

**Heytesbury Imber and Knook Parish Council**  
**Minutes**  
**Tuesday 15<sup>th</sup> January 2019 @ 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:** None

**PC/18/92 Apologies**

None

**PC/18/93 Minutes**

**PC/18/93.1** The minutes of the meeting held on 27<sup>th</sup> November 2018 were approved and signed by the Chairman.

**PC/18/93.2** None, but Councillor Sturmeay asked two questions from the October minutes, which related to the purchase of a new tree and repairs to the War Memorial.

**PC/18/94 Declarations of Interest**

Councillor Colvin declared a pecuniary interest in item 6.4 in relation to budget setting for grass cutting and footpath clearance. She owned the land that Footpath 7 & 7a crossed. She would not take part in the discussion or vote.

Councillor Gould declared an interest in item 7.2 and the planning application regarding Tree works at the property she lives in.

**PC/18/95 Chairman's Announcements**

The Chairman thanked the Clerk for work undertaken on behalf of the Parish Council.

**PC/18/96 Public Participation**

**PC/18/96.1** None

**PC/18/96.2** None

**PC/18/97 Financial Information**

**PC/18/97.1 Payments for approval:**

Direct Debit ICO £35.00 Data Protection Registration

001239 £35.97 H Parks Amazon Ink

001240 £250.00 Heytesbury Football Club Grant

001241 £264.00 H Parks December Payroll

001242 £66.00 HMRC December Payroll

001243 £264.00 H Parks January 2019 Payroll

001244 £66.00 HMRC January 2019 Payroll

Signed.....1

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

**PC/18/97.2 Balances of the Bank Accounts for noting:**

Treasurers Account £ 3767.85  
Bus Instant Access £ 6191.96  
Village Hall Fund £4596.81  
Balances @ 05.12.2018  
Noted

**PC/18/97.3 Monthly financial report:**

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

**PC/18/97.4 Budget 2019/2020**

Members reviewed the figures presented and accepted that it would be necessary to increase the precept for the next financial year by 30%. There had been no increase in the annual precept for over 10 years and reserves had been used to balance the budget in previous years. The total of three months operating expenditure is required to be retained in ear marked reserves and for the next financial year, this figure could not be retained without an increase.

Items agreed in the budget for next year included some provision for repairs to the play area.

Consideration for repairs to the War Memorial which may cost £2k, but grant funding would be sourced.

The updating of IT access for the web site and individual email addressed for members to comply with GDPR. The new software would be purchased in the new financial year. The Clerk would also source the approved .gov.uk email address.

Members also asked for the Grant Policy to be updated and this would be brought back to the next meeting for debate.

Tax Base is 349.22

Band D at 30% = £33.84 an increase of £7.81 per annum = Precept £11,817.60

Councillor Gould proposed acceptance of the budget for 2019/2020 and request to Wiltshire Council the Precept of £11,817.60. Seconded Councillor Sturmeay. Voting unanimous in favour.

*Councillor Colvin did not take part in the next discussion nor voted at 7.50pm*

Clarification was also sought on the cutting of footpath 7 & 7a which runs through land owned by Councillor Colvin. The Parish Council has cut these footpaths regularly each year and carried this out before Councillor Colvin became the owner. It was proposed by Councillor Bond and Seconded by Councillor Sturmeay that the footpaths be cut by Neat and Tidy and these two areas be added to his work schedule for the new financial year.

Members requested that Rights of Way officer attend a future meeting with members to clarify any issues within the Parish. The Clerk to arrange.

Voting unanimous in favour.

*Councillor Colvin returned to the discussion at 7.55pm*

The members were updated by Councillor Bond on the purchase of a Cherry Tree which was still being sourced. The budget had been allocated out of the 2018/2019 budget. Work on the War Memorial had been assessed. Cleaning of the stonework is required, repainting all lettering, and half way up the cross, there is a crack appearing, which if water continues to get through may rust the metal rod which runs all the way through. Applications for funding to be made to the Area Board and War Memorial Trust to enable the work to be carried out. Two other quotes would be obtained before final consideration. It was felt that this kind of project could also be considered by the Raymond Trust once a grant policy had been written. It was agreed that funding would be explored rather than add to the budget for 2019/2020.

### **PC/18/98 Planning Applications**

**PC/18/98.1** Applications received and for comment:

**18/11053/FUL** Site: West Hill Farm, Heytesbury, Salisbury, BA12 0HS

Proposal: Temporary planning permission for use of barns and associated curtilage hardstanding for building of sets and construction work for 26 weeks. Use of grassland for filming and storage/parking.

**18/11394/FUL** Site: River House, Mill Street, Heytesbury, Warminster, Wiltshire, BA12 0EE

Proposal: - Garden pagoda

**18/11441/TPO** Site: Heytesbury House, Heytesbury Park, BA12 0HG

Proposal: - Work to TPO Trees T1 - Ash tree - remove the secondary branch, previously reduced in length that overhangs the garden/ hedge of Winterbourne House back to source

Members approved the “no objection” obtained by email circulation for the three items above. Proposed Councillor Colvin, Seconded Councillor Sturmeay. Voting unanimous in favour.

### **PC/18/98.2**

**19/00110/TPO** Site: 99, Church Terrace Tytherington Road, Heytesbury BA12 0EQ

Proposal: - T1 - Willow - Reduce Tree by 50% - T2 - Sycamore - Reduce by 30%

Councillor Gould stayed in the room.

Members had no objection to the application.

### **PC/18/99 Outside Spaces Working Group**

A general discussion regarding the Play Area and future requirements in respect of maintenance took place. Quotes are being sourced and two have been received so far, a further quote is required. The working group have not met recently.

Councillor Fellowes reported on the safety surface which requires some pressure washing and she asked permission to carry out the work as a volunteer. She had an offer of someone to help her. It was proposed by Councillor Sturmeay and Seconded by Councillor Colvin that permission be given by members. Voting in Favour 7, Against Nil, Abstention 4, Proposal carried. All work to be carried out when the school closed.

Members discussed the outstanding bill to Broxap – contact had been made with the company by Councillor Fellowes and it was announced that the final repairs would be

carried out next week. Once the work has been completed to a satisfactory standard, the bill will be settled.

2 benches in the Parish required varnishing to protect them. This item to be put on the working group agenda for discussion.

**PC/18/100 Drainage Scheme**

Dave Ogborne has responded to the Parish regarding a visit. He is retiring early in 2019 and will not be able to attend the Parish Meeting as suggested. Members asked the Clerk to respond that it would be useful for the new person in post to visit at the Parish Meeting as originally planned and requested.

**PC/18/101 Rural Housing Needs Assessment –Update**

It was agreed that Councillor Sturmeay would be the lead Councillor for this project and this item would be put on the next agenda to agree a timeline.

Councillor Colvin agreed to host a session to put the documents in envelopes.

Advertising and explaining the process would be essential and this could be carried out through the Parish news magazine, deadline dates for this would be 10<sup>th</sup> March and 10<sup>th</sup> April.

Social media and the Web should also be used to reach a wide audience.

**PC/18/102 Wiltshire Housing Site Allocation Plan – Consultation extension. All papers circulated 15<sup>th</sup> December**

Members did not feel there was anything to add to this extended consultation.

**PC/18/103 Taking Action on School Journeys**

Members discussed the email from a local resident regarding the request for a safer crossing zone available during school hours. The Clerk is to write to Acorn Trust, Head Teacher of Heytesbury School and the local resident to reiterate that it is for the School to prepare a Taking Action on School Journey plan and seek support from the relevant department at Wiltshire Council. Proposed Councillor Colvin, Seconded Councillor Hiscock. Voting unanimous in favour.

**PC/18/104 Items for a press release or statement from the Parish Council**

Comprehensive report on the budget for 2019/2020

Outline of the Housing Needs Assessment project

**PC/18/105 Correspondence Issued to members 19.11.18 – 07.01.2019 Noted**

**Meeting Closed at 8-30pm**