

**Heytesbury Imber and Knook Parish Council**  
**Minutes**  
**Tuesday 17<sup>th</sup> September 2019 @ 7-15pm**

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

**Present:** Councillors Bond, Buttenshaw, Colvin, Fellowes, Hiscock, Moore, Morris (Chair), Perry and Sturmeay.

**Officers:** H Parks

**Public and Press:** 2 members of the public and no Press

**PC/19/51 Apologies**

Apologies received from Councillors Gould and Eastman.

**PC/19/52 Minutes**

**PC/19/52.1** The minutes of the meeting held on 23rd July 2019 were approved and signed by the Chairman.

**PC/19/52.2 Matters Arising**

None

**PC/19/53 Declarations of Interest**

None

**PC/19/54 Chairman's Announcements**

Following the recent Parish Meeting held for both Civil Parishes of Knook and Heytesbury, the request for two polls has been accepted and will be run by Wiltshire Council. Once dates are known for the polls, the information will be published.

*Standing Orders were suspended to allow for public participation at 7.19pm*

**PC/19/55 Public Participation**

**PC/19/55.1** None

**PC/19/55.2** None

*Standing Orders were reinstated following public participation at 7.20pm*

**PC/19/56 Financial Information**

**PC/19/56.1 Payments for approval:**

001287 £876.00 JWL Installs Repairs to Play Equipment

001288 £250.00 M Champness Footpath maintenance

001289 £290.37 H Parks August Payroll

001290 £72.60 H M Revenue & Customs August Payroll

001291 £238.28 idverde Ltd Grounds Maintenance August

001292 £290.37 H Parks September Payroll

001293 £72.60 H M Revenue & Customs September Payroll

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It was proposed by Councillor Colvin and Seconded by Councillor Fellowes that the payments be approved. Voting unanimous in favour.  
Councillor Sturmeay commented that the final bill from JWL Installs was approximately £100 less than the original estimate.

**PC/19/56.2 Balances of the Bank Accounts for noting:**

Treasurers Account £4914.70 Balance @ 1st August

Bus Instant Access £4193.64 Balance @ 9th July

Noted

**PC/19/56.3 Monthly financial report:**

Members received the monthly report and the monthly reconciliations for June and July were signed by Councillor Sturmeay.

**PC/19/56.4 Parish Poll costs**

Members discussed the potential costs of the Parish Polls which are estimated to be £2100-£2500 and reviewed budget lines to ascertain what cuts might be possible this financial year, to release funds. Nothing was decided but the areas for consideration were the audit and insurance lines, as final bills for these had been paid. There were reserves to call upon and as the year progressed, the IT and training budget lines were highlighted.

**PC/19/56.5 Internet Banking**

Members were in agreement that methods need to be updated for payment of bills. It was proposed that Internet banking would be set up and the Clerk would be the Service Administrator, as outlined in the Financial Regulations, 6.15. The Bank Mandate will also specify which members will authorise payments once set up. A debit card would also be provided to the Clerk 6.18, for purchases for the running of the Parish Council. Proposed Councillor Bond, Seconded Councillor Buttenshaw. Voting unanimous in favour.

**PC/19/56.6 Financial Regulations 2019**

Councillor Colvin proposed to adopt the updated Financial Regulations (hard copy given to all members) Seconded Councillor Buttenshaw. Voting unanimous in favour.

**PC/19/57 Planning Applications**

**PC/19/57.1 Applications received and for comment:**

**19/06859/FUL**

Site Location: Unicorn Cottage Park Lane Heytesbury BA12 0HE

Proposal: Alterations and conversion of outbuilding to annexe for a dependant relative.

Comment by email: No objection but it was hoped that a separate address would not be created.

**19/07256/FUL**

Site Location: Quebec House High Street Heytesbury BA12 0ED

Proposal: Retention of works for replacement of roof over outhouse, enclosure of open area to create veranda and replacement of gable boarding.

Email No Objection

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**19/07807/TCA**

Site Location: 18A Little London Heytesbury BA12 OES

Proposal: Goat Willow tree – fell

Email No Objection

The three applications listed above were submitted by email and councillor Colvin Proposed, Councillor Perry Seconded approval of the decisions. Voting unanimous in favour.

**19/07805/FUL**

Site: Land north of Quebec Barn, Salisbury Plain, West Chisenbury

Proposal: - The temporary use of land on Salisbury Plain for the purposes of filmmaking. The construction of a temporary 'set build' area, comprising the associated preparation, construction and deconstruction, of a temporary set for a 'two storey farmhouse' and 'small scenic developments'

Councillor Colvin proposed, Councillor Perry Seconded, No Objection. Voting unanimous in favour.

**19/08318/TCA**

Site Location: 4 Cotley Place Heytesbury BA12 OHT

Proposal: T1 Walnut, crown lift to 12 feet all round

Councillor Colvin proposed, Councillor Perry Seconded, No Objection. Voting unanimous in favour.

**PC/19/58 Chittern Junction**

Members were still concerned at the number of accidents on the A36 and also the problems at this junction which is the B390. Some work has taken place after referral to the CATG, but members were not sure what could be done to improve the situation. It was thought that traffic lights would help, but after the temporary lights were installed whilst utility work was undertaken recently, it caused chaos.

Members felt that they would like somebody to talk to them about the suggestions and what might be achievable.

It is believed that a safety study was carried out by Highways England, but the Parish Council had not seen any results from this.

With the usage of Knook Camp busy for most of the year, it was also felt that the army should be involved. The movement of their vehicles was an additional factor in the movement of traffic generally.

As the CATG had been helpful with the original referral, it was proposed by Councillor Colvin that the issue was raised again with the group, to see what could be achieved and whether they could assist in the reduction of the speed limit in the area of Knook Camp. Seconded Councillor Perry. Voting unanimous in favour.

A spate of accidents recently had again caused traffic to be diverted through the village and the Parish Council's local signage was deployed, but the police still diverted unsuitable traffic though. The local team have been contacted but the police have announced this is not a subject that they are responsible for.

A member would attend the next CATG meeting, which is scheduled for 26th September, but the Clerk wasn't sure whether this could be added to the agenda by then.

## **PC/19/59 Knook Allotments**

### **PC/19/59.1 Tenancy Agreement**

It was proposed by Councillor Fellowes and Seconded Councillor Sturmeay that the map replacement took place as requested by the association. This should enable the tenancy agreement to be signed. Voting unanimous in favour.

### **PC/19/59.2 Grass Maintenance**

The Clerk was still awaiting a quote from idverde but, had been assured that this would be received soon. It had also been arranged to get the grass cut later this week or early next week at the site.

The Chairman met with Selwood Housing today and they confirmed that the land had been flattened and restored to its original state in February, and since then it was believed that vehicle parking had possibly caused the rutting. Selwood could not arrange to carry out any further work and they had assumed that the area would be maintained by the Parish Council.

There was a general discussion on what the Parish Council should do on the site, and there were differences about what was their responsibility. The association is in its early days and it was felt that they would not be able to deal with the cutting of the grass.

The members resolved to bring this back to a future meeting with the quote for the additional cut, when it would be discussed again.

## **PC/19/60 Housing needs Assessment**

Councillor Sturmeay asked that one addition was made, page 4, Knook Village – Knook is a civil parish in Wiltshire England.

There was a general discussion on the results and it gives a good indication of the potential need of the village in terms of housing support. Many long-time residents, owner occupiers, over age 65, were in favour of new housing.

The housing register doesn't reflect the need and maybe residents have not put themselves forward to be on the housing list. Perception is that they may not get housing locally and be forced to move to an area they didn't want.

What are the next steps and how should the Parish Council use the information?

It was accepted that the information should be used in making decisions.

A Community Land Trust route could also be a possibility.

Councillor Colvin proposed adoption of the Housing Needs Survey Report dated June 2019.

Seconded councillor Hiscock. Voting in Favour 9. Against Nil. Abstention 1.

Proposal carried.

## **PC/19/61 Neighbourhood Tasking Group**

Members noted the detail of the last meeting and that in future the NTG would be run directly by the Area Board. Members would try and ensure attendance to bring forward any issues. The next two meetings of the Area Board are:

14.11.19 Warminster Civic Centre

09.01.20 Warminster Civic Centre

**PC/19/62 Web site**

Members acknowledged that this continued to be work in progress and the original host server had to be renewed until the new web site was completed and this item would come back to the Parish Council for further discussion. Equally the new web site would enable the provision of emails.

**PC/19/63 Items for a press release or statement from the Parish Council.**

None

**PC/19/64 Correspondence Issued to members 16.07.2019– 9.09.2019**

Noted

**The meeting Closed at 8-20pm**