



Heytesbury, Imber and Knook Parish Council
Parish Clerk Heather Parks FSLCC
2(B) Prestbury Drive Warminster BA12 9LB
01985 212340

parishclerk@heytesburyparish.co.uk

www.heytesburyparish.co.uk

14th July 2020

Agenda
Tuesday 21st July 2020
to be held digitally through the Zoom Platform
@ 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.

Yours sincerely

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
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.

1. Apologies

To receive apologies.

2. Minutes

2.1. **To approve** as a correct record the minutes of the meeting held on 23rd June 2020 previously circulated

2.2. **To note** any matters arising from the minutes of the meeting held on 23rd June 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

4. Chairman's Announcements

To note any announcements made by the Chair

Standing Orders will be suspended to allow for public participation

5. Public Participation

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

5.2. **To receive** any petitions or deputations

Standing Orders will be reinstated following public participation

6. Financial Information

6.1. Payments for approval:

Bacs – 19/20 £249.50 idverde Bin installation

Bacs – 20/20 £107.39 idverde April Grounds Maintenance

Bacs – 21/20 £107.39 idverde May Grounds Maintenance

Bacs – 22/20 £107.39 idverde June Grounds Maintenance

Bacs – 23/20 £40.50 The Sign Shed Refund to H Parks Play Area signage

Bacs – 24/20 £67.79 True Traders Ltd Refund to H Parks Orange safety mesh

Bacs – 25/20 £274.57 H Parks July Payroll

Bacs – 26/20 £68.60 HMRC July Payroll

6.2. Balances of the Bank Accounts for noting:

Treasurers Account £5,273.34 @ 29.06.2020

Bus Instant Access £4,195.57 @ 05.06.2020

6.3. Monthly financial report:

Members to receive the monthly report which outlines the current position year to date, and monthly reconciliations to 29.06.2020 for signing.

7. Planning Applications

7.1. Applications received and for comment:

Members will review plans online in advance of the meeting as no paper plans are received from the Planning Authority. Attached planning info sheet 31

[20/05477/TCA](#)

Site Location: Cotley Hill House Little London Heytesbury BA12 0ES

Turkey Oak & Copper Beech – Remove lowest tier of branches

Members to ratify the comments made on the following applications determined by email.

20/04706/TCA

Site Location: : 4 Cotley Place, Heytesbury, BA12 0HT

Proposal:- T1 Sycamore, remove the lowest 7 branches on the house side and reduce approx. 3 long lateral branches towards the house by up to 2 metres T2 Plum, remove the low branches over the hedge.

No Objection

20/04918/TCA

Site Location: Church Farmhouse Tytherington BA12 7AD Applicant:

Proposal: T1-T7 to reduce seven lime trees by 30% to make more compact and balanced T8-T9 to reduce the height of the lime trees by 3 metres.

No Objection

8. OSWG

8.1 Report from Meeting 7th July 2020 via Zoom and email.

8.2 Recommendations from OSWG Meeting:

- Advertise for volunteers to help with play area vegetation
- Advertise a Thank you to all those who have helped with weeding and maintenance around the parish
- Enquire into who placed the sign in the river with a view to moving it
- Appoint Shelter Solutions to repair the Knook bus shelter

Members to note the updated quotation received from new contractor GW Shelter Solutions who were previously part of the company that provided the shelter. The cost is £282.08 + VAT.

As the Parish Council had already agreed to repair the shelter at a cost of £285 + VAT in February, the Clerk has instructed the comp any to make the repair, but with a new contractor.

- Decide if we want to take part in a village clean up this September
- Update OWGS on review items

The Clerk can is reporting updates on the following:

War Memorial – it has been difficult to obtain a willing contractor to survey the memorial, but Young Johnson is expected to have visited the site recently and a report is awaited.

New Drainage Scheme – The Clerk has provided lead Councillor, Liz Colvin the application form which Wessex Water require to be completed before any further consideration is given to a potential scheme.

Chittern Junction – Remains on the CATG list and the Clerk will be attending the digital CATG meeting on 13th August and could seek any updates.

- Date of next meeting – TBC

9. Covid -19 Parish Council Risk Assessment

Members to approve Versions 1 and 2

The first version of this risk assessment has previously been circulated to members, following recent government guidelines, this has been updated and is attached for members to consider. The amendments are:

- Work towards opening the play area for the start of the school holidays
- Consider future Council meetings

- What's App communications

The Clerk has potentially set up a What's App group for Parish Councillors – if you have a mobile and linked to the app, would you be prepared to consider some communications this way? If so, please provide the Clerk with your mobile number.

In view of the confidential nature of the business about to be transacted the Public and Press are excluded from item 10. The public and press will be invited to return to the meeting after the item has been completed.

10. Allotment Site Maintenance

The item was deferred from the last Parish Council meeting to enable further information to be gathered and an expert to be invited to be part of the discussion. Members to consider the reports provided and decide on a way forward.

11. 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.

12. Correspondence Issued to members 17.06.2020 – 13.07.2020 For Noting

16.06.20 – 13.07.20 Wiltshire Council Covid daily update
 17.06.20 - Briefing Note 20-21 Community Facility Funding
 17.06.20 – Neighbourhood Alert – Corona virus -related scams
 18.06.20 – Neighbourhood Alert – Police Crime plan update
 19.06.20 - Wiltshire News
 24.06.20 - Wiltshire News
 26.06.20 - Briefing note 20-22 Clarification of Council's financial position
 28.06.20 – Government announcement, Public access to tips and toilets
 29.06.20 - Neighbourhood Alert – are you funding modern slavery
 29.06.20 - Briefing note 20-23 Consultation on Libraries
 30.06.20 - Planning sheet 31
 30.06.20 - BHIB Insurance – Statues and Memorials
 02.07.20 – Wiltshire News
 02.07.20 – Risk Assessment
 03.07.20 – Briefing 20-24 Annual Canvass 2020
 03.07.20 – WALC July Newsletter
 06.07.20 – Neighbourhood Alert – police response to Covid-19
 08.07.20 – Neighbourhood Watch July E Newsletter
 08.07.20 – Neighbourhood Alert – private vehicle sellers beware
 09.07.20 – Wiltshire News
 09.07.20 – NALC online events – re-building communities

REPORT DATE

09/07/2020

		BUDGET	YEAR TO DATE	REMAINING
RECEIPTS				
Precept	PRE	15860.00	7,330.50	8529.50
Interest	INT		0.53	
Misc	MIS		829.49	-829.49
Ear	EAR	5700.00	0.00	5700.00
			8,160.52	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	642.19	357.81
Grounds Maintenance	GMT	2100.00	622.17	1477.83
Insurance	INS	1300.00	1,111.88	188.12
IT	IT	500.00	23.98	476.02
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	40.00	260.00
Salary	SAL	4500.00	1,372.68	3127.32
Subscriptions	SUB	510.00	350.94	159.06
Training	TRA	500.00	0.00	500.00
			7,123.80	6936.20

						VAT		
DATE (dd/mm/yyyy)	TRANSACTION	REFERENCE	CODE	DEPOSITS	PAYMENTS	NET	Amount	BALANCE
01/04/2020	BROUGHT FORWARD							£7,980.73
01/04/2020	Upper Wylfe 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	Cadrtirdge 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
11/06/2020	Interest		INT	0.17		292.45	58.49	11,049.07
12/06/2020	WALC	Bacs 12/20	SUB		350.94			10,698.13
12/06/2020	unrepresented Cheque written back	1303	MISC	34.00				10,732.13
15/06/2020	Acorn Education Trust Meetings Jan & Feb 2020	Bacs 16/20	VEN		40.00			10,692.13
15/06/2020	Acorn Education Trust Annual Lease Play Area	Bacs 16/20	EQUos		50.00			10,642.13
15/06/2020	Brewers Play Area maintenance Refund T Fellowes	Bacs 18/20	EQUos		234.40			10,407.73
23/06/2020	idverde - installation of Bin at The Mill	Bacs 19/20	EQUos		249.50			10,158.23
26/06/2020	H Parks June Payroll	Bacs 14/20	SAL		274.57	195.34	39.06	9,883.66
26/06/2020	HMRC June Payroll	Bacs 15/20	SAL		68.60	207.92	41.58	9,815.06
28/06/2020	idverde April 2020 Grounds Maint contract	Bacs 20/20	GMT		107.39	89.49	17.90	9,707.67
28/06/2020	idverde May 2020 Grounds Maint contract	Bacs 21/20	GMT		107.39	89.49	17.90	9,600.28
28/06/2020	idverde June 2020 Grounds Maint contract	Bacs 22/20	GMT		107.39	89.49	17.90	9,492.89
28/06/2020	The Sign Shed Refund to H Parks	Bacs 23/20	EQUos		40.50	33.75	6.75	9,452.39
28/06/2020	True Traders Ltd Amazon Refund to H Parks	Bacs 24/20	EQUos		67.79	56.50	11.29	9,384.60
24/07/2020	H M Parks July Payroll	Bacs 25/20	SAL		274.57			9,110.03
24/07/2020	HMRC July Payroll	Bacs 26/20	SAL		68.60			9,041.43
15/06/2020	123 Reg domain renewal Refund A Perry	Bacs 17/20	IT		23.98			9,017.45



Your account statement
Statement sheet number: 33
Issue date: 3 July 2020
Page: 3 of 4

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

Call us on: **0345 072 5555** (from UK)
+44 1733 347338 (from Overseas)

Visit us online: **www.lloydsbank.com**

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 Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
26 Jun 20		BALANCE BROUGHT FORWARD			5,595.51
29 Jun 20	Faster Payment	IDVERDE LTD 400000000621773321 HEY02/GM785085.6.7 300009 10 29JUN20 13:35	322.17		5,273.34
29 Jun 20		BALANCE CARRIED FORWARD			5,273.34

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.

o/s	108-29	PLAY AREA	5273.34
	274-57	4 PARKS	4195.57
	68-60	HMRC	<u>9468.91</u>
	451-46		451.46
			<u>9017.45</u>

Less o/s

Messages

For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

LLOYDS BANK



J31A7400FQOMBA0000004978001002 396 000

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



Your account statement
Statement sheet number: 32
Issue date: 3 July 2020
Page: 1 of 4

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

Call us on: **0345 072 5555** (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

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 June 2020	£6,887.50
Total Paid In	£0.00
Total Paid Out	£1,614.16
Balance On 29 June 2020	£5,273.34

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
5 Jun 20		BALANCE BROUGHT FORWARD			6,887.50
12 Jun 20	Bill Payment	WALC	350.94		6,536.56
18 Jun 20	Faster Payment	ACORN EDUCATION TR 300000000616108719 HIK PARISH COUNCIL 309913 10 18JUN20 12:03	90.00		6,446.56
18 Jun 20	Faster Payment	EFD & PM FELLOWES 500000000612695017 HIK PARISH COUNCIL 180002 10 18JUN20 12:05	234.40		6,212.16
22 Jun 20	Faster Payment	G & AE PERRY 400000000618872911 HIK PC 208417 10 22JUN20 13:57	23.98		6,188.18
24 Jun 20	Faster Payment	IDVERDE LTD 100000000613387627 HEY02/GM784419 300009 10 24JUN20 14:21	249.50		5,938.68
26 Jun 20	Bill Payment	H M PARKS	274.57		5,664.11
26 Jun 20	Bill Payment	HMRC - ACCOUNTS OF	68.60		5,595.51
26 Jun 20		BALANCE CARRIED FORWARD			5,595.51

LLOYDS BANK

J31A7400FQOMBA0000004980001002 398 000

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



Your account statement
Statement sheet number: 97
Issue date: 3 July 2020
Page: 1 of 3

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

Call us on: **0345 072 5555** (from UK)
+44 1733 347338 (from Overseas)

Visit us online: **www.lloydsbank.com**

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

BUS BANK INSTANT

HEYTESBURY IMBER & KNOOK PARISH COUNCIL

Account Summary

Balance On 5 June 2020	£4,195.40
Total Paid In	£0.17
Total Paid Out	£0.00
Balance On 9 June 2020	£4,195.57

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
5 Jun 20		BALANCE BROUGHT FORWARD			4,195.40
9 Jun 20		INTEREST (GROSS)		0.17	4,195.57
09 Jun 20		BALANCE CARRIED FORWARD			4,195.57

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.

Messages

For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

Date notified	Planning No	Description	Date reply due back to Wilts Council	Chair's decision 1. meeting (m) 2. Email 3.extension (e)	Case Officer	Wiltshire Council decision
17.04.20	20/03270/TPO	Site Location: South Lodge 20 Heytesbury Park Heytesbury BA12 OHG 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 28.04.20 No Objection	Shane Verrion	Approve with conditions
04.05.20	20/03322/FUL	Site Location: Knook Camp South Knook BA12 OJB Proposal: Proposed three single storey accommodation blocks & associated external works	01.06.20	Digital meeting 26.05.20 No Objection	Katie Tregay	
04.05.20	20/03206/FUL 20/03618/LBC	Site Location: Church Farmhouse Tytherington BA12 7AD Proposal: Proposed front boundary wall and gates and new single storey side extension to house	19.06.20	Digital meeting 26.05.20 No Objection	Steve Vellance	Approve with conditions LBC granted
13.05.20	20/03333/VAR	Site Location: 72 High Street, Heytesbury, BA12 OED 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 26.05.20 Objection	Steve Vellance	

Date notified	Planning No	Description	Date reply due back to Wilts Council	Chair's decision 1. meeting (m) 2. Email 3.extension (e)	Case Officer	Wiltshire Council decision
14.05.20	20/03886/TCA	Site Location: Apple Tree Cottage Newtown Heytesbury BA12 0HN Proposal: T1 - Sumac - Fell T2 - Sumac - fell T3 - Sumac - fell T4 - Sumac - fell T5 - Sumac - fell	04.06.20	Digital Meeting 26.05.20 No Objection	Beverley Griffin	
19.06.20	20/04706/TCA	Site Location: : 4 Cotley Place, Heytesbury, BA12 0HT Proposal:- T1 Sycamore, remove the lowest 7 branches on the house side and reduce approx. 3 long lateral branches towards the house by up to 2 metres T2 Plum, remove the low branches over the hedge.	11.07.20	Email No Objection	Beverley Griffin	
26.06.20	20/04918/TCA	Site Location: Church Farmhouse Tytherington BA12 7AD Applicant: Proposal: T1-T7 to reduce seven lime trees by 30% to make more compact and balanced T8-T9 to reduce the height of the lime trees by 3 metres.	18.07.20	Email No Objection	Sue Morgan	
02.07.20	20/05477/TCA	Site Location: Cotley Hill House Little London Heytesbury BA12 0ES Proposal: Turkey Oak & Copper Beech - Remove lowest tier of branches	24.07.20	Meeting	Beverley Griffin	

Date agenda to be sent out: 14.07.20

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

OSWG MEETING
7pm Tuesday 7th July 2020
Via Zoom

MEMBERSHIP: CLLRS – COLVIN, EASTMAN, FELLOWES and STURMEY

Advisor members – Legh and Diane Walker

MINUTES

1, Apologies - Cllr Colvin, Fellowes, and Eastman

2, **Knook community land** – Update from Legh and Diana Walker - The Knook Allotments are at present at full capacity, some plots are shared which means in total we have 21 paid up members, during this period of coronavirus outbreak we have taken advice from NAS (National Allotment Society) and a copy of the guidelines have been sent to all members, in general allotments can still be used during this time and can provide great enjoyment to the community, members and other users of the site should adhere to the government social distancing measures and special consideration has been giving to shared touch points such as the gate, tap and any shared tools and fencing. We are at present looking to buy a light petrol mower and shed to house it in that can be shared by members to cut the central path and paths between plots as the mower we use at the moment is heavy and brought to the site in a car, which cannot continue indefinitely, any new mower will be partly funded by members and hopefully grants

Meeting ended 7:50pm

Continuance of meeting by email

3, Heytesbury play area - Update

Report from Cllr Fellowes via email -

This is our last PC meeting before the next Annual ROSPA playground inspection due in early September 2020. We know that the Annual Inspector always strives to find things, so we need to decide and approve at the next PC meeting what should be done to get the best report possible. There are two safety issues to be resolved: Removal of the damaged oxo unit has actually now been done by Cllr Hiscock and Bill Parks so thanks are due to them, the frame remains in place and there is a gap where it was sited - but not an unsafe or hazardous one in my view, and this will remain pending a decision as to how (or if) to replace the item. I am sourcing a quote in readiness. The other issue is a loosened support bolt on the bridge net which I hope to have addressed and corrected well before the September deadline.

Note: P.C. still to decide whether to repair the rotary climber to full functionality or not?

Sub-base for picnic bench has been resolved

Forthcoming: to replace the circular rings to the multi-play (5 in number) and to the overhead suspended rings (9 in number). These rings are beginning to wear and delaminate. Cost approx. £40 each but a detailed estimate for next meeting. A simple matter to replace but PC to decide whether to employ an outside contractor to actually fit these or not)

Grateful thanks due to Danny Gould for his donation of his roll of green safety barrier netting, borrowed from him on several occasions to isolate damaged playground equipment. We now have a further roll purchased to complete the isolation of our play equipment plus a supply of cable ties and available later for general Parish use.

There is an urgent need for a working party to cut back the ingress of vegetation through the boundary fence on the river side of the playground.

While cutting back growth yesterday to reach the fence line in order to properly isolate our play equipment at the school-building end, I caught my arm on a thorn quite badly and will therefore be obliged to include an accident report in my next monthly report. The real point is that rather than my arm, it could have been a child's eye while trying to retrieve a lost ball.

The jubilee bench is covered over with shrub vegetation which must be cut back too.

Could anyone with loppers/shears/strimmer's offer to help me deal with any of this please? I suggest a Saturday or Sunday during August in fine weather and in good time before the September inspection?

Note: It is part of any weekly inspector's job to assess any hazards on the approaches to and the setting surrounding play equipment, so although the PC have no contractual responsibility to deal with such issues, it is has an important relevancy to the safe use of our equipment. Last year I started dealing with this matter with the consent of the Headmistress. I was greatly assisted by a volunteer school parent living in Knook. (No cost to either the PC or to the School). Please contact me if you are willing to help? We actually need to cut back all of the encroaching vegetation from the fence on the river side of the playing field up to a safe height. I would recommend cutting back to adult head height to allow for inevitable summer growth. It is law that all arisings must be returned to the owner of the plant, so disposal is quite simple - straight back over the fence line!

Meanwhile my next task is to finish coating the Multiplay with Sadolin timber preservation (one more tin required and a spell of dry weather) and I will continue to try to tidy up the safety surfaces and to keep the grass edgings thereto as under control as is possible: difficult for the school mowing contractor to help us while our play equipment is isolated. It should be noted that a great deal of work to retrieve all these very badly neglected safety surfaces was carried out by Cllr Eastman last summer. Many thanks, Tom, for a huge amount of work.

The Annual Inspector is almost duty bound to find something each year so we might as well make it easy for them!

There is plenty left for the Annual inspector to note but all of no real consequence:

The fact that the rotary climber is not fully operational (but definitely *not* unsafe).

the two exercise machines that are not isolated but now have a suitable advisory sign and were both in place well before new regulations came into force.

The ball shoot which I propose to take up with the Assessor if ever mentioned again. (This item is still being produced and sold to exactly the same design by the manufacturers.)

I have been expecting him to comment on the grass overgrowth of the matting extending in front and behind the swings, but grass overgrowth does not significantly alter the properties required for a landing!

Our lease on the playground for our equipment signed on 2nd June 2006 only ran for twenty years and was replaced with a similar lease arrangement in 2011, we have never entered into a new contact with the new owners, The Acorn Trust. The rent was originally £10p.a. but was increased to £50p.a. when the second run of play equipment was added on 14 September 2011. As well as considering making further budget provisions for on-going maintenance and future replacements, we should be mindful that our lease is not infinite and we should consider not only how we would fund the total removal of our equipment but also how we would fund the inevitable significant costs of reinstating the ground itself if we were to leave if a new lease was not arranged

We must also ensure that our Covid-19 playground arrangements are adequate. This may require extra signage if we decide to open the wicket gate permanently to allow Village access to the playing field during the holidays and so that we do not have the responsibility for regular deep cleaning of said wooden wicket gate. However, bear in mind that the gate is not only the village entry point but when shut is also a secure exit point for the safety and containment of visiting youngsters. We need to cover ourselves as a minimum by a notice forbidding dogs but more importantly stating that all young visitors must be accompanied at all times by a responsible adult plus all the necessary stress on abiding by whatever government edicts are from time to time in force covering hand washing, safe distancing, masks, gloves etc

Cllr Sturmey notes in my opinion we only have access to our equipment outside school hours and therefore do not have the right to lock or unlock any gates at anytime this is the schools responsibility, on play area closures it would seem since the government announcement on 4th July some councils have opened their play areas and some have not, although we would expect users to be responsible and social distance and provide themselves with adequate gloves and sanitizer if they wish, there is an expectation that all the equipment would receive at least a weekly clean down, as a small parish council with no staff this is something we cannot arrange without volunteers or paying for it to be professionally cleaned, Heather has provided a risk assessment which identifies these issues

4, Footpaths and Grounds maintenance

Cllr Fellowes reports, several villagers already undertake clearing of weeds from pavement edges etc adjacent to where they live. Another villager has recently contacted Cllr Fellowes offering to regularly undertake this work on the Church Wall on the Tytherington roadside. **Could we publicise these efforts to encourage others to join in for the betterment of our village?**

Cllr Fellowes reports that Selwood have completed the removal of the asbestos roofing on their garage complex near the playground entry and with a set of new garage doors have improved the look of the unit immensely. They have also agreed to clear the lower storm drain nearest the wooden gate to the playground which caused significant flooding last year.

Cllr Fellowes has also been approached by a group of St Johns residents who are grateful that the PC have responded positively to their interest in creating a garden on the corner of Park Street opposite St John's by applying for a section 96 to take over maintenance of this area from Highways. They would like to request a grant from the PC towards the cost of future plants if possible. At present these are funded personally by a St John's resident, Mr Rodney Mullins, and with donations from other supportive villagers. Hughie has also volunteered to treat 3 village benches 2 on this area

Cllr Sturmey reported a new sign in the river close to the footpath and bench at Mantles Lane, its believed it has be placed by the piscatorial society and reads along the lines of "Danger deep water no swimming" we believe this is misleading and could be dangerous as the water is not deep in this area

5, Parish steward and WC App

Cllr Sturmey reported the light on Tytherington road constantly on ref 6372668

6, Highway issues and CATG

NO HGV sign Martin Rose asked if a suitable post was already in situ and Cllr Sturmey agreed to send him some photos of one at the junction, Martin Rose felt it might need to be extended to allow for the height requirements .

Await the school travel plan to go with the metro count survey result to go to Catg

The new quote for a poly carb sheet to replace the missing broken Knook bus shelter window has come in from Shelter Solutions at £282 it is slightly cheaper than the previous one of £285 agreed by the PC at the February meeting

8, Community Orchard

Possible area identified that could be used for low level planting, it was later established the area was partly owned by Selwood and Cllr Sturmey is awaiting a reply, ref the Tytherington triangle this is also not owned by Highways but could be possibly owned by Heytesbury Estate - NFTR
Cllr Colvin – would get advice from Wiltshire Wildlife Trust -NFTR

9, Dog bin on Tytherington road

Cllr Buttenshaw reported by email - The occupier of a neighbouring house has recently had tree work done and there was a large gap for a few days...no doubt leading to an offensive smell from the bin. However, there is now a substantial fence erected and I suspect that the smell is no longer noticeable from his garden. Although an old bin I think it is still fit for purpose at the moment. Perhaps we could replace it next year as finances are going to be very tight this year.
Cllr Sturmey understands this bin is approx. 30 years old and is most probably owned by WC, the missing lid has been reported on the WC App, in the event the lid will not be replaced by WC, Cllr Fellowes is sourcing a quote for a new one The fence is not within the OSWG remit.

10, British Spring Clean

Cllr Sturmey reports that the national Litter pick campaign has been moved to 11-27th September, Cllr Colvin has offered to arrange although we must consider the grass will be fairly long and what covid-19 restrictions are in place at that time.

11, Budget

£1,366 left from 2019/20 + £1,000 2020/21

Less commitments

Notice boards 230

Dog bag dispensers 79

Poop bags 30

Bus shelter 282

Litter bin siting 207

Wood treat play 235

Approx Total £603 of £2366

£ 1763 left

+ signage & barrier roll & tin of treatment

Still to source from Feb notice board magnets

12, AOB – The OSWG would like an update on these matters to consider options to progress forward.

Unresolved Items to consider for review, taken from the PC minutes

Jan 19

Work on the War Memorial had been assessed, by Cllr Bond, 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

May 19

PC/19/16 New Drainage Scheme

It was established that further discussion and consultation with the Parish would be needed before any firm decisions were made on this subject. It was a disappointment that a representative from Wessex Water would not be able to attend the Parish Meeting scheduled for 28th May. Councillor Newbury commented on previous schemes that never came to fruition through the Wylie valley. He said in the "70 s, Warminster Rural District

Council were planning to install mains drainage for the Wylie valley but local government reorganisation intervened" and outlined that there would be personal cost and likely ongoing costs for sewage provision. Equally members of the Parish expressed concern that tenants in ex council housing were paying far more for the service they currently have than many others. There was also comment on changes to legislation in 2020. More research is to be undertaken and Councillors Colvin and Eastman would form a working party to gather more information based on the form issued by Wessex Water with a view to returning this item to a future agenda

Sept 19

C/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.

13, Recommendations

3, Advertise for volunteers to help with play area vegetation

4, Advertise a Thank you to all those who have helped with weeding and maintenance around the parish

Enquire into who placed the sign in the river with a view to moving it

5, Appoint Shelter Solutions to repair the Knook bus shelter

10, Decide if we want to take part in a village clean up this September

12, Update OWGS on review items

14, Date of next meeting – TBC

Covid 19 Risk Assessment for – Heytesbury Imber & Knook Parish Council @ July 2020 V2 Introduction: The pandemic has had an impact on organisations in many ways, meaning that working assumptions made prior to COVID-19 are no longer true. Lessons need to be learned and councils may need to adapt and change their operating procedures policies and practices. It is prudent for councils to reflect on their options before considering re-opening any facilities.

ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
Authority to Open	Has the Parish Council checked to ensure that its facilities can open?	Users	6	4	24	following updated government guidelines measures have been reduced	With additional warning signage, the play area could be opened
Insurance	Have you checked with your insurance company?					Yes	They are not giving specific advice
Personnel and staffing	Have you considered your staffing requirements?					Staffing the site is not the norm	No staff normally on site
Operating procedures and policies	Has your council's operating model changed?					Yes – adapted meetings to be held virtually, developing a new policy and risk assessment for Play area.	Recommendations put forward
Council Communication	How do you keep in touch?					Continued email Zoom meetings Set up What's app group Facebook Page for notices Web site	

Play Area	Hazard	Those in Danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments	Result
Play Area & Equipment at Heytesbury School playing field (Area leased to Parish Council)	Continuation of Covid 19 restrictions. Assessment to re-opening following changes in government guidelines from 4.07.2020	People/children using play equipment and visiting site	6	4	24	Parish Council to provide new signage to advise users to clean before and after use. Observe social distancing Don't use the facilities if busy Statement posted on Social media and Web site. Weekly Visual inspection of Play area by Councillor Fellowes Monthly written inspection actioned by Councillor Fellowes Annual inspection carried out by ROSPA Dated Insurance including Public Liability. Playground Risk Management Policy remains in place	Re-open at the start of the school holidays on 27.07.2020 The school will be closed and further assessment to take place before the return to school in September 2020.

Street Furniture	Hazard	Those in Danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments	Result
Notice Boards x 3 Heytesbury Knook Tytherington	Safety of staff, members & contractors	All who may wish to post or amend items	4	4	16	No posting of agendas at present, legislation Posting on Web site and Social media site remain in place Maintenance to notice boards which is due to take place will require contractor to be aware and take relevant precautions All notices to be removed from all boards	A
Benches 4 x Wooden 5 x Recycled 2 x metal and ownership unsure	Safety of staff, members & contractors	Repairs and maintenance to benches by contractors	4	4	16	Some benches due to be maintained, contractor to be aware and take relevant precautions	A
Dog Poop Bag Boxes	Safety of Members who carry out refills	All who refill	4	4	16	Members to take relevant precautions when refilling	A
Land							
Knook Allotment Land	Maintenance of grassed area	Users of Allotments Neighbours	4	4	16	Contractors to regularly cut grass Allotment Assoc to report any problems to Parish Council	A
	Allotment Plots	Allotment Holders	4	4	16	Allotment association to ensure social distancing in place and prepare own RA	U
	Tree Maintenance	Parish Council	4	4	16	Parish Council to follow advice received from qualified tree surgeons and carry out work accordingly.	A if following advice

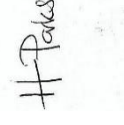
Buildings	Hazard	Those in Danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments	Result
Blind House	Visitors	Visitors pedestrians	4	4	16	Suggest that Key is not provided for visitors during restrictions.	U
Administration & Finance							
Failure to complete/submit Annual Return on time	Poor Auditors report Public confidence suffers	Clerk & Parish Council	1	3	3	Clerk has been able to maintain deadlines	A
Inability to pay invoices	Meet contractual deadlines	Parish Council	1	3	3	Clerk to carry out No restrictions during lock down measures	A
Meetings							
Closure of meeting venue	Business not transacted Decisions not made	Members Clerk	1	3	3	Virtual meetings established through the Zoom platform Public and press enabled to attend Minimal meetings to deal with relevant or urgent business only Review requirements for future agenda items by informal Zoom meetings Continue to run virtual meetings through the Zoom platform as it is envisaged that a meeting venue will not be available to the Parish Council.	A
Meeting Venue unavailable	Digital meetings to continue	Members & Clerk	1	3	3		

until 2021							Confirmation received from the School that the usual meeting venue is not available during Term 1 2020. This means that the school is closed to the PC until the beginning of 2021 and alternatives to be sourced or digital meetings to continue.	
Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Members	1	2	2	2	Meetings published on Facebook Page during lockdown restrictions Place articles in local newspapers/parish magazine Include public participation on all agendas and provide access to the Zoom platform Publish agendas and minutes on website	A
Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Noncompliance	Clerk	1	2	2	2	Clerk advertised public rights of inspection – consider all requests when made and how these can be provided during lockdown.	A
Insurance	Failure to prepare for Covid restrictions which may make insurance invalid	Members Liability	1	4	4	4	Clerk has contacted insurance company re play area who are not making any comments on current situation Expectation that Parish Council continues to observe government guidelines	A

Results Key – T = TRIVIAL RISK A = ADEQUATELY CONTROLLED RISK N = NOT ADEQUATELY CONTROLLED U = UNABLE TO DECIDE (MORE INFO UIRED)

RISK ASSESSMENT CARRIED OUT BY: Heather Parks

DATE: 12.07.2020 Signature:



RISK ASSESSMENT VALIDATED BY: Heytesbury Imber & Knook Parish Council

DATE: 21.07.2020

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1
Score	Priority	Action				
1 – 16	LOW	Action is required to reduce the risk, although low priority.				
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.				
37 – 100	HIGH	Action required urgently to control risks. Unacceptable Immediate action required				