tidy storm damage T2 – Beech to crown lift to 3m

No Objection.

PC/18/27.2 Email Decisions on general planning applications

The members agreed to email correspondence for those general and simple planning applications, decided by email and ratified at the next available meeting to enable consultation deadlines to be met. All members would be asked to comment within a short timescale and a non-response to email would be taken as support.

This does not affect Standing Order 14 xiv and xv.

Refer to Terms of Reference 27.

Proposed Councillor Colvin Seconded Councillor Eastman. Voting unanimous in favour.

PC/18/28 OSWG

PC/18/28.1 Councillor Gould proposed acceptance of the notes of the meeting held on 5th June 2018. Seconded Councillor Colvin. Voting unanimous in favour.

PC/18/28.2 Members approval of recommendations:

- Agreed and suggested that this is published by the Allotment Association. To be referred back to Mrs Walker.
- A proposed tenancy agreement is submitted from the KHIAA for consideration – this has been deferred until the final paperwork is completed by the Allotment Association.
- It was proposed by Councillor Colvin and Seconded by Councillor Hiscock to repair the Slide (Parish King) and the Timber steps which would cost £1250. Work to be carried out by Broxap who the original installers and partly under guarantee. Voting in Favour 9. Against Nil. Abstention 1.
- Council to Employ a qualified person to carry out the weekly/monthly inspections. This item has been deferred until Councillor Fellowes has completed her initial training which she has voluntarily signed up for.
- Having taken into account all of the information supplied by Adrian Hampton, it was proposed to request that idverde carry out grass cutting outlined in their original quotation during July, August, September and October. Remove the cleaning of the bus shelters and telephone kiosk. Proposed Councillor Sturmey, Seconded Councillor Gould. Voting unanimous in favour.
- No further quotations to be obtained to clean the bus shelters and telephone kiosk. This work could be passed to the Parish Steward and Councillor Gould to advise the relevant Wiltshire Council team.
- Council orders bin replacements for Knook, Tytherington and a new lid for the Mill. To purchase from Glasdon, see attached quotation £247.57. To come from budget line Equipment Outside Spaces which has available funds of £961.95. Proposed Councillor Sturmey, Seconded Councillor Eastman with additional instruction to idverde to install. Voting unanimous in favour.

- Councillor Bond agreed to speak to the owner about removal of the wooden stile on KNOO1.
- One tree to be planted near to the Jubilee seat on corner of Park St and High St Heytesbury with a ceremony on Saturday 10th November, other trees to be planted later at Knook Allotment site and in Tytherington near to the bench outside St James Court, council to buy 3x stakes, plastic wrap and 3x ties as part of the 100th Commemorations for WW1. Councillor Perry to discuss with local residents about final planting places.
- Signage for Play Area – to be deferred to allow final proof alterations.

PC/18/29 Internal Audit

It was proposed by Councillor Eastman and Seconded by Councillor Morris to approve the Internal Audit Report 2017-2018. Voting unanimous in favour.

PC/18/30 Annual Accounts – Asset Register valuations

Members approved the amended asset valuation statement which was signed by the Clerk and Chairman. Proposed Councillor Buttenshaw, Seconded Councillor Colvin, Voting unanimous in favour. It was agreed by members that a further review of the register against the insurance policy would be prepared before renewal in 2019.

PC/18/31 Annual Governance and Accountability Return 2017/2018 Part 3

PC/18/31.1 Annual Governance Statement

Members approved the annual statement as outlined in Section 1 of the Annual Return. Proposed Councillor Sturmeay, Seconded Councillor Colvin. Voting unanimous in favour.

PC/18/31.2 Accounting Statements

Members approved the accounting statements as outlined in Section 2 of the Annual Return. Proposed Councillor Colvin, Seconded Councillor Morris. Voting unanimous in favour.

PC/18/32 Parish Plan

This agenda item was deferred.

PC/18/33 Mains Drainage and Sewage System

Councillor Colvin outlined why she had brought this item to the agenda and felt the time was right for a full debate. It was agreed that up to date research should be carried out by Councillor Colvin and a future debate would be held.

PC/18/34 Operation Flood Working Group

A verbal report was given to members by Councillor Colvin who had attended. Noted.

PC/18/35 CATG

The report from Councillor Sturmeay, who attended, was Noted.

PC/18/36 Heytesbury Open Place Project (HOP)

Councillor Buttenshaw outlined the work already carried out under the various phases of the overall project. This final stage is likely to cost £500k and funds are being sourced from the Heritage Lottery Fund. The Parish Council was asked to submit a letter of support and this was agreed. The wording was finalised and the Clerk would write the letter and send to

Rev. Hungerford. Proposed Councillor Buttenshaw, Seconded Councillor Colvin. Voting unanimous in favour.

PC/18/37 Items for a press release or statement from the Parish Council

None

PC/18/38 Correspondence issued to members 08.05.18 – 18.06.18

Noted

Meeting Closed 9.34pm