Minutes of the Meeting of
Heytesbury Imber & Knook Parish Council
held
Tuesday 22nd February 2022
at 7-15pm

Membership: Councillors D Boath, D Bond (Vice Chair), E Cheeseman, P Fellowes, E McGuire, L Morris (Chair), M Pitman, V Sturmey, A Wilson, K Riggs. 1 Casual Vacancy.

Present: D Bond (Vice Chair), P Fellowes, L Morris (Chair), M Pitman, V Sturmey, A Wilson, K Riggs.
Officers: J Cap
Public & Press: 2 members of the public and no press

PC/22/80 Apologies
Received from Councillors D Boath, E Cheeseman, E McGuire.

PC/22/81 Minutes
PC/22/81.1 Councillor Sturmey commented on minute reference PC/22/71.2 regarding Jubilee tree planting that 'the cost would not be met by the Parish Council' was not said. The comment was noted. The minutes of the meeting held on18th January 2022 were approved and signed by the Chair.

PC/22/81.2 None

PC/22/82 Declarations of Interest
None

PC/22/83 Chair's Announcements
There was no Chair's announcement.

Standing Orders were suspended at 7.25pm to allow for public participation

PC/22/84 Public Participation
PC/22/84.1 AS raised the matter of speed limits in the village. That it was 20mph elsewhere in many villages. Councillor Morris responded to say speeding had been assessed and it is still a matter of interest to the Parish Council.

PC/22/84.2 None

Standing orders were reinstated following public participation at 7.28pm

Item 10 was brought forward

Signed: ……………………………………………………………

PC/22/85 Development Site

Jason Lewis began by outlining the long involvement of his clients as landowners in Heytesbury and he had managed the Heytesbury Estate since 1983. Mr Lewis is a partner in the company. Mr Lewis had no plans or sketches to show about the proposal but emphasised that any development proposal on the land next to Greenlands would only be pursued if it had the full support of the community and Parish Council. Mr Lewis suggested that such a development would include a site for a village hall and parking, an element of affordable housing and some open market plots. Mr Lewis suggested it would be helpful to open a dialogue. Members were invited to make comment and ask Mr Lewis questions about the proposals. Councillor Wilson asked about previous experience of similar developments elsewhere and Mr Lewis said that he hadn't had previous experience of incorporating a village hall in a development scheme but it would be passed to the firm's planning consultant. Councillor Bond raised the concern of phosphate run off from the field into the village as something they would need to consider. Councillor Sturmey said that the Forward Planning Working Group was looking at the issue of housing need in the village and for community engagement to determine a position statement of the Parish Council. Members thanked Mr Lewis for his attendance.

PC/22/86 Financial Information

PC/22/86.1 Payments for approval:

Bacs 72/22 £30 Acorn Education Trust for room hire
Card 73/22 £22.07 Viking Storage Box
Card 74/22 £49.65 Glasdon UK Limited Bin Clamps
Bacs 75/22 £120 SLCC Subscription
Card 76/22 £37.80 Viking Stationery
Card 77/22 £27.28 Cartridge World Cartridge for Printer
Bacs 78/22 £31.24 BHIB Additional Insurance Premium
Bacs 79/22 £28 H Parks
Bacs 80/22 £94.66 J Cap January Payroll
Bacs 81/22 £233.10 Albion Stonemasons Assessment Work
Bacs 82/22 £437.32 J Cap February Payroll
Councillor Riggs proposed approval of the payments, Seconded Councillor Bond. Voting unanimous in favour.

PC/22/86.2 Monthly financial report:

Members received the monthly report which outlines the year to date spend and Councillor Sturmey signed the reconciliation. There were no questions

PC/22/86.3 Bank mandate

It was resolved Councillors Wilson, Fellowes and Riggs to be included on the bank mandate.

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PC/22/87 Planning Applications

PC/22/87.1 Applications received for comment:

None.

PC/22/87.2 Members to ratify the comments made on the following applications determined by email:

PL/2022/00160 Site: Apple Tree Cottage Newtown, Heytesbury BA12 0HN
Proposal: Notification of proposed works to trees in a conservation area.
T1- silver birch reduce tree by 30% T2 – white beam reduce by 30% T3- white beam tree by 30% T4- weeping pear tree reduce tree by 4 feet T5- prune re growth of apple tree
No Objection

Proposed by Councillor Bond and Seconded Councillor Fellowes. Voting unanimous in favour.

PC/22/88 Outside Spaces Working Group

PC/22/88.1 Report from Meeting – None

PC/22/88.2 Recommendations - None

PC/22/88.3 Informal meeting to discuss play area

Members agreed on Wed 16th March at 7.15 pm to discuss the play area. Venue agreed The Hospital of St John subject to availability. Clerk to check with St Johns on availability.

PC/22/89 Raymond Trust

There were no updates to report since the last Parish Council meeting.

PC/22/90 Casual Vacancy

It was announced the casual vacancy will be filled by co-option and the decision will be made at the next Parish Council meeting.

PC/22/91 Meeting Venue

Councillors Bond and Morris had met with the Administrator Paul Budd at The Hospital of St John and it was reported they have agreed the use of the hall for Parish Council meetings beginning 29th March. The fee is £20 per meeting. Members agreed to move the meeting date of 31st May to the 24th May.

PC/22/92 Forward Planning Working Group

PC/22/92.1 Report from Meeting – Councillor Sturmey Proposed approval of the report notes and Seconded Councillor Riggs. Voting unanimous in favour.

PC/22/92.2 Recommendation:

Councillor Sturmey briefed Members on the background to the recommendation made in the FPWG report:

Item 3, The FPWG writes a draft Position Statement with questionnaire as a first step to gain the views of the community which the FPWG can then incorporate into a first draft Position Statement focussed on housing needs of the parish and alternative ways of meeting them for adoption by the Parish Council

The recommendation was Proposed by Councillor Sturmey and Seconded by Councillor Wilson. Voting unanimous in favour.

PC/22/93 IT

Members approved payment of £150 for recommendations and work outlined in the report previously circulated. It was Proposed by Councillor Fellowes and Seconded by Councillor Pitman. Voting was unanimous in favour. A new lap top for the Clerk was also discussed and it was agreed to defer a decision on it.

PC/22/94 Home Work Allowance for Clerk

Members approved the payment of a home work allowance for the Clerk for £6 per week which covers a contribution to space, lighting, heating, broadband and electricity, paid through the PAYE system monthly. It was Proposed by Councillor Bond and Seconded by Councillor Wilson. Voting was unanimous in favour.

PC/22/95 The Blind House

Members discussed the quote for maintenance work received from Albion Stonemasons and it was agreed to defer a decision on the work as it was felt the condition was generally good as outlined in the assessment report received. The condition of the War Memorial was also briefly discussed and if any additional work was required. The Clerk would check with Albion Stonemasons if they had done any assessment of the War Memorial.

PC/22/96 Idverde Grounds Maintenance Contract

The contract is due to commence from 4th April 2022 until 30th September 2022 at a cost of £1740 plus VAT which would be split into 12 equal monthly payments of £145 plus VAT per month. There was discussion about the cost and the contract period and Members decided to defer a decision on signing the contract with a view to obtaining a quote from the contractor for a period of three years and if there could be a discount for extending the contract period from one year.

PC/22/97 Queen's Jubilee Celebrations

There was general discussion on what the Parish Council might do to celebrate the Jubilee and various ideas were proposed including tree planting and commemorative souvenirs. Councillor Sturmey suggested a Jubilee leaflet or programme of community events might be helpful perhaps through obtaining details by a press release.

PC/22/98 Items for a press release or statement from the Parish Council

It was agreed following previous discussion for a press release to find out what community events are being organised.

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PC/22/99 Correspondence issued to members for Noting

Noted

Meeting closed at 8.44 pm

Signed: ……………………………………………………………

Minutes of the Meeting of
Heytesbury Imber & Knook Parish Council
held
Tuesday 29th March 2022
at 7-15pm

Membership: Councillors D Boath, D Bond (Vice Chair), E Cheeseman, P Fellowes, E McGuire, L Morris (Chair), M Pitman, V Sturmey, A Wilson, K Riggs. 1 Casual Vacancy.

Present: D Bond (Chair), E Cheeseman, P Fellowes, E McGuire, M Pitman, V Sturmey, A Wilson, K Riggs.
Officers: J Cap
Public & Press: 5 members of the public and no press

PC/22/100 Apologies
Received from Councillors L Morris (Chair), D Boath.

PC/22/101 Minutes
PC/22/101.1. The minutes of the meeting held on the 22nd February 2022 were approved and signed by the Chair.

PC/22/101.2 None

PC/22/102 Declarations of Interest
None

PC/22/103 Chair's Announcements
The May meeting of the Parish Council has been moved forward from the 31st May to the 24th May.

Standing Orders were suspended at 7.18pm to allow for public participation

PC/22/104 Public Participation
PC/22/104.1 MC referred to 15.2 (Trees) and 16 (Asset Shed) on the agenda that the Parish Council would pay the cost of these items and said that the Parish Council should apply to the Raymond Trust to avoid a rise in the precept next year.

PC/22/104.2 None

Standing orders were reinstated following public participation at 7.20pm

Signed: ……………………………………………………………

PC/22/105 Financial Information

PC/22/105.1 Payments for approval:

83/22 £4.99 Amazon paper clips
84/22 £6.99 Amazon A4 files
85/22 £15.11 Amazon envelopes and stapler
86/22 £8.66 Amazon hole punch
87/22 £22.99 Amazon one box of A4 paper
88/22 £119.36 H Parks March Payroll
89/22 £29.80 HMRC March Payroll
90/22 £40 The Hospital of St John meeting venue booked twice in March
91/22 £437.32 J Cap March Payroll.
Councillor Fellowes proposed approval of the payments, seconded Councillor Wilson. Voting unanimous in favour.

PC/22/105.2 Monthly financial report:

Members received the monthly report which outlines the year to date spend and Councillor Sturmey signed the reconciliation. There were no questions

PC/22/105.3 Statements of the Bank Accounts for Noting

Noted and Councillor Sturmey signed the statements.

PC/22/106 Election Cost

Members agreed to approve payment of the election cost advised by Wiltshire Council of £3326.43. Proposed by Councillor McGuire, seconded Councillor Cheeseman. Voting in favour 7 against 0 abstention 1. Councillor Bond said it was disgusting an election was held at a cost to the public and added 36% voted and requested his comments are noted on the minutes. Councillor Sturmey said it is a democratic process, residents have a right to call an election, there was a need for the Parish Council to budget for elections, and requested her comments are noted on the minutes.

PC/22/107 Co-option of Councillor Vacancy

Councillor Wilson proposed to accept the applications received, seconded Councillor Pitman. Voting was unanimous in favour. Voting on applicants was by a show of hands:

- Mr Mark Button 0 votes
- Mrs Meralin Canty 2 votes
- Mr David Henshaw 6 votes
- Mrs Stephanie Stevens 0 votes

Councillor Bond declared Mr David Henshaw co-opted.

Signed: ……………………………………………………………

PC/22/108 Raymond Trust

The following grant applications were approved at the Trust meeting of 22nd February 2022 and forwarded to the Parish Council for agreement and payment:

- Heytesbury AED Guardians £800
- Heytesbury Social £1000
- Heytesbury and Sutton Veny Cricket Club £2000

The financial statement received from Heytesbury and Sutton Veny Cricket Club was circulated to Members for noting. Members approved payment for all three grant applications. Proposed by Councillor Riggs, seconded Councillor McGuire. Voting was unanimous in favour.

PC/22/109 Idverde Grounds Maintenance Contract

Members approved a contract for two years from 1st April 2022 to 31st October 2023 at a cost of £1740 plus VAT per year in twelve equal payments of £145 plus VAT. Proposed by Councillor Fellowes, seconded Councillor Wilson. Voting was unanimous in favour. Councillor Bond signed the contract.

PC/22/110 Mileage Allowance for Clerk

Members approved mileage allowance for the Clerk at HMRC rate of 0.45p per mile. The allowance would be paid on a periodic basis and separate to the PAYE system. Proposed Councillor McGuire, seconded Councillor Pitman. Voting was unanimous in favour.

PC/22/111 Annual Pay Award for Clerk's Salary

Members approved the National Joint Council for local government pay increase of 1.75% from April 2021. The pay award amounts to an additional payment of £86.38 per annum and back pay for February and March payroll which amounts to £14.40 to be paid in April payroll. Proposed Councillor Cheeseman, seconded Councillor Wilson. Voting was unanimous in favour.

PC/22/112 Finger post

Members agreed to obtain a quote for improvement work and instructed the Clerk to obtain specification details from Wiltshire Council. Councillor Fellowes to obtain a quote for the improvement work. Proposed Councillor Sturmey, seconded Councillor Cheeseman. Voting was unanimous in favour.

PC/22/113 War Memorial

Members agreed to defer a decision on works identified in the assessment report until the meeting in April and instructed the Clerk to explore funding options. Proposed Councillor McGuire, seconded Councillor Riggs. Voting was unanimous in favour.

Signed: …………………………………………………………

PC/22/114 Queen's Platinum Jubilee Celebrations.

PC/22/114.1

A press release was issued requesting details of events being planned. The following was received and noted:

- Thursday 2nd June at 7pm a Buddy Holly Tribute Concert in Heytesbury church
- Saturday 4th June 10am to 4.30pm Seven Decades of Heytesbury in Photographs and Memories in Heytesbury church. Members of the public are invited to send copies of photographs depicting changes in the village over the last seven decades which will be displayed in the church.

The contact for both events is Sarah Buttenshaw Tel 01985 840501 email s.buttenshaw@btinternet.com

PC/22/114.2 Trees

Members agreed to defer a decision on the purchase of fruit tree/trees for a Jubilee Community Orchard at the Allotments site, and any commemorative plaques or memorabilia until the meeting in April. Councillor Sturmey to obtain a price for the fruit tree/trees. Proposed Councillor Sturmey, seconded Councillor McGuire. Voting was unanimous in favour.

Councillor Sturmey proposed the Parish Council sets aside £350 from the OS equipment budget for three Jubilee trees and four plaques and makes an application for a section 96 license from Wiltshire Council Highways for the land opposite the school. Members agreed to defer a decision until the meeting in April. Proposed Councillor Sturmey, seconded Councillor McGuire. Voting in favour 7 against 0 abstention 1.

PC/22/115 Asset Shed

Members agreed to defer a decision on the asset shed until the meeting in April. Proposed Councillor Sturmey, seconded Councillor McGuire. Voting was unanimous in favour.

PC/22/116 Play Area Meeting

PC/22/116.1 Playground Improvement Project

Members agreed the following:

- Idverde to remove the Teen Shelter, the Ball Shoot, and the two items of adult gym equipment. Councillor Fellowes to contact idverde to action. Proposed Councillor McGuire, seconded Councillor Wilson. Voting was unanimous in favour.
- Two second hand picnic benches for the play area, and one for the allotment. Proposed Councillor McGuire, seconded Councillor Fellowes. Voting was unanimous in favour.
- Defer a decision on the slide and birds nest until the meeting in April. Proposed Councillor McGuire, seconded Councillor Sturmey. Voting was unanimous in favour.
- The Clerk to write a formal letter to the school about the risk and requirements for repair of the pedestrian gate to the school field. Councillor Fellowes would provide details of the cost and risk. Proposed Councillor Wilson, seconded Councillor Pitman. Voting was unanimous in favour.

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PC/22/116.2 For Noting

It was noted consideration needs to be given to the longer term grounds maintenance of the play area, to keep nettles, weeds and moss at bay on the safety surfaces. This is being undertaken by Councillor Fellowes. Discussions around future grant funding which could replace the soft trend under some of the play equipment will also be explored. This is being flagged up now, but is for future consideration and costing.

PC/22/117 Asset Register

Members reviewed and approved the asset register with an amendment to remove the gas heater and bottle (ownership unsure), three small cones (ownership unsure), as these have been removed from the shed. Proposed Councillor Wilson, seconded Councillor McGuire. Voting was unanimous in favour.

PC/22/118 Flooding outside the pub and shop

The Clerk advised Members a response had been received from Denise Nott, Area Engineer at Wiltshire Council, which said the site had been inspected following previous reports but there is no positive drainage system in the area so Wiltshire Council would have to install a new drainage system and they do not have any funds available, if funds do become available they will consider the site but they have to focus on flooding issues on high speed roads and where flooding is occurring to property. Councillor Riggs withdrew her proposal that the Parish Council contact Wiltshire Council.

PC/22/119 Items for a press release or statement from the Parish Council

Members agreed a press statement on the co-option of Mr David Henshaw. Proposed Councillor Riggs, seconded Councillor Pitman. Voting unanimous in favour.

PC/22/120 Correspondence issued to members for Noting

Noted

Meeting closed at 8.55 pm

Signed: …………………………………………………………

Minutes of the Meeting of
Heytesbury Imber & Knook Parish Council
held
Tuesday 26th April 2022
at 7-15pm

Membership: Councillors D Boath, D Bond (Vice Chair), E Cheeseman, P Fellowes, E McGuire, L Morris (Chair), M Pitman, V Sturmey, A Wilson, K Riggs, D Henshaw.

Present: D Boath, D Bond (Vice Chair), E Cheeseman, E McGuire, L Morris (Chair), M Pitman, V Sturmey, A Wilson, K Riggs, D Henshaw.
Officers: J Cap
Public & Press: 7 members of the public and no press

PC/22/121 Apologies
Received from Councillor P Fellowes. Councillor McGuire previously advised the Clerk of her late attendance to the meeting and arrived 8pm.

PC/22/122 Minutes
PC/22/122.1.
Councillor Sturmey said she had declared an interest in relation to picnic benches, minute reference PC/22/116.1. Members agreed to amend the minutes accordingly. Proposed Councillor Wilson, seconded Councillor Henshaw. Voting was unanimous in favour. The minutes of the meeting held on the 29th March 2022 were approved with the amendment and signed by the Chair.
PC/22/122.2
Councillor Bond referred to the flooding outside the post office, minute reference PC/22/118, and said he had met with Councillor Bill Parks, Wiltshire Council, who is to look into the matter.
PC/22/123 Declarations of Interest
None. Councillor Morris reminded Members of the importance of declaring an interest on an agenda item at the start of proceedings in the interests of openness and transparency. She specifically asked if there were any declarations in relation to Item 14, Future Planning Working Group, and there were none.

PC/22/124 Chair's Announcements
None

Standing Orders were suspended at 7.25 pm to allow for public participation

PC/22/125 Public Participation
PC/22/125.1
RR spoke in objection to planning application PL/2022/02360 annex to Bourne Cottage, item 8.2 on agenda: no green sign had been posted so was not aware of the application unless it was checked on Wiltshire Council's website and asked when are green signs are to be

Signed: ……………………………………………………………

reintroduced; that the area is to be conserved and does not permit development that harms the principle; concern on access and parking; if application allowed it would set a precedent; understands that there is a covenant on a new build.

KM had no issue with the annex to Bourne Cottage in principle but felt it was not considered to be an annex as it would be some distance from the house, some 70 metres away. Concern was also expressed about the size of the annex and the overall footprint of the whole dwelling, questions about who the dependant relative is, potential light pollution, the impact on trees and that there is already tight vehicular access.

VL referred in relation to the proposed annex to Bourne Cottage about a garage which had subsequently further been developed into a house and how development can seem to be uncontrolled. She was also concerned about the potential impact for flooding.

AT owner of Bourne Cottage said the proposed annex is for an ageing father and grandfather with health problems, enabling a suitable and safe place with proximity to medical facilities in the local area having relocated from Cornwall.

PC/22/125.2
None

Standing orders were reinstated following public participation at 7.35pm.

Item 8 Planning Applications was brought forward.

PC/22/126 Planning Applications
PC/22/126.1 Applications received for comment:
None
PC/22/126.2 Members to ratify the comments made on the following applications determined by email:
PL/2022/02360 Erection of a detached annex in a rear garden for a dependant relative. Bourne Cottage, Park Lane, Heytesbury BA12 0HE. **No Objection**.

Following public representation Members resolved to object to the application. The proposed site is a new build residential annex, which is outside the settlement boundary of Heytesbury. The annex should remain as a permanent ancillary accommodation to the principle dwelling, Bourne Cottage, and should be occupied by the same household , it should not be sub divided, let or sold as separate accommodation. Proposed Councillor Boath, seconded Councillor Bond. Voting in favour 7, against 1, abstention 1. **Objection.**

PL/2022/02390 Listed building consent. Minor amendment to previously consented L-shaped glazed extension to replace small element of slate roof with patent glazing system to match the rest. 188 Tytherington, Tytherington, BA12 7AD. **No Objection.**
Proposed Councillor Cheeseman, seconded Councillor Pitman. Voting was unanimous in favour**. No Objection.**

Signed: …………………………………………………………

PC/22/127 Financial information

PC/22/127.1 Payments for approval:

92/22 £3326.43 Wiltshire Council election recharge
1/22 £7.80 Amazon A4 folders
2/22 £150 Harling IT Services IT support
3/22 £300 R. Stumey picnic benches
4/22 £240 Auditing Solutions Ltd internal audit
5/22 £458.92 April payroll
6/22 £346.66 WALC subscription
Councillor Cheeseman proposed approval of the payments, seconded Councillor Wilson. Voting was unanimous in favour.

PC/22/127.2 Statements of the Bank Accounts for Noting

Noted and Councillor Sturmey signed the statements.

PC/22/127.3 Financial report and statement of accounts as at 31st March 2022

Members received and approved the financial report and statement as at 31st March 2022. Proposed Councillor Morris, seconded Councillor Henshaw. Voting was unanimous in favour

Item 7 Probation period of the Clerk was moved to the end of the agenda due to the confidential nature of discussions and would be held in closed session.

PC/22/128 Annual Internal Audit Report

PC/22/128.1

Members received and noted the Annual Internal Audit Report.

PC/22/128.2

Members noted the recommendations made R1 Corporate Governance, R2 Payments and R3 Risk Management. The Clerk to review the risk assessment.

PC/22/129 Annual Governance and Accountability Return 2021/2022 Form 2

PC/22/129.1

Members approved the Annual Governance Statement in section 1. Proposed Councillor Morris, seconded Councillor Boath. Voting was unanimous in favour. The Chair and Clerk to sign the Annual Governance Statement in section1.

PC/22/129.2

Members considered and approved the Accounting Statements in section 2. Proposed Councillor Morris, seconded Councillor McGuire. Voting was unanimous in favour. The Chair to sign the Accounting Statements in section 2.

PC/22/129.3

Members approved the Certificate of Exemption. Proposed Councillor Henshaw, seconded Councillor Pitman. Voting was unanimous in favour. The Chair and Clerk to sign the Certificate of Exemption.

PC/22/129.4

Members noted the Clerk is to set the date for the exercise of public rights commencing Monday 13th June 2022 and ending Friday 22nd July 2022.

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PC/22/130 Trees

PC/22/130.1

Members agreed not to purchase fruit tree/trees for a Jubilee Community Orchard at the Allotments site, a decision had been deferred at the meeting in March. Proposed Councillor Morris, seconded Councillor Pitman. Voting unanimous in favour.

PC/22/130.2

Members discussed an application for a section 96 license for the land opposite the school for one of the three Jubilee trees, a decision had been deferred at the meeting in March. Members agreed instead on a rose bush on land where the Council had an existing section 96 license. Proposed Councillor Bond, seconded Councillor Riggs. Voting was unanimous in favour. It was agreed budget coding would be from the Outside Spaces Miscellaneous. Proposed Councillor Sturmey, seconded Councillor McGuire. Voting unanimous in favour.

PC/22/131 Asset Shed

Councillor Henshaw proposed, as an interim solution, the storage of items in the asset shed at his workplace premises. Seconded Councillor Wilson. Voting unanimous in favour.

Item 13 play area- slide and birds nest was moved to item 15 Outside Spaces Working Group for discussion.

PC/22/132 Future Planning Working Group

Members received the report from the meeting held on 7th April. Councillor Sturmey outlined the work undertaken by the working group, and the purpose of the questionnaire. Councillors McGuire and Cheeseman said there was a need to get the views of the village, to consult and to make the residents feel involved and have a say in the future of their village. Councillor Morris stated caution was required, and that expectations of what the Council could deliver needed to be managed as the Council don't build houses, including social housing, and don't own land so have no incentive to offer a private landowner or developer, the Council are a consultee in the process and Wiltshire Council is the planning authority. Councillor Boath thought some of the references were leading with regard to the Sassoon Land, which had planning applications turned down in the past. Following discussion Members agreed the position statement is redrafted and deferred to the next meeting. Proposed Councillor Cheeseman, seconded Councillor McGuire. Voting in favour 8, against 2, abstention 0.

PC/22/133 Outside Spaces Working Group

PC/22/133.1

Members received the report from the meeting held on 8th April. Members agreed all recommendations except item 1 – play area: take gate removal off quote.

- Play area- The PC goes ahead on the Health and Welfare quote from idverde on an annual basis
- Play area- ask Acorn if a bin can be placed near the entrance (Glasdon Super trimline 50 HSL Bin £144 plus vat and post and banding kit
- Footpaths- add the 2 cuts of footpath KN004 to the Neat & Tidy list of works
- Litter pick- advertise date of Saturday 7th May and volunteer poster

Signed: ……………………………………………………………

Proposed Councillor Henshaw, seconded Councillor Cheeseman. Voting was unanimous in favour.

PC/22/133.2 Play area- slide and birds nest

Members resolved on action point to follow up with a quote from idverde for the slide and obtain further details for the birds nest before a decision can be made.

PC/22/134 War Memorial

Members agreed to defer a decision on the repainting of the lettering and work to the concrete pad around the base as neither was seen as safety critical, until a budget can be found. Proposed Councillor McGuire, seconded Councillor Henshaw. Voting unanimous in favour.

PC/22/135 Celebration Event at The Hospital of St John 31st May 2022

Noted.

PC/22/136 Council Annual Meeting and Annual Public Meeting

Councillor Morris proposed the Council annual meeting begins at 6.30pm and ends at 7.15pm when the Annual Public meeting will start. Only essential items would be on the agenda for the Council annual meeting including the election of Chair/Vice Chair, defer the allocation of duties, and Members to send proposed invitees for the Annual Public meeting to Councillor Morris. Seconded Councillor Boath. Voting was unanimous in favour.

PC/22/137 Items for a press release or statement from the Parish Council

None.

PC/22/138 Correspondence issued to members for Noting

Noted

Due to the confidential staffing matter about to be discussed members of the public were asked to leave at 9.17pm and the meeting was continued in closed session.

PC/22/139 Probation period of the Clerk

Members agreed the appointment of the Clerk following satisfactory completion of the probation period. Proposed Councillor Morris, seconded Councillor Cheeseman. Voting was unanimous in favour.

Meeting closed at 9.24 pm

Signed: ……………………………………………………………

Minutes of the Annual Meeting
Heytesbury Imber and Knook Parish Council
Tuesday 24th May 2022
at 6.30pm

Membership: Councillors D Boath, D Bond, E Cheeseman, P Fellowes, E McGuire, L Morris, M Pitman, V Sturmey, A Wilson, K Riggs, D Henshaw.

Present: Councillors D Boath, D Bond, P Fellowes, E McGuire, L Morris, M Pitman, V Sturmey, A Wilson, K Riggs, D Henshaw.
Officers: J Cap
Public and Press: 7 members of the public and no press

PC/22/1 Election of Chair for the year 2022-2023
There was one nomination for Chair, Councillor V Sturmey, proposed by Councillor Fellowes and seconded by Councillor Wilson. Voting in favour 6, against 3, abstention 1. Councillor Sturmey was duly elected Chair and signed the Declaration of Acceptance of Office.

PC/22/2 Election of Vice Chair for the year 2022-2023
There was one nomination for Vice Chair, Councillor K Riggs, proposed by Councillor Henshaw and seconded by Councillor McGuire. Voting in favour 6, against 3, abstention 1. Councillor Riggs was duly elected Vice Chair and signed the Declaration of Acceptance of Office.

PC/22/3 Apologies
Councillor Cheeseman.

PC/22/ 4 Declarations of Interest
Councillor Henshaw declared an interest in item 11 on the agenda Future Planning Working Group recommendation as his business had provided a printing quote. Councillor Bond declared a non-pecuniary interest in relation to planning application PL/2022/03276.

PC/22/5 Chair's Announcements
Councillor Sturmey thanked the outgoing Chair, Councillor Morris, and Vice Chair, Councillor Bond.

PC/22/6 Minutes
PC/22/6.1
Councillor Wilson said his comments that developers do try to get community support had not been noted in minute reference PC/22/132. Member agreed to amend the minutes accordingly and the minutes of the meeting held on the 26^{h} April 2022 were approved with the amendment and signed by the Chair. Proposed Councillor Wilson, seconded Councillor Henshaw. Voting was unanimous in favour.

PC/22/6.2 Matters Arising
None

Standing Orders were suspended at 6.39 pm to allow for public participation.

PC/22/7 Public Participation
PC/22/7.1
None
PC/22/7.2
None

Standing Orders were reinstated following public participation at 6.39 pm

PC/22/8 Financial Information
PC/22/8.1 Payments for approval:
8/22 £174 idverde grounds maintenance in April
9/22 £200 P Fellowes reimbursement for payment of repairs to play equipment paid to DME Welding Fabrication
10/22 £444.52 April payroll
11/22 £40 The Hospital of St John hire of meeting room April and May
12/22 £21.60 Mileage allowance for Clerk to the Council
13/22 £20 Harling IT Services IT support for website
Councillor Morris proposed approval of the payments, seconded Councillor McGuire. Voting was unanimous in favour.

PC/22/9 Planning Applications
PC/22/9.1 Applications received for comment:
PL/2022/03276 Full planning permission -removal of a tennis court and associated hardstanding, and the erection of a detached single-storey dwellinghouse, and hard and soft landscaping. The Gate House, Park Street, Heytesbury, Warminster, BA12 0HQ
Members resolved to object to the application as it is outside the village boundary. Proposed by Councillor Boath, seconded Councillor Morris. Voting in favour 6, against 3, abstention 1. **Objection.**

PL/2022/03614 Consent under Tree Preservation Orders T1-mature multi-stemmed Willow tree fell stem leaning towards house and patio. Overstream House, Mill Street, Heytesbury, BA12 OEE
No objection proposed Councillor McGuire, seconded Councillor Riggs. Voting unanimous in favour. **No Objection.**

PC/22/9.2 Members to ratify the comments made on the following applications determined by email:

PL/2022/03173 Notification of proposed works to trees in a conservation area, 29 a Suttons Orchard Little London, Heytesbury BA120ES. **No Objection.**
No objection proposed Councillor Bond, seconded Councillor Wilson. Voting unanimous in favour. **No Objection.**

PC/22/10 Insurance Renewal
The Clerk to the Council advised Members the renewal cost as £1188.68 and not £1296.78 as previously advised due to a requote. Councillor Henshaw proposed to approve the payment, seconded Councillor Pitman. Voting unanimous in favour.

PC/22/11 Future Planning Working Group Recommendations
Members agreed the following on the recommendations made:

- Position statement and questionnaire – proposed by Councillor McGuire, seconded Councillor Wilson to approve the position statement and questionnaire with the amendment to the phrase ‘seek to negotiate a deal with a developer’ to ‘open up a dialogue with a developer’ in point 3 What Are Our Options. Voting in favour 6, against 2, abstention 2.
- Questionnaire and position statement printing – Councillor Henshaw had provided a printing cost through his business of £50 for the documents and Councillor Riggs proposed to accept the quote, seconded Councillor Fellowes. Voting in favour 6, against 2, abstention 2.

.
Councillor Sturmey proposed to suspend the meeting to start the Annual Public meeting at the scheduled time of 7.15pm, then to resume the Council meeting after the Annual Public meeting with a view to conclude all business by 9pm. Seconded Councillor Riggs. Voting in favour 7, against 3, abstention 0. The Council meeting was suspended at 7.10 pm.

The Council meeting was resumed at 7.55pm.

Councillor McGuire left the meeting. Councillor Bond left the meeting having announced his decision to resign as a Member at the Annual Public meeting.

- Position statement and questionnaire - The Future Planning Working Group to make the agreed amendment to the position statement, Councillor Henshaw to receive the document for printing 400 copies at £50 cost. Proposed Councillor Wilson, seconded Councillor Fellowes. Voting in favour 5, against 3, abstention 0.
- Position statement and questionnaire distribution – proposed by Councillor Henshaw that Councillor Riggs would receive the documents for distribution, seconded Councillor Fellowes. Voting in favour 5, against 3, abstention 0.
- The Next 8 Steps guidance – Councillor Sturmey proposed to refer the guidance back to the Future Planning Working Group with a view to bring back to the Council, seconded Councillor Wilson. Voting in favour 5, against 3, abstention 0.

- Councillor Sturmey proposed to begin the consultation period for the end June for 6 weeks, then refer back to the Future Planning Working Group with a view to bring back to the Council, seconded Councillor Fellowes. Voting in favour 5, against 3, abstention 0.

PC/22/12 Play Area Recommendations
Members instructed the Clerk to the Council:

- to obtain from idverde a quote for the removal of moss and grass from the surfaces. Proposed Councillor Sturmey, seconded Councillor Fellowes. Voting unanimous in favour.
- to ask Acorn Education / school if a bin can be placed near the entrance and obtain a quote for Glasdon Super trimline 50 HSL bin and post and banding kit. Proposed Councillor Sturmey, seconded Councillor Boath. Voting unanimous in favour.
- to contact idverde to obtain specification of the birds nest swing and guarantee details, and for the slide and if it can fit in the existing platform. Proposed Councillor Sturmey, seconded Councillor Pitman. Voting unanimous in favour.
- to obtain from DME Welding Fabrication a quote to remove the Teen Shelter, the Ball Shoot, and the two items of adult gym equipment. Proposed Councillor Sturmey, seconded Councillor Boath. Voting unanimous in favour.
- to write a formal letter to the school about the risk and requirements for repair of the pedestrian gate to the school field. Councillor Fellowes would provide details of the cost and risk. Proposed Councillor Sturmey, seconded Councillor Morris. Voting unanimous in favour.

PC/22/13 Rose Bush
Councillor Henshaw proposed Councillor Sturmey obtains the Queen Elizabeth II rose for £20 which Councillor Sturmey had obtained a price and arrange planting, seconded Councillor Riggs. Voting unanimous in favour.

PC/22/14 Items for a press release or statement from the Council
Members agreed on a press statement about the election of Chair and Vice Chair, and a statement of appreciation for Councillor Bond.

PC/22/15 Correspondence Issued to Members for Noting
Noted

Meeting closed at 8.30 pm

Signed……………………………………………………………

Minutes
Annual Parish Meeting for Heytesbury Imber and Knook
Tuesday 24th May 2022 at 7-15pm
at The Hospital of St John Heytesbury BA120HW

The Council Chair
Councillor Vanessa Sturmey in the Chair

Present: Councillors D Boath, D Bond, P Fellowes, E McGuire, L Morris, M Pitman, V Sturmey, A Wilson, K Riggs, D Henshaw
Officers: J Cap
Public & Press: 7 members of the public and no press

1. Welcome and Apologies
The Chair welcomed all attendees. Apologies were received from Councillor E Cheeseman.

2. Minutes
The minutes of the Annual Parish Meeting held on 28th May 2019 were approved and signed by the Chair.

3. Chair's Report
The Annual Report of the Council 2021-2022 was received and circulated. Councillor Morris, Chair 2021-2022, gave an outline of the report.

4. Forum
Kevin Canty raised the point that the proposed questionnaire by the Future Planning Working Group was misleading as he felt it did not note that in order to gain 22 affordable houses any developer would need permission to build up to 200 market value properties to fund them. Mr Canty went on to point out that previous attempts to get Wiltshire Council to approve planning permission for large scale developments had been refused, one of the reasons was that Heytesbury was an inappropriate location for large scale developments as local services and amenities were not available and there were no plans to provide these. Mr Canty asked if there had been any change to Wiltshire Council's intention to improve local services and amenities before promoting development and if nothing has changed and their preference for developments focussed on Trowbridge and Westbury area will surely still apply and make this a fruitless endeavour. Mr Canty also questioned why the Parish Council was spending a significant amount of time on the subject when there were other primary responsibilities they should be prioritising such as maintaining village services.

Ann Perry also spoke about the importance of infrastructure to support housing development and about vehicle traffic coming into the village raising road repair and safety issues.

Mark Button spoke about the A36 and the junction to the village highlighting safety concerns with the speed limit. He said he had approached Highways agency about the matter.

The meeting closed at 7.52pm

Signed:………

Minutes of the Meeting of
Heytesbury Imber and Knook Parish Council
held
Tuesday 28th June 2022
at 7-15pm

Membership: Councillors D Boath, E Cheeseman, P Fellowes, E McGuire, L Morris, M Pitman, V Sturmey (Chair), A Wilson, K Riggs (Vice Chair), D Henshaw, 1 Casual Vacancy.

Present: D Boath, E Cheeseman, M Pitman, V Sturmey (Chair), A Wilson, K Riggs (Vice Chair), D Henshaw.
Officers: J Cap
Public & Press: 6 members of the public and no press

PC/22/16 Apologies
Councillor Fellowes, Councillor McGuire, Councillor Morris.

PC/22/17 Minutes
PC/22/17.1
The minutes of the meeting held on 24th May 2022 were approved and signed by the Chair. Proposed by Councillor Henshaw, seconded by Councillor Pitman. Voting was unanimous in favour.
PC/22/17.2
Councillor Sturmey said that 400 copies of the Position Statement and questionnaire had been printed and most had been distributed. There was a box at Heytesbury shop to return questionnaires by the 12th August.

PC/22/18 Declarations of Interest
None

PC/22/19 Chair's Announcements
None

Standing Orders were suspended at 7.25 pm to allow for public participation

PC/22/20 Public Participation
PC/22/20.1
DB spoke about the Position Statement and questionnaires which had been numbered and delivered in a numerical sequence. DB had spoken to Councillors Boath and Morris and said that it was open to abuse as the numbering could determine the area where the questionnaires had been returned from and individuals recognised. DB said it was not necessary to number the questionnaires as they were meant to be anonymous. DB questioned why the Football club had received a questionnaire. DB also spoke about the recommendation on the agenda to appoint an adviser to the Future Planning Working Group and it seemed advisers were outnumbering elected Members. DB said

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recommendations on housing were being rushed as there was no infrastructure to support it and it was pushing an agenda and plan to work with the Sassoon Estate.
AM agreed with DB on many points and said there was a need to look at housing but questioned the figure being used for housing and asked how many Councillors and their associates were on the waiting list.
LW questioned the Council on the appointment of non-elected members to working groups and said it was undemocratic. LW said the Position Statement on housing was full of inaccuracies and asked where is the transparency and honesty with the electorate.
Councillor Newbury, Wiltshire Council, said the figure of 25 for housing came from Wiltshire Council and not the Parish Council, was a similar number to Sutton Veny and Codford, and referred to the Empowering Rural Communities document produced by Wiltshire Council.

PC/22/20.2
None

Standing orders were reinstated following public participation at 7.50 pm.

PC/22/21 Financial information
PC/22/21.1 Payments for approval:
14/22 £174 idverde grounds maintenance in May
15/22 £1188.68 BHIB insurance
16/22 £20 V Sturmey reimbursement for rose approved by Council
17/22 £444.52 June payroll
18/22 £400 Neat n Tidy garden services footpath maintenance
19/22 £24.35 Cartridge World cartridge for printer
Councillor Riggs proposed approval of the payments, seconded Councillor Henshaw. Voting was unanimous in favour.

PC/22/21.2 Statements of the Bank Accounts for Noting
Noted and Councillor Henshaw signed the statements.

PC/22/21.3 Financial report
Noted and Councillor Henshaw signed the bank reconciliation.

PC/22/22 Planning Applications
PC/22/22.1 Applications received for comment:
PL/2022/04467 Householder planning permission Re-roof loft conversion and ground floor re-configuration: Long Acre, Newtown, Heytesbury BA12 OHN.
Councillor Cheeseman proposed no objection, seconded Councillor Pitman. Voting was unanimous in favour. **No Objection.**

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PC/22/22.2 Members to ratify the comments made on the following applications determined by email:

PL/2022/02230 Listed building consent, installation of replacement windows, Chapel House 174-175, Tytherington BA12 7AD. **No Objection**

Proposed Councillor Boath, seconded Councillor Henshaw. Voting was unanimous in favour. **No Objection**.

PC/22/23 Appointments to Posts and Working Groups

The following appointments were agreed by Council:

1. Press and social media (website): Clerk and Councillor Cheeseman
2. Emergency Planning / Flood Wardens: Councillor Morris, Councillor Boath and Councillor Pitman
3. Play area weekly visual inspection: Councillor Henshaw supported by Councillor Fellowes
4. Play area monthly written report: Councillor Fellowes
5. Liaison for Parish Steward: Clerk
6. Outside Spaces Working Group: Councillor Fellowes, Councillor McGuire, Councillor Riggs, Councillor Sturmey, Councillor Wilson, and Mr Mark Button.
7. Future Planning Working Group: Councillor Cheeseman, Councillor McGuire, Councillor Wilson, Councillor Morris, Councillor Sturmey but open to all Members.

Councillor Boath proposed the appointments, seconded Councillor Cheeseman. Voting was unanimous in favour.

Councillor Sturmey had sent to the Clerk a written motion to propose Mr Richard Kitson be appointed to the Future Planning Working Group. Councillor Sturmey proposed, seconded Councillor Wilson. Voting in favour 5, against 1, abstention 1. Mr Kitson was appointed to the Working Group.

PC/22/24 Risk Assessment

Councillor Sturmey proposed approval of the risk assessment, seconded Councillor Pitman. Voting was unanimous in favour.

PC/22/25 Play Area Recommendations

PC/22/25.1

Members resolved the following:

- Clerk to instruct idverde to supply basket swing with wet black pour, in colour apple red at a cost of £6439.20 plus vat and removal of moss from play surfaces at a cost of £450 plus vat. Proposed Councillor Sturmey, seconded Councillor Riggs. Voting unanimous in favour.
- Clerk to instruct DME Welding Fabrication to remove the Teen Shelter, the Ball Shoot, and the two items of adult gym equipment at a cost of £780 with an allowance of £100 should the quote have changed. The post of the Ball Shoot to be

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retained by Councillor Fellowes. Proposed Councillor Sturmey, seconded Councillor Cheeseman. Voting unanimous in favour.

PC/22/25.2

Councillor Sturmey had sent the Clerk a written motion to propose the Council approve item 2 on the DME Welding Fabrication quote, replace shackles and bushes to swings at a cost of £170. Proposed Councillor Sturmey, seconded Councillor Pitman. Voting unanimous in favour.

PC/22/26 Future Planning Working Group Recommendation

Council deferred a decision on the drop- in session about the launch of the Position Statement until the July meeting. Proposed Councillor Sturmey, seconded Councillor Wilson. Voting unanimous in favour.

PC/22/27 Written Notice of a Motion

The Clerk received written notice of a motion from Councillor Wilson: *The Parish Council to approach the Highways Agency to clear the vegetation that obscures the view of oncoming traffic. This applies coming out of Heytesbury looking right towards the A36, coming from Sutton Veny and Warminster looking right towards the A36. This is not a question of cutting the trees down but clearing the lower branches and undergrowth. There should be similar consideration about the sightlines for those exiting from Heytesbury House. The Clerk to write accordingly.*

Proposed Councillor Wilson, seconded Councillor Henshaw. Voting unanimous in favour.

PC/22/28 Councillor Vacancy

PC/22/28.1

The Clerk advised Council that the vacancy would be filled by co-option at the Parish Council meeting on the 26th July 2022.

PC/22/28.2

The Clerk had requested Council to vote by email if poll cards are to be issued should an election be called. The votes received were 5 in favour, 5 against. Noted.

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PC/22/29 IT

PC/22/29.1

Members resolved to defer a decision on back up of data on the Clerk's laptop through Harling IT at a cost of £15 per month per laptop. Proposed Councillor Sturmey, seconded Councillor Riggs. Voting unanimous in favour.

PC/22/29.2

Members resolved to a defer a decision on a new laptop for the Clerk. Proposed Councillor Sturmey, seconded Councillor Henshaw. Voting unanimous in favour.

PC/22/30 Declaration of Compliance with The Pensions Regulator

Councillor Sturmey proposed to give authority to the Clerk to make declarations and any amendments as required to The Pensions Regulator on behalf the Council. Seconded Councillor Riggs. Voting unanimous in favour.

PC/22/31 Items for a press release or statement from the Parish Council

Members agreed on a press release concerning the Position Statement and the Councillor Vacancy. Proposed Councillor Sturmey, seconded Councillor Cheeseman. Voting unanimous in favour.

PC/22/32 Correspondence issued to members for Noting

Noted

Due to the confidential staffing matter about to be discussed the meeting was continued in closed session. There were no members of the public.

PC/22/33 Increase in Contractual Working Hours of the Clerk

Members agreed to increase the contractual working hours of the Clerk by 3 hours per week, with the additional 1 hour per week for Raymond Trust being paid by the Trust to the Council, an increase of £179.48 per month starting in July. Proposed Councillor Henshaw, seconded Councillor Sturmey. Voting unanimous in favour.

Meeting closed at 9.03 pm

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Minutes of the Meeting of Heytesbury Imber and Knook Parish Council on Tuesday 26th July 2022 at 7-15pm held at The Hospital of St John Heytesbury BA12 0HW

Membership: Councillors D Boath, E Cheeseman, P Fellowes, E McGuire, L Morris, M Pitman, V Sturmey (Chair), A Wilson, K Riggs (Vice Chair), D Henshaw, 1 Casual Vacancy.

Present: Councillors D Boath, E Cheeseman, P Fellowes, L Morris, M Pitman, V Sturmey (Chair), A Wilson, K Riggs (Vice Chair), D Henshaw
Officers: J Cap
Public & Press: 12 members of the public and no press

PC/22/34 Apologies
Councillor McGuire.

PC/22/35 Minutes

PC/22/35.1
The minutes of the meeting held on 28th June 2022 were approved and signed by the Chair. Proposed by Councillor Wilson, seconded by Councillor Riggs. Voting in favour 7, against 1, abstention 1.

PC/22/35.2
Councillor Morris read a statement from a member of the public about amending the minutes, minute reference PC/22/20.1 public participation, which had been raised with the Clerk by the member of the public when the draft minutes were published on the website. The Clerk had responded to the member of the public with reference to the Standing Orders and explained the minutes are approved or amended by Council resolution.

PC/22/36 Declarations of Interest
None

PC/22/37 Chair's Announcements
Firstly, I would like to start off with an apology to the Members, Clerk and members of the public who attended last month's meeting and may have felt frustrated in that I may not have fully explained the statutory rules of our meetings - the councils standing orders by which we are governed -and at times this could have caused frustration during public participation. However, I have since spoken with the Clerk and although Council meetings are meetings of the Council for Members to determine Council business the public and press are entitled to attend and observe the proceedings. Our standing orders allows for a section on the agenda called "public participation" this section is where the public can address the Council as a whole and not individual Councillors on any agenda item for a period of 3 minutes, it also allows for questions to be answered and information to be given verbally or written after the meeting, as directed by the Chair. To answer some unanswered questions from last month, I would like to clarify the following. The Parish Council does not hold any

Signed: ………………………………………………………….

lists of people in housing need or who are on the Wiltshire council housing register, this information might be held by Wiltshire Council and would in any event be subject to GDPR rules, but I am happy to confirm that I am not on any such list. As to why the Football club had been sent a questionnaire, the parish was consulted including both sports clubs, school, local businesses and residents who would be affected by any new housing. The FPWG have several advisors they do not have voting rights, they advise, and Councillors decide. A member of the public indicated that recommendations on housing were being rushed with a plan to work with the Sassoon Estate with no infrastructure, I would like to make it clear the consultation process is just that a consultation in order to gain the communities views on rural housing and the different ways of delivery, there are no plans from any landowners on the table at this stage, but we must be realistic, with Wiltshire council indicating we need 25 homes by 2036 and a limited land supply, one or more landowners may come forward in the future with a plan and as Councillors we must be open and honest with our residents and objective in our deliberations and decision making. Regarding public participation this is your opportunity to address the Council as a whole (not individual Councillors) on any agenda item for 3 minutes, please specify which agenda item you are referring to at the start, we are all passionate about our local community, but please keep your comments polite and respectful. Public participation does not allow for a debate or discussion with the public but we do take into account your points raised when we discuss the agenda item later on, of course, if any member of the public or press wish to speak to any Member of the council or Clerk, they can find our contact details on the Heytesbury parish website, we are here to represent all members of the community and I am sure that Members of the Council will be happy to talk to you without the constraints of a Council meeting and in a less formal setting, so please contact us with any community issues. May I just add, please respect the setting of out Council meetings and keep noise to a minimum when you leave the Hospital of St John premises. Later we will review the Standing Orders and I would like to take this opportunity to remind everyone we have procedures in place to deal with complaints against Councillors behaviour under the Code of Conduct. Our complaints procedure document also explains how complaints of the Council can be dealt with. Complaints under the Councillors code are dealt with by the Monitoring Officer at Wiltshire Council and not the Parish Council. These complaints are confidential until the Monitoring Officer decides otherwise and we don’t broadcast complaints in public meetings or emails as this can prejudice the case. I invite Councillors to work with me and the Clerk to produce anti-bullying and harassment policy for the future. Thank you.

Signed: ……………………………………………………………

PC/22/38 Public Participation

PC/22/38.1

Dave Bond requested his name is published in the minutes and asked the Parish Council to consider that public comments at meetings don't have to be about an agenda item and said the time limit to speak should be increased from 3 to 4 minutes. Mr Bond went on to refer to questions and concerns he raised at the last meeting about the numbering of the housing questionnaires and said he had not received an official response which he was expecting. Mr Bond asked why there was a need to number them and count them, why had the football club and the Administrator of St John's received one? Mr Bond requested an official written response to his questions from Council.

RR referred to the Wiltshire Council Housing Needs Survey June 2019 which he said defined housing need as a broad picture of the need for both market and affordable housing, for an individual or household to obtain housing that is suitable to their circumstances- some need to upsize, others to downsize. 25 respondents replied to section 11 of the survey: 9 needed to move to cheaper accommodation, 7 currently renting wished to buy and 7 the home was too small. But in order to properly assess the need for affordable housing it is necessary to consider equity, income and savings. 11 of the 25 respondents requested public assistance and in housing need as defined by Wiltshire Council, 2 households in June 2019 were registered seeking affordable housing. 14.7 % is the average number of affordable houses in Wiltshire, 16.3 % is the number of affordable homes in Heytesbury but 28 % is the actual number when St John's 37 accommodation units are counted. RR concluded to say we do not need a radical building plan to meet social needs of 2 households not 25, there is a need to preserve the flood plain, maintain the integrity of the village, respect we live in a designated conservation area and make better use of St John's outstanding service to our community with its accommodation units.

Kevin Canty requested his name is published in the minutes and referred to 13.1 and 13.2 on the agenda about the proposed planting of two Jubilee trees and installing three plaques in the same locations. Mr Canty said it was a return of two motions by Councillor Sturmey that were rejected in the 2022 budget meeting held several months ago as being unaffordable and not within acceptable increases to the Precept in such challenging times for the villagers. Mr Canty also referred to new costs for the Clerk that he said had no public justification or funding in place within the current budget specifically the increase in the Clerk's hours by 3 per week at a cost of £179.48 per month. Mr Canty then spoke about the Future Planning Working Group survey and its cost and any subsequent cost for a drop in session, and asked does the Council have a plan and budget projection for the remainder of the 2022 budget year. Mr Canty referred to the request for a new lap top. He asked how are these additions being funded and what is the overall impact on the budget and reserves. He asked what essential items will have to be stopped to fund these. Mr Canty spoke about the current challenges for villagers around basic cost of living increases- electricity, fuel costs rising. Mr Canty said the Council spending the budget and reserves in advance of the funding being planned for and essentially committing villagers' income by further Precept increases is not acceptable without justification. Mr Canty requested a written response from Council.

Alex Morris requested his name is published in the minutes and referred to item 9.1 and 9.2 on the agenda concerning the Future Planning Working Group and said he was puzzled to

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read a proposal for members of the Wiltshire Community Land Trust and Warminster and Villages Community Partnership to be included in the Group when the Parish Council is seeking a consultation.

PC/22/38.2
None

PC/22/38.3 Future Planning Working Group
LW, member of public requesting the agenda item, addressed the Council asking why is the Council doing a consultation? LW said the response to the housing needs survey was poor with only 25 responses. Councillor Sturmey proposed Standing Orders be suspended to allow for a discussion with LW. Seconded Councillor Morris. Voting in favour 6, against 3.

Standing Orders were suspended at 7.45pm

Councillor Sturmey responded to LW's questions by saying the Future Planning Working Group was established in 2021 and that LW had been sent the Terms of Reference of the Working Group. Council Sturmey said the figure on housing need from Wiltshire Council was a long term view and the number doesn't equate to the original housing needs survey and added there is a consultation process until the end of August when the Future Planning Working Group will analyse the results and bring back the findings to the Parish Council. Dave Bond asked if the Working Group meetings were open to the public and Councillor Sturmey said they were not but the recommendations are discussed by the Parish Council.

Standing Orders were reinstated at 7.55pm

PC/22/39 Co-option of Councillor Vacancy
Councillor Henshaw proposed to accept the application received from Mr Mark Button, seconded Councillor Riggs. Voting was unanimous in favour. Mr Button received a unanimous vote and Councillor Sturmey declared Mr Mark Button duly co-opted.

PC/22/40 Financial Information

PC/22/40.1 Payments for approval:
20/22 £174 idverde grounds maintenance in June
22/22 £624 July payroll
23/22 £40 The Hospital of St John hire of meeting room June and July
24/22 £20.25 Mileage allowance for Clerk
25/22 £950 DME Welding Fabrication play equipment removal and repair to swings
Councillor Fellowes proposed approval of the payments, seconded Councillor Sturmey. Voting was unanimous in favour.

PC/22/40.2 Statements of the Bank Accounts for noting
Noted.

Signed: ……………………………………………………………

PC/22/40.3 Financial Report
Noted and Councillor Cheeseman signed the bank reconciliation.

PC/22/40.4 Bank Mandate
Councillor Henshaw agreed to be included on the bank mandate.

PC/22/41 Governance Documents

PC/22/41.1 Standing Orders
Members resolved to amend Standing Order 3 g to increase from three to four minutes the time a member of the public shall speak in public participation. Proposed Councillor Fellowes, seconded Council Cheeseman. Voting unanimous in favour.

PC/22/41.2 Financial Regulations

PC/22/41.3 Terms of Reference

Councillor Wilson proposed to adopt the Standing Orders, Financial Regulations, and Terms of Reference, seconded Councillor Boath. Voting unanimous in favour.

PC/22/42 Future Planning Working Group

PC/22/42.1
Councillor Sturmey withdrew a proposal the Working Group arrange a drop in session around the time of the launch of the position statement until the recommendations from the Working Group are produced.

PC/22/42.2
The Clerk received a written motion from Councillor Sturmey proposing Trevor Cherrett of Wiltshire Community Land Trust and Len Turner of Warminster and Villages Community Partnership continue as members of the Working Group. Proposed Councillor Sturmey, seconded Councillor Wilson. Voting in favour 6, against 3.

PC/22/43 Salt Bins
Councillor Fellowes has reviewed the salt bins and provided a report to the Clerk to notify Wiltshire Council of requirements.

PC/22/44 Asset Shed
Council resolved to defer a decision on the asset shed until the next Council meeting. The items Councillor Henshaw has been storing on a temporary basis at his workplace to be discussed at the next Council meeting**.**

Signed: ……………………………………………………………

PC/22/45 Written Notice of a Motion for a Parish Forum

The Clerk received a written motion from Councillor Wilson for a Parish Forum before the Parish Council meeting. Council agreed on an open forum for members of the public to meet Councillors and discuss or raise issues before the Parish Council meeting, beginning at 7 pm, and for it to be published on the agenda. Proposed Councillor Wilson, seconded Councillor Fellowes. Voting was unanimous in favour.

PC/22/46 Jubilee Trees and Plaques

PC/22/46.1 Jubilee Trees

PC/22/46.2 Jubilee Plaques

Councillor Sturmey withdrew both written motions proposing Jubilee trees and plaques.

PC/22/47 Outside Spaces Working Group

PC/22/47.1

Members received the Working Group report of the meeting held on the 7th July and agreed the following recommendations:

- Appoint Diana Walker on the Working Group. Proposed Councillor Wilson, seconded Councillor Sturmey. Voting unanimous in favour.
- Defer a decision on two bases for the picnic tables, Councillor Henshaw to obtain two quotes.
- Materials for play area maintenance at a cost of £186.31 obtained by Councillor Fellows from RABART. Proposed Councillor Wilson, seconded Councillor Fellowes. Voting unanimous in favour.
- Supply a new metal lid on bin in Park Street at cost of £85 plus vat from DME Welding Fabrication. Proposed Councillor Cheeseman, seconded Councillor Henshaw. Voting unanimous in favour.

PC/22/47.2 Play Area Report

Members received the play area report and approved adhesive strip to the slide at a cost of £79. Proposed Councillor Henshaw, seconded Councillor Fellowes. Voting unanimous in favour.

PC/22/47.3 Basket Swing for Play Area

Councillor Henshaw proposed acceptance of the basket swing in timber and the Clerk to instruct idverde, seconded Councillor Pitman. Voting in favour 8, against 1.

Signed: …………………………………………………………

PC/22/48 National Highways Response Overgrown Vegetation A36

Councillor Fellowes proposed to request a site visit between National Highways and Councillor Wilson, seconded Councillor Riggs. Voting unanimous in favour.

PC/22/49 Parish Council Liaison with the Press

Councillor Morris raised concern about recent coverage in the press including an article in the Wiltshire Times on the position statement and questionnaire on housing needs and if these reflected the view of the Parish Council or individual Members, and the accuracy. There was discussion on the matter between Members but no decisions made. Councillor Sturmey said some reportage was based on a press release when elected Chair in May. Councillor Wilson said he had not contacted the press and commented the Parish Council do not control the press. Councillor Fellowes said she had not contacted the press.

PC/22/50 Items for a Press Release or Statement from the Parish Council

Members agreed on the following press releases:

- Open Forum for the public before Parish Council meetings.
- Co-Option of Mr Mark Button to the Parish Council.
- Future Planning Working Group consultation until 12th August.

Proposed Councillor Sturmey, seconded Councillor Cheeseman. Voting unanimous in favour.

PC/22/51 Correspondence issued to Members for noting

Noted.

Meeting closed at 8.55 pm

Signed: ……………………………………………………………

Heytesbury Imber and Knook Parish Council

Minutes of the Meeting of Heytesbury Imber and Knook Parish Council on Tuesday 27th September 2022 at 7:15pm held at The Hospital of St John, Heytesbury, BA12 0HW

Membership:

Cllr Boath A	**Cllr Riggs* (vice chair)**
Cllr Button A	**Cllr Sturmey* (chair)**
Cllr Fellowes*	**Cllr Wilson***
Cllr McGuire*	**Two vacancies**
Cllr Morris*	
Cllr Pitman*	

Key: * Present **A** Apologies **AB** Absent

In attendance:
Officers: John Cap (Parish Clerk and Responsible Financial Officer)
Members of the public: 2
Press: 0

PC/22-23/52 **Apologies for Absence**
Apologies were received and accepted from Cllrs Boath and Button.

PC/22-23/53 **Declarations of Interest**
There were no declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.

PC/22-23/54 **Minutes**
The minutes of the meeting held on Tuesday 26th July 2022 were approved as a true record and signed by the chair.

PC/22-23/55 **Chair's Announcements**
There were no chair's announcements.

PC/22-23/56 **Correspondence Circulated**
The correspondence list was **noted.**

PC/22-23/57 **Public Participation**
The chair invited the public to speak in relation to any item on the agenda as a public participation session and a member of the public spoke.

Signed: ………………………………………………………………

PC/22-23/58 __Payments__

Members resolved to approve the following payments:
26/22 £174 to idverde for grounds maintenance in July,
30/22 £76.96 to P Fellowes for payment made to Provincial Rubber for items obtained for the play area slide,
31/22 £169.30 to Rabart for materials for the play area,
32/22 £111.06 to P Fellowes for payment made to JRB Enterprise for dog waste bags,
33/22 £40 to Harling IT Services for IT support for domain renewal,
34/22 £102 to DME Welding Fabrication for replacement lid for bin in Park Street Heytesbury,
35/22 £28.78 to 123 Reg Ltd for domain renewal,
36/22 £174 to idverde for grounds maintenance in August,
37/22 £624 for August payroll,
39/22 £43.04 to Viking UK for one box of A4 paper,
40/22 £24.35 to GJ Printer Cartridges Ltd T/A Cartridge World for printer cartridge,
41/22 £624 for September payroll.

PC/22-23/59 __Bank Accounts__

The bank accounts as at the 14th September 2022 were noted:
Treasurers Account: £3510.76
Business Bank Instant Account: £15235.97
Statements for the accounts were signed by members present at the meeting.

PC/22-23/60 __Financial Report__

Members received and noted the monthly report which outlines the year to date spend, and the bank reconciliation was signed by members present at the meeting.

PC/22-23/61 __Planning Applications__

PC/22-23/61.1 Members resolved no objection as the Council's position on planning application PL/2022/05986, 188 Tytherington, Tytherington.
PC/22-23/61.2 Members resolved to ratify the Council's position of no objection on the planning applications commented on by email:
PL/2022/05594, PL/2022/06169, PL/2022/05671, PL/2022/06175, PL/2022/05988, PL/2022/05615, PL/2022/06544, PL/2022/06541, PL/2022/06824.

PC/22-23/62 __Members Code of Conduct__

Members resolved to adopt the revised Code of Conduct.

PC/22-23/63 __Bullying and Harassment Policy Statement__

Members resolved to adopt the Civility and Respect bullying and harassment policy statement.

Signed: ……………………………………………………………

PC/22-23/64 **<u>Option to Opt-Out of the SAAA Central External Auditor Appointments Arrangements</u>**

Members resolved to continue as part of the Smaller Authorities' Audit Appointments (SAAA) arrangements for the next 5-year period.

PC/22-23/65 **<u>Poll Cards</u>**

Members resolved poll cards would be required when a by-election is held to fill a councillor vacancy.

PC/22-23/66 **<u>Asset Shed Items</u>**

Members resolved the following:

1) The six broken metal frame chairs are scrapped.

2) Cllr Fellowes to explore Selwood land as an option and report back at the next meeting.

3) Cllr Riggs to explore shed options and report back at the next meeting.

PC/22-23/67 **<u>Outside Spaces Working Group</u>**

Members received the minutes of the meeting held on the 30th August 2022, considered the recommendations contained therein, and resolved:

1) Allocation of the following play area expenditure to the £10050 ear marked reserve for play equipment:

£200 for two picnic benches,

£780 (£650 excluding VAT) for the removal of equipment from the play area by DME Welding Fabrication,

£7727.04 (£6439.20 excluding VAT) for basket swing from idverde,

£817 for bases for the two picnic benches.

2) Outside Spaces Working Group to obtain a tree survey quote.

3) Agree bases for the two picnic benches at a cost of £817.

4) Agree the improvement work to the Tytherington noticeboard at the quoted cost of £75-£100 from the Miscellaneous Outside Spaces budget.

5) Lucy Stuart to be appointed to the Outside Spaces Working Group.

6) The Parish Steward is requested to carry out cleaning/weeding of the bus shelters and phone box, and strimming of Knook verges.

PC/22-23/68 **<u>Communications</u>**

Members agreed a press release should be issued relating to the parish council seeking storage space for its equipment.

PC/22-23/69 **<u>Complaint</u>**

A complaint was received on the 28th July 2022.

PC/22-23/69.1 Members resolved to consider the complaint in the absence of the public due to the confidential nature of the business in accordance with standing order 3d, the public were asked to leave the meeting at 8:07pm.

PC/22-23/69.2 Members resolved that the complaint is not upheld, the chair and vice chair would respond to the complainant.

Meeting closed at 9:00pm

Signed: ……………………………………………………………

Heytesbury Imber and Knook Parish Council

Minutes of the Meeting of Heytesbury Imber and Knook Parish Council on Tuesday 25th October 2022 at 7:15pm held at The Hospital of St John, Heytesbury, BA12 0HW

Membership:

Cllr Button*
Cllr Fellowes*
Cllr McGuire*
Cllr Riggs A (vice chair)
Cllr Sturmey* (chair)
Cllr Wilson*
Five vacancies

Key: ***** Present **A** Apologies **AB** Absent

In attendance:
Officers: John Cap (Parish Clerk and Responsible Financial Officer)
Wiltshire Councillor: Cllr Newbury
Members of the public: 8
Press: 0

PC/22-23/70 **Apologies for Absence**
Apologies were received and accepted from Cllr Riggs.

PC/22-23/71 **Declarations of Interest**
Under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011, Cllr Wilson declared an interest in item PC/22-23/85 concerning permission to recycle the ball shoot top.

PC/22-23/72 **Minutes**
The minutes of the meeting held on Tuesday 27h September 2022 were approved as a true record and signed by the chair.

PC/22-23/73 **Chair's Announcement**
The chair announced the Future Planning Working Group has reviewed the responses to the rural housing consultation and produced a summary report, a graph, a document of comments, and these have been published on the website.

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PC/22-23/74 <u>**Correspondence Circulated**</u>
The correspondence list was noted

PC/22-23/75 <u>**Public Participation**</u>
Three members of the public spoke about item PC/22-23/81.
Cllr Newbury spoke about Wiltshire Council's budget.

PC/22-23/76 <u>**Co-option of Councillor Vacancy**</u>
The vacancy had been advertised and an application received from Caroline Barker Bennett.
Proposed, seconded and resolved Caroline Barker Bennett to become member.

PC/22-23/77 <u>**Payments**</u>
Members resolved to approve the following payments:
43/22 £174 idverde grounds maintenance in September,
45/22 £624 October payroll,
46/22 £1125 Wiltshire Council for contribution to dropped kerbs.

PC/22-23/78 <u>**Bank Accounts**</u>
The bank accounts as at the 14th September 2022 were noted:
Treasurers Account: £3510.76
Business Bank Instant Account: £15235.97
Statements for the accounts were signed by members present at the meeting.

PC/22-23/79 <u>**Financial Report**</u>
Members received and noted the monthly report which outlines the year to date spend and the bank reconciliation was signed by members present at the meeting.

PC/22-23/80 <u>**Bank Mandate and Online Account**</u>
Members resolved Cllrs Button and McGuire are included on the bank mandate and the online account to authorise payments.

PC/22-23/81 <u>**Budget 2023-2024**</u>
Members agreed the following additional projected spend on the current year budget:
1) £100 advertising.
2) £400 equipment outside spaces.
3) £100 training.

Cllr Wilson left the meeting at 8:11 pm

Members agreed the following requirements for the 2023/2024 budget:
1) £2600 grounds maintenance.
2) £750 IT.
3) £3500 outside spaces/ play area / amenities.

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4) £1000 training
5) £2000 transfer to reserve.

Cllr Wilson returned to the meeting at 8:26 pm

PC/22-23/82 **Planning Applications**

PC/22-23/82.1 Members resolved no objection as the Council's position on planning application PL/2022/07171 Chapel House, 175 Tytherington, Tytherington.

PC/22-23/82.2 Members resolved to ratify the Council's position of no objection on the planning applications commented on by email: PL/2022/06843, PL/2022/07372, PL/2022/07373.

PC/22-23/83 **Councillor Roles**

PC/22-23/83.1 Members deferred a decision on emergency planning/ flood wardens to the next meeting.

PC/22-23/83.2 Members noted Cllr Fellowes is carrying out the weekly play area visual inspections.

PC/22-23/84 **Asset Shed**

PC/22-23/84.1 Cllr Fellowes to further explore Selwood land as an option.

PC/22-23/84.2 Cllr Riggs was to report on shed options but was absent.

Cllr McGuire left the meeting at 9:01 pm

PC/22-23/85 **Outside Spaces Working Group**

Members received the minutes of the meeting held on the 12th October 2022, considered the recommendations contained therein, and resolved:

1) A post fixed bin for the play area is purchased, in black with white graphics, banding kit required to be confirmed by Cllr Fellowes, delivery to Cllr Fellowes, estimated cost £216.41 including VAT from Glasdon - super trimline 50 litre outdoor litter bin.

2) Cllr Wilson to recycle the ball shoot top from the play area.

3) Cllr Sturmey to apply for a traffic survey outside the school, High Street in Heytesbury, and Knook.

4) Cllr Button to put forward to the LHFIG issues concerning the two footpath bridges at Knook and the flooding of the footpath.

PC/22-23/86 **Communications**

Members agreed a press release on the co-option of Caroline Barker Bennett as member.

Meeting closed at 9:15 pm

Signed: ……………………………………………………………

Heytesbury Imber and Knook Parish Council

Minutes of the Meeting of Heytesbury Imber and Knook Parish Council
on Tuesday 29th November 2022 at 7:15pm
Hospital of St John, Heytesbury, BA12 0HW

Membership:

Cllr Barker Bennett*	Cllr Rogers *
Cllr Button*	Cllr Sturmey (chair)*
Cllr Fellowes A	Cllr Wilson A
Cllr McGuire A	Three vacancies
Cllr Riggs (vice chair)*	

Key: * Present A Apologies AB Absent

In attendance:
Officers: John Cap (Parish Clerk and Responsible Financial Officer)
Members of the public: 18
Press: 0

PC/22-23/87 Apologies for Absence
Apologies were received and accepted from Cllrs Fellowes, McGuire, Wilson.

PC/22-23/88 Declarations of Interest
Under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011, Cllr Barker Bennett declared a non-pecuniary interest in item PC/22-23/100.

PC/22-23/89 Minutes
The minutes of the meeting held on Tuesday 25h October 2022 were approved as a true record and signed by the chair.

PC/22-23/90 Chair's Announcement
Cllr Sturmey said there were time constraints to the meeting due to the Raymond Trust Fund meeting being held at 8:30pm and the public were requested to appoint a spokesperson for public participation if they were a group. Cllr Sturmey encouraged members of the public to contact any councillor if they had ideas about what they want the council to do.

Signed:…………………………………………………………….. Date:……………………………………………

PC/22-23/91 Correspondence

The correspondence list was noted.

PC/22-23/92 Public Participation

Four members of the public spoke about items PC/22-23/97 and PC/22-23/101.

PC/22-23/93 Casual Vacancy Co-option of a Councillor

The casual vacancy had been advertised and an application received from Josh Rogers.

Resolved Josh Rogers to become member.

Cllr Rogers signed the declaration of acceptance of office and joined the meeting.

PC/22-23/94 Payments

Members resolved to approve the following payments:

50/22 £115 D C Earley Tytherington noticeboard maintenance work,

51/22 £340 Neat n Tidy footpath maintenance,

52/22 £40 The Hospital of St John meeting room hire September and October,

53/22 £624 November payroll,

54/22 £817.44 D Gray two bases for the picnic benches,

55/22 £24.30 mileage allowance ,

56/22 £50 Cllr Sturmey reimbursement for wreaths.

PC/22-23/95 Bank Accounts

PC/22-23/95.1 Members noted the bank accounts as at the 14th November 2022:

Treasurers Account: £15836.76

Business Bank Instant Account: £8237.99

Statements for the accounts were signed by members present at the meeting.

PC/22-23/95.2 Members noted the transfer of £7000 on the 1st November 2022 from the Business Bank Instant Account to the Treasurers Account.

PC/22-23/96 Financial Report

Members received and noted the monthly report which outlines the year to date spend.

PC/22-23/97 Budget 2023/2024

Members resolved the following budget for 2023/2024:

Audits £600

Grants £100

Grounds maintenance £2000

Insurance £1500

Signed:…………………………………………………………….. Date:………………………………………………

IT £750
Meeting room hire £300
Mileage allowance £120
Outside spaces/play area/ amenities £3000
Professional fees £600
Staff £8500
Stationery/printing/postage/publicity £500
Subscriptions £600
Training £1000

Members resolved a precept requirement for 2023/2024 of £19570.

PC/22-23/98 Planning Applications

PC/22-23/98.1 Members resolved no objection as the Council's position on planning application PL/2022/08192 The Red Lion, High Street, Heytesbury BA12 0EA and PL/2022/08599 53A Church House, High Street, Heytesbury BA12 0EA.
PC/22-23/98.2 Members resolved to ratify the Council's position of no objection on the planning application commented on by email: PL/2022/08074 Three Chimneys, Mantles Lane, Heytesbury BA12 0HJ.

PC/22-23/99 Calendar of Meetings

PC/22-23/99.1 Members approved the dates for 2023:
28th February, 28th March, 25th April, 23rd May- Annual Meeting, 27th June, 25th July, 26th September, 31st October, 28th November.
All meetings start at 7:15pm. Meetings to be held at Hospital of St John Heytesbury.
PC/22-23/99.2 Members resolved the annual parish meeting is held 7:00pm on Tuesday 4th April 2023, at Hospital of St John Heytesbury.

PC/22-23/100 Footpath Maintenance

Members resolved to accept the quote from Neat n Tidy garden services to maintain the Heytesbury footpaths for 2023: £600 for work in the spring and late summer and additional £200 for work in spring and late summer for the Knook to Corton footpath, total of £800.

Members resolved to suspend the meeting at 8:25pm due to the Raymond Trust Fund meeting at 8:30pm.

The meeting resumed at 9:06pm.

PC/22-23/101 Future Planning Working Group

Members received the minutes of the meetings held on the 15h October and the 5th November 2022, considered the recommendations contained therein and resolved printing of a leaflet at an estimated cost of £48 and a drop-in session in spring 2023 to inform the community about the housing consultation. The Future Planning Working Group to action.

Signed:…………………………………………………………….. Date:……………………………………………

PC/22-23/102 Outside Spaces Working Group

PC/22-23/102.1 Members received the minutes of the meeting held on the 5th November 2022, considered the recommendations contained therein, and resolved:

1) Payment of invoice for £126 received from a volunteer for items to maintain St John's corner, the cost to come from grounds maintenance budget.

2) Improvement work to the Tytherington fingerpost, quote of £85 from D C Earley, the cost to come from miscellaneous outside spaces budget.

PC/22-23/102.2 Members resolved the £245.70 cost of the litter bin purchased from Glasdon UK to come from the play area earmarked reserve.

PC/22-23/103 Finance Working Group

Councillor Button had put forward a proposal for a Finance Working Group of three members to review management accounts, forecast expenditure, contracts, tender documents and budgets, and to make recommendations to the parish council for ratification.

Members resolved to support the proposal for a Finance Working Group of Cllrs Button, Fellowes and Sturmey to review management accounts, forecast expenditure and budgets only.

PC/22-23/104 Emergency Planning / Flood Warden(s)

Resolved Cllrs Barker Bennett and Wilson as emergency planning/flood wardens.

PC/22-23/105 Shed

There was discussion about the items in temporary storage in Warminster. Resolved Cllr Riggs to explore the blind house as an alternative solution to a shed. Cllr Button to explore any insurance issue with the storage of items in the blind house.

PC/22-23/106 Communications

Members agreed a press release on the co-option of Josh Rogers.

PC/22-23/107 National Pay Award 2022/2023

National agreement on a pay award of £1925 (pro rata for part time), from the 1st April 2022.

PC/22-23/107.1 No members of the public present at the meeting at the agenda item.

PC/22-23/107.2 Members resolved to implement the pay award from the 1st April 2022.

Meeting closed at 10:00 pm

Signed:…………………………………………………………… Date:……………………………………………