

Minutes

Annual meeting of Heytesbury Imber and Knook Parish Council

Date	Tuesday 23 May 2023.
Time	7.15pm-8.20pm.
Venue	Hospital of St John, Heytesbury.
Councillors present	C Barker Bennett, P Fellowes, S King, V Sturme, N Williams, A Wilson.
Chair	Cllr Sturme.
Also present	Parish Clerk, PCSO Leigh Holcombe, two members of the public.
Public participation	PCSO Leigh Holcombe spoke about his role. No members of the public requested to speak.

1	To elect a chair for 2023-2024 and the elected chair to sign a declaration of acceptance of office
	Cllr Sturme was elected chair and signed a declaration of acceptance of office. Cllr Fellowes joined the meeting.
2	To elect a vice chair for 2023-2024
	Cllr Riggs was elected vice chair.
3	Apologies
	Apologies were received and accepted from Cllr Peel and Cllr Riggs.
4	Declarations of interest
	None.
5	To approve the minutes of the meeting on 25 April 2023
	The minutes were approved as a correct record and signed by the chair.
6	Chair's announcements
	Cllr Sturme thanked councillors for her election as chair.

7	To appoint to working groups and roles																			
	It was resolved that membership of working groups and councillor roles would be as follows: <table border="1"> <tr> <td>Bank reconciliations</td><td>Cllr Williams</td></tr> <tr> <td>Dog bag dispensers</td><td>Cllr Fellowes</td></tr> <tr> <td>Emergency planning and flood warden</td><td>Cllr Barker Bennett</td></tr> <tr> <td>Finance Working Group</td><td>Cllr Fellowes, Cllr King, Cllr Williams (chair), Cllr Wilson</td></tr> <tr> <td>Future Planning Working Group</td><td>Cllr Barker Bennett, Cllr Fellowes, Cllr King, Cllr Peel, Cllr Sturmey (chair), Cllr Wilson</td></tr> <tr> <td>Newsletter</td><td>Cllr Fellowes, Cllr King, Cllr Peel, Cllr Williams, Cllr Wilson</td></tr> <tr> <td>Noticeboards</td><td>Cllr Fellowes (Heytesbury), Cllr King (Tytherington), Cllr Wilson (Knook)</td></tr> <tr> <td>Outside Spaces Working Group</td><td>Cllr Fellowes, Cllr Sturmey (chair), Cllr Wilson</td></tr> <tr> <td>Play area weekly inspection</td><td>Cllr Fellowes, Cllr Sturmey</td></tr> <tr> <td>Play area monthly inspection report</td><td>Cllr Fellowes</td></tr> </table>	Bank reconciliations	Cllr Williams	Dog bag dispensers	Cllr Fellowes	Emergency planning and flood warden	Cllr Barker Bennett	Finance Working Group	Cllr Fellowes, Cllr King, Cllr Williams (chair), Cllr Wilson	Future Planning Working Group	Cllr Barker Bennett, Cllr Fellowes, Cllr King, Cllr Peel, Cllr Sturmey (chair), Cllr Wilson	Newsletter	Cllr Fellowes, Cllr King, Cllr Peel, Cllr Williams, Cllr Wilson	Noticeboards	Cllr Fellowes (Heytesbury), Cllr King (Tytherington), Cllr Wilson (Knook)	Outside Spaces Working Group	Cllr Fellowes, Cllr Sturmey (chair), Cllr Wilson	Play area weekly inspection	Cllr Fellowes, Cllr Sturmey	Play area monthly inspection report
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8	To approve the following payments: 7/23 £48.50 RJ Print Heytesbury printing of leaflet and map 8/23 £59.99 Microsoft 365 Personal 9/23 £120 Harling IT Services IT support for new laptop 10/23 £130.50 idverde grounds maintenance 11/23 £40 Hospital of St John room hire 13/23 £90 DC Earley Tytherington fingerpost maintenance 14/23 £700.27 May payroll																			
	It was resolved to approve the above payments.																			

9	To note the bank statements 12 May 2023: Treasurers Account £14,458.83 Business Bank Instant Account £5,257.36
	Noted.
10	To note the financial report 12 May 2023
	Noted.
11	To approve BHIB insurance renewal premium £1,168.60
	It was resolved to approve BHIB insurance renewal premium.
12	To consider the following motion received from Cllr Sturmeay: I met with Cllr Bill Parks after residents raised concerns about visibility driving out of Parsonage Farm and he suggests a SLOW road marking is put forward to the Local Highways and Footways Improvement Group (LHFIG). I propose we apply for a SLOW road marking on Tytherington Road just before the entrance to Parsonage Farm as you leave Heytesbury and as you enter Heytesbury from the roundabout just before the 30 mph sign, the cost is a 25% contribution from the parish council.
	An amendment was proposed and agreed, that an application is also made to the LHFIG for white gates at the entrance to Heytesbury from the roundabout.
	It was resolved to support the motion.
13	To confirm no objection by email to planning application PL/2023/02852 and PL/2023/03204
	It was resolved to confirm no objection to planning application PL/2023/02852 and PL/2023/03204.
14	To consider planning application PL/2023/03200 The Old Laundry, 4 The Courtyard, Heytesbury Park, Heytesbury, listed building consent, alterations to two windows on west elevation
	It was resolved no objection to planning application PL/2023/03200.
15	To consider planning application PL/2023/03645 26 Little London, Heytesbury, notification of proposed works to trees in a conservation area, conifers, fell
	It was resolved no objection to planning application PL/2023/03645.
16	To approve Wiltshire Association of Local Councils annual subscription £349.03
	It was resolved to approve Wiltshire Association of Local Councils annual subscription.

17	To resolve to give away the ASUS laptop to Harling IT for disposal or recycling
	It was resolved to give away the ASUS laptop to Harling IT for disposal or recycling.

Signed:	Date:
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