



Heytesbury, Imber and Knook Parish Council  
Parish Clerk Heather Parks FSLCC  
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16.06.2020

**Agenda for the Meeting of  
Heytesbury Imber & Knook Parish Council  
to be held digitally through the Zoom Platform  
on  
Tuesday 23<sup>rd</sup> June 2020  
@ 7-15pm**

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

You are hereby summoned to attend an **online** meeting of Heytesbury Imber and Knook Parish Council for the purpose of transacting the following business.

Heather Parks FSLCC  
Parish Clerk

**LOGIN: all Councillors to log in with the details sent with their meeting invitation.**  
**All press and public please email the Clerk directly [parishclerk@heytesburyparish.co.uk](mailto:parishclerk@heytesburyparish.co.uk) for the relevant login details to assist with security arrangements. It is recommended that login takes place at least 5 minutes before the start time.**  
**Please note that the current version of the digital platform enables meetings of 40 minutes only. If the business cannot be completed within this timeframe, you may be required to log in for a second time.**

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**1. Apologies**

To receive apologies.

**2. Minutes**

2.1. **To approve** as a correct record the minutes of the meeting held on 26<sup>th</sup> May 2020 previously circulated

2.2. **To note** any matters arising from the minutes of the meeting held on 26<sup>th</sup> May 2020

### **3. Declarations of Interest**

**To receive** any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011

*Standing Orders will be suspended to allow for public participation*

### **4. Public Participation**

4.1. **To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.

*Standing Orders will be reinstated following public participation*

### **5. Financial Information**

#### **5.1. Payments for approval:**

Bacs – 13/20 M Champness £300 Footpath Maintenance

Bacs – 14/20 H Parks £274.57 June Payroll

Bacs – 15/20 HMRC £68.60 June Payroll

Bacs – 16/20 Acorn Education Trust £90 Room Hire and Play Area Annual Lease

Bacs – 17/20 A Perry £23.98 Renewal 123 Registration

Bacs – 18/20 T Felloes £234.40 Wood treatment and Yellow Tape Play Area Maint

#### **5.2. Balances of the Bank Accounts for noting:**

Treasurers Account £6,887.50 @ 27.05.2020

Bus Instant Access £4,195.40 @ 11.05.2020

The bank reconciliation will be signed at a future date, but are attached for members information

### **6. Planning Applications**

6.1. Applications received and for comment:

*Members will review plans online in advance of the meeting as no paper plans are received from the Planning*

There are no planning applications outstanding. Planning sheet 30 attached for reference.

### **7. OSWG**

The working group has not met recently but the Chairman has sent an update on activities:

Benches – the Parish Council requested two quotes were obtained for wood treatment from RM and H, H has offered to do three benches as a volunteer for the Parish. St Johns, the bench just off the roundabout and the metal jubilee bench.

Play Area – Cllr Fellowes has continued to inspect the area and ensure that the enclosure is in place whilst the equipment cannot be used. In addition, maintenance work has continued to be carried out. Cllr Fellowes to be refunded for Wood preserver purchased for the upkeep of equipment and yellow tape required for fencing off the area.

RM is now out of self-isolation and will carry on with the work to maintain the notice boards.

Knook Bus Shelter - An updated quotation is being sought for the Knook bus shelter. Highways England have not responded to numerous requests for permission to repair. Members to confirm action once the new quote has been received.

Please forward any suggestions for review by the OSWG or new items to Cllr Sturmev.  
For NOTING.

***In view of the confidential nature of the business about to be transacted the Public and Press are excluded from item 8. The public and press will be invited to return to the meeting after the item has been completed.***

**8 Allotment Site Maintenance**

Members have been serviced with a report for discussion and decision.

***The public and press will be invited back to the meeting following completion of item 8.***

**9. Items for a press release or statement from the Parish Council.**

**Members to consider** whether a press release or statement, on any item listed on the agenda is required for the media or any Parish Media Newsletters/Web sites.

**10. Correspondence Issued to members 16.05.2020 – For Noting**

18.05.20 Neighbourhood Alert – Survey on policing response to Covid 19  
18.05.20 Neighbourhood Alert – Mental Help support  
21.05.20 Update on Slaters Bridge  
22.05.20 – 15.06.2020 Wiltshire Council Covid daily update  
22.05.20 Neighbourhood Alert funding for organisations supporting domestic abuse  
22.05.20 Wiltshire News  
27.05.20 Digital edition of LCR Magazine  
28.05.20 Neighbourhood Watch June E Newsletter  
28.05.20 Police & Crime Commissioner MOJ Funding  
29.05.20 Wiltshire News  
29.05.20 Briefing Note 20-19 Phased return to school & Update 04.06.20  
02.06.20 Wiltshire News  
03.06.20 Briefing Note 20-20 5-year land supply  
04.06.20 Neighbourhood Watch Week  
04.06.20 CATG update and email from Cllr Wayman  
05.06.20 Press release – Institute of Municipal Clerks  
05.06.20 WALC June Newsletter  
05.05.20 Wiltshire News  
08.06.20 Neighbourhood Alert – Open letter from PCC  
09.06.20 DTE Landmark update re ash dieback work  
09.06.20 Wiltshire News  
10.06.20 Cranborne Chase AONB Management Plan  
12.06.20 Npcc Speeding Campaign



## REPORT DATE

12/06/2020

|          |     | BUDGET   | YEAR TO DATE | REMAINING |
|----------|-----|----------|--------------|-----------|
| RECEIPTS |     |          |              |           |
| Precept  | PRE | 15860.00 | 7,330.50     | 8529.50   |
| Interest | INT |          | 0.36         |           |
| Misc     | MIS |          | 829.49       | -829.49   |
| Ear      | EAR | 5700.00  | 0.00         | 5700.00   |
|          |     |          | 8,160.35     | 13400.01  |

|                             |       |         |          |          |
|-----------------------------|-------|---------|----------|----------|
| PAYMENTS                    |       |         |          |          |
| Advertising                 | ADV   | 150.00  | 100.00   | 50.00    |
| Allowances                  | ALL   |         | 0.00     | 0.00     |
| Audits                      | AUD   | 300.00  | 222.00   | 78.00    |
| Grants                      | GRA   | 1000.00 | 0.00     | 1000.00  |
| Elections                   | ELE   |         | 2,396.64 | -2396.64 |
| Equipment                   | EQU   |         | 0.00     | 0.00     |
| Equipment                   | EQUos | 1000.00 | 0.00     | 1000.00  |
| Grounds Maintenance         | GMT   | 2100.00 | 300.00   | 1800.00  |
| Insurance                   | INS   | 1300.00 | 1,111.88 | 188.12   |
| IT                          | IT    | 500.00  | 0.00     | 500.00   |
| Misc                        | MIS   | 500.00  | 0.00     | 500.00   |
| Misc                        | MISos | 500.00  | 0.00     | 500.00   |
| Printing/Stationary/Postage | STA   | 750.00  | 241.32   | 508.68   |
| Professional Fees           | PF    |         | 0.00     | 0.00     |
| Professional Fees           | PFos  | 150.00  | 0.00     | 150.00   |
| Room Hire                   | VEN   | 300.00  | 0.00     | 300.00   |
| Salary                      | SAL   | 4500.00 | 686.34   | 3813.66  |
| Subscriptions               | SUB   | 510.00  | 350.94   | 159.06   |
| Training                    | TRA   | 500.00  | 0.00     | 500.00   |
|                             |       |         | 5,409.12 | 8650.88  |

|                      |                                         |            |      |          |          | VAT      |        |           |
|----------------------|-----------------------------------------|------------|------|----------|----------|----------|--------|-----------|
| DATE<br>(dd/mm/yyyy) | TRANSACTION                             | REFERENCE  | CODE | DEPOSITS | PAYMENTS | NET      | Amount | BALANCE   |
| 01/04/2020           | BROUGHT FORWARD                         |            |      |          |          |          |        | £7,980.73 |
| 01/04/2020           | Upper Wylke Parish News                 | Bacs 1/20  | ADV  |          | 100.00   |          |        | 7,880.73  |
| 09/04/2020           | Interest                                |            | INT  | 0.18     |          |          |        | 7,880.91  |
| 16/04/2020           | Amazon Postage Stamps refund to H Parks | Bacs 2/20  | STA  |          | 69.28    | 57.73    | 11.55  | 7,811.63  |
| 16/04/2020           | Amazon Envelopes refund to H Parks      | Bacs 3/20  | STA  |          | 23.00    | 19.17    | 3.83   | 7,788.63  |
| 22/04/2020           | Wiltshire Council Precept               |            | PRE  | 7,330.50 |          |          |        | 15,119.13 |
| 27/04/2020           | H Parks April Payroll                   | Bacs 4/20  | SAL  |          | 274.57   |          |        | 14,844.56 |
| 27/04/2020           | HMRC April Payroll                      | Bacs 5/20  | SAL  |          | 68.60    |          |        | 14,775.96 |
| 28/04/2020           | Cadrtidge World Refund to H Parks       | Bacs 6/20  | STA  |          | 149.04   | 124.20   | 24.84  | 14,626.92 |
| 05/05/2020           | Auditing Solutions                      | Bacs 08/20 | AUD  |          | 222.00   | 185.00   | 37.00  | 14,404.92 |
| 11/05/2020           | Interest                                |            | INT  | 0.18     |          |          |        | 14,405.10 |
| 12/05/2020           | Wiltshire Council Parish Poll Costs     | Bacs 11/20 | ELE  |          | 2,396.64 | 2,285.64 | 111.00 | 12,008.46 |
| 19/05/2020           | BHIB Insurance Renewal                  | Bacs 07/20 | INS  |          | 1,111.88 |          |        | 10,896.58 |
| 19/05/2020           | HMRC VAT refund                         |            | MISC | 795.49   |          |          |        | 11,692.07 |
| 27/05/2020           | HMRC May Payroll                        | Bacs 09/20 | SAL  |          | 68.60    |          |        | 11,623.47 |
| 27/05/2020           | H Parks May Payroll                     | Bacs 10/20 | SAL  |          | 274.57   |          |        | 11,348.90 |
| 27/05/2020           | Martin Champness                        | Bacs 13/20 | GMT  |          | 300.00   |          |        | 11,048.90 |
| 12/06/2020           | WALC                                    | Bacs 12/20 | SUB  |          | 350.94   | 292.45   | 58.49  | 10,697.96 |
| 12/06/2020           | unrepresented Cheque written back       | 1303       | MISC | 34.00    |          |          |        | 10,731.96 |



Your account statement  
Statement sheet number: **31**  
Issue date: **5 June 2020**  
Page: **1 of 4**

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HAYTESBURY IMBER & KNOOK PARISH COUNCIL  
MRS A PERRY  
2B PRESTBURY DRIVE  
WARMINSTER  
WILTSHIRE  
BA12 9LB



Write to us at:  
**PO Box 1000**  
**Andover**  
**BX1 1LT**

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**+44 1733 347338** (from Overseas)  
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Your branch: **MKT PL WARMINSTER**  
Sort code: **30-99-13**  
Account number: **00085129**  
BIC: **LOYDGB21294**  
IBAN: **GB74 LOYD 3099 1300 0851 29**

**TREASURERS ACCOUNT**  
HEYTESBURY IMBER & KNOOK PARISH COUNCIL

## Account Summary

|                               |                  |
|-------------------------------|------------------|
| Balance On 5 May 2020         | £10,465.70       |
| Total Paid In                 | £795.49          |
| Total Paid Out                | £4,373.69        |
| <b>Balance On 27 May 2020</b> | <b>£6,887.50</b> |

## Account Activity

| Date             | Payment type     | Details                                                                                  | Paid out (£) | Paid in (£) | Balance (£)      |
|------------------|------------------|------------------------------------------------------------------------------------------|--------------|-------------|------------------|
| <b>5 May 20</b>  |                  | <b>BALANCE BROUGHT FORWARD</b>                                                           |              |             | <b>10,465.70</b> |
| 7 May 20         | Faster Payment   | AUDITING SOLUTIONS<br>500000000597004430<br>A6436<br>608301 10<br>07MAY20 14:02          | 222.00       |             | 10,243.70        |
| 13 May 20        | Faster Payment   | WILTSHIRE COUNCIL<br>200000000596779500<br>112651/90353858<br>404433 10<br>13MAY20 09:37 | 2,396.64     |             | 7,847.06         |
| 19 May 20        | Bank Giro Credit | HMRC VTR<br>XPV126000103013                                                              |              | 795.49      | 8,642.55         |
| 19 May 20        | Bill Payment     | BHIB LTD                                                                                 | 1,111.88     |             | 7,530.67         |
| 27 May 20        | Bill Payment     | H M PARKS                                                                                | 274.57       |             | 7,256.10         |
| 27 May 20        | Bill Payment     | HMRC - ACCOUNTS OF                                                                       | 68.60        |             | 7,187.50         |
| 27 May 20        | Faster Payment   | MARTIN CHAMPNESS<br>100000000602330295<br>HIK<br>201612 10<br>27MAY20 14:30              | 300.00       |             | 6,887.50         |
| <b>27 May 20</b> |                  | <b>BALANCE CARRIED FORWARD</b>                                                           |              |             | <b>6,887.50</b>  |

o/s WALC 350-94

6887.50  
4195.40  
11082.90  
350-94  
10731.96

## Messages

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**LLOYDS BANK**

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HAYTESBURY IMBER & KNOOK PARISH COUNCIL  
MRS A PERRY  
2B PRESTBURY DRIVE  
WARMINSTER  
WILTSHIRE  
BA12 9LB



**BUS BANK INSTANT**  
HEYTESBURY IMBER & KNOOK PARISH COUNCIL

Your account statement  
Statement sheet number: **96**  
Issue date: **5 June 2020**  
Page: **1 of 3**

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Sort code: **30-99-13**  
Account number: **07036026**  
BIC: **LOYDGB21294**  
IBAN: **GB97 LOYD 3099 1307 0360 26**

## Account Summary

|                               |                  |
|-------------------------------|------------------|
| Balance On 5 May 2020         | £4,195.22        |
| Total Paid In                 | £0.18            |
| Total Paid Out                | £0.00            |
| <b>Balance On 11 May 2020</b> | <b>£4,195.40</b> |

## Account Activity

| Date      | Payment type | Details                 | Paid out (£) | Paid in (£) | Balance (£) |
|-----------|--------------|-------------------------|--------------|-------------|-------------|
| 5 May 20  |              | BALANCE BROUGHT FORWARD |              |             | 4,195.22    |
| 11 May 20 |              | INTEREST (GROSS)        |              | 0.18        | 4,195.40    |
| 11 May 20 |              | BALANCE CARRIED FORWARD |              |             | 4,195.40    |

## Transaction Details

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

PIF603Y2100000

M32A6600BMBT D32A6600CRJU

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## Messages

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## Heytesbury Imber and Knook PC

No 30

| Date notified | Planning No                  | Description                                                                                                                                                                                                                                                                                                                 | Date reply due back to Wilts Council | Chair's decision<br>1. meeting (m)<br>2. Email<br>3.extension (e) | Case Officer   | Wiltshire Council decision |
|---------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------|----------------|----------------------------|
| 17.04.20      | 20/03270/TPO                 | Site Location: South Lodge 20 Heytesbury Park Heytesbury BA12 OHG<br>Proposal: T1: Multi stem Sycamore - reduce one heavy stem/limb growing towards stable area by half of its size. T4: Mature Sycamore - Fell as the tree is dangerously heavy over the house and shredding limbs, twice resulting in damage to the roof. | 11.05.20                             | Digital meeting<br>28.04.20<br>No Objection                       | Shane Verrion  |                            |
| 04.05.20      | 20/03322/FUL                 | Site Location: Knook Camp South Knook BA12 OJB<br>Proposal: Proposed three single storey accommodation blocks & associated external works                                                                                                                                                                                   | 01.06.20                             | Digital meeting<br>26.05.20<br>No Objection                       | Katie Tregay   |                            |
| 04.05.20      | 20/03206/FUL<br>20/03618/LBC | Site Location: Church Farmhouse Tytherington BA12 7AD<br>Proposal: Proposed front boundary wall and gates and new single storey side extension to house                                                                                                                                                                     | 19.06.20                             | Digital meeting<br>26.05.20<br>No Objection                       | Steve Vellance |                            |
| 13.05.20      | 20/03333/VAR                 | Site Location: 72 High Street, Heytesbury, BA12 OED<br>Proposal: Removal of Conditions 2, 3, 4, 5, 6, 7, 8 and variation of Condition 9 of 16/09923/FUL, to refer to changes to materials and design                                                                                                                        | 10.06.20                             | Digital meeting<br>26.05.20<br>Objection                          | Steve Vellance |                            |

| Date notified | Planning No  | Description                                                                                                                                                          | Date reply due back to Wilts Council | Chair's decision<br>1. meeting (m)<br>2. Email<br>3.extension (e) | Case Officer     | Wiltshire Council decision |
|---------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------|------------------|----------------------------|
| 14.05.20      | 20/03886/TCA | Site Location: Apple Tree Cottage Newtown Heytesbury BA12 0HN<br>Proposal: T1 - Sumac - Fell T2 - Sumac - fell T3 - Sumac - fell T4 - Sumac - fell T5 - Sumac - fell | 04.06.20                             | Digital Meeting<br>26.05.20<br>No Objection                       | Beverley Griffin |                            |

Date agenda to be sent out: 16.06.2020

Plans are available to view at <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>