

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 26th March 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 Perry (Chair), Bond, Colvin, Eastman, Gould, Hiscock, Moore, Morris and Sturmeay.

Officers: H Parks

Public and Press: Two

PC/18/120 Apologies

Apologies were received from Councillors Buttenshaw and Fellowes.

PC/18/121 Minutes

PC/18/121.1 The minutes of the meeting held on 26th February 2019 were approved and signed by the Chairman.

PC/18/121.2 Members were advised that the new tree had been planted and that the War Memorial Trust had confirmed the Parish Council were eligible for a grant. This was no guarantee that funds were available but Councillor Bond would apply.

PC/18/122 Declarations of Interest

Councillor Sturmeay declared a non-pecuniary interest in planning application 19/01765/FUL and would stay for the discussion but not vote.

Councillor Morris declared a pecuniary interest in 19/01765/FUL and would leave the room when this item was discussed.

PC/18/123 Chairman's Announcements

None

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

PC/18/124 Public Participation

PC/18/124.1 None

PC/118/124.2 None

Standing Orders were reinstated following public participation at 7.21pm

PC/18/125 Financial Information

PC/18/125.1 Payments for approval:

001251 £20.00 Acorn Education Trust Venue Hire

001252 £262.00 D Bond Cherry Tree

001253 £150.00 Heytesbury Cricket Club Grant

001254 £250.00 Knook, Heytesbury & Imber Allotment Association Grant

001255 £550.00 Broxap – on hold due to dispute

001256 £75.00 Wiltshire Council - Signs

001257 £264.00 H Parks March Payroll

001258 £66.00 HMRC March Payroll

001259 £69.48 H Parks Printing Ink

001260 £70.00 Acorn Education Trust – Venue Hire £20 & Play Area Ann Lease £50

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

PC/18/125.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 4071.69

Bus Instant Access £ 4192.75 – balance @ 27th February 2019

Village Hall Fund £4596.81

Balances @ 5th March 2019

Noted

PC/18/125.3 Monthly financial report:

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

PC/18/125.4 Village Hall Fund Account

The balance of this account, £4596.81, currently not receiving any interest, was transferred to the Parish Council and was initially raised by local residents for the provision of a village hall. Originally the funds were held in HSBC, with no mandate nor any signatories the account became dormant. The balance was eventually transferred to the Parish Council, and has been ringfenced in a separate bank account with Lloyds, earning no interest. Members discussed a variety of ways forward to enable the funds to be used for their original intention.

It was suggested that the funds could be transferred into the Capital account of the Raymond Trust. It was proposed by Councillor Colvin and Seconded by Councillor Eastman that this issue is to go on the Parish Meeting agenda in May to seek the views of local residents. Voting unanimous in favour.

PC/18/125.5 Internal Auditor

Members approved the appointment of Auditing Solutions Ltd Clackerbrook Farm, 46 The Common Bromham Wiltshire to carry out the Internal Audit for 2018/2019 on behalf of the Parish Council.

PC/18/125.6 Broxap

Noted

PC/18/125.7 Clerks Salary

It was proposed by Councillor Bond and Seconded by Councillor Morris that the Clerk be awarded the 4% pay rise which would reflect the 2018 award and 2019 award of 2% each. Current pay scale is £3960 per annum. From 1st April 2019 the annual salary will be £4118 per annum. Voting unanimous in favour.

PC/18/126 Planning Applications

PC/18.126.1 Applications received and for comment:

Members will review plans on line in advance of the meeting as no paper plans are received from the Planning Authority. Attached planning info sheet 18

Councillor Morris left the room at 7.35pm

19/01765/FUL Site Location: Duck Cottage 126 Park Lane Heytesbury BA12 OHE

Proposal: Detached double garage with storage in roof space.

Members approved the “no Objection” obtained by email circulation for the item above. Proposed Councillor Gould, Seconded Councillor Bond, Voting unanimous in favour. Councillor Sturmey did not vote

Councillor Morris returned to the room at 7.40pm

PC/18/127 Outside Spaces Working Group

PC/18/127.1 Members approved the notes from the meeting held on 12th March 2019.

PC/18/127.2 Members discussed the recommendation of the provision of signage for the fitness equipment. It was thought that the original provider of the equipment would supply this free of charge, but this is only for new installations and not retrospective. Councillor Sturmey therefore proposed that the original quote received from Mirage Signs be agreed at a cost of £98 + VAT which includes a post and fittings.

In addition, it was also agreed to write to the Acorn Trust to advise of the fencing concerns highlighted in the ROSPA report.

Proposed Councillor Sturmey Seconded Councillor Eastman, Voting unanimous in favour.

PC/18/127.3 The working group have been approached to ask if it requires any trees for planting in local community areas. As the Parish Council has no community areas, it was felt the offer couldn't be taken up. The Allotment Association would be approached. The trees were ornamental cherry.

PC/18.127.4 Members agreed not to have a stall at the fete but would volunteer if help was needed.

PC/18/128 Rural Housing Needs Assessment

Nothing new to add to the programme, but members reminded that on collection of the surveys on 30th April, preparation and issue to members will need to take place by 2nd May, delivery will need to be from 3rd – 10th May. Delivery routes prepared.

PC/18/129 Email Queries from Mr R Burgess

PC/18/129.1 Web site admin address – Members agreed that the admin address listed on the website was not suitable for all queries to the Parish Council and the Clerks details and email address are to be clearly seen on the front page to enable timely responses.

PC/18/129.2 The second query from Mr Burgess relates to the Council's pre- planning meeting with Turleys, the Sassoon Trust's agents which was not a normal Parish Council meeting nor were the notes taken at the meeting published.

Mr Burgess sent an email to the Parish Council, through the web site and used the admin address, which is only monitored monthly. This was not received by the Clerk and therefore this matter was not responded to. Mr Burgess outlined where he thought that the Parish Council had not arranged its meeting with Turleys in an open and transparent manner. He had reported this to Wiltshire Council's Standards Committee and also sought advice from Paul Taylor the County Solicitor. The Clerk advised the members that she felt the pre planning application meeting held with Turleys was entirely lawful, the Agent was newly appointed by the Sassoon Trust and wished to establish contact with the Councillors. The meeting was a Q&A session and no decisions were made. Turleys advised the Parish Council that they wished to carry out consultation with the residents of the Parish and would advise the members when this was likely to take place, up until now, no further correspondence has been received.

Councillors discussed the situation and the following proposals were put forward:
Councillor Eastman proposed and Councillor Colvin Seconded that the notes taken at the meeting were released. Voting in Favour 4 Against 5 Abstentions Nil. Proposal not carried.
Councillor Bond proposed and Councillor Gould Seconded that the notes taken at the meeting were not released. Voting in Favour 5 Against 4. Abstentions Nil. Proposal carried.
The Clerk advised members that should a Freedom of Information request come forward then this would be dealt with in the normal manner.

PC/18/130 Items for a press release or statement from the Parish Council.

Members asked for a press release regarding the litter pick and an update on the housing needs survey.

PC/18/131 Correspondence Issued to members 19.02.19 – 18.03.19

Noted

Issued to the members at the meeting was the draft Flood Plan which would be an agenda item in April, Councillor Morris was thanked for her hard work in producing this document. Once adopted by the Parish Council it will be published on the web site.

Meeting Closed 8.15pm