



Heytesbury, Imber and Knook Parish Council
Parish Clerk Heather Parks FSLCC
2(B) Prestbury Drive Warminster BA12 9LB
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www.heytesburyparish.co.uk

6th April 2021

**Agenda for the Meeting of
Heytesbury Imber & Knook Parish Council
through the Zoom platform
on Tuesday 13th April 2021
@ 7pm**

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 Sturmev.

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:

Meeting ID:

It is recommended that login takes place at least 5 minutes before the start time.

<https://us02web.zoom.us/j/86529688156?pwd=SGRaQktTWkhWRmFuL1YzMXBhbj1UT09>

Meeting ID: 865 2968 8156

Passcode: 702005

Find your local number: <https://us02web.zoom.us/j/kczjMFpbno>

1. Apologies

To receive apologies.

2. Minutes

- 2.1. **To approve** as a correct record the minutes of the meeting held on 19th January and 16th February 2021 previously circulated.
- 2.2. **To note** any matters arising from the minutes of the meeting held on 19th January and 16th February 2021.

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.

To say farewell to the Parish Council members after their four-year election period. The next meeting of the Parish Council will be with those who are elected on the 6th May.

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 – 68/21 £ 1178.40 Wessex Tree Care Ltd

Bacs – 69/21 £37.00 Tudor Environmental Sanitiser for Play Area

Bacs - 70/21 £282.21 H M Parks February payroll

Bacs – 71/21 £70.40 HMRC February Payroll Tax

Bacs – 72/21 £250.00 PCC Heytesbury Grant

Card – 73/21 £14.39 Zoom February

Bacs – 74/21 £36.00 Walc Training V Sturme

Bacs – 75/21 £282.01 H Parks March Payroll

Bacs – 76/21 £70.60 HMRC March Payroll Tax

Card – 77/21 £23.98 Tudor Environmental Sanitiser for play area

Bacs – 78/21 £112.00 SLCC Annual membership

Card – 79/21 £11.40 Amazon Stamps

Card – 80/21 £14.39 Zoom March

WALC annual subscription invoice received for payment £341.05. Members to approve. To be paid by 31st May 2021

6.2. Balances of the Bank Accounts for noting:

Treasurers Account @ 31.03.2021 £2066.74

Bus Instant Access @ 31.03.2021 £14,696.59

6.3. Monthly financial report:

Members to receive the monthly report which outlines the end of year position, and monthly reconciliations for signing when able to do so.

6.4 Ear Marked Reserves 2021/2022

Members to approve the EAR for 2021/2022

3 months operating costs	3,665 general reserves
Play Equipment	10,000 from grant funding and general reserves
Outside Spaces	1,000 continued from 19/20
IT	250 underspend 2020 – see below
Room Hire	200 underspend 2020 and to assist with the potential additional costs required during transition from the Covid restrictions.

Total EAR	15,115
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6.5 Grant

Heytesbury Football Club Grant application for £215 which will come from the Parish Council's 2021/2022 budget.

The accounts show a balance of £849.01. *n.b.£500.00 from this balance must be spent in April on Pitch maintenance as a condition of a football foundation grant so the true balance is £349.01. The accounts have been sent separately for members information.*

For decision.

6.6 Asset Register

The Clerk is updating the Asset Register to 31.03.2021. There continues to be difficulty in the recording of two items, the War Memorial and The Blind House. No records are available to the Clerk to identify ownership of the two sites, yet a value is in the Asset Register as £6756 for the War Memorial and £22517 for the Blind House. The value stated for the Blind House seems to relate to building costs when the work was carried out. Neither are satisfactory for the insurance schedule, as both would require substantially more than these sums to repair any major damage or cover rebuilding costs. Therefore, it would be unlikely that a claim would be paid.

For the Asset Register, members to approve the removal of any value and if ownership can be confirmed, list it as £1.

To be included for valuation for insurance purposes, members will need to establish re-building costs.

For decision and further instruction.

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 36.

21/02138/FUL Site Location: Knook Camp, Knook BA12 0JB

Proposal: Construction of a new pedestrian footbridge over the B390 connecting Knook North and South Camps for use by military personnel and visitors to the camp.

Members propose submitting the following response.

The Parish Council has no objections to the planning application to install a pedestrian bridge, acknowledging that the increased use of the camp means provision for safety is required on this busy road. However, in addition, the PC would like to make the following comments:

(1) With the clear increase in the use of the camp it is a good reason for the MOD to consider working with Wiltshire Council Highways to contribute financially and make improvements to the junction with the A36, to improve traffic flow and make it safer for all.

(2) Has full consideration been given, or could be given, to all options, and if so was the bridge considered to be the only viable option.

(3) A bridge will visually impact the area. The galvanised steel should be painted green to make it blend in better with the environment.

21/01541/FUL Site Location: 2 Railway Cottages Station Road Heytesbury BA12 0EH
Proposal: Alterations to existing buildings, to include provision of bay windows to the main house, raising roof line and increase floor area of an existing garage, addition of lean-to tractor and storage sheds to existing elevations and building a freestanding summer house (outdoor seating area)

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

21/01477/FUL Site : Sundew 20 Newtown Heytesbury BA12 0HN

Proposal: Single storey extension

No Objection

8. OSWG

8.1 Report from Meeting – Members to receive the report from the meeting held on 23 March 2021, attached.

8.2 Recommendations from OSWG report

- Council to discuss and approve a consultation paper and agree how this will be circulated.
- Nominate a member to talk to the school and Acorn Trust about the lease agreement and possible options for additional space.
- The Parish council installs the new bag dispenser close to the existing waste bin in Newtown (see item 9 below)

9. Dog Bag dispensers

Members to debate continuation of the supply of dog bag dispensers and dog bags generally. This will include a decision on whether to install the new bag dispenser in Newtown.

For Decision

10. Meetings

Members have been made aware of the reinstatement of public meetings from the 6 May 2021. Please see report to the Council attached.

The Clerk has booked all scheduled meetings in Heytesbury school hall, but it will be incumbent on attendees to follow current legislation in respect of social distancing,

test and trace and sanitising. This applies to any member of the public as well . The Parish Council will also need to follow the school guidelines.

The Clerk will issue a full Risk Assessment to all members so that they are aware of requirements.

The annual meeting of the newly elected Councillors will take place on May 18 at 7pm.

The Clerk will be following the advice laid out in Luke Hall's letter dated 25 March, copy attached for members reference, as well as the Governments document Covid-19 Guidance for the safe use of council buildings.

The Clerk will require approval to purchase sanitiser, thermometer and wipes. Costs not known at this stage but anticipated to be around £50.

The Parish meeting is scheduled to take place on the following Tuesday 25 May and the Clerk is recommending to members that this meeting should be delayed until restrictions have lifted. **Members to approve to postpone this meeting until a later date.**

11. Community Area Transport Group (CATG)

The minutes of the most recent CATG meeting were forwarded to members on 1 March for information. Councillor Colvin attended on behalf of the Parish Council and she reports back as follows:

- "Chittern Junction - still waiting for Highways England to respond but this will be chased, we discussed arrows and grass cutting.
- Park Lane – Highways will come and look to see where it might be possible to put up more warning signs and then respond to the Parish Council.
- Buggy access - Once covid restrictions are lifted Highways will come and walk around the village with one of the councillors to discuss what might be possible to improve."

12. Park Lane Grips

The Clerk has discussed the possibility of additional grips in Park Lane to alleviate water on the lane. Wiltshire Council would require written permission from private landowners should additional grips be required on any land other than Highways owned areas. Members to consider and instruct the Clerk accordingly.

13. Meeting with Dr Andrew Murrison MP

Members to note the comments the Clerk collated from members for the online meeting with Dr Andrew Murrison, which are attached. Members are aware that the legislation surrounding virtual meetings will not be extended. No response received yet re the Chitterne Junction.

14. 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 site.

15. Correspondence Issued to members 13.01.21 – 05.04.21 For Noting.

- 13.01.21 – Wiltshire Local Plan and Gypsy and Travellers Plan consultations
- 14.01.21 – Wiltshire Council Briefing Note 21-01 Future Chippenham programme
- 20.01.21 – Census 21 Newsletter
- 02.02.21 – CPRE Best Village competition
- 08.02.21 – WALC February Newsletter
- 12.02.21 – Election briefing
- 15.02.21 – Wiltshire Climate Alliance – Wiltshire Plan consultation
- 17.02.21 – Briefing Note 21-03 Asymptomatic testing
- 01.03.21 – CATG minutes
- 02.03.21 – WALC March Newsletter
- 26.03.21 – Remote meetings – WALC notice
- 29.03.21 – Wiltshire Search & Rescue



VAT REGISTRATION NO. 639 4368 05

INVOICE

INVOICE NO : SUB 21/22-121

TO : HEYTESBURY, IMBER & KNOOK PARISH/TOWN COUNCIL

DATE : 1st APRIL 2021

FROM : WILTSHIRE ASSOCIATION OF LOCAL COUNCILS

ANNUAL SUBSCRIPTION 2021/22

NO OF ELECTORS: 670

SUBSCRIPTION BREAKDOWN:

WALC	£ 234.50
NALC	£ 49.71
SUB TOTAL	£ 284.21
VAT @ 20%	£ 56.84
TOTAL SUBSCRIPTION DUE	£ 341.05

PLEASE PAY BY 31st May 2021

CHEQUES PAYABLE TO WILTSHIRE ASSOCIATION OF LOCAL COUNCILS
Or by BACS to Wiltshire Association of Local Councils
Sort Code: 20-05-06 Account No.: 50972061

WILTSHIRE ASSOCIATION OF LOCAL COUNCILS

WORKING IN PARTNERSHIP WITH LOCAL COUNCILS IN WILTSHIRE & SWINDON. AFFILIATED
TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

Unit C2, Beacon Business Centre, Hopton Park,
Devizes, Wiltshire SN10 2EY
Direct Line for General Enquiries: 01380 729549
Email: office@wiltshire-alc.org.uk www.wiltshire-alc.org.uk

REPORT DATE

31/03/2021

		BUDGET	YEAR TO DATE	REMAINING
RECEIPTS				
Precept	PRE	15860.00	14,661.00	1199.00
Interest	INT		1.55	
Misc (and Refunds)	MIS		904.92	-904.92
Ear	EAR	5700.00	7,500.00	-1800.00
			23,067.47	-1505.92

PAYMENTS				
Advertising	ADV	150.00	200.00	-50.00
Allowances	ALL		0.00	0.00
Audits	AUD	300.00	222.00	78.00
Grants	GRA	1000.00	250.00	750.00
Elections	ELE		2,396.64	-2396.64
Equipment	EQU		0.00	0.00
Equipment	EQUos	1000.00	1,019.77	-19.77
Grounds Maintenance	GMT	2100.00	1,244.34	855.66
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	1,766.40	-1266.40
Printing/Stationary/Postage	STA	750.00	643.17	106.83
Professional Fees	PF		0.00	0.00
Professional Fees	PFos	150.00	202.20	-52.20
Room Hire	VEN	300.00	83.17	216.83
Salary	SAL	4500.00	4,231.32	268.68
Subscriptions	SUB	510.00	497.94	12.06
Training	TRA	500.00	144.00	356.00
			14,284.87	-224.87

Ear Marked Reserves:	3 months Ops cost EAR	3900
	Equipment OS EAR	1300
	IT EAR	500
	Play Equipment	7500
	Total	13200

						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 19/20	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	Cadrtirde 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	Acom Education Trust Meetings Jan & Feb 2020	Bacs 16/20	VEN		40.00			10,692.13
15/06/2020	Acom 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	Screwfix Cable ties refund to T Fellowes	Bacs 27/20	EQUos		13.51	11.26	2.25	9,398.72
22/07/2020	K Ratray 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	9,084.63
22/07/2020	idverde July 2020 Grounds Maint contract	Bacs 30/20	GMT		107.39	89.49	17.90	8,967.24
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	Cadrtirde 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
14/09/2020	Amazon Refund to H Parks Postage Stamps 12 1st	Bacs 40/20	STA		11.49			7,306.66
16/09/2020	Amazon Refund to H Parks Postage Stamps 50 large	Bacs 39/20	STA		62.69	52.24	10.45	7,243.97
18/09/2020	Fudge Trust Grant to be EAR for New Play Equipment		EAR	5,000.00				12,243.97
25/09/2020	H Parks September Payroll	Bacs 41/20	SAL		319.81			11,924.16
25/09/2020	HMRC September Payroll	Bacs 42/20	SAL		80.00			11,844.16
25/09/2020	Wiltshire Council Precept		PRE	7,330.50				19,174.66
09/09/2020	Interest		INT	0.03				19,174.69
09/10/2020	Interest		INT	0.05				19,174.74
19/10/2020	SLCC Enterprises Ltd Training	45/20	TRA		36.00	30.00	6.00	19,138.74
20/10/2020	idverde September grounds maintenance	46/20	GMT		107.39	89.49	17.90	19,031.35
20/10/2020	Warminster Community Area Board		EAR	2,500.00				21,531.35

27/10/2020	H Parks October Payroll	Bacs 43/20	SAL	282.01			21,249.34
27/10/2020	HMRC October Payroll	Bacs 44/20	SAL	70.60			21,178.74
28/10/2020	Playsafety Ltd ROSPA Inspection	Bacs 47/20	PFOS	202.20	168.50	33.70	20,976.54
05/11/2020	Costco - Copy Paper	Bacs 48/20	STA	13.19	10.99	2.20	20,963.35
09/11/2020	Interest		INT	0.12			20,963.47
10/11/2020	Postage Stamps Refund to H Parks	Bacs 52/20	STA	5.00			20,958.47
25/11/2020	ICO	Bacs 49/20	SUB	35.00			20,923.47
27/11/2020	H Parks November Payroll	Bacs 50/20	SAL	282.21			20,641.26
27/11/2020	HMRC November Payroll	Bacs 51/20	SAL	70.40			20,570.86
27/11/2020	Tudor Environmental Refund to H Parks Chemical Spray	Bacs 53/20	EQUos	37.99	31.66	6.33	20,532.87
27/11/2020	Poundstretcher Refund to H Parks Cleaning Equipment Play Area	Bacs 54/20	EQUos	12.30			20,520.57
27/11/2020	Amazon Cordless Fogger Sprayer for Play Area	Bacs 55/20	EQUos	123.09	100.50	20.52	20,397.48
27/11/2020	Amazon Battery charger and battery for Fogger Refund to H Parks	Bacs 56/20	EQUos	67.90	54.50	11.32	20,329.58
27/11/2020	Cartridge World Refund to H Parks	Bacs 57/20	STA	149.04	124.20	24.84	20,180.54
08/12/2020	Upper Wylfe Parish News 20/21	Bacs 58/20	ADV	100.00			20,080.54
09/12/2020	Tudor Environmental Refund to H Parks Chemical Spray	Bacs 59/20	EQUos	37.99	31.66	6.33	20,042.55
09/12/2020	JRB Enterprises	Bacs 60/20	EQUos	104.34	86.95	17.39	19,938.21
09/12/2020	Interest		INT	0.13			19,938.34
24/12/2020	H M Parks December Payroll	Bacs 61/20	SAL	282.01			19,656.33
24/12/2020	HMRC December Payroll	Bacs 62/20	SAL	70.60			19,585.73
06/01/2021	SLCC Enterprises Ltd Training Excel Documents	Card 63/21	TRA	36.00	30.00	6.00	19,549.73
06/01/2021	SLCC Enterprises Ltd Training Wordpress Websites	Card 64/21	TRA	36.00	30.00	6.00	19,513.73
11/01/2021	Interrest		INT	0.14			19,513.87
19/01/2021	Zoom	Card 67/21	VEN	14.39	11.99	2.40	19,499.48
21/01/2021	Wessex Tree Care Knook Allotments PC/20/54	Bacs 68/21	MISos	1,178.40	982.00	196.40	18,321.08
26/01/2021	Tudor Environmental Sanitiser for play area	Bacs 69/21	EQUos	37.99			18,283.09
26/01/2021	PCC Heytesbury Grant	Bacs 72/21	GRA	250.00			18,033.09
27/01/2021	H M Parks Janaury Payroll	Bacs 65/21	SAL	282.01			17,751.08
27/01/2021	HMRC January Payroll	Bacs 66/21	SAL	70.60	31.66	6.33	17,680.48
09/02/2021	Interest		INT	0.12			17,680.60
22/02/2021	Zoom	Card 73/21	VEN	14.39	11.99	2.40	17,666.21
22/02/2021	WALC Training V Stumey	Bacs 74/21	TRA	36.00	30.00	6.00	17,630.21
26/02/2021	H M Parks February Payroll	Bacs 70/21	SAL	282.21			17,348.00
26/02/2021	HMRC February Payroll	Bacs 71/21	SAL	70.40			17,277.60
09/03/2021	Interest		INT	0.11			17,277.71
15/03/2021	Tudor Environmental Sanitiser for play area	Card 77/21	EQUos	23.98	19.98	4.00	17,253.73
16/03/2021	SLCC Annual Membership	Bacs 78/21	SUB	112.00			17,141.73
16/03/2021	Amazon Postage Stamps 12 x 1st class	Bacs 79/21	STA	11.40			17,130.33
22/03/2021	Zoom	Card 80/81	VEN	14.39	11.99	2.40	17,115.94
26/03/2021	H Parks March Payroll	Bacs 75/21	SAL	282.01			16,833.93
26/03/2021	HMRC March Payroll	Bacs 76/21	SAL	70.60			16,763.33

TOTALS:	23,067.47	14,284.87	6,364.64	927.74
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<u>Reconciliation:</u>	<u>Deposits</u>	<u>Payments</u>	<u>Balance</u>
	15,567.47	14,284.87	£9,263.33

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



Your account statement

Issue date: 5 March 2021

Write to us at: PO Box 1000, Andover

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 05 Feb 2021	£2,984.12
Total Paid In	£5.89
Total Paid Out	£408.89
Balance On 03 Mar 2021	£2,581.12

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
05 Feb 21		STATEMENT OPENING BALANCE			2,984.12
22 Feb 21	DEB	ZOOM.US 888-799-96 CD 3017 20FEB21		14.39 ✓	2,969.73
24 Feb 21	FPO	WALC200000000717509418 HIK WALC4889 200506 10 24FEB21 10:08		36.00 ✓	2,933.73
26 Feb 21	BP	H M PARKS		282.21 ✓	2,651.52
26 Feb 21	BP	HMRC - ACCOUNTS OF		70.40 ✓	2,581.12
01 Mar 21	DD	BT GROUP PLC GB24534088-000001		5.89	2,575.23
03 Mar 21	DEP	DD REFUND GB245340	5.89		2,581.12
03 Mar 21		STATEMENT CLOSING BALANCE	5.89	408.89	2,581.12

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.

Payment types:

DEB - Debit Card BP - Bill Payment DD - Direct Debit DEP - Deposit
FPO - Faster Payment

2581-12
14696-48
17,277-60.

LLOYDS BANK



J31B2600KU2MBA0000004034001002 396 000

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



Your account statement

Issue date: 5 February 2021

Write to us at: PO Box 1000, Andover

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 05 Jan 2021	£3,889.51
Total Paid In	£1,000.00
Total Paid Out	£1,905.39
Balance On 27 Jan 2021	£2,984.12

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
05 Jan 21		STATEMENT OPENING BALANCE			3,889.51
07 Jan 21	DEB	SLCC ENTERPRISES L CD 3017		36.00 ✓	3,853.51
07 Jan 21	DEB	SLCC ENTERPRISES L CD 3017		36.00 ✓	3,817.51
20 Jan 21	DEB	ZOOM.US 888-799-96 CD 3017		14.39 ✓	3,803.12
25 Jan 21	FPO	WESSEX TREE CARE L 600000000705939385 8403 309913 10 24JAN21 10:47		1,178.40 ✓	2,624.72
25 Jan 21	TFR	HEYTESBURY IMBER & 309913 07036026	1,000.00 ✓		3,624.72
26 Jan 21	FPO	PCC OF HEYTESBURY 600000000706858186 HIK PARISH COUNCIL 309913 10 26JAN21 12:59		250.00 ✓	3,374.72
26 Jan 21	DEB	WWW.TUDORENVIRONME CD 3017		37.99 ✓	3,336.73
27 Jan 21	BP	H M PARKS		282.01 ✓	3,054.72
27 Jan 21	BP	HMRC - ACCOUNTS OF		70.60 ✓	2,984.12
27 Jan 21		STATEMENT CLOSING BALANCE	1,000.00	1,905.39	2,984.12

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.

Payment types:

DEB - Debit Card FPO - Faster Payment TFR - Transfer BP - Bill Payment

LLOYDS BANK



J31B1600N5JUA0000001928001002 000

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

Your account statement

Issue date: 5 January 2021

Write to us at: PO Box 1000, Andover

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 04 Dec 2020	£4,484.45
Total Paid In	£0.00
Total Paid Out	£594.94
Balance On 24 Dec 2020	£3,889.51

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
04 Dec 20		STATEMENT OPENING BALANCE			4,484.45
08 Dec 20	FPO	H M PARKS 100000000685542382 SUPPLIES 070436 10 08DEC20 14:03		37.99 ✓	4,446.46
09 Dec 20	FPO	THE UPPER WYLYE PA 600000000687237825 HIK 309913 10 09DEC20 13:24		100.00 ✓	4,346.46
09 Dec 20	FPO	H M PARKS 600000000687337414 SUPPLIES 070436 10 09DEC20 17:20		104.34 ✓	4,242.12
11 Dec 20	FPO	HMRC - ACCOUNTS OF 400000000693288894 120PLO15271662109 083210 10 11DEC20 17:06		70.60 ✓	4,171.52
24 Dec 20	BP	H M PARKS		282.01 ✓	3,889.51
24 Dec 20		STATEMENT CLOSING BALANCE	0.00	594.94	3,889.51

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.

Payment types:

FPO - Faster Payment

BP - Bill Payment

PJA608M2100000

M32B1605B9F D32B1605GTV

Page 1 of 4 / 0001928 / 0007861

J31B3600JOCMBA0000004435001002 396 000

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



Your account statement

Issue date: 5 March 2021

Write to us at: PO Box 1000, Andover

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 05 Feb 2021	£14,696.36
Total Paid In	£0.12
Total Paid Out	£0.00
Balance On 09 Feb 2021	£14,696.48

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
05 Feb 21		STATEMENT OPENING BALANCE			14,696.36
09 Feb 21		INTEREST (GROSS)	0.12		14,696.48
09 Feb 21		STATEMENT CLOSING BALANCE	0.12 ✓	0.00	14,696.48

PJ060G42100000

M31B3606J31

D31B3607623

Page 1 of 4 / 0004435 / 0017201



Heytesbury, Imber and Knook Parish Council

Name of Organisation: Heytesbury Football Club

Name of Applicant: Mr M C Spratt

Address: 8 St Johns Rd Warminster Wilts BA12 9LY

Tel: 07790 728197

Position held in the Organisation: Secretary.

Aims and Purpose of the Organisation:

To Provide the facilities to play and watch adult 11 a side football in the village.

What project or activity would the money be used for and how would it benefit the Parish?

To make repairs to the flat roof of the Portakabin used for players changing and kitchen. To allow the club to continue playing football.

How many people or what proportion of the people who would benefit live in the Parish?

The Chairman of the club and a helper live in the village. The players come from the surrounding area, but there can be anywhere between 20 and 50 spectators from the Parish of all ages during match days.

What is the total cost of the project or activity-- £215.00

Specifically, how much money are you requesting from the Parish Council towards the project or activity? (*The maximum request is £ 250*)

Amount requested - £215.00

If the money requested only forms a part of the overall cost, what would this grant be specifically spent on in the context of the project or activity?

Is the Organisation: not for profit? Yes

(b) a charitable organisation? No



Heytesbury, Imber and Knook Parish Council

Has a grant application for this project or activity been made to any other local authority or organisation? No

If Yes, please give details and the result of the application if known:

.....

If your grant application is successful, please name to whom the cheque should be made payable.

Heytesbury Football Club

This application must be supported by a Financial Statement showing Income and Expenditure and Balance Sheet for the previous accounting year. For new initiatives or activities, a budget forecast will be acceptable. All questions on this form must be completed but you may attach supporting information.

Press and Publicity - By receiving and accepting your grant you have made a commitment to using the Parish Council's logo when publicising the award. The Parish Council may also publicise the grant and organisation which has benefitted.

Signed M C Spratt

Date 12/03/2021

Heytesbury Imber & Knook Parish Council Asset Register March 2021					
No.	Item	Location	Date Acquired	Comments	Purchase Price £
	<u>Street Furniture</u>				
1	Wooden Seats	Hight Street/Little London on grass			2995
2	Wooden Seats	Mantles Lane	Plaque reads 1973		}
3	Wooden Seats	Park Street Corner			}
4	Wooden Seats	Tytherington Church	Plaque reads 1984		}
5	Recycled Seats	School Playing Field	2012		450
6	Recycled Seats	Little London / High Street On Grass	2012		450
7	Recycled Seats	Tytherington Triangle	May-16		373
8	Recycled Seats	Knook by the River	Jul-09		373
9	Recycled Seats	Newtown/	Feb-14		374
10	Village Bench	Park Street		Ownership Unsure	404
11	Bench	St Johns/Park Street	Metal Bench 1935	Ownership Unsure	
12	Litter Bin	School Playing Field	Jul-11	Parish Council	440
13	War Memorial	Heytesbury Churchyard	Ownership Unsure no title held	Insured by PC 6756	1
14	Notice Board Heytesbury	High Street/Cotley Place	Feb-14		779
15	Notice Board Knook	Knook Crossroads	Feb-14		780
16	Notice Board Tytherington	Tytherington Layby	Feb-14		779
17	Dog Poop Bag Boxes	Mill Street	Apr-16	Made Locally	5
18	Dog Poop Bag Boxes	High Street/ Heytesbury Sign	Apr-16	Made Locally	5
19	Dog Poop Bag Boxes	Little London / High Street On Grass	Apr-16	Made Locally	5
20	Dog Poop Bag Boxes	Mill Footpath	Apr-16	Made Locally	5
21	Dog Poop Bag Boxes	Mill Footpath	Apr-16	Made Locally	5
22	Dog Poop Bag Boxes	Knook Crossroads	Apr-16	Made Locally	5

No.	Item	Location	Date Acquired	Comments	Purchase Price £
23	Dog Poop Bag Boxes	Tytherington Layby	Apr-18	Made Locally	
24	Dog Poop Bag Boxes	No longer any spares @ 2020			
25	Dog Poop Bag Boxes	Park Street	Apr-18	Made Locally	5
26*	Dog Poop Bag Boxes	Paving Fields	01/02/2020 & 09/12/2020		166
27	Plaques	Various Locations			
	Play Area				
28	Play area Land	Leased from Acorn Trust	Lease taken initially with Wiltshire Council	£50 per annum	
29	4X Swings	School Playing Field	2003	Replacement seats £400 03/18 funded by donation	3534
30	1X Cone Climber	School Playing Field	2003		5978
31	1X Pod Shelter	School Playing Field	2003		5252
32	1X Trim Trail	School Playing Field	Jul-11		7249
33	1X Parish King	School Playing Field	Jul-11		11300
34	Picnic Table	School Playing Field	Dec-15		570
35	2X Trainer / Challenger	School Playing Field	Jul-11		2842
36	Playground Surfaces	School Playing Field	Jul-11		17185
	Land				
37	Knook Land	Knook Allotments next to No 12	01/08/2012 Community Asset Transfer		1
	Buildings				
38*	Blind House	High Street Heytesbury		22517 cost of repairs 2007	1

No.	Item	Location	Date Acquired	Comments	Purchase Price £
	Miscellaneous				
39	Plastic Chairs x 34	In Shed		8 on long term loan to Football Club	1928
40	Chair 1 Wooden	In shed		}	
41	Trestle Tables x 7	In shed		}	
42	Card Tables x 9	In Shed		}	
43	Gas Heater and Bottle	In Shed		Ownership unsure	}
44	Cones x 3 Small	In Shed		Ownership unsure	}
	Office Equipment				
45	Computer/printer	Clerk	May-17		587
	Trees				
46	Tree	Tytherington Triangle	Jan-17	Perished	
47	Tree	Tytherington Triangle	Feb-19		218
	Total				65044

OSWG MEETING

7:30pm Tuesday 23rd March 2021

Zoom meeting

MEMBERSHIP

CLLRS – COLVIN, EASTMAN, FELLOWS. STURMEY
Advisor members - Legh and Diana Walker

MINUTES

1, Apologies – Legh and Diana Walker

2, Knook community land – No Updates

3, Heytesbury play area – Consultation paper

HEYTESBURY PLAY AREA CONSULTATION SPRING 2021

Did you know that the Parish Council own the equipment at the Heytesbury Play Area?

It gets an Annual Safety Inspection and full Report by RoSPA, who are independent professionals. This report forms the PC plans for maintenance and upkeep. Every week one of your accredited Councillors does a visual safety inspection and monthly written report, and in recent months, every week the play equipment is sanitised to ensure that we continue to provide a COVID safe environment for you.

The PC has secured Grant funding to make improvements to the Play Area, from The Fudge Trust (£5000) the Warminster Area Board (£2500) and the PC will match fund £2500 from our reserves, to give a total project fund of £10,000. We are very grateful to those who have provided us with the Grants.

To ensure that we make the best use of this £10,000, and provide the improvements that you, your children and young adults would like to see, we would really appreciate your views. Please take a few minutes to complete this short on-line questionnaire. Please base your response on the time before COVID restrictions, so we can try to gauge “normal use” of the Play Area.

Questionnaire

Q1 - How many young people live in your household between the ages of

0-5 years

6-11 years

12 -18 years

Q2 - In addition to your own household, how many other friends, family or other visitors regularly visit your household (pre COVID restrictions)

- 0 -5 years
- 6 -11 years
- 12 -18 years

Q3 - Thinking about all of those young people, how often have they used the Heytesbury Play Area (before COVID restrictions; in “normal times”)

- * Several times per week
- * Once a week
- * A couple of times per month
- * On occasions / rarely
- * Never

Q4 - What items of play equipment are the most popular? Please tick or number in order of popularity

- * Wooden Adventure Trail
- * Ball Shoot
- * Multi – Play unit
- * Cone Climber
- * Outdoor Gym Equipment
- * Swings
- * Youth Shelter

Q5 - What other additional items of play equipment would you like to see in the Play Area?

Please give details.....

Q6 - There are 2 items of Gym Equipment for use by older children and young adults; a Fitness Cross Trainer and a Fitness Pull Down Challenger. How often have your household, friends, family or other visitors used these items

- * Several times per week
- * Once a week
- * A couple of times per month
- * On occasions / rarely
- * Never

Q7 - Do you have any other suggestions as to how the Play Area could be improved

(E.g benches, seating, picnic tables or other facilities that you would like to see there?)

Please give details.....

We would like to thank you for taking the time to help us to gather information to improve the Heytesbury Play Area, please look at the PC Website and Facebook pages for updates

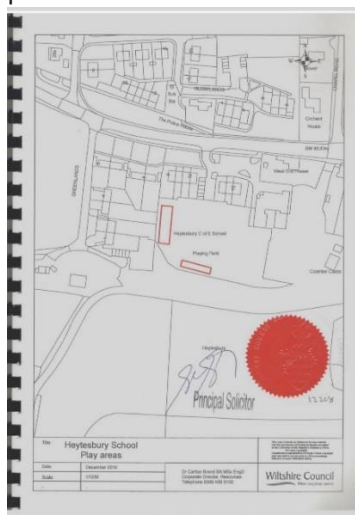
Heytesbury, Imber and Knook Parish Council

Cllr Colvin believed Q5 should offer options instead of having such an open question, Cllr Sturmeay felt that we couldn't give options without knowing the answers to some of the other questions such as age ranges she said it is imperative if the PC wishes to have the improvement work carried out this summer the consultation paper needs to be agreed and issued soon after the April 13th meeting

Suppliers – the PC has received interest from several companies offering a free design and quote, Cllr Sturmeay and Fellowes have met Rob of Made to Play, Edward of DBD Play and Adam of Playdale all companies are awaiting the results of our consultation to firm up their quotes, however Edward of DBD Play has produced a sample design subject to change, discussions were held on available space, suitable equipment, guarantees and prices - and a further enquiry from Fawns outdoor play

Cllr Fellowes said that all the suppliers felt the equipment was in fairly good order including the surfacing that normally has a 3-5 year guarantee the best time to replace existing equipment is when the surfacing fails, looking at gaining more space Cllrs Eastman and Colvin thought it would be a good idea to talk over with the school before a formal approach to the Acorn Trust, Cllr Fellowes explained the school had some knowledge of the improvements but it would be beneficial to speak with them again in more detail

Space



OSWG to consider possible extensions to lease agreement space, including filling in the gap between the two existing areas and a 15m extension to the right of the trim trail

Note it was thought space could be made by moving the gym equipment to St Johns corner, 2 quotes received are £650 - £900 although WC will not allow this on H&S grounds

Other options are to remove existing equipment and replace

Equipment

Playline design will provide three pieces of pre-drilled wood under guarantee for the log walk with a £7 delivery charge, Cllr Fellowes offered to pay the charge and find a suitable handyman They have also given a quote for a birdnest swing to fit in the Ball shoot area subject to lease More designs and quotes from others are to follow after the consultation process

Self closing gate and drain – Cllr Fellowes is still working with Selwood on these issues

4, Footpaths and Grounds maintenance –

Issue of the footpath KNO013 ending onto the A36, the clerk has contacted the PROW officer, Cllr Sturmeý has now received the form and will discuss it with the landowner

Flooded path KNO06 reported on the App - possible boardwalk solution using the PIGS Path improvement grant scheme – still ongoing quotes to be sourced and discussions with WC



5, Highway issues and CATG

Chitterne junction referred to CATg and flooding in Park lane referred to the WC Flood group
Awaiting response, at a recent zoom meeting with Dr Murrison MP the safety concerns of the Chitterne junction was highlighted by Cllr Sturmeý, he agreed to write to HE ref the possibility of a 40mph extension from Knook Village to include Knook camp and the Chitterne junction

6, AOB

New dog poop dispenser box for Newtown - This has now been bought and awaiting installation
Update from Cllr Fellowes she has received permission from the landowners representative see below and has a post with a metal shoe and a volunteer to install it “ On behalf of my clients I confirm that we have no objection to the provision of the waste bag dispenser provided it is sited beside the dog waste receptacle and that upon my clients notice both will be removed upon 3 months written request” Jason Lewis (a copy has been sent to the clerk)

7, Recommendations

3, Full council to discuss and approve a consultation paper, talk to the school and Acorn Trust about our lease agreement and possible options for more space

6, the Parish council installs the new bag dispenser close to the existing waste bin in Newtown

8, Date of next meeting – 7:30pm 27th April 2021

Meeting closed



Ministry of Housing,
Communities &
Local Government

Council Leaders
Principal Councils in England

Luke Hall MP

*Minister of State for Regional Growth and Local
Government*

**Ministry of Housing, Communities and Local
Government**

Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 444 3440

Email: luke.hall@communities.gov.uk

www.gov.uk/mhclg

25 March 2021

Dear Colleague,

LOCAL AUTHORITY MEETINGS

It is just over a year to the day since the Prime Minister asked us all to stay at home, and local authorities across England have risen magnificently to the challenges of this period. There has been a dramatic shift in your day-to-day operations, alongside new difficulties and demands, and I commend the efforts of all councillors and officers in supporting your communities and ensuring vital business continues during these unprecedented times.

As you will be aware, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021.

Extending the regulations to meetings beyond May 7 would require primary legislation. The Government has considered the case for legislation very carefully, including the significant impact it would have on the Government's legislative programme which is already under severe pressure in these unprecedented times. We are also mindful of the excellent progress that has been made on our vaccination programme and the announcement of the Government's roadmap for lifting Covid-19 restrictions. Given this context, the Government has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

As outlined in the Government's Spring 2021 Covid-19 Response, our aim is for everyone aged 50 and over and people with underlying health conditions to have been offered a first dose of the Covid-19 vaccine by 15 April, and a second dose by mid-July. While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place, the successful rollout of the vaccine and the reduction in cases of Covid-19 should result in a significant reduction in risk for local authority members meeting in person from May 7, as reflected in the Government's plan to ease Covid-19 restrictions over the coming months.

I recognise there may be concerns about holding face-to-face meetings. Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely, but we have updated our guidance on the safe use of council buildings to highlight ways in which you can, if necessary, minimise the risk of face-to-face meetings, and we will work with

sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

You can find the updated guidance here: www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings.

These options would include use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service, as these could be used these to minimise the number of meetings you need to hold if deemed necessary. Additionally, some of you will be able to rely on single member decision making without the need for cabinet meetings if your constitution allows.

While I appreciate that a greater number of authorities will be subject to elections this year due to the postponement of the 2020 elections, those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply. As you will know, councils who are subject to elections are statutorily required to hold their annual meeting within 21 days of the elections. The Government's roadmap proposes that organised indoor meetings (e.g. performances, conferences) are permitted from 17 May, subject to Covid secure guidelines and capacity rules. On this basis, councils should consider the extent to which their annual meetings (and any other meetings) can operate on the same basis as other local institutions in their area, taking into account their individual circumstances and requirements.

If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower).

Finally, while you do have a legal obligation to ensure that the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.

I am grateful for the efforts that local authorities have made to allow remote meetings in their area and recognise that there has been a considerable investment of time, training and technology to enable these meetings to take place, and I am aware that some authorities, though by no means all, have made calls for the Government to make express provision for remote meetings beyond the scope of the pandemic. I am today launching a call for evidence on the use of current arrangements and to gather views on the question of whether there should be permanent arrangements and if so, for which meetings. There are many issues to consider and opinions on the detailed questions vary considerably. This will establish a clearer evidence base of opinion and enable all the areas to be considered before further decisions are made. The Government will consider all responses carefully before deciding to how to proceed on this issue.

I am copying this letter to the Mayor of London, the chairs of the Local Government Association and the National Association of Local Councils, as well as the Home Secretary and the Secretary of State for the Environment, Food and Rural Affairs in respect of other authorities covered by the current meetings regulations, including fire and rescue authorities, police and crime panels, national park authorities, the Broads Authority, and conservation boards.

Yours sincerely,



LUKE HALL MP

Cc. Rt Hon Priti Patel MP, Home Secretary
Rt. Hon. George Eustice MP, Environment Secretary
Sadiq Khan, Mayor of London
Cllr. James Jamieson, LGA Chairman
Cllr. Sue Baxter, NALC Chairman

Heytesbury Imber & Knook Parish Council

Report to Council 13th April 2021

The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face-to-face meetings from 7 May. NALC is working with a number of national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so councils should start preparing for the real possibility of face-to-face meetings from May.

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. The guidance below has been written to help local councils prepare for the scenario that remote council meetings cannot lawfully take place from 7 May 2021. There is still much uncertainty around how legislation or COVID-19 risks may change over the coming weeks and months. NALC will update this guidance as the situation evolves. Each council will have to decide which course of action will best fit their needs and manage risks.

To help local councils prepare for this possibility some advice and suggestions are below:

- Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May. **An additional meeting could be scheduled before the election if required.**
- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely. – **Not possible for HIK due to elections**
- Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced. **Proposal put forward re Parish meeting.**
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue. **See above.**
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed. **Suggested scheme included with the agenda.**

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face-to-face meeting which should give consideration to what the council can do to reduce risk to councillors, staff, and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself.
- Staggering arrival and exit times for staff, councillors, and members of the public.
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks.
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.
- Arranging seating so people are not facing each other directly.
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed, or could members of the public submit questions via email?
- Provision cannot be made to enable the public to view the meeting as the Council does not have the technology in place to allow this to happen.
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a [test and trace procedure](#)
- Venues must conform with the government guidance for [multi-purpose community facilities](#) and for [council buildings](#). If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance.
- The council must understand and ensure it is acting in compliance with the latest government [safer workplaces guidance](#)
- The Health protection (Coronavirus Restrictions) (Steps)(England) Regulations 2021 includes an exception (exception3) that a gathering is allowed where it is necessary for certain purposes which include "for work purposes or the provision of voluntary or charitable services." Members/officers attending a meeting would fall under this. Additionally, in the letter dated 25 March 2021, from Luke Hall M recommendations are given on how to hold safe Council meetings, which infers that it would be legal to hold them.

Managing staff:

- It would be advisable to inform the clerk that the council will need to prepare to return to face to face meetings from May onwards. This will allow them to make the necessary preparations as described above.
- Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face-to-face meetings.
- The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government [safer workplaces guidance](#)

Heytesbury Imber & Knook Parish Council

Scheme of Delegation

April 2021

Principles of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. In an emergency the Proper Officer is empowered to carry out any function of the Council
4. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

Delegation to The Proper Officer

Matters reserved for Council

5. Subject to urgent items (see paragraph 6 below), the following matters shall be referred to the Council, where appropriate.
Any matter which:
 - (a) requires a new policy; or
 - (b) requires an alteration to an existing policy (other than a minor amendment); or
 - (c) would be contrary to the policy framework; or
 - (d) involves expenditure or a reduction in income, for which there is no sufficient budgetary provision;
 - (e) is an issue of principle as determined by The Council; or
 - (f) in the opinion of the Proper Officer, cannot in law or in accordance with the Standing Orders be decided by an Officer; or
 - (g) upon which a Committee has requested a report; or
 - (h) a Member has requested an item to be put on an agenda under Standing Orders; or

Urgent Items

6. Matters of urgency, as determined by the Proper Officer shall be delegated in consultation with the Chairman and Vice-Chairman subject to a report being made to the next meeting of the Council.
7. Delegated authority to decide matters **except** for the following matters, which are reserved for Council:
 - To adopt and change the Standing Orders.

- To approve and adopt the Policy Framework.
- To approve and adopt the Budget.
- To determine the Council's Corporate Priorities.
- To appoint the Chairman and Vice-Chairman
- To adopt the schedule of meetings for the ensuing year.
- To make any decisions which would be contrary to the policy framework.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To make decisions concerning district boundaries, electoral divisions, Towns, or polling districts.
- To set the Precept.
- To appoint the Chief Officer (Clerk)
- To make byelaws.
- To borrow money.
- To consider any matter required by law to be considered by Council.

Authority to Act

8. Subject to those matters that are reserved for Council (see paragraph 1 above) the Clerk shall be responsible and shall have delegated authority for the day-to-day operation and management of his/her department and of the Services and land for which he/she is responsible.
9. Any matter not reserved for Council (i.e., any matter falling outside the criteria contained in paragraph 1 above) shall be regarded as falling within the day-to-day operation and management of the relevant department and shall be delegated to the appropriate member of staff and shall be exercised in accordance with the principles of delegation.
10. Delegations to the Proper Officer in respect of financial matters are set out in the Standing Orders and Financial Regulations.
11. Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders.
12. Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders.
13. The Proper Officer has delegated authority to decide on the final content, editing and layout of media publications.
14. The Proper Officer shall be responsible for signing all the Council's Official Notices and for witnessing the signing of Council documents. The council does not have a seal.
15. The Proper Officer shall:
 - i. arrange for the annual inspection of the grit bins and arrange the necessary salt refills
 - ii. get quotes for the following:
 - maintenance and updating of the council's noticeboards as required.
 - The Blind House.
 - War Memorial.
 - Annual play area inspection.
 - Repairs to the Play Area.
 - Tree survey every 3 years and additional inspections as required.
 - Repairs or maintenance to street furniture.
 - iii. keep all land and property under review and take such emergency action as may be necessary for the protection of the public or the Council's property.
 - iv. undertake day to day management and maintenance of Council property.
 - v. call any extra meetings of the Council as necessary, having consulted with the Chairman of the Council where possible.
 - vi. respond to any correspondence, requiring or requesting information or relating to previous decisions of the Council.

- vii. act as the Council's designated officer for the purposes of the Freedom of Information Act 2000 and respond to Freedom of Information requests.
- viii. arrange for the payment of invoices where appropriate (e.g., where approved by the council or by the use of delegated authority as specified above) that will be overdue by the next scheduled meeting or where discount for the Council will be lost.
- ix. make grant applications after identifying suitable funds and submit monitoring/outcome statements where grant applications were successful.
- x. have the authority to refuse to deal with matters or to put them on the agenda if they are outside the council's remit, areas of interest and/or civil matters but the clerk will continue to inform in the first response to a correspondent/caller where to refer matters if known and if appropriate.
- xi. Planning: have the delegated authority to respond to:
 - planning applications subject to email confirmation with members.
 - Listed Building Applications subject to email confirmation with members.
- xii. keep councillors informed of training courses and book them on request.
- xiii. identify and book training courses for staff.
- xiv. renew subscriptions and pay annual fees to NALC, SLCC and IT website fees and any other subscriptions paid by the council currently or in the future.
- xv. request that councillors authorise the payment of invoices between meetings for salary and all items specifically budgeted for, contracted for or expenditure agreed by council at a meeting. Councillors will receive a list of transactions at the meeting following payment.

16. In addition, the Proper Officer has authorisation for expenditure on: (note: Financial Regs allow for emergency expenditure up to £500)
- i. works to individual seats up to a maximum of £500.
 - ii. routine maintenance of play equipment up to £250.
 - iii. work to trees up to a maximum of £500 where safety is of concern.
 - iv. office administrative materials and equipment as required.
 - v. Virtual and meeting room costs.
 - vi. the council resolved to give the clerk authority to refuse to deal with matters or to put them on the agenda if they are outside the council's remit, areas of interest and/or civil matters but the clerk will continue to inform in the first response to a correspondent/caller where to refer matters if known and if appropriate.

Questions for Dr Andrew Murrison MP

2nd February 2021 10am

1. Various requests have been sent to Highways England about the A36 particularly near the junction of Heytesbury and Knook B390

Firstly – the number of accidents in the vicinity and the diversion of traffic into the village of Heytesbury is not satisfactory and causes many problems. Backing up of traffic and unsuitable sized vehicles being diverted causing long delays and reducing traffic movement.

Knook Junction – partly managed by Highways England and Wiltshire Council, despite minor changes, to try and reduce drivers seemingly to believe there are two exits at the junction.

I know that it has been reported in the past that vehicles have been seen to exit the Chitterne road at Knook camp on both carriageways and that Wiltshire council has spent money on better white lining.

Satnav seems to be telling me that there are two exits from the junction, which clearly is a mistake.

The Parish Council and Wiltshire Council do not seem to have any dialogue with Highways England nor an easy communication line for issues when they arise.

One regular issue is visibility and the need for the grass to be maintained by HE which is only once a year – more regular work is needed on this. It has been completed just before Christmas.

2. Legislation re digital meetings for Councils.

- a. 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 1st August 2020.

The government is not currently planning to extend the remote meeting regulations beyond 7 May 2021. SLCC & NALC is continuing to press for this extension. Can we really prepare for and manage the return to physical meetings in May and beyond.

This Parish Council cannot meet in the local school and we will be forced to look elsewhere to hold a meeting – digital will be better if that option is available.

3. Home schooling and work combined are proving a challenge for some families.
4. Unruly dogs and their owners – we have had a increase in dog litter and dogs not on leads, neither of which is truly manageable. The Parish Council provide regular stocks of dog bags but the issue of depositing waste in a suitable receptacle is beyond the realms of some owners, not all though.
5. Blocked drains, but these have recently been looked at and some work carried out by Wiltshire Council.
6. Streetlights not working – these are reportable, and we just need to get suitable communication out to the public.
7. Lack of Community Spirit
8. Older people in the village struggling to get to doctors appointments and vaccination, although this has improved as the local practice has come out to the village.