

**Heytesbury Imber and Knook Parish Council**  
**Minutes**  
**Tuesday 23<sup>rd</sup> October 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 Bond, Buttenshaw, Colvin, Eastman, Fellowes, Gould, Hiscock, Moore, Morris, Perry (Chair) and Sturmeay.

**Officers:** H Parks

**Public and Press:** No members of the public and no press.

**PC/18/62 Apologies**

None

**PC/18/63 Minutes**

**PC/18/63.1** The minutes of the meeting held on 18th September 2018 were approved and signed by the Chairman.

**PC/18/63.2** Matters arising related to the Allotments and finalisation of documentation and update from the national association. This would be brought back to members when ready.

**PC/18/64 Declarations of Interest**

None

**PC/18/65 Chairman's Announcements**

None

*Standing Orders were suspended to allow for public participation at 7.20pm*

**PC/18/66 Public Participation**

PC/18/66.1 None

PC/18/66.2 None

*Members agreed to bring forward this item for discussion.*

**PC/18/67 Cranbourne Chase**

Amanda Scott presented to the Parish Council the bid by Cranbourne Chase AONB to be an Integration Dark Sky Reserve. She had been appointed to drive the application which is likely to be submitted between Jan – April 2019.

It was outlined that there are no additional layers in respect of statutory planning.

It is not about “no lights” but about right light, right place, right time.

What it does mean is that the AONB will consider lighting quality when responding to planning applications, which they do already and encourage good practice through engagement and information.

Designation of an International Dark Sky Reserve is awarded by the International Dark Sky Association.

There are currently four designations in the UK, Exmoor, Brecon Beacons, Snowdonia and South Downs.

There is research to suggest that dark skies provide some benefit to health and wellbeing as well as supporting wildlife.

Right Light – means fully shielded so that light goes downward.

Right Place – lighting fitted where relevant.

Right Time – motion sensors fitted for instance and not left on all night for instance.

Members had a variety of questions which were discussed in full. It was proposed by Councillor Buttenshaw and Seconded Councillor Eastman that a letter of support for the bid be sent on behalf of the Parish Council. Voting in Favour 10, Against 1. Proposal carried.

Members thanked Amanda Scott for her attendance.

*Standing Orders were reinstated at 7.50pm*

### **PC/18/68 Financial Information**

#### **PC/18/68.1 Payments for approval:**

001216 £180.00 Martin Champness

001217 £37.99 H M Parks

001218 £180.00 SLCC

001219 £240.00 PKF Littlejohn

001220 £238.28 idverde

001221 £264.00 H M Parks

001222 £ 66.00 HMRC

001223 £100.00 Upper Wylve Parish News-

001224 £103.99 SLCC Enterprises Ltd

001226 £113.40 Playsafety Ltd

001227 £238.37 idverde Ltd Grass Cutting

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

#### **PC/18/68.2 Balances of the Bank Accounts for noting:**

Treasurers Account £ 6849.95

Bus Instant Access £ 6190.92

Village Hall Fund £4596.81

Balances @ 4th October 2018

Noted

#### **PC/18/68.3 Monthly financial report:**

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

#### **PC/18/68.4 Budget Preparation 2019/2020**

Members discussed the first draft budget proposal and went through each line to ascertain likely requirement for 2020/2021. The proposals put forward were:

- After considering the idverde quotation for grass cutting, which covered the period July - October, it was agreed to increase this by a further three months to enable grass cutting from April – October. The Clerk was asked to instruct the company. It was expected to add £600 to the proposed budget.
- It was accepted by members that the printing costs for papers was acceptable and the budget has been increased to cover future costs for the new financial year.
- IT has to be improved and investigation into the use of Office 365 with emails for members and an upgraded space for the Web Pages would be investigated.
- A new Ear Marked Reserve (EAR) to be set up entitled Equipment Outside Spaces, and all underspent budget lines, at the end of the financial year, be transferred into this EAR. This is to assist with the maintenance plans for all play equipment and external assets owned by the Parish.

Proposed Councillor Sturmeay, Seconded Councillor Eastman. Voting unanimous in favour. All members would consider the figures produced so far and submit their comments to the Clerk and a second draft would come forward at the next PC meeting.

#### **PC/18/68.5 Grant Applications**

**PC/18/68.6 Wiltshire Citizen Advice** Councillor Perry proposed and Councillor Hiscock Seconded approval of the grant application request for £200. Voting unanimous in favour.

**PC/18/68.7 Heytesbury Bonfire** Councillor Colvin proposed and Councillor Gould Seconded approval of the grant application request for £250. Voting in Favour 9, Against 2. Proposal Carried.

#### **PC/18/69 Planning Applications**

**PC/18/69.1** Applications received and for comment:

**18/08442/TPO** The Coach House 11 Heytesbury Park BA12

Proposal: T1 Lime Tree Coppice Remove tree stump and plant replacement

**18/08508/FUL** The Dairy House West Farm Barns Knook BA12 OJF

Proposal: Ground floor extensions and installation of additional roof windows.

**18/08892/TPO** Hospital of St John Newtown Heytesbury BA12 OHW

Proposal: T4 Lime Tree, re-pollard tree at approx. 500mm above the previous pruning points.

**18/09070/TCA** Hospital of St John Newtown Heytesbury BA12 OHW

Proposal: T1 Apple reduce lateral branches by up to 1.5 metres.

T2 Mulberry reduce long lateral branches by up to 1.5 metres.

T3 Mulberry as above.

T5 Crown lift Cherry and Gleditsia to approx. 1.5m.

T6 Weeping Pear reduce crown by 1metre.

T7 Reduce Bay to approx. 2.5metres.

T8 Cherry reduce spread by 1m and thin crown by 15%.

T9 Beech trees x 2 remove lower branches to crown lift to 4 metres. Reduce lateral branches by 1.5metres.

Members approved the “no Objection” obtained by email circulation for the four items above.

**18/09249/FUL** 4 Greenlands Heytesbury BA12 0EJ Proposal: Two Storey Extension  
Councillor Buttenshaw proposed No Objection. Seconded Councillor Moore. Voting  
unanimous in favour.

**18/09133/FUL** 48 High Street Heytesbury BA12 0EB Proposal: Rear Two Storey Extension  
Councillor Colvin proposed No Objection. Seconded Councillor Sturmeay. Voting unanimous  
in favour.

**18/09520/FUL** Mount Pleasant 28 Little London Heytesbury BA12 0ES Proposal: Demolition  
of rear extension and construction of larger rear/side extension.  
Councillor Sturmeay proposed No Objection. Seconded Councillor Colvin. Voting in Favour 10,  
against 1. Proposal carried.

### **PC/18/70 Outside Spaces Working Group**

#### **PC/18/70.1 Rospa Report**

The annual report had been circulated for members and a summary had been provided  
outlining the salient points. The OSWG need to review this in more depth and report back to  
the Parish Council with recommendations. Consideration would be given to removing the  
adult equipment, or seeking permission from the Acorn Trust to fence in, provide additional  
signage and also carry out repairs on the play equipment through a phased programme.

#### **PC/18/70.2 Play Area inspections**

Councillor Fellowes is now qualified to carry out inspections for the equipment. It was  
proposed by Councillor Hiscock and Seconded by Councillor Colvin that approval is given for  
Councillor Fellowes to carry out the required weekly and monthly inspections on the play  
equipment. Voting in Favour 9. Against 2. Proposal carried.

#### **PC/18/70.3 Play Area Repairs**

The Clerk to write to the contractor appointed to carry out the repairs, highlighting the  
unsatisfactory position regarding outstanding work.

### **PC/18/71 NTG Meeting**

Councillor Perry attended the recent Neighbourhood Tasking Group, led by the local Police  
Team. She provided a verbal report and provided links for the following:

Rural Crime reporting line 08007830137 or online at [Rural Crime Reporting](#)

Cyber Crime [Report Cyber Crime](#)

Advertise [Community Messages](#)

Neighbourhood Watch is to be reinvigorated.

### **PC/18/72 Drainage Scheme**

It was unanimously agreed that an invitation be put forward to seek an expert to discuss  
with the Parish. This would be in the form of a public meeting and a suggestion would be at  
the next Parish Meeting in April/May 2019. The Clerk to arrange.

### **PC/18/73 Memorial Tree**

Councillor Bond proposed replacement of the memorial tree at a cost of £200, Seconded  
Councillor Hiscock. Voting unanimous in favour. Advice would be sought from the nursery.

**PC/18/74 War Memorial**

Recent inspection has identified cleaning of the memorial may be required. The path needs pressure washing too. Advice to be sought from a Stone mason. Councillor Bond would investigate.

**PC/18/75 External Audit 2018**

Members to receive the External Auditors report which has now been finalised. All papers have been published on the Parish Council website and will be updated with the latest report.

**PC/18/76 Items for a press release or statement from the Parish Council.**

Dark Sky bid.

Details of the reporting lines from the Neighbourhood Tasking Group.

**PC/18/77 Correspondence Issued to members 05.09.18 – 14.10.18**

Noted