



Heytesbury, Imber and Knook Parish Council
Parish Clerk Heather Parks FSLCC
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8th September 2020

**Agenda for the Meeting of
Heytesbury Imber & Knook Parish Council
through the Zoom Platform
on
Tuesday 15th September 2020
@ 6pm – please note earlier start time**

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:

<https://us04web.zoom.us/j/71045586948?pwd=WWJLNXA5Qnc3aVJBRVJHVC9ZVkZpdz09>

Meeting ID: 710 4558 6948

Passcode: 3PN4PD

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 21st July 2020 previously circulated

2.2. **To note** any matters arising from the minutes of the meeting held on 21st July 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 – 27/20 £37.50 Screwfix refund to P Fellowes Play Area Maintenance
Bacs – 28/20 £190.09 Bluehost – web hosting 3-year contract Refund to K Rattray
Bacs – 29/20 £144.00 Mirage Signs – Play Area opening signage
Bacs – 30/20 £107.39 idverde July Grounds Maintenance
Bacs – 31/20 £29.97 Amazon Refund to H Parks Magnets for notice boards
Bacs – 32/20 £28.00 H Parks refund for gift purchased Web site
Bacs – 33/20 £274.57 H Parks August Payroll
Bacs – 34/20 £68.60 HMRC August Payroll
Bacs – 35/20 £338.50 G W Shelter Solutions repairs to bus shelter
Bacs – 36/20 £300.00 Neat N Tidy Footpath Maintenance
Bacs – 37/20 £107.39 idverde August Grounds Maintenance
Bacs – 38/20 £149.04 Cartridge World refund to H Parks Toner for printer
Refund to Parish Council £55.44 for postage stamps not up to standard
Refund to Parish Council £19.99 non receipt of mesh for play area

6.2. Balances of the Bank Accounts for noting:

Treasurers Account £3122.81 @ 31st August 2020

Bus Instant Access £4195.89 @ 31st August 2020

6.3. Monthly financial report:

Members to receive the monthly report which outlines the current position year to date, and monthly reconciliations to 27th July 2020 for signing when able to do so.

6.4 Clerk's Salary

The National Pay Award has now been confirmed at 2.75% backdated to 1 April 2020. The increase and back pay are to be paid in September Salary. **Members to approve** the new annual pay at £4231.29 Monthly £352.61. The annual increase is £113.25

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 32

20/06731/FUL Site: 4 St James Court, Tytherington, BA12 7DX

Proposal:- Porch extension.

20/07209/TCA Site: Bridge House, Tytherington BA12 0EF

Proposal: Sycamore Tree – Fell

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

20/06079/FUL Site Location: Bournefield Mill Street Heytesbury BA12 0EE

Proposal: Erection of ancillary annex.

Comments: No objection but the annex should not be rented out or sold as separate accommodation in the future

20/06077/FUL Site Location: Duck Cottage 126 Park Lane Heytesbury BA12 0HE

Proposal: Detached double garage with new access

Comments: No Objection but if the garage plans were given permission it should be with the condition that it could not be subsequently changed to ancillary accommodation.

20/06752/TPO Site: 1 Victoria Gardens, High Street, Heytesbury, BA12 0HB

Proposal:- Work to TPO Trees T1 Yew Tree is to be reduced by up to 3 metres on top and 1 metre on laterals.

T2: Rowen is to be reduced in height by 2 metres and 1 metre in laterals.

Comments: No Objection

8. OSWG

8.1 Report from Meeting – Councillor Sturmeay has briefly reported that one bench has been finished, near the roundabout. The metal bench on St Johns corner will be painted. Two notice boards have been completed before work was rained off, but these should be completed soon.

A quote for repairing the log walk should have been received but the Clerk has nothing to report on this matter.

8.2 Recommendations from OSWG Meeting: None

9. Constitution and Policies

9.1 Virtual Meeting Policy V2

Members to adopt V2 of the Virtual Meeting Policy to comply with the amendment to the regulations which came into force on the 1st August 2020. Copy attached.

9.2 Standing Orders and Financial Regulations 2020 updated

Members to adopt the updated section of the Standing Orders following the internal audit which recommended adjusting the financial limit for the tendering of contracts. Standing Order 18 a/v has been amended and the relevant page has been posted to members. (Please insert in your existing copy)

Members to adopt the updated section of the Financial Regulation 11h has been amended and the relevant page posted to members. (Please insert into your existing copy)

9.3 Risk Assessment 2020

Members to approve the Risk Assessment for 2020 – see attached

9.4 Terms of Reference 2020

Members to adopt the updated ToR's with a new copy posted to all members. (Please destroy your existing copy)

10. Wild Swimming in the River Wylfe

Members to consider the letter received from the Piscatorial Society regarding the public using the river for wild swimming. A copy has already been circulated to all members, but a redacted copy is attached for reference.

11. Community Area Transport Group – (CATG)

The Clerk attended the recent virtual meeting and a short report outlining the update on the Parish items is attached. **For Noting**

12. Salt Bin Review

The Clerk has prepared a small report on the current situation with all Salt Bins in the Parish, which is attached. **Members to approve** the transfer of Heyt3 to the High Street, which would be through a request to Wiltshire Council. This would be an effective use of a facility where it is most needed.

13. BT Payphone Consultation

Members may recall the consultation on the removal of a payphone in High Street Heytesbury telephone number 01985 840621 which was discussed in December 2019. Here is an extract from the minutes:

PC/19/87 Payphone Consultation

The members proposed to defend the closure of the Payphone and put forward reasons for keeping it:

- *Mobile signal is poor in the village and in difficult weather conditions is often lost.*
- *Young people still use the phone box on a regular basis.*
- *The Payphone is situated near an accident black spot close to the A36*
- *Power cuts are often experienced, and this payphone is a lifeline*
- *Knook Army Camp is situated close by and the visiting troops use the payphone.*

Councillor Morris proposed commenting on the consultation and supplying the reasons given in the interest of keeping the payphone. Seconded councillor Hiscock. Voting unanimous in favour.

BT are proposing to remove the payphone again and Wiltshire Council have asked for any details of objections or support for the removal. **Members to make a decision** on the potential removal and any comments they wish to make.

In view of the confidential nature of the business about to be transacted the Public and Press are excluded from item 14. The public and press will be invited to return to the meeting after the item has been completed.

14. Allotment Site Maintenance

Members to consider the previous reports put forward and make a decision on the work required.” *Members are encouraged to follow the recommendations to the letter. Ash dieback is infecting trees at an alarming rate and the longer the work is not carried out on the trees as recommended the more fragile they become.*” This is the recommendation from the three- year survey and the contractor has not deviated from this. No other options have been received. Members are asked to approve the one quotation and enable the work to be carried out in full. **For Decision. Members** - please refer to your original papers supplied for the details.

15. 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.

16. Correspondence Issued to members 14.07.2020 – 08.09.2020 For Noting

Wiltshire Council Covid daily update – no longer daily but last issued on 4.09.20

13.07.20 – Neighbourhood Alert – Crime prevention advice for van owners

15.07.20 – Wiltshire News

16.07.20 - Neighbourhood Alert – Welfare checks modern slavery

18.07.20 - Neighbourhood Alert – Do you have CCTV at home?

22.07.20 - Neighbourhood Alert – Report concerns about vulnerable people

23.07.20 - Briefing Note 20-25 Leisure centres re-opening

27.07.20 - Neighbourhood Alert – Burglary safety campaign

29.07.20 – Briefing Note 20-26 Three libraries to open

30.07.20 – Wiltshire News

31.07.20 – Neighbourhood Alert – Neighbourhood Watch impact survey

31.07.20 – Neighbourhood Alert – RWB police station re-opens

03.08.20 – Legal Topic Note NALC LO1-20

04.08.20 – Briefing Note 20-27 Temporary Pavement Licences

06.08.20 – Neighbourhood Alert – August E newsletter

06.08.20 – Neighbourhood Alert – Tackling anti-social behaviours

06.08.20 – Neighbourhood Alert – Car owners urged to be alert

07.08.20 – Neighbourhood Alert – When did you last check on your shed?

13.08.20 – Community Led Housing update via email

13.08.20 – Letter from the Piscatorial Society

14.08.20 - Briefing Note 20-28 Planning Update

19.08.20 – Road Closure notice Park St/Park Lane

21.08.20 – Neighbourhood Alert Victims of Sextortion

21.08.20 – Wiltshire News

27.08.20 – Community First AGM invitation (online)
28.08.20 – Wiltshire News
02.09.20 – Walc September Newsletter
04.09.20 – Wiltshire News
08.09.20 – Neighbourhood Alert September E Newsletter

REPORT DATE

01/09/2020

		BUDGET	YEAR TO DATE	REMAINING
RECEIPTS				
Precept	PRE	15860.00	7,330.50	8529.50
Interest	INT		0.85	
Misc (and Refunds)	MIS		904.92	-904.92
Ear	EAR	5700.00	0.00	5700.00
			8,236.27	13324.58

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	574.19	425.81
Grounds Maintenance	GMT	2100.00	1,136.95	963.05
Insurance	INS	1300.00	1,111.88	188.12
IT	IT	500.00	242.07	257.93
Misc	MIS	500.00	29.97	470.03
Misc	MISos	500.00	588.00	-88.00
Printing/Stationary/Postage	STA	750.00	390.36	359.64
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	1,715.85	2784.15
Subscriptions	SUB	510.00	350.94	159.06
Training	TRA	500.00	0.00	500.00
			8,898.85	5161.15

						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 Wylie 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
15/06/2020	123 Reg domain renewal Refund A Perry	Bacs 17/20	IT		23.98			10,383.75
23/06/2020	idverde - installation of Bin at The Mill	Bacs 19/20	MISos		249.50			10,134.25
26/06/2020	H Parks June Payroll	Bacs 14/20	SAL		274.57	195.34	39.06	9,859.68
26/06/2020	HMRC June Payroll	Bacs 15/20	SAL		68.60	207.92	41.58	9,791.08
28/06/2020	idverde April 2020 Grounds Maint contract	Bacs 20/20	GMT		107.39	89.49	17.90	9,683.69
28/06/2020	idverde May 2020 Grounds Maint contract	Bacs 21/20	GMT		107.39	89.49	17.90	9,576.30
28/06/2020	idverde June 2020 Grounds Maint contract	Bacs 22/20	GMT		107.39	89.49	17.90	9,468.91
28/06/2020	The Sign Shed Refund to H Parks	Bacs 23/20	EQUos		40.50	33.75	6.75	9,428.41
28/06/2020	True Traders Ltd Amazon Refund to H Parks	Bacs 24/20	EQUos		67.79	56.50	11.29	9,360.62
09/07/2020	Interest		INT	0.17				9,360.79
13/07/2020	REFUND of orange mesh not delivered 24/20		MISC	19.99		16.65	3.33	9,380.78
15/07/2020	REFUND of postage 2/20		MISC	55.44		46.66	9.24	9,436.22
15/07/2020	Screwfix Mesh Fencing refund to T Fellowes	Bacs 27/20	EQUos		23.99	20.00	3.99	9,412.23
15/07/2020	Srewfix Cable ties refund to T Fellowes	Bacs 27/20	EQUos		13.51	11.26	2.25	9,398.72
22/07/2020	K Rattray refund for Bluehost x 3 years	Bacs 28/20	IT		190.09			9,208.63
22/07/2020	Mirage Signs	Bacs 29/20	EQUos		144.00	120.00	24.00	9,064.63
22/07/2020	idverde July 2020 Grounds Maint contract	Bacs 30/20	GMT		107.39	89.49	17.90	8,957.24
22/07/2020	Amazon magnets for notice boards, refund to H Parks	Bacs 31/20	MIS		29.97	24.96	5.01	8,927.27
24/07/2020	H M Parks July Payroll	Bacs 25/20	SAL		274.57			8,652.70
24/07/2020	HMRC July Payroll	Bacs 26/20	SAL		68.60			8,584.10
26/07/2020	H M Parks Refund for gift IT Support	Bacs 32/20	IT		28.00			8,556.10
07/08/2020	G W Shelters	Bacs 35/20	MISos		338.50	282.08	56.42	8,217.60
09/08/2020	Neat N Tidy	Bacs 36/20	GMT		300.00			7,917.60
10/08/2020	Interest		INT	0.15				7,917.75
19/08/2020	Cadrtirdge World Refund to H Parks	Bacs 38/20	STA		149.04	124.20	24.84	7,768.71
21/08/2020	idverde August 2020 Grounds Maint contract	Bacs 37/20	GMT		107.39	89.49	17.90	7,661.32
27/08/2020	H M Parks August Payroll	Bacs 33/20	SAL		274.57			7,386.75
27/08/2020	HMRC August Paroll	Bacs 34/20	SAL		68.60			7,318.15

TOTALS:

8,236.27	8,898.85	4,424.34	538.83
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Reconciliation:

<u>Deposits</u>	<u>Payments</u>	<u>Balance</u>
8,236.27	8,898.85	£7,318.15

LLOYDS BANK



Your account statement
Statement sheet number: 35
Issue date: 5 August 2020
Page: 3 of 4

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

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Andover
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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 (£)
22 Jul 20		BALANCE BROUGHT FORWARD			5,092.24
22 Jul 20	Faster Payment	MIRAGE SIGNS 400000000631381614 HEYTESBP 404523 10 22JUL20 17:05	144.00 ✓		4,948.24
22 Jul 20	Faster Payment	K RATTRAY 200000000624738168 HIK PC 070436 10 22JUL20 17:07	190.09 ✓		4,758.15
23 Jul 20		RETURNED DD		~~3.90~~	4,762.05
24 Jul 20	Bill Payment	H M PARKS	274.57 ✓		4,487.48
24 Jul 20	Bill Payment	HMRC - ACCOUNTS OF	68.60 ✓		4,418.88
27 Jul 20	Faster Payment	H M PARKS 500000000628550605 JULY PAYROLL 070436 10 27JUL20 09:23	57.97 ✓		4,360.91
27 Jul 20		BALANCE CARRIED FORWARD			4,360.91

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.

4360.91
4195.74

8556.65

.55 owed to H Parks

8556.10 @ 27/7/2020.

4360.91
5092.24

Messages

LLOYDS BANK



Your account statement
Statement sheet number: **34**
Issue date: **5 August 2020**
Page: **1 of 4**

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HAYTESBURY IMBER & KNOOK PARISH COUNCIL
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Account number: **00085129**
BIC: **LOYDGB21294**
IBAN: **GB74 LOYD 3099 1300 0851 29**



TREASURERS ACCOUNT

HEYTESBURY IMBER & KNOOK PARISH COUNCIL

Account Summary

Balance On 3 July 2020	£5,273.34
Total Paid In	£79.88
Total Paid Out	£992.31
Balance On 27 July 2020	£4,360.91

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
3 Jul 20		BALANCE BROUGHT FORWARD			5,273.34
10 Jul 20	Faster Payment	H M PARKS 200000000620256172 23.24 REFUND 070436 10 10JUL20 13:03	108.29		5,165.05
15 Jul 20	Faster Payment	PARKS HEATHER <i>should be £75.43</i> HMP FP20197015055402 070436 10 15JUL20 09:59		75.98	5,241.03
16 Jul 20	Faster Payment	EFD & PM FELLOWES 400000000628969707 HIK PARISH COUNCIL 180002 10 16JUL20 08:34	37.50 ✓		5,203.53
22 Jul 20	Direct Debit	BAUER CONSUMER MED <i>NOT CLOS</i> 300000058779	3.90		5,199.63
22 Jul 20	Faster Payment	IDVERDE LTD 200000000624737700 HEY02/GM786193 300009 10 22JUL20 17:05	107.39 ✓		5,092.24
22 Jul 20		BALANCE CARRIED FORWARD			5,092.24

PIH60A32100000

M32A8604T57 D32A860508U

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LLOYDS BANK



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HAYTESBURY IMBER & KNOOK PARISH COUNCIL
MRS A PERRY
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WILTSHIRE
BA12 9LB

Your account statement
Statement sheet number: **98**
Issue date: **5 August 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**

BUS BANK INSTANT

HEYTESBURY IMBER & KNOOK PARISH COUNCIL

Account Summary

Balance On 3 July 2020	£4,195.57
Total Paid In	£0.17
Total Paid Out	£0.00
Balance On 9 July 2020	£4,195.74

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
3 Jul 20		BALANCE BROUGHT FORWARD			4,195.57
9 Jul 20		INTEREST (GROSS)		0.17	4,195.74
09 Jul 20		BALANCE CARRIED FORWARD			4,195.74

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

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
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	
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	Approved
14.05.20	20/03886/TCA	Site Location: Apple Tree Cottage Newtown Heytesbury BA12 OHN 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 OHT 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	No Objection

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
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	No Objection
02.07.20	20/05477/TCA	Site Location: Cotley Hill House Little London Heytesbury BA12 OES Proposal: Turkey Oak & Copper Beech - Remove lowest tier of branches	24.07.20	Meeting No Objection	Beverley Griffin	No Objection
21.07.20	20/05579/HRN	Site Location: Land adjacent to Heytesbury Pumping Station BA12 OHS Proposal: Removal of 6m of hedgerow (to be reinstated at a later date)	12.08.20	Email No Objection	Shane Verrion	No Objection
10.08.20	20/06079/FUL	Site Location: Bournefield Mill Street Heytesbury BA12 OEE Proposal: Erection of ancillary annex.	08.09.20	Email	Katie Tregay	
21.07.20	20/06077/FUL	Site Location: Duck Cottage 126 Park Lane Heytesbury BA12 OHE Proposal: Detached double garage with new access	08.09.20	Email	Verity Giles-Franklin	
21.08.20	20/06752/TPO	Site: 1 Victoria Gardens, High Street, Heytesbury, BA12 0HB Proposal:- Work to TPO Trees T1 Yew Tree is to be reduced by up to 3 metres on top and 1 metre on laterals. T2: Rowen is to be reduced 7n height by 2 metres and 1 metre in laterals.	12.09.20	Email	Shane Verrion	
21.08.20	20/06731/FUL	Site: 4 St James Court, Tytherington, BA12 7DX Proposal:- Porch extension.	18/09/20	Meeting	Selina Parker-Miles	

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
24.08.20	20/07209/TCA	Site Location: Bridge House Tytherington Road Heytesbury BA12 OEF Electoral Division: Proposal: T1 - Sycamore tree - fell	15.09.20	Meeting	Sue Morgan	

Date agenda to be sent out: 8.09.20

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



Heytesbury Imber & Knook Parish Council

Virtual Meeting Policy V2

August 2020

Introduction

- 1.1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") came into force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. They also remove the requirement to hold an annual meeting. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings held in England.

This policy has been updated to take account of the changes made to the 2020 Regulations by the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020 in force on 1st August 2020.

- 1.2 The term "local Council" refers to parish councils, town councils and councils using alternative styles.
- 1.3 Local Authorities are required to hold meetings to make decisions. The current declared Pandemic is likely to meet the test that these times are exceptional and alternative arrangements are being put in place to enable the Parish Council to carry out its normal business.

2. Scope and Objectives of the Policy

- 2.1 The aim of this policy is to try and keep to Heytesbury Imber & Knook Parish Council's usual approach to meetings and follow the adopted Standing Orders as much as possible.
- 2.2 The digital meeting platform Zoom will be used to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices, desktops and fixed room systems. and the relevant software will need to be downloaded to be used by all members, public and press.
- 2.3 All members to download the software to their preferred equipment.
- 2.4 Normal Standing Orders and Financial Regulations are in operation and used to guide the meeting in a similar way as if persons were present in a physical meeting place.

3. Publishing the agenda and providing documents

- 3.1 The clerk will prepare the meeting agenda as normal and this and all supporting papers will be published on the Parish Council website at least three clear days before a meeting. A hard copy of the agenda items will be fixed to the three Parish notice boards at least three clear days before a meeting.
- 3.2 Agendas will be emailed to all members or posted as normal. Digital copies will also be sent to the press and the Wiltshire Council elected member.
- 3.3 To enable the press and members of the public to "attend" the digital meeting, Login details will be published on the agenda invitation.



Heytesbury Imber & Knook Parish Council

- 3.4 The full agenda pack will be downloadable from the Parish Council website.
- 3.5 It will be the responsibility of the attendee to navigate and access the meeting through the relevant software required.

4. Behaviours and Conduct

- 4.1 The chairman of the council will chair the meeting
- 4.2 The extant Code of Conduct will apply to all
- 4.3 Attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.
- 4.4 The Chairman reserves the right to remove attendees displaying disorderly conduct not conducive to the flow and order of the meeting.

5. Declaring of Interests

- 5.1 Members will declare an interest as normal if it is pecuniary.
- 5.2 Members will leave the meeting and retire to the virtual meeting room which will remove them from the discussion. They will be invited back after the relevant item has been completed.

6. Public Participation

- 6.1 The public have a right to observe and normal arrangements will apply.
- 6.2 Members of the Public will be able to speak in the normal "Public Participation" section of the agenda.
- 6.3 The Chairman will ascertain who wishes to speak and allow the normal time to make comment on any item on the agenda.
- 6.4 The Clerk will explain to observers how the meeting will be run and how and when they can speak.

7. Council Decisions

- 7.1 All agenda items will clearly define the decision required.
- 7.2 All members will be muted or asked to mute themselves to keep background noise to a minimum.
- 7.3 If everyone is able to join by video, then the raising of hands will be possible to indicate their voting preferences. This will be verbally checked by the Chairman and or Clerk.

8. Confidential Matters

- 8.1 Confidential matters will be dealt with by excluding members of the public and press at the appropriate announce section of the agenda. Once completed, the public and press will be invited back to the meeting. The exclusion will take place in a Zoom waiting room.

9. Minutes

- 9.1 Draft minutes will be produced by the Clerk and published as normal.



Heytesbury Imber & Knook Parish Council

Standing Orders 2020

Adopted by Parish Council

September 2020

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form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and

- expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£10,000** due to special circumstances are exempt from a tendering process or procurement exercise.



**Heytesbury, Imber &
Knook
Parish Council**

FINANCIAL REGULATIONS

2020

**Adopted by Parish Council
September 2020**

FINANCIAL REGULATIONS

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authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the Clerk.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The Clerk shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Clerk shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk shall act after consultation with the Chairman and Vice Chairman of Council); and
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
 - b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.¹

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).²
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 80, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain three quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk shall strive to obtain three estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The Council shall not be obliged to accept the lowest of any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments. In any case where it is estimated that the total cost of work

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

Risk Assessment for – Heytesbury Imber & Knook Parish Council 2020-2021

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
	Play Area							
1	Play Area Equipment and Signage	Play Equipment Vandalism Cost of Replacement Wear and Tear	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a qualified Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability. Covered by Playground Risk Management Policy Covered by Covid Risk Assessment 2020 V1 & 2 Finance to be put in place for maintenance/replacement	A
	Street Furniture							
2	Notice Boards x 3 Heytesbury Knook Tytherington	Vandalism Impact Damage Cost of Replacement	Pedestrians	4	1	4	Visual checks when posting agendas Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	T
3	Benches 4 x Wooden 5 x Recycled 2 x metal and ownership unsure	Vandalism Impact damage Cost of Replacement	Pedestrians	4	4	16	Annual visual inspection required and followed up with maintenance Dated insurance, including Public Liability	N

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
							Make contingency provision in Parish Council Reserves	
4	Dog Poop Bag Boxes	Vandalism Impact damage Cost of replacement	Pedestrians	4	4	16	Visual inspection required and following with maintenance Make contingency provision	A
	Land							
5	Knook Allotment Land	Maintenance of grassed area	Users of Allotments Neighbours	2	2	4	Contractors to regularly cut grass Allotment Assoc to report any problems to Parish Council	A
6	Knook Allotment Land	Management of Trees	Users of Allotments Neighbours	4	6	24	Survey by qualified tree surgeon Members to act on any advice given	N
	Buildings							
7	Blind House	Management of listed building	Visitors Pedestrians	4	4	16	Annual inspection required and maintenance work undertaken with advice from English Heritage	N
	Administration & Finance							
8	Laptop & Printer	Cost of replacement Repair cost Accidental Damage Theft	Clerk Councillors Parishioners	4	4	16	Dated Insurance Including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
9	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk & Parish Council	1	4	4	External hard drive Monthly back up	A

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
10	Failure to complete/submit Annual Return on time	Poor Auditors report Public confidence suffers	Clerk Parish Council	1	3	3	Clerk to maintain diary Experienced Clerk in post and aware of requirements	A
11	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk Decision by members on budget sub	1	3	3	Clerk to respond to Wiltshire Council notices Agenda item for Members to consider and approve.	A
12	Finances	Misappropriation of Council funds Financial Loss	Public Services	1	2	2	All banking arrangements and changes to banking services approved by Council and recorded in the minutes. Hard copy of mandate kept permanently on file. Pay all invoices by cheque/internet banking. Approval signed by two members and two signatories approve internet payments in addition Monthly reconciliation of bank statements to be signed by a member at meetings and minuted Internal audit carried out annually on a selection of transactions	A
13	Failure to account for and recover VAT	Wasted resources	Clerk	1	3	3	Ensure Council understands and complies with current VAT legislation to account for income and expenditure All invoices and payments to be addressed to the Parish Council to comply with VAT regulations List of all eligible invoices to be recorded ready for submission at the end of the financial year	A

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
14	Orders for works, goods, and services Monitoring of performance against agreed standards under partnership agreements	Unable to fulfil responsibilities	Public Service	1	2	2	Written instructions by Clerk with specification agreed by decision of Council Reports to Council on progress/completion of 4 projects Internal Audit to highlight issues	A
15	Inadequate annual precept and unsound budget	Insufficient resources to meet commitments	Members	1	4	4	Clerk and Members to build sound budget, using risk register and known commitments. Members to consider Reserves held Members to plan for future needs	A
16	Failure to stay within agreed budgets	Inadequate control Potential wasted resources	Members Clerk	1	2	2	Members to receive regular reports on spend to date to avoid exceeding budgets without sound reason	A
17	Holding excessive or inadequate reserves	Poor use of resources Inability to meet commitments	Members	2	3	6	Clerk and Council to review as part of budgeting process Reserves to be set in line with current regulations (3 months operating costs) and projects agreed	A
18	Fraud by Clerk	Reputation Costs Litigation	Clerk	1	3	3	Adequate internal review Regular reporting to members	A
19	Fraud by Members	Reputation Costs Litigation	Clerk & Members	1	3	3	Adequate internal review Regular reporting to members through meetings Control systems for managing expenditure	A

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
20	Payroll and HMRC requirements met	Payment of salary not in line with legislation	Clerk & Members	1	3	3	HMRC payroll service met Monthly payment of Tax & NI P60 provided to officer	A
21	Failure to keep an up to date Fixed Asset Register	Failure to insure correctly Loss/damage	Parish Council Clerk & Members	2	2	4	Internal Audit would raise questions	A
22	Damage to Fixed Assets which Includes vandalism	Cost of repair Loss of Service	Users Clerk Members	4	2	6	Maintain inspection regime Maintain insurance	A
23	Inadequate insurance	Balance of costs to be found	Clerk Members	1	4	4	Council to review annually Members to sign off annual costs	A
	Democratic							
24	Failure to attract sufficient candidates for Member vacancies or elections	Reduced representation in Parish Lack of resource Possible meetings inquorate	Members	2	2	4	actively publicise Council activities seek candidates amongst friends and colleagues publicise elections & vacancies on notice boards, Parish Newsletter, and website Active co-option policy in place	A
25	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Members Clerk	1	3	3	issue annual meeting calendar to all members issue meeting agendas promptly record attendance	T
26	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Members	1	2	2	meetings publicised on notice boards use Annual Parish Meeting place articles in local newspapers/parish magazine include public participation on all agendas ensure seating available at meeting for public publish agendas and minutes on website	T

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
27	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliant	Clerk	1	2	2	Clerk to advertise facility, and respond to requests	A
28	Members acting alone outside meetings	Members breaching compliance Indemnity invalid Personal risk	Members	2	2	4	obtain and read 'Good Councillor Guide' avoid making commitments on behalf of the council attend relevant training courses	A
29	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of fairness or bias	Members	1	2	2	Members to regularly update when circumstances change	A
30	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	2	2	2	Internal Councillors trained to undertake wide range of financial and administrative tasks. External Locum Panel of experienced Parish and Town Clerks provided by the Society of Local Council Clerks able to assist in an emergency Check in with Officer on potential issues and address	A
31	Inaccurate, untimely, improper minutes	Confidence undermined Poor evidence for decisions made	Clerk & Members	1	3	3	Clerk to check minutes with Chairman within 10 days after meeting Draft minutes published	A
32	Council decisions not implemented	Possible losses Reputation risk arises Confidence undermined	Clerk & Members	1	4	4	Record of actions taken and advised to members through official agendas and minutes	A
33	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

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

RISK ASSESSMENT CARRIED OUT BY: Heather Parks

DATE: 31.08.2020 Signature:

RISK ASSESSMENT VALIDATED BY: Heytesbury Imber & Knook Parish Council

DATE: 15.09.20 Minute Number

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				



12th August 2020

To whom it may concern,

Ref: Public Access and Wild Swimming in the River Wylfe (SSSI/SAC) at Heytesbury.

I am writing to you on behalf of the Piscatorial Society; the owners of fishing rights on the River Wylfe at Heytesbury, Wiltshire.

Over the past few months we have noticed a significant increase in the number of individuals, mostly young children, entering the river via the public footpath and riverbank and 'wild swimming' in the river at Heytesbury Mill, and also occasionally upstream and downstream of the Mill.

Whilst in the past we have tolerated a limited amount of access by locals paddling and swimming in the confines of the Mill pool, the recent increase in numbers has been somewhat alarming and has raised our concerns to the point where we now feel we need to clearly identify with ALL interested parties, the potential health and safety risks associated with swimming in the river, in the hope that we can work with you to find solutions to help reduce the potential liabilities in the event of an accident, illness or injury.

Our concerns are that the riverbank and the public footpath adjacent to the Mill pool are not owned by The Piscatorial Society and we do not have any control over members of the public who trespass on private land to access the river. We are concerned that there could be debris in the river and that swimmers could incur injuries.

There is also the question of pollution where there are of course a number of sources of bacteria entering rivers from point discharge and diffuse pollution including:

- agricultural and urban run-off
- manure and slurry applications to land
- faeces from farm animals, rodents (Weils disease), wildlife and pets
- discharges from private septic tanks

- runoff from highways and surface water drains, and misconnections (foul drainage from properties incorrectly connected into the surface water system by the homeowner).

As you will no doubt be aware, all of these sources prevent our rivers from meeting a standard that's deemed to be safe for swimming.

Historically, our approach has been to install and maintain hazard signs upstream and downstream of the Mill, on the areas of land that fall under our responsibility. However, as we do not own the riverbanks on either side of the Mill pool area, we would strongly advise that you undertake a similar approach and that you install appropriate signage on the public footpath and those areas where you have a legal responsibility.

We are now taking steps to inform all other owners and parties who we feel have a role to play in making this area safe, as identified below.

If you could please confirm receipt of this letter and provide the name and email address for any further correspondence it would be greatly appreciated.

I look forward to hearing you.

Yours sincerely,



Director of Fisheries

Copies sent to:

Owners of Heytesbury Mill
Wiltshire County Council
Heytesbury Parish Council
Environment Agency
Natural England
Warminster Police
Warminster Fire & Rescue
Wessex Water

CATG meeting 14th August 2020

Report to Heytesbury Imber & Knook Parish Council

6024 Heytesbury High Street 06/02/20 MR explained the use of 'unsuitable for HGV's' signs at the junction with the A36 would not be correct. Agreed that existing sign be relocated from Park Lane to Park St. / High St junction. MR and DN to discuss and arrange. 10/08/20 Meeting took place 14/02/20 with DN. MR to provide design to DN. Local highways have now ordered the sign and this will be installed once ready. No timescales can be provided but the Clerk will keep members informed. There would be no charge to the Parish.

This item is now closed.

17-19-2 (23/09/19) A36 / B390 Chitterne Heytesbury PC request measures to improve safety at the junction of A36 / B390 Knook 18/06/20 MR has liaised with HE re. possible future work programmes are awaiting a response 10/08/20 No update to rep

This item remains on the agenda and contact with HE is still sought.

Chittern Parish Council wish this item to be included with their own item about the future of Stonehenge tunnel and increased traffic.

The Clerk suggested that Chitterne should formally approach members of HIK with their concerns so that a discussion could take place, but this item was about safety at this junction and not about the village of Chitterne. Below are details of the Chitterne issue.

17-20-6 B390 Chitterne Volume of traffic in general using the B390 as a rat run to avoid the A303/A36, particularly the tour buses/coaches travelling from Stonehenge to Bath and vice versa. 10/08/20 1-week coach survey estimated cost £1350. Unlikely to achieve meaningful data at present time.

The decision on the new tunnel was likely to be in November 2020, after a recently announced delay, and the group felt the coach survey should take place when business was back to normal. At present, tours had not been set up again due to Covid 19. Further update at the next CATG meeting.

Next meeting 12th November 2020.

Heytesbury Imber & Knook Parish Council – Salt Bin review 2020

HEYT 1	Westlands	Full
HEYT 2	Little London West	Requires Filling
HEYT 3	Little London East	Full
HEYT 4	Opp Greenlands	Full
HEYT 5	Newtown	Full
HEYT 6	Junction A36 north	Full
HEYT 7	Mantles lane	Full
KNOOK 1	Off Junction with A36	Full
Knook Camp	Trunk Road	Full – this is not listed but for you to be aware of. Responsibility of HE
Tytherington	Main Road – next to Parish Notice Board	2/3rds full

Following the review, it is recommended that Heyt 3 Little London East is moved to the High Street Between the telephone box and waste bin. It has been established that this bin has not been used for at least three seasons and would appear not to be required at this space.

It would be beneficial to the Parish to have a salt bin where maximum footfall is, near the school, church and businesses.