

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 16th January 2018 @ 7-15pm

Membership: Councillors A Perry (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

Present: Cllrs Bond, Buttenshaw, Colvin, Fellowes, Gould, Moore, Morris, Perry and Sturmeay

Officers: H Parks and Bill Parks (Wiltshire Council Highways)

Public and Press: None

PC/17/123 Apologies

Councillors Eastman (Family Event) Hiscock (Ill)

PC/17/124 Minutes

PC/17/124.1 The minutes of the meetings held on 28th November and 7th December 2017 were approved and signed by the Chairman.

PC/17/124.2 None

PC/17/125 Declarations of Interest

None

PC/17/126 Chairman's Announcements

None

PC/17/127 Public Participation

PC/17/127.1 None

PC/17/127.2 None

PC/17/128 Financial Information

PC/17/128.1 Payments for approval:

001159 H M Parks £8.89 Stamps

001160 H M Parks £249.60 Dec Payroll PC/17/108.1

001161 HMRC £62.40 Dec Payroll PC/17/108.1

001162 R Long £90 Bus shelter cleaning

Councillor Buttenshaw proposed and Councillor Perry Seconded approval of all payments.

Voting unanimous in favour.

PC/17/128.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 3,165.27

Bus Instant Access £ 6,188.80

Village Hall Fund £4596.81

Balances @ November 2017 - Noted

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PC/17/128.3 Monthly financial report:

Members received the monthly report and had no further questions. Councillor Sturmeay signed the reconciliation.

PC/17/128.4 Precept 2018/2019

Members approved the Precept requirement for 2018/2019 and instructed the Clerk to request the sum of £ 9050 from Wiltshire Council Equivalent Band D £26.03. The current Band D baseline figure is 347.69

The current electorate is registered as 699 for the Parish.

Discussion took place on each item on the proposed budget with amendments to the following:

- A contingency was to be put aside for the setup of allotments at Knook and this would be added to the Open Spaces budget increasing it from £600 - £1000.
- The training budget would be increased from £300 - £500.
- Members discussed the cost of bringing in WALC to carry out a training session in house at a cost of £250 + travelling expenses from Devizes. This was approved.

There was a proposal put forward by Councillor Fellowes to reduce the proposed Donation budget from £1550 - £1000. This was seconded by Councillor Sturmeay. Voting in favour 2, Against 7, Abstention Nil. Proposal not carried.

- It was approved to call the budget line Grants and not Donations. The Clerk was asked to prepare a suitable policy for any future requests.

It was proposed by Councillor Gould and Seconded by Councillor Perry that the Precept be requested of Wiltshire Council at £9050 but the next financial year's budget spend would be £12600 and the sum of £3550 be drawn from reserves to cover the shortfall. A copy of the agreed budget is attached to these minutes which will be effective from 1st April 2018.

Voting Unanimous in favour.

PC/17/129 Planning Applications

PC/17/129.1

17/11898/FUL Change of use of land to allow military training. Heytesbury Plantation, Heytesbury. It was proposed by Councillor Buttenshaw and Seconded Councillor Gould, No Objection. Voting in Favour 7, Against Nil, Abstention 2. Proposal Carried.

PC/17/130 Outside Spaces Working Group

It was proposed by Councillor Sturmeay and Seconded by Councillor Gould that membership be amended to add Councillors Colvin, Fellowes, and Morris to join Councillors Sturmeay, Gould and Hiscock as members of the working group. Voting in Favour 8, Against Nil, Abstention 1, Proposal carried.

PC/17/131 Highways

PC/17/131.1 Accidents on the A36

Following the recent two separate road traffic collisions on the TRA 36 Heytesbury Bypass that occurred on the 23rd and 24th December, Members expressed concern on the frequency and impact of the diverted traffic on the local village roads. The diversions did not have clear signage to roads appropriate to receive the traffic which resulted in congestion issues on the surrounding local village roads, particular reference was made to the

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difficulties encountered along Park Lane. The attending Police officers seemed to manage the two incidents very differently.

It was felt that the diverted traffic should have been directed back around the A36-A350-A303 and not encouraged into the village which was totally unsuitable for the number and size of vehicles. The example of a large coach attempting to use Park Lane was discussed where local residents had assisted the driver to reverse the vehicle to find an alternative route. It was also noted that the nearby surround villages of Boyton, Corton and Sutton Veny had also experienced traffic impact.

Standing Orders were suspended at 8.25pm to allow Bill Parks, Wiltshire Council Highways officer to contribute to the discussion.

He added that when road traffic collisions occur across the county, there was insufficient time or signs to layout a full signed diversion and it was expected that the emergency services would encourage and direct traffic to use appropriate roads.

Members felt that asking Highways England to engage with the Parish and disclose collision data which might lead to improvement on the Bypass was unlikely. Discussion then focused on traffic measures within the village. The Parish Council thought that additional signage; 'Access Only' at a suitable location might be helpful and were of the view that the matter should be raised as an issue through Wiltshire's Community Area Transport group to consider.

The Clerk was also asked to write a letter to the neighbouring villages drawing their attention to the discussion held by the council. Additionally, the matter is to be brought to the attention of the Police Neighbourhood Tasking Group requesting that Police Officers are mindful in the future of difficulties experienced by residents within the village and consider encouraging diverted traffic onto more appropriate roads

Proposed Councillor Colvin. Seconded Councillor Fellows. Voting unanimous in Favour
Standing Orders were reinstated at 8.35pm

PC/17/132 Heytesbury War Memorial

PC/17/132.1 Councillor Buttenshaw proposed and Councillor Gould Seconded that the Clerk be instructed to find out who owns the memorial so that the positions regarding insurance can be clarified. Currently the Parish Council insures the memorial.
Voting unanimous in favour.

PC/17/132.2 Imber Memorial

Noted

PC/17/133 Meetings

Councillor Gould proposed and Councillor Perry Seconded that the schedule of meetings detailed below, be approved. Voting unanimous in favour.

Date	Meeting
February 20	Parish Council
March 27	Parish Council
March 27	Raymond Trust- follows PC meeting. Not open to the

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	public
April 24	Parish Council
May 29	Parish Meeting- meeting for the electorate.
June 26	Parish Council
June 26	Raymond Trust- follows PC Meeting. Not open to the public
July 31	Parish Council
September 18	Parish Council
September 25	Raymond Trust – AGM. Open to the public.
October 30	Parish Council
October 30	Raymond Trust – not open to the public.
November 27	Parish Council
January 15 2019	Parish Council

PC/17/134 General Data Protection Regulations (GDPR)

Noted

PC/17/135 Communications

PC/17/135.1 Social Media

Councillor Gould proposed and Councillor Colvin Seconded the setting up of a Parish Council Facebook page to enable approved information to be published for the benefit of the Parish. The Clerk will oversee setting up, administration and publishing. Members will supply information directly to the Clerk for inclusion on the site, but local groups will also be encouraged to advertise their events or share information for the benefit of the Parish. Voting unanimous in favour.

PC/17/135.2 Parish Council Notice Boards

Noted. Members would continue to monitor on a regular basis and update content where appropriate.

PC/17/136 Items for a press release or statement from the Parish Council

Members were extremely sad about the recent accidents on the A36 and asked the Clerk to issue a Press Release about the debate and proposal to refer to the local CATG.

PC/17/137 Correspondence Issued to members 21.11.17 – 08.01.18

Noted

Meeting Closed 8.55pm

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Budget 2018/2019

			BUDGET 17/18	YEAR TO DATE 17/18	REMAINING 17/18	Budget 2018/2019	
INCOME							
Precept	PRE		9050.00	15996.3	-6946.30	9050	Band D 347.69 £26.03 per Band D Property
Interest	INT			2.75	2.75		Electorate 699
Misc	MIS						
Ear	EAR					3550	Use Ear to cover additional budget costs.
					-6943.55	12600	

EXPENDITURE							
Advertising	ADV	Admin	0.00	29.04	-29.04	50.00	
Allowances	ALL	Admin	300.00	300.00	0.00	0.00	
Audits	AUD	Admin	300.00	324.00	-24.00	350.00	
Elections	ELE	Admin	0.00	0.00	0.00		
Equipment	EQU	Admin	0.00	0.00	0.00		
Equipment	EQUos	Open Space	600.00	0.00	600.00	1000.00	Allotment set up and equipment new EAR
Grants	DON	Admin	1550.00	1,550.00	0.00	1550.00	Policy to be prepared
Grounds Maintenance	GMT	Open Space	2000.00	1,390.46	609.54	2000.00	Spec to be prepared and tenders requested
Insurance	INS	Admin	1600.00	1,233.11	366.89	1600.00	
IT	IT	Admin	49.99	59.58	-9.59	100.00	
Misc	MIS	Admin	200.00	5,553.81	-5353.81	200.00	
Misc	MISos	Open Space	0.00	50.00	-50.00	170.00	
Printing/Stationery	STA	Admin	150.00	71.25	78.75	437.00	
Professional	PF	Admin	0.00	2,112.00	-2112.00		
Professional	PFos	Open Space	110.00	113.40	-3.40	150.00	ROSPA inspection
Room Hire	VEN	Admin	220.00	160.00	60.00	280.00	Allows for 14 meetings at current rate of £20
Salary	SAL	Admin	3000.00	2,673.00	327.00	3800.00	
Subscriptions	SUB	Admin	275.00	328.45	-53.45	413.00	WALC and SLCC
Training	TRA	Admin	50.00	48.00	2.00	500.00	Team training event for members agreed and Allotment Course for Clerk
					-5591.11	12600.00	

Minute number PC/17/128.4 - Meeting held on 16th January 2018.

Precept requested of Wiltshire Council 17th January 2018 £9050

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 20th February 2018 @ 7-15pm

Membership: Councillors A Perry (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

Present: Cllrs Buttenshaw, Colvin, Fellowes, Gould, Hiscock, Morris, Perry and Sturmeay

Officers: H Parks

Public and Press: 2 Public and No Press

PC/17/138 Apologies

Councillors Bond (ill) and Moore (hols).

PC/17/139 Minutes

PC/17/139.1 The minutes of the meetings held on 16th January 2018 were approved and signed by the Chairman.

PC/17/139.2 None

PC/17/140 Declarations of Interest

None

PC/17/141 Chairman's Announcements

None

PC/17/142 Public Participation

PC/17/142.1 None

PC/17/142.2 None

PC/17/143 Financial Information

PC/17/143.1 Payments for approval:

001163 £249.60 H M Parks January Payroll

001164 £ 62.40 HMRC January Payroll

001165 £ 42.00 WALC GDPR Training

001166 £249.60 H M Parks February Payroll

001167 £ 62.40 HMRC February Payroll

001168 £ 32.98 H M Parks Stationery

001169 £174.00 SLCC Training Allotments

001170 £ 80.00 Acorn Trust Meetings x 4

Councillor Buttenshaw proposed and Councillor Gould Seconded approval of all payments.
Voting unanimous in favour.

PC/17/143.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 1,845.78

Bus Instant Access £ 6,189.32

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Village Hall Fund £4596.81
Balances @ 29th January 2018 – Noted

PC/17/143.3 Monthly financial report:

Members received the monthly report and requested clarification on some items which the Clerk supplied. Councillor Sturmey signed the reconciliation.

PC/17/143.4 Internal Auditor

Members approved the appointment of Auditing Solutions Ltd Clackerbrook Farm, 46 The Common Bromham Wiltshire to carry out the Internal Audit for 2017/2018 on behalf of the Parish Council. Proposed Councillor Perry Seconded Councillor Fellowes. Voting unanimous in favour.

PC/17/144 Planning Applications

None to consider. Councillor Hiscock mentioned he found it difficult to manage without receiving paper plans and the Wiltshire Council planning website had proved difficult to access recently. He thought that there had been a planning application missed from the agenda and the Clerk would go back and check the system and update members accordingly.

PC/17/145 Outside Spaces Working Group

PC/17/145.1 Members approved the notes of the meeting held on 6th February 2018. Proposed Councillor Sturmey Seconded Councillor Hiscock. Voting in Favour 6 Against Nil Abstention 2. Proposal carried.

PC/17/145.2 Members discussed the following and were either approved or refused.

- Appoint a person to empty the rubbish bin on the playing field during school holidays – Approved. Councillor Sturmey on behalf of the OSWG would draw up a rota for those offering help to empty the bin in the school holidays, once per week minimum.
- Contact the National Allotment Association for advice on setting up an association. Approved. Councillor Colvin would arrange a meeting with Alan Cavill advisor to the National Allotment society who would set up and form an association to enable plot hirers to manage the site themselves. This would also involve the setting out of the plots and preparing a management plan. There was a discussion on the plans of Selwood and the easement plant and whether this would impact on the allotments. What would the position be about water provision? It was proposed by Councillor Colvin and Seconded by Councillor Hiscock that Councillor Colvin would arrange a meeting with Alan Cavil as soon as possible and subsequently with potential plot holders. Voting unanimous in favour.
- Co-opt Mr and Mrs Walker to the OSWG - Agreed
- Inform Selwood of the Allotment project due to their intended works on the land- Agreed.

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- Set a date in April for a village clean up, arrange advertising equipment and set - target areas – Sunday 8th April 2018. 10am – Midday. Meet outside the Red Lion. The Clerk to arrange to borrow equipment.
- Add the Dog poop bag dispensers to the Asset register – Agreed.
A discussion took place on the type of bags to use and whether to change or discontinue. As there was a stock of bags at present, Councillor Buttenshaw agreed to continue to use for the time being, however the Clerk would ascertain the cost of alternatives.
- Invite a Highways representative to discuss parking concerns and options outside the school – Refused. This should be managed by the school through the Taking Action on School Journeys.
- Obtain three quotes to replace the panel in the Knook bus stop – Refused, the Parish council had already agreed not to cover the cost of replacement at an earlier meeting.
- Request a metro count for Tytherington close to the Equestrian centre turning – Not at this stage.
- Consider a dropped kerb at Tytherington/High Street Junction -Not suitable and discounted.
- Appoint a CATG rep – The Clerk would attend or seek a replacement if she was not available.

It was proposed by Councillor Colvin and Seconded by Councillor Hiscock to approve the requests en-bloc. Voting unanimous in favour.

PC/17/146 Highways

PC/17/146.1 CATG

The Clerk attended the CATG meeting 8th February and the one dropped kerb at St Johns was agreed as a priority at a cost of £900. It was proposed by Councillor Gould and Seconded Councillor Morris to support the 25% contribution required amounting to £225. Voting unanimous in favour.

PC/17/146.2 A36

Noted.

PC/17/147 GDPR

The Clerk presented the current position in respect of data protection arrangements and outlined requirements post 25th May 2018.

Noted

PC/17/148 Communications

Noted

PC/17/149 Training

Members could not decide on a suitable date for WALC to deliver training so members will email the Clerk with their preferences so that a session could be arranged that was of interest to the majority. The members agreed to hire the Civic Centre Warminster for the session if possible. It was hoped that as many members as possible would attend.

PC/17/150 War Memorial

The members agreed that further investigation regarding ownership of the War Memorial would be sought from the minutes held in the Chippenham History Centre where the Parish Council minutes were stored. Any factual information gleaned would be used to consider who might be responsible for insuring the memorial in the future and the Council's insurers would be appraised of the situation.

PC/17/151 Annual Meeting 2018

The Date of Tuesday 22nd May 2018 has been selected as the date of the Annual meeting of the Council. This was not to be confused with the Annual Parish Meeting scheduled for 29th May 2018 and a meeting of the electorate. Noted.

PC/17/152 Items for a press release or statement from the Parish Council

Village Clean up Sunday 8th April 2018. 10am – midday. Meet outside the Red Lion.

PC/17/153 Correspondence Issued to members 09.01.2018 – 12.02.2018 Noted

Meeting Closed 9.18pm

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 27th March 2018 @ 7-15pm

Membership: Councillors A Perry (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

Present: Cllrs Bond, Buttenshaw, Colvin, Eastman, Fellowes, Gould, Hiscock, Moore, Morris, Perry and Sturmeay

Officers: H Parks

Public and Press: 7 Public, Local PCSO and No Press.

PC/17/154 Apologies

None

PC/17/155 Minutes

PC/17/155.1 The minutes of the meetings held on 20th February 2018 were approved and signed by the Chairman.

PC/17/155.2 None

PC/17/156 Declarations of Interest

None

PC/17/157 Chairman's Announcements

The Chairman announced that she had visited a local resident who has celebrated her 100th birthday recently and presented flowers and a balloon on behalf of the Parish Council along with cards signed by children from Heytesbury School. This resident was born in Heytesbury and now resides at St Johns Hospital.

Standing Orders were suspended to allow for public participation. Agreed by members at 7.17pm.

PC/17/158 Public Participation

PC/17/158.1

Anthony Wilson – commented on the agenda item relating to the liquidation of funds from the assets of the Raymond Trust Fund. He reminded members that they were personally liable for the trust property and that all trustees have equal status. He added that money spent obtaining legal advice had not been explained to the public. Team Heytesbury intend to create a new charity should the village hall proceed, and they will take legal advice and apply for the funds to be transferred to them and if any member has acted inappropriately then they would seek reimbursement from members individually. Mr Wilson provided a written statement which will be held with the Parish Records.

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Bob Burgess - advised that he had written to the Clerk asking why funds were being withdrawn from trust funds and supported what Mr Wilson has said. He referred back to minutes written in 2010 which surrounded the proposed compulsory purchase of a sports field. He questioned whether the trustees had breached the terms of the trust. He also questioned where the £100 of premium bonds were and the HSBC account.

Colin Dipper – Money invested in the Charibonds does carry the capital from the old village hall.

PC/17/158.2 None

Standing Orders were agreed by members to be reinstated at 7.25pm following public participation.

PC/17/159 Financial Information

PC/17/159.1 Payments for approval:

001171 £ 22.41 H M Parks Stamps

001172 £ 21.59 H M Parks Printer Ink

001173 £249.60 H M Parks Mch Payroll

001174 £ 62.40 HMRC Mch Payroll

Councillor Gould proposed and Councillor Morris Seconded approval of all payments. Voting unanimous in favour.

PC/17/159.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 11,664.40

Bus Instant Access £ 6,189.58

Village Hall Fund £4596.81

Balances @ 28th February 2018 – Noted

PC/17/159.3 Monthly financial report:

Members received and Noted the monthly report. Councillor Sturmeay signed the reconciliation. Proposed Councillor Buttenshaw, Seconded Councillor Gould. Voting unanimous in favour.

PC/17/159.4 Raymond Hall Trust

Councillor Eastman proposed that the payment of £10,000 is not approved as the members have not received approval from the Charity Commission, there are no details of the Trust bank account and where has the money come from. The funds should remain in the Parish Council bank account.

Seconded Councillor Hiscock. A recorded vote was asked for.

Those in favour of the proposal: Councillors Fellowes, Hiscock, Eastman, Colvin and Sturmeay.

Those against the proposal: Councillors Perry, Bond, Moore, Gould, Buttenshaw and Morris.

Proposal not carried.

Councillor Gould proposed that this item be deferred until the next Parish Council meeting. Seconded Councillor Sturmeay. A recorded vote was asked for.

Those in favour of the proposal: Councillors Sturmeay, Morris, Colvin, Gould, Moore, Bond, Eastman, Hiscock and Fellowes.

Against – None

Abstention: Councillors Perry and Buttenshaw.

Proposal carried.

PC/17/160 Planning Applications

17/10665/LBC – The Angel Heytesbury. Installation of Cellar Cooling condenser unit and retention of existing unit. This was an amended plan which should have been sent to the Parish Council for consultation along with the original application. No Objection proposed by Councillor Colvin, Seconded Councillor Gould. Voting unanimous in favour.

18/01980/TCA - Overstream House, Mill Street Heytesbury BA12 OEE. Proposal: T1-T3 – Leylandii. Fell T4 – Ash Tree Fell

No objection proposed by Councillor Gould, Seconded Councillor Sturmeay. Voting unanimous in favour.

18/02066/FUL – Peveril 20A Newtown Heytesbury BA12 OHN. Raising Roof to provide first floor accommodation. No objection proposed by Councillor Perry. Seconded Councillor Buttenshaw. Voting unanimous in favour.

PC/17/161 Outside Spaces Working Group

PC/17/161.1 Members approved the notes of the meeting held on 12th March 2018.

Proposed Councillor Sturmeay Seconded Councillor Colvin. Voting unanimous in favour.

PC/17/161.2 Members to approve recommendations.

- Advertise the village clean up on the Parish website and ask Wiltshire Council for more “Clean up after your dog” stickers to be placed around the villages in problem areas.
- Appoint Flood Wardens Cllrs Morris and Colvin.

Proposed Councillor Sturmeay, Seconded Councillor Eastman. Voting unanimous in favour.

PC/17/161.3 Replacement of Swing Seats

Two quotations were submitted for the replacement of the swing seats. Cllr Fellowes has been told of the possibility of a donation from Warminster Lions and this will be discussed at their meeting in April and should cover the cost of replacement. “Cllr Fellowes also said that if the donation was not forthcoming she would pay the £400 herself.”

There is an urgent need to get the seats replaced for the Easter holidays. Councillor Colvin proposed that the Parish Council accept the quotation from Sutcliffe at a cost of £396 + VAT and to take up the company offer of supervision from the company to support Councillor Hiscock installing the seats on delivery. Seconded Councillor Bond. Voting in Favour 8, Against 2, Abstention 1. Proposal Carried.

Idverde had submitted with their quotation a price to repair fire ball/ball shoot. The members of the outside spaces working group will arrange for the manufacturer to put some protection on the post and have asked Playline to carry out a site visit. No further action on this quotation.

PC/17/162 Grants Policy

Councillor Colvin proposed acceptance of the policy and application form. Seconded Councillor Sturmey. Voting unanimous in favour.

PC/17/163 Asset Register

The Asset Register was reviewed and updated. Councillor Colvin proposed acceptance, Seconded Councillor Moore. Voting unanimous in favour.

PC/17/164 Training

The Clerk requested convenient dates form members so that the training session could be arranged. All members to email their availability.

PC/17/165 Items for a press release or statement from the Parish Council

The appointment of two new Flood Wardens.

PC/17/166 Correspondence Issued to members 13.02.18 – 19.03.18 Noted

Meeting Closed 8.22pm

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 24th April 2018 @ 7-15pm

Membership: Councillors A Perry (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmev.

Present: Cllrs Bond, Colvin, Eastman, Fellowes, Gould, Hiscock, Moore, Morris and Perry.

Officers: H Parks

Public and Press: 9 Public and No Press.

PC/17/167 Apologies

Councillors Buttenshaw (Operation) and Sturmev (Hols)

PC/17/168 Minutes

PC/17/168.1 The minutes of the meetings held on 27th March 2018 were approved and signed by the Chairman.

PC/17/168.2 None

PC/17/169 Declarations of Interest

None

PC/17/170 Chairman's Announcements

None

Standing Orders were suspended to allow for public participation. Agreed by members at 7.17pm.

PC/17/171 Public Participation

PC/17/171.1

Anthony Wilson – Commented on the withdrawal of assets from Raymond Trust and has now submitted a Freedom of information request to the Parish Council and feels that transparency is going in the opposite direction. Have you had advice, do you intend to spend the money?

Diana Walker – Advised that she had volunteered to help get the allotments going in Knook. Having attended the site meeting in early April, she had formed a group of six people and two more were going to join. She wishes to form the Knook Allotment Association and has established a Chairman, Secretary and Treasurer. I am requesting permission to complete relevant paperwork, join the National Allotment Association and prepare the site for the plot holders.

Rob Maddocks – spoke on planning application 18/02739/Ful saying he lived opposite and had no objection to the conversion.

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PC/17/171.2 None

Standing Orders were agreed by members to be reinstated at 7.30pm following public participation.

It was agreed by members to bring forward item 8.2 Outside Spaces Working Group and item 7 Planning Applications.

PC/17/172 Outside Spaces Working Group

PC/17/172.1 Members approved the notes of the meeting held on 11th April 2018. Proposed Councillor Colvin, Seconded Councillor Gould. Voting unanimous in favour.

PC/17/172.2 Recommendations set out in item 8

Councillor Colvin proposed that the council agree to rent the Knook land on an agricultural rate basis to local residents who form an Allotment Association and who join the National Allotment Society (NAS), this will fulfil the council's obligation to provide allotments. We further recommend that the NAS templates agreements are used with the following site-specific clauses:

1. The agreement does not include the stone wall or plant growing on it (as privately owned)
2. No works to be carried out to the trees without prior written consent from the parish council
3. All structures fall within permitted development as defined by Wiltshire council, other matters require written consent from the parish council in the first instance and relevant planning permissions

The OSWG believe any amendments that maybe required to the agreements could be made at the draft stage, it is preferable for the plot holders get started on planting as soon as possible in the next few weeks due to the growing season and this will save the parish council expenditure on grass cutting the land for this season.

Councillor Colvin said "there was no reason why we can't go ahead and following the work carried out by the working group and volunteers, the allotments were ready to go".

It was confirmed that there would be no cost to the Parish Council, no fencing to be erected, no trees to be removed and water harvesting means at this stage a water supply is not being considered. The Allotment Association will set up the templates and they will come back to the Parish Council with the relevant documents.

Seconded Councillor Hiscock. Voting unanimous in favour.

PC/17/173 Planning Applications

PC/17/173.1

18/02497/FUL Anstey Cottage, Chitterne Anstey Knook BA12 0JA

Proposal: Demolition of side conservatory. Erection of single storey side extension

Councillor Eastman proposed No Objection. Seconded Councillor Gould. Voting unanimous in favour.

18/02868/TCA Church Farmhouse Tytherington BA12 7AD

Proposal: Fell 1 Thuja (T1), 1 Holly (T3), 1 Walnut (T10), 1 Prunus (T11) and 1 Cypress (T12)

Members believed this application was linked to 18/02662 but had no further comment.

18/02662/FUL Church Farmhouse Tytherington BA12 7AD

Proposed two storey garage

Members believed that this application was linked to 18/02868/TCA and that trees were being removed to make way for the garage. Councillor East Proposed Objecting to the building of a two-storey garage as it is in the curtilage of a listed building and detrimental to its setting, likely to affect light and privacy at Manor Lodge. Seconded Councillor Colvin. Voting in Favour of the Objection 7, Against 2 Abstention Nil. Proposal carried.

18/02739/FUL Barn St James Court Tytherington BA12 7DX Proposed Change of Use and Conversion of Equestrian/Agricultural Barn into Residential Accommodation

Councillor Gould proposed No Objection. Seconded Councillor Bond. Voting in Favour 8, Against Nil, Abstention 1. Proposal Carried.

PC/17/174 Financial Information

PC/17/174.1 Payments for approval:

001176 £ 65.96 H M Parks Printer Ink

001177 £ 62.40 HMRC April Payroll

001178 £249.60 H M Parks April Payroll

001179 £ 70.00 Acorn Education Trust

001180 £84.00 H M Parks SLCC Subscription

001181 £341.52 WALC Subscription

Councillor Colvin proposed and Councillor Gould Seconded approval of all payments. Voting unanimous in favour.

PC/17/174.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 11,098.40

Bus Instant Access £ 6,189.58

Village Hall Fund £4596.81

Balances @ 31st March 2018 – Noted

PC/17/174.3 Monthly financial report:

Members received the monthly report which outlines the current position of spend against budget allocated year to date and includes the monthly reconciliation. NB There are two reconciliation reports – 31st March (end of the last financial year) and 5th April (New Financial Year). Councillor Gould signed the reconciliations.

PC/17/174.4 Raymond Hall Trust

Councillor Gould proposed payment of Cheque number 001175 payable to the Raymond Trust Fund for £10,000. Seconded Councillor Moore. Voting in Favour 7. Against 1. Abstention 1. Proposal carried.

PC/17/174.5 Warminster Lions

A thank you letter was approved by members and it was agreed to arrange a photo opportunity with representatives of the Lions, School and Parish Council. The donation of £400 to pay for the installation of new seats have been received and the new seats fitted. A general discussion on the remainder of the Play Area was discussed and it was agreed that further maintenance work is required and the OSWG would add this to their agenda for the next meeting.

PC/17/174.6 Year End Accounts 2017/2018

Councillor Colvin proposed adoption of the annual accounts and statements. Seconded Councillor Gould. Voting unanimous in favour. The Chairman and Clerk signed the Statements.

PC/17/175 Training

Members requested that further dates for training be obtained from Katie Fielding.

PC/17/176 Items for a press release or statement from the Parish Council

Thank you for Notice Boards re Parish Clean up.

PC/17/179 Correspondence Issued to members 20.03.18 – 16.04.18 Noted

Meeting Closed 8.22pm

Heytesbury Imber and Knook Parish Council
Minutes
Annual Meeting
Tuesday 22nd May 2018 @ 7-15pm

Membership: Councillors, D Bond, S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, A Perry, and V Sturme y.

Present: Cllrs Bond, Buttenshaw, Colvin, Eastman, Fellowes, Gould, Hiscock, Moore, Morris, Perry and Sturme y.

Officers: H Parks

Public and Press: 1 member of the public and No Press.

PC/18/1 Election of Chairman for the year 2018-2019

It was proposed by Councillor Buttenshaw and Seconded by Councillor Bond that the two nominations were voted on for the election of Chairman. Two nominations put forward were Mrs Ann Perry and Mrs Vanessa Sturme y.

Voting in favour of Mrs Ann Perry 6, Voting in favour of Mrs Vanessa Sturme y 5.

Mrs Ann Perry was duly elected Chairman for the ensuing municipal year.

PC/18/2 Chairman's Declaration of Acceptance of Office

The newly elected Chairman Mrs Ann Perry signed the Declaration of Acceptance of Office and delivered it to the Clerk.

PC/18/3 Election of Vice Chairman for the year 2018-2019

It was proposed by Councillor Moore and Seconded by Councillor Morris that Mr David Bond be nominated for the position of Vice Chairman. Voting in favour 10, Against Nil, Abstention 1.

Mr David Bond was duly elected Vice Chairman for the ensuing municipal year.

PC/18/4 Apologies for Absence

None

PC/18/5 Declarations of Interest

None

PC/18/6 Chairman's Announcements

None

PC/18/7 Minutes

The minutes of the meeting held on 24th April 2018 were approved and signed by the Chairman.

PC/18/8 Public Participation

None

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PC/18/9 Appointments to Posts and Working Groups

Post	Number required	Name
Army Liaison	1	Chairman
Website Maintenance	2	Clerk & Chairman
Press & Social Media	1	Clerk
Police/Neighbourhood Watch	1	Chairman
Booking of Tables and Chairs	1	Councillor Buttenshaw
Emergency Planning/Flood	1	Councillor Morris
Street Lighting	1	Councillor Fellowes
Annual Blind House inspection.	1	Councillor Eastman
Grit Bins	1	Councillor Hiscock
Play Area weekly inspection Visual	1	Councillor Fellowes
Play Area monthly written report	2	Councillor Eastman & Fellowes
Liaison for Parish Steward	1	Councillor Gould
Highways & CATG	1	Councillor Sturmey
Knook Allotment Site	2	Councillors Colvin & Gould

It was proposed by Councillor Perry and Seconded by Councillor Colvin that the appointments listed above, were approved en-bloc. Voting unanimous in favour.

PC/18/10 Policies

It was proposed by Councillor Sturmey and Seconded by Councillor Gould that all policies were adopted as listed below. Voting unanimous in favour.

Standing Orders 2018 -2019

Financial Regulations 2018-2019

Terms of Reference and Delegation of Powers 2018-2019

Document Retention and Disposal Policy

Social Media and Electronic Communication Policy

PC/18/11 General Data Protection Regulations

It was proposed by Councillor Buttenshaw and Seconded by Councillor Colvin that all documentation listed below was adopted and be used to comply with the new regulations and making the Parish Council compliant. Voting unanimous in favour.

- Privacy Notice
- Councillor Privacy Notice
- Subject Access Request Form
- Consent to hold information form
- Privacy Impact Assessment
- Data Security Breach Form
- Personal Audit forms which have been issued to all Councillors.

PC/18/12 The General Power of Competence

It was proposed by Councillor Fellowes and Seconded by Councillor Colvin that it meets the conditions set out in the Localism Act 2011 to qualify as an eligible parish council to use the General Power of Competence, which are:

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- a) *The number of members of the council that have been declared to be elected whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council.*
- b) *The clerk to the parish council holds the Certificate in Local Council Administration.*

Voting unanimous in favour

PC/18/13 Financial Information

PC/18/13.1 Payments for Approval:

001182 £475.20 Sutcliffe Play

001183 £ 19.99 H M Parks Postage Stamps

001184 £202.50 N R Still

001185 £249.60 H M Parks May Payroll

001186 £ 62.40 HMRC May Payroll

It was proposed by Councillor Colvin and Seconded Councillor Buttenshaw that all payments were approved. Voting unanimous in favour.

PC/18/13.2 Balances of Accounts for noting:

Treasurers Account: £11498.40

Bus Instant Access: £6189.58

Village Hall Fund £4596.81

Balances @ 30.04.2018

Noted

PC/18/13.3 Monthly Financial Report

Members received the monthly report outlining the current position of spend against budget allocated year to date.

PC/18/14 Grant Request

Members had a long discussion about the provision of grant funding which was for maintenance and not a capital expense. Councillor Eastman proposed that the Parish Council agreed to the grant of £250 for St Peter and St Paul Church Heytesbury but request that the Church use the funds for a capital purchase and request that they advise the Parish Council what that capital expenses is, once spent. Seconded Councillor Sturmey. Voting in Favour 7, Against 3, Abstention 1. Proposal carried.

PC/18/15 OSWG

PC/18/15.1 Councillor Sturmey proposed acceptance of the notes of the meeting held on 08.05.18. Seconded Councillor Gould. Voting unanimous in favour, subject to clarification on two points. Item 6, spare dog bag boxes and ownership of the tables and chairs, which belong to the Parish Council and not Raymond Trust. Voting unanimous in favour.

In addition, the up to date position on the grounds maintenance, item 12, took place due to time of year and growing season. The Clerk had received responses from Mr Still who no longer wished to continue in a voluntary capacity, and Neat n Tidy who has submitted a quotation for maintenance of the footpaths. It was proposed by Councillor Bond and Seconded Councillor Hiscock, that Neat n Tidy be asked to provide two cuts per year, using two days per cut, costing a maximum £600. Voting in Favour 10, Against Nil, Abstention 1.

Proposal carried. The clerk was asked to determine whether Neat n Tidy had the facilities to take over the parish grass cutting.

PC/18/15.2 Councillor Sturmey proposed and Councillor Gould Seconded the approval of the recommendations set out below:

- Purchase Roundup for the play area surface weeds – not agreed as chemicals of this kind should not be used in this space. It was agreed to use alternative natural methods and Councillor Gould would attend to this.
- Update the Asset Register ref Tables and Chairs – the Clerk would amend.
- Purchase new padlock for the shed – Councillor Buttenshaw would purchase a good quality padlock with three keys, likely cost £30 which would be covered by the Parish Council.
- Refund Mr P Dale for the cost of materials for dog bag boxes. Cost £23.55. Cheque 1188 issued.
- Appoint a Highways Representative – See item PC/18/9. Councillor Sturmey.
- Thank you letters to Mr Still and Mr Dale – Clerk

Voting unanimous in favour.

PC/18/16 War Memorial

Members noted the response from the Diocese. It was proposed that Councillor Bond would carry out a visual inspection of the memorial, for reference purposes, four times per year.

PC/18/17 Planning Applications

PC/18/17.1 Applications received and for comment:

18/03422/TCA 2 Victoria Gardens

50% Height reduction to T1 Hornbeam, Fell T2 Conifer and 40% Height Reduction to T3 Conifer; 3 metre Height Reduction to T4 Laurel

Councillor Buttenshaw proposed and Councillor Eastman Seconded the ratification of No Objection. Voting unanimous in favour.

18/03891/FUL 177 Tytherington Tytherington

Demolition of outbuilding and construction of rear two storey extension (amendment to planning permission 17/04185/FUL)

The amended plans relate to a change of one window. It was proposed by Councillor Hiscock, Seconded Councillor Perry, No Objection. Voting unanimous in favour.

18/03866/FUL 49 High Street Heytesbury

Detached Bungalow

This site has been developed extensively and members felt that this current application was over development. Councillor Perry proposed Objection on the basis of over development of the site, no provision for surface water removal. The site is small and is a suitably sized Septic tank likely to fit within the garden? The property is also in an elevated position and within a conservation area.

Seconded Councillor Buttenshaw. Voting in favour of the objection 9, Against 1, Abstention 1. Objection carried.

PC/18/18 Items for a press release or statement from the Parish Council

None

PC/18/19 Correspondence issued to members 17.04.18 – 08.05.18

Noted

PC/18/20 Broadband

Councillor Colvin asked the members to discuss the current provision in the village and superfast broadband not really working in all areas. There were other options and Councillors Colvin and Morris had met with Truespeed who provide fibre to the house which provides better data provision. It was thought that this could be investigated and information provided to the Parish.

Meeting Closed 8.56pm

Minutes
Annual Parish meeting for Heytesbury Imber & Knook
Tuesday 29th May 2018 @ 7-15pm
The Parish Council Chairman
Councillor Mrs Ann Perry in the Chair

Present: Councillors D Bond, S Buttenshaw, E Colvin, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, A Perry and V Sturme. Councillor C Newbury Wiltshire Council.

Officers: H Parks, Danny Everett and Bill Parks Wiltshire Council.

Public & Press: 24 members of the public and no press

1. Welcome and Apologies

The Chairman welcomed all attendees. There was a late apology from Councillor Eastman.

2. Minutes

The minutes of the Parish Meeting held on 31st May 2017 were approved and signed by the Chairman.

3. Chairman's Report

The Annual Report of the Parish Council 2017-2018 was received and circulated.

4. Flood Forum

Danny Everett (DE), Principle Technical Officer, Drainage, Wiltshire Council, attended the meeting to explain his role and also take questions. He outlined that he managed the capital expenditure on behalf of the County, which amounted to £1.2 million. He is the main contact with the EA and Defra and works with Towns and Parish Councils to reduce the risk of flooding where possible.

Currently he leads on a project building a reservoir at Tilshead; a partnership with Wiltshire Council and Defra.

To assist Parishes to develop their Flood Plans, he encourages them to inspect local ditches and watercourses which will identify priorities.

During the heavy flooding of 2013/2014, 72% of the County reported flood issues. What my team are trying to do is find out those that are affected by flooding. Priorities are high speed roads and individual properties flooding.

There are four people in the team who review all issues with drainage and manage all new planning applications.

All flood plans are shared with the EA and they also have a duty to reduce the number of properties that flood.

Discussions took place on a variety of issues:

- Gully emptying – report all gully issues on the Wiltshire Council app and they will be considered.
- Landowners are responsible for their stretch of riverbank, but what happens when the landowner is the MOD, what action can be taken? Residents were asked to mark the areas of concern on the Parish Map and he would discuss with his contacts at Landmarc and MOD.
- Councillor Colvin advised that she had experienced difficulties with her responsibilities and Lampreys.

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DE suggested that the publication “Living on the edge” would be beneficial to those who live near a watercourse.

<https://www.whatdotheyknow.com/request/291417/response/708284/attach/html/2/Living%20on%20the%20Edge%20Booklet.pdf.html>

- Cellar flooding is not considered to be classed as a flood property.
 - Equipment provision – sandbags, gel sacs, high viz jackets and training were all available from the team.
 - Residents felt that the Winterbourne bridge was not adequate for the high volumes of water – DE thought that this would not be classed as a priority. DE would review the build-up of silt under the bridge and would arrange a Parish visit.
 - The National Flood Forum has a lot of advice and ideas in self-help for those affected.
<https://nationalfloodforum.org.uk/> 01299 403 055
 - Park Lane is a concern to residents who felt that it should be rectified. DE accepted that this needs to be reviewed and would consider during his visit with contact to the landowner if appropriate.
 - Ownership of riverbeds was mentioned and it was agreed that it is sometimes difficult to establish ownership, and many landowners would not be in a rush to claim if there is a liability.
 - A discussion on water quality and the use of eco products making a difference took place. It was accepted that incremental improvements make a big improvement.
 - The planning application awaiting determination for 23 houses and village hall was discussed and the village being able to support additional pressure in terms of water runoff. DE was not working on this as a consultee but another member of the team would be dealing with. He would familiarise himself with the application.
- The Chairman thanked Danny for attending and providing such an informative session. He was given a round of applause.

5. Outside Spaces Working Group (OSWG)

Councillor Sturmey reported to the meeting the activities of the group since it was formed.

6. Forum

- Anthony Wilson, Chair of Team Heytesbury circulated a paper to the meeting. He asked that the Parish Council consider the setting up of a sub committee to review the planning application of 23 houses and a village hall and publish a report of such a group, on line. No decision was made on this proposal.
 - Councillor Liz Colvin suggested that a referendum is called. The Clerk advised on the process and that the cost would fall to the Parish Council. At this stage of the meeting a full discussion or proposal and vote had not taken place. She went onto ask whether the Parish should fund raise and buy the land.
- Councillor Christopher Newbury advised the meeting that he had to be careful about his contribution as he sat on the Planning Committee, however he confirmed that this application had not yet been determined, revised plans are expected from the architect, but these have not yet been submitted. When he last spoke to officers, it appeared that it would be August before this application was likely to be determined. He appreciated that there were strong views on both sides, but all amendments would come to the Parish Council as a consultee for comment. The Land is outside the policy limits and there is no planning policy

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that supports exception sites unless the site was developed for social housing. The current use of the land, as recreation land is not safeguarded.

There were differing views on the need or want of a village hall. Was there any other private land available for a village hall?

The cost of renting the school hall was discussed, some believing it was too expensive.

A proposal was put to the meeting that the Parish fundraise to try and purchase the land.

The voting was 13 in favour and with those against 22, the proposal was not supported.

There was no support for a referendum.

- Penny Copland-Griffiths spoke on the setting up of a befrienders group to assist those who have no family or friends to help in times of need. This was thought to be a marvellous idea. The Clerk thought that similar schemes may be already in place in some parts of Wiltshire and would seek information to pass on, one contact would be through the Health and Well-being Group run by Wiltshire Council Area Board. Contact would also be made through David Reeves.

- Councillor Liz Colvin and Louise Morris had investigated the provision of better broadband and made available literature from a company called True-speed who bring fibre optic to the house. If there is enough interest within a community, i.e.30%, then the company would consider working in that area. Leaflets were made available for anyone who might be interested.

Councillor Newbury spoke on the broadband project in Wiltshire. The Codford exchange was updated at the time, there was also a project officer in place. He would try and find out who might be involved at the present time.

The meeting closed at 8-55pm.

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 26th June 2018 @ 7-15pm

Membership: Councillors D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, A Perry (Chair), and V Sturmeay.

Present: Cllrs Bond, Buttenshaw, Colvin, Eastman, Fellowes, Gould, Hiscock, Morris, Perry (Chair) and Sturmeay.

Officers: H Parks

Public and Press: 3 members of the public and No Press.

PC/18/21 Apologies

Councillor Moore (Hols)

PC/18/22 Minutes

PC/18/22.1 The minutes of the meeting held on 22nd May 2018 were approved and signed by the Chairman.

PC/18/22.2 Matters Arising Councillor Sturmeay asked if the Church had responded to the Parish Council on the spending of their grant monies (No) and whether the weed problem on the play area had been cleared? (further work needed.)

Noted

PC/18/23 Declarations of Interest

None

PC/18/24 Chairman's Announcements

None

Standing Orders were suspended to allow for public participation. Agreed by members at 7.20pm.

PC/18/25 Public Participation

PC/18/25.1 Rev Robin Hungerford – spoke on the Heytesbury Open Space (HOP) project. He is a member of the steering group and it is their aim to bring the church up to a more acceptable standard for the public to use. The architect commissioned is connected to Salisbury Cathedral. In the various phases of the work, the Nave roof, work on the chancel will be completed in a few weeks' time and bids are being submitted to the Heritage Lottery Fund (HLF) for the final phase which includes interior work to bring the water supply indoors, provide a small meeting room and kitchenette. I am asking if the Parish Council would supply a letter of support to the bid.

PC/18/25.2 None

Standing Orders were reinstated at 7.25pm

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Adrian Hampton Head of Streetscene, Parking Services and Highways South, Wiltshire Council, was invited to speak and advise members on working on the Highway to enable them to make an informed choice on the use of contractors for potential top up services to the village. He outlined that any contractor should be approved, otherwise the liability for any Health & Safety issues would fall to the Parish Council. He outlined the grass cut schedule, once per year for verge cutting, Flail. Amenity Land, once per month. Most of the land in the village is verge.

The risk is that the Parish Council take the risk if another contractor is used, and whilst insurance is in place, all risk assessments and method statements, trained equipment users need to be evidenced.

PC/18/26 Financial Information

PC/18/26.1 Payments for Approval:

001187 £210.00 Auditing Solutions

001190 £14.30 S Buttenshaw

001191 £13.62 A Perry

001193 £19.99 H M Parks

001194 £80.00 Acorn Trust

001195 £249.60 H Parks

001196 £62.40 HMRC

001197 £300.00 M Champness

It was proposed by Councillor Sturmey and Seconded Councillor Fellowes that all payments were approved. Voting unanimous in favour.

PC/18/26.2 Balances of Accounts for noting:

Treasurers Account: £8846.77

Bus Instant Access: £6190.40

Village Hall Fund £4596.81

Balances @ 5th June 2018

Noted

PC/18/26.3 Monthly Financial Report

Members received the monthly report outlining the current position of spend against budget allocated year to date and Councillor Sturmey signed the reconciliation.

PC/18/26.4 Insurance Policy

It was proposed by Councillor Buttenshaw and Seconded by Councillor Perry to accept the three-year renewal of the Aviva insurance policy at a cost of £1054.31 and paid by cheque number 001192. Voting unanimous in favour.

PC/18/27 Planning Applications

PC/18/27.1 Applications received and for comment:

18/04037/LBC Church Farmhouse Tytherington BA12 7AD

Addition of a dormer extension to the rear elevation.

No Objection

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18/04500/FUL Church Farmhouse Tytherington BA12 7AD

Addition of a dormer extension to the rear elevation.

No Objection

18/05273/TPO South Lodge 20 Heytesbury Park Heytesbury BA12 OHG

T1 – Chestnut to crown lift to 3m and tidy storm damage T2 – Beech to crown lift to 3m

No Objection.

PC/18/27.2 Email Decisions on general planning applications

The members agreed to email correspondence for those general and simple planning applications, decided by email and ratified at the next available meeting to enable consultation deadlines to be met. All members would be asked to comment within a short timescale and a non-response to email would be taken as support.

This does not affect Standing Order 14 xiv and xv.

Refer to Terms of Reference 27.

Proposed Councillor Colvin Seconded Councillor Eastman. Voting unanimous in favour.

PC/18/28 OSWG

PC/18/28.1 Councillor Gould proposed acceptance of the notes of the meeting held on 5th June 2018. Seconded Councillor Colvin. Voting unanimous in favour.

PC/18/28.2 Members approval of recommendations:

- Agreed and suggested that this is published by the Allotment Association. To be referred back to Mrs Walker.
- A proposed tenancy agreement is submitted from the KHIAA for consideration – this has been deferred until the final paperwork is completed by the Allotment Association.
- It was proposed by Councillor Colvin and Seconded by Councillor Hiscock to repair the Slide (Parish King) and the Timber steps which would cost £1250. Work to be carried out by Broxap who the original installers and partly under guarantee. Voting in Favour 9. Against Nil. Abstention 1.
- Council to Employ a qualified person to carry out the weekly/monthly inspections. This item has been deferred until Councillor Fellowes has completed her initial training which she has voluntarily signed up for.
- Having taken into account all of the information supplied by Adrian Hampton, it was proposed to request that idverde carry out grass cutting outlined in their original quotation during July, August, September and October. Remove the cleaning of the bus shelters and telephone kiosk. Proposed Councillor Sturmey, Seconded Councillor Gould. Voting unanimous in favour.
- No further quotations to be obtained to clean the bus shelters and telephone kiosk. This work could be passed to the Parish Steward and Councillor Gould to advise the relevant Wiltshire Council team.
- Council orders bin replacements for Knook, Tytherington and a new lid for the Mill. To purchase from Glasdon, see attached quotation £247.57. To come from budget line Equipment Outside Spaces which has available funds of £961.95. Proposed Councillor Sturmey, Seconded Councillor Eastman with additional instruction to idverde to install. Voting unanimous in favour.

- Councillor Bond agreed to speak to the owner about removal of the wooden stile on KNOO1.
- One tree to be planted near to the Jubilee seat on corner of Park St and High St Heytesbury with a ceremony on Saturday 10th November, other trees to be planted later at Knook Allotment site and in Tytherington near to the bench outside St James Court, council to buy 3x stakes, plastic wrap and 3x ties as part of the 100th Commemorations for WW1. Councillor Perry to discuss with local residents about final planting places.
- Signage for Play Area – to be deferred to allow final proof alterations.

PC/18/29 Internal Audit

It was proposed by Councillor Eastman and Seconded by Councillor Morris to approve the Internal Audit Report 2017-2018. Voting unanimous in favour.

PC/18/30 Annual Accounts – Asset Register valuations

Members approved the amended asset valuation statement which was signed by the Clerk and Chairman. Proposed Councillor Buttenshaw, Seconded Councillor Colvin, Voting unanimous in favour. It was agreed by members that a further review of the register against the insurance policy would be prepared before renewal in 2019.

PC/18/31 Annual Governance and Accountability Return 2017/2018 Part 3

PC/18/31.1 Annual Governance Statement

Members approved the annual statement as outlined in Section 1 of the Annual Return. Proposed Councillor Sturmey, Seconded Councillor Colvin. Voting unanimous in favour.

PC/18/31.2 Accounting Statements

Members approved the accounting statements as outlined in Section 2 of the Annual Return. Proposed Councillor Colvin, Seconded Councillor Morris. Voting unanimous in favour.

PC/18/32 Parish Plan

This agenda item was deferred.

PC/18/33 Mains Drainage and Sewage System

Councillor Colvin outlined why she had brought this item to the agenda and felt the time was right for a full debate. It was agreed that up to date research should be carried out by Councillor Colvin and a future debate would be held.

PC/18/34 Operation Flood Working Group

A verbal report was given to members by Councillor Colvin who had attended. Noted.

PC/18/35 CATG

The report from Councillor Sturmey, who attended, was Noted.

PC/18/36 Heytesbury Open Place Project (HOP)

Councillor Buttenshaw outlined the work already carried out under the various phases of the overall project. This final stage is likely to cost £500k and funds are being sourced from the Heritage Lottery Fund. The Parish Council was asked to submit a letter of support and this was agreed. The wording was finalised and the Clerk would write the letter and send to

Rev. Hungerford. Proposed Councillor Buttenshaw, Seconded Councillor Colvin. Voting unanimous in favour.

PC/18/37 Items for a press release or statement from the Parish Council

None

PC/18/38 Correspondence issued to members 08.05.18 – 18.06.18

Noted

Meeting Closed 9.34pm

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 31st July 2018 @ 7-15pm

Membership: Councillors A Perry (Chair) D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

Present: Cllrs Perry (Chair) Bond (Vice Chair), Buttenshaw, Fellowes, Gould, and Sturmeay.

Officers: H Parks

Public and Press: 3 members of the public and No Press.

PC/18/39 Apologies

Councillors Colvin (Ill), Eastman, Hiscock, Moore and Morris (Hols)

PC/18/40 Minutes

PC/18/40.1 The minutes of the meeting held on 26th June 2018 were approved and signed by the Chairman.

PC/18/40.2 Matters Arising

None

PC/18/41 Declarations of Interest

None

PC/18/42 Chairman's Announcements

None

Standing Orders were suspended to allow for public participation. Agreed by members at 7.17pm.

PC/18/43 Public Participation

PC/18/43.1 None

PC/18/43.2 None

Standing Orders were reinstated at 7.18pm.

PC/18/44 Financial Information

PC/18/44.1 Payments for Approval:

001198 £6.98 WALC

001199 £2.00 V Sturmeay

001200 £62.97 H Parks

001201 £436.80 H Parks

001202 £109.20 HMRC

£195 for the provision and installation of internal locks for Heytesbury School. Cheque to be issued.

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It was proposed by Councillor Fellowes and Seconded Councillor Sturmeay that all payments were approved. Voting unanimous in favour.

PC/18/44.2 Balances of Accounts for noting:

Treasurers Account: £6816.17

Bus Instant Access: £6190.68

Village Hall Fund £4596.81

Balances @ 5th July 2018

Noted

PC/18/44.3 Monthly Financial Report

Members received the monthly report outlining the current position of spend against budget allocated year to date and Councillor Sturmeay signed the reconciliation.

PC/18/45 Planning Applications

PC/18/45.1 Applications received and for comment:

18/05786/TCA The Hey House Newtown Heytesbury BA12 0HN

Proposal: T1 Purple Leaf Plum, remove major dead wood and reduce height by approx. 2 metres. Prune to balance shape.

Members ratified "no Objection" obtained by email circulation.

Proposed Councillor Perry, Seconded Councillor Buttenshaw. Voting unanimous in favour.

PC/18/46 OSWG

PC/18/46.1 Councillor Sturmeay proposed acceptance of the notes of the meeting held on 3rd July 2018. Seconded Councillor Gould. Voting unanimous in favour.

PC/18/46.2 Members approval of recommendations:

- The Parish Council to obtain a quote for a three-year period of Highway grass cutting of village areas from idverde using the existing specification. Proposed Councillor Buttenshaw, Seconded Councillor Gould. Voting unanimous in favour.
- Final proof provided for play area signage and order to be placed with Mirage Signs at a cost of £55, the original quote provided. Proposed Councillor Sturmeay, Seconded Councillor Bond. Voting unanimous in favour.
- The revised quotation from idverde for grass cutting is approved at £794.29 + VAT payable in four payments in July, August, September £198. 57 and October of £198.58. The contractor has been instructed. Proposed Councillor Bond, Seconded Councillor Sturmeay. Voting unanimous in favour.
- The original suggested site for the commemorative tree needs to be amended. Councillor Buttenshaw is proposing, on entry to the village from the roundabout, on left hand side near the Heytesbury sign, a couple of feet away from the bench and in this vicinity, should be the preferred site. Proposed Councillor Buttenshaw, Seconded Councillor Gould. Voting unanimous in favour. The Clerk to establish permission from the Highway authority.

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- Members to note that the Play Area inspection will take place in September by Playsafety. Noted. Members wished to consider other companies in future years. Also Noted.

PC/18/47 G T Sassoon Trusts

Members received the letter from the trustee, Christopher Thompson and considered why the letter had been sent at this time. Members instructed the Clerk to acknowledge the letter and advise the trustees that they were not ready to respond just yet.

Proposed Councillor Buttenshaw, Seconded Councillor Gould. Voting unanimous in favour.

PC/18/48 Items for a press release or statement from the Parish Council

None

PC/18/49 Correspondence issued to members 08.05.18 – 18.06.18

Noted

Meeting Closed 7.50pm

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 18th September 2018 @ 7-15pm

Membership: Councillors A Perry (Chair) D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

Present: Cllrs Bond (in the Chair), Buttenshaw, Colvin, Eastman, Gould, Moore, Morris and Sturmeay.

Officers: H Parks

Public and Press: 5 members of the public and No Press.

PC/18/50 Apologies

Councillors Perry and Hiscock (Hols) and Councillor Fellowes (Personal)

PC/18/51 Minutes

PC/18/51.1 The minutes of the meeting held on 31st July 2018 were approved and signed by the Chairman.

PC/18/51.2

None

PC/18/52 Declarations of Interest

None

PC/18/53 Chairman's Announcements

None

Standing Orders were suspended to allow for public participation. Agreed by members at 7.16pm.

PC/18/54 Public Participation

PC/18/54.1 Mr R Burgess asked questions about the agenda preparation and getting items on the agenda, what happened to written letters or emails to the Council, were they minuted for instance, and also queried the viability of the Standing Orders. The Clerk responded verbally on this occasion at the request of the Chairman.

PC/18/54.2

None

Standing Orders were reinstated at 7.20pm.

PC/18/55 Financial Information

PC/18/55.1 Payments for approval:

001204 £264.00 H M Parks August Payroll

001205 £66.00 HMRC August Payroll

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001206 £23.98 A Perry 123 Reg
001207 £78.00 Mirage Signs
001208 £33.47 H Parks Postage Stamps
001209 £297.08 Glasdon UK
001210 £ 40.00 Acorn Education Trust
001211 £ 238.28 idverde Ltd
001212 £153.60 Broxap Ltd
001213 £49.99 A Perry Website Hosting
001214 £264.00 H Parks September Payroll
001215 £66.00 HMRC September Payroll

It was proposed by Councillor Gold, Seconded by Councillor Colvin that all payments were approved. Voting unanimous in favour.

PC/18/55.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 9261.11
Bus Instant Access £ 6190.92
Village Hall Fund £4596.81
Balances @ 2 August 2018
Noted

PC/18/55.3 Monthly financial report:

Members received the monthly report outlining the current position of spend against budget allocated year to date and Councillor Sturmey signed the reconciliation.

PC/18/56 Planning Applications

PC/18/56.1 Applications received and for comment:

18/07358/TCA Site Location: Little Orchard Newtown Heytesbury BA12 0HN
Proposal: T1 Cherry, Fell.

18/07452/FUL Site Location: Church Farmhouse Tytherington Warminster Wiltshire BA12 7AD
Proposal: Alterations to Garden Room, Outdoor Pool Installation and Re-positioning of Pool House
Councillor Sturmey proposed clarification of the email agreement of No objection to both items. Seconded Councillor Morris. Voting unanimous in favour.

PC/18/57 Outside Spaces Working Group

PC/18/57.1 Councillor Gould proposed approval of the notes of the meeting held on 28th August 2018. Seconded Councillor Sturmey, Voting unanimous in favour.
Councillor Gould announced that she needed to step down from the working group due to family commitments.

PC/18/57.2 Members approval of recommendations:

- The Parish Council reviewed the Allotment file and the Clerk outlined areas which still needed clarification with the templates provided. These had been proof read and further work was required to make them suitable for acceptance. Councillor Colvin

Signed.....2

proposed and Councillor Gould Seconded that the Parish Council seek advice from the National Allotment Association before putting matters into the hands of a solicitor, regarding a lease. It was felt that a licence could be prepared, with an updated template and reviewed after five years. Voting unanimous in favour.

- Members Noted that work had begun on the treatment plant at the Knook Site.
- Members discussed the items still outstanding which needed attention at the play area. Members wished to use Volunteers for some works, which didn't involve technical items such as fittings and fixtures, which was accepted, needed expertise. The working group had produced a mission statement and members approved the use of volunteers as follows:
Volunteers to be used in a controlled environment and with the supervision of a lead Councillor. This would ensure that the Council's insurance would cover the relevant volunteers and members. The lead Councillor will prepare a risk assessment for each piece of work.
Painting of the equipment can take place using proper materials to deal with the rust first and painting second.
Play equipment can only be dealt with outside school hours and with the permission of the school, if required.
Slats on the picnic table to be turned and re-fitted. Investigation into a suitable hardstanding and what is acceptable. Permission may be required from the school.
Volunteers to be used to re-varnish Parish notice boards.
Looking to replace benches as and when required with recyclable material to improve lifespan. The OSWG to start reviewing the worst benches and obtain quotes for replacement.
The Cone Climber should be replaced and funding from the Area Board to be applied for. The OSWG would obtain quotes.
Proposed Councillor Eastman, Seconded Councillor Sturmeay. Voting unanimous in favour.

PC/18/58 Dark Sky Reserve project – Cranbourne Chase AONB

Members made a request that a representative attend a future meeting to brief members on the project. Proposed Councillor Colvin, Seconded Councillor Gould. Voting unanimous in favour.

PC/18/59 Electoral Review of Wiltshire: Warding Arrangements

Members Noted the review and held a general discussion. One question put to the Clerk to review was why Tytherington is not part of the Parish. This would be investigated

PC/18/60 Items for a press release or statement from the Parish Council.

None

PC/18/61 Correspondence Issued to members 23.07.18 – 04.09.18

Noted

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 23rd October 2018 @ 7-15pm

Membership: Councillors A Perry (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

Present: Cllrs Bond, Buttenshaw, Colvin, Eastman, Fellowes, Gould, Hiscock, Moore, Morris, Perry (Chair) and Sturmeay.

Officers: H Parks

Public and Press: No members of the public and no press.

PC/18/62 Apologies

None

PC/18/63 Minutes

PC/18/63.1 The minutes of the meeting held on 18th September 2018 were approved and signed by the Chairman.

PC/18/63.2 Matters arising related to the Allotments and finalisation of documentation and update from the national association. This would be brought back to members when ready.

PC/18/64 Declarations of Interest

None

PC/18/65 Chairman's Announcements

None

Standing Orders were suspended to allow for public participation at 7.20pm

PC/18/66 Public Participation

PC/18/66.1 None

PC/18/66.2 None

Members agreed to bring forward this item for discussion.

PC/18/67 Cranbourne Chase

Amanda Scott presented to the Parish Council the bid by Cranbourne Chase AONB to be an Integration Dark Sky Reserve. She had been appointed to drive the application which is likely to be submitted between Jan – April 2019.

It was outlined that there are no additional layers in respect of statutory planning.

It is not about “no lights” but about right light, right place, right time.

What it does mean is that the AONB will consider lighting quality when responding to planning applications, which they do already and encourage good practice through engagement and information.

Designation of an International Dark Sky Reserve is awarded by the International Dark Sky Association.

There are currently four designations in the UK, Exmoor, Brecon Beacons, Snowdonia and South Downs.

There is research to suggest that dark skies provide some benefit to health and wellbeing as well as supporting wildlife.

Right Light – means fully shielded so that light goes downward.

Right Place – lighting fitted where relevant.

Right Time – motion sensors fitted for instance and not left on all night for instance.

Members had a variety of questions which were discussed in full. It was proposed by Councillor Buttenshaw and Seconded Councillor Eastman that a letter of support for the bid be sent on behalf of the Parish Council. Voting in Favour 10, Against 1. Proposal carried.

Members thanked Amanda Scott for her attendance.

Standing Orders were reinstated at 7.50pm

PC/18/68 Financial Information

PC/18/68.1 Payments for approval:

001216 £180.00 Martin Champness

001217 £37.99 H M Parks

001218 £180.00 SLCC

001219 £240.00 PKF Littlejohn

001220 £238.28 idverde

001221 £264.00 H M Parks

001222 £ 66.00 HMRC

001223 £100.00 Upper Wyllye Parish News-

001224 £103.99 SLCC Enterprises Ltd

001226 £113.40 Playsafety Ltd

001227 £238.37 idverde Ltd Grass Cutting

It was proposed by Councillor Perry and Seconded Councillor Buttenshaw that all payments were approved. Voting unanimous in favour.

PC/18/68.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 6849.95

Bus Instant Access £ 6190.92

Village Hall Fund £4596.81

Balances @ 4th October 2018

Noted

PC/18/68.3 Monthly financial report:

Members received the monthly report outlining the current position of spend against budget allocated year to date and Councillor Sturmey signed the reconciliation.

PC/18/68.4 Budget Preparation 2019/2020

Members discussed the first draft budget proposal and went through each line to ascertain likely requirement for 2020/2021. The proposals put forward were:

- After considering the idverde quotation for grass cutting, which covered the period July - October, it was agreed to increase this by a further three months to enable grass cutting from April – October. The Clerk was asked to instruct the company. It was expected to add £600 to the proposed budget.
- It was accepted by members that the printing costs for papers was acceptable and the budget has been increased to cover future costs for the new financial year.
- IT has to be improved and investigation into the use of Office 365 with emails for members and an upgraded space for the Web Pages would be investigated.
- A new Ear Marked Reserve (EAR) to be set up entitled Equipment Outside Spaces, and all underspent budget lines, at the end of the financial year, be transferred into this EAR. This is to assist with the maintenance plans for all play equipment and external assets owned by the Parish.

Proposed Councillor Sturmeay, Seconded Councillor Eastman. Voting unanimous in favour. All members would consider the figures produced so far and submit their comments to the Clerk and a second draft would come forward at the next PC meeting.

PC/18/68.5 Grant Applications

PC/18/68.6 Wiltshire Citizen Advice Councillor Perry proposed and Councillor Hiscock Seconded approval of the grant application request for £200. Voting unanimous in favour.

PC/18/68.7 Heytesbury Bonfire Councillor Colvin proposed and Councillor Gould Seconded approval of the grant application request for £250. Voting in Favour 9, Against 2. Proposal Carried.

PC/18/69 Planning Applications

PC/18/69.1 Applications received and for comment:

18/08442/TPO The Coach House 11 Heytesbury Park BA12

Proposal: T1 Lime Tree Coppice Remove tree stump and plant replacement

18/08508/FUL The Dairy House West Farm Barns Knook BA12 OJF

Proposal: Ground floor extensions and installation of additional roof windows.

18/08892/TPO Hospital of St John Newtown Heytesbury BA12 OHW

Proposal: T4 Lime Tree, re-pollard tree at approx. 500mm above the previous pruning points.

18/09070/TCA Hospital of St John Newtown Heytesbury BA12 OHW

Proposal: T1 Apple reduce lateral branches by up to 1.5 metres.

T2 Mulberry reduce long lateral branches by up to 1.5 metres.

T3 Mulberry as above.

T5 Crown lift Cherry and Gleditsia to approx. 1.5m.

T6 Weeping Pear reduce crown by 1metre.

T7 Reduce Bay to approx. 2.5metres.

T8 Cherry reduce spread by 1m and thin crown by 15%.

T9 Beech trees x 2 remove lower branches to crown lift to 4 metres. Reduce lateral branches by 1.5metres.

Members approved the “no Objection” obtained by email circulation for the four items above.

18/09249/FUL 4 Greenlands Heytesbury BA12 0EJ Proposal: Two Storey Extension
Councillor Buttenshaw proposed No Objection. Seconded Councillor Moore. Voting unanimous in favour.

18/09133/FUL 48 High Street Heytesbury BA12 0EB Proposal: Rear Two Storey Extension
Councillor Colvin proposed No Objection. Seconded Councillor Sturmeay. Voting unanimous in favour.

18/09520/FUL Mount Pleasant 28 Little London Heytesbury BA12 0ES Proposal: Demolition of rear extension and construction of larger rear/side extension.
Councillor Sturmeay proposed No Objection. Seconded Councillor Colvin. Voting in Favour 10, against 1. Proposal carried.

PC/18/70 Outside Spaces Working Group

PC/18/70.1 Rospa Report

The annual report had been circulated for members and a summary had been provided outlining the salient points. The OSWG need to review this in more depth and report back to the Parish Council with recommendations. Consideration would be given to removing the adult equipment, or seeking permission from the Acorn Trust to fence in, provide additional signage and also carry out repairs on the play equipment through a phased programme.

PC/18/70.2 Play Area inspections

Councillor Fellowes is now qualified to carry out inspections for the equipment. It was proposed by Councillor Hiscock and Seconded by Councillor Colvin that approval is given for Councillor Fellowes to carry out the required weekly and monthly inspections on the play equipment. Voting in Favour 9. Against 2. Proposal carried.

PC/18/70.3 Play Area Repairs

The Clerk to write to the contractor appointed to carry out the repairs, highlighting the unsatisfactory position regarding outstanding work.

PC/18/71 NTG Meeting

Councillor Perry attended the recent Neighbourhood Tasking Group, led by the local Police Team. She provided a verbal report and provided links for the following:

Rural Crime reporting line 08007830137 or online at [Rural Crime Reporting](#)

Cyber Crime [Report Cyber Crime](#)

Advertise [Community Messages](#)

Neighbourhood Watch is to be reinvigorated.

PC/18/72 Drainage Scheme

It was unanimously agreed that an invitation be put forward to seek an expert to discuss with the Parish. This would be in the form of a public meeting and a suggestion would be at the next Parish Meeting in April/May 2019. The Clerk to arrange.

PC/18/73 Memorial Tree

Councillor Bond proposed replacement of the memorial tree at a cost of £200, Seconded Councillor Hiscock. Voting unanimous in favour. Advice would be sought from the nursery.

PC/18/74 War Memorial

Recent inspection has identified cleaning of the memorial may be required. The path needs pressure washing too. Advice to be sought from a Stone mason. Councillor Bond would investigate.

PC/18/75 External Audit 2018

Members to receive the External Auditors report which has now been finalised.
All papers have been published on the Parish Council website and will be updated with the latest report.

PC/18/76 Items for a press release or statement from the Parish Council.

Dark Sky bid.

Details of the reporting lines from the Neighbourhood Tasking Group.

PC/18/77 Correspondence Issued to members 05.09.18 – 14.10.18

Noted

Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 27th November 2018 @ 7-15pm

Membership: Councillors A Perry (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

Present: Cllrs Bond, Buttenshaw, Colvin, Eastman, Fellowes, Gould, Hiscock, Moore, Perry (Chair) and Sturmeay. *Councillor Fellowes joined the meeting at 7-20pm.*

Officers: H Parks

Public and Press: Councillor C Newbury Wiltshire Council member, 1 member of the public and no press.

PC/18/78 Apologies

Apologies received from Councillor Morris (Hols).

PC/18/79 Minutes

PC/18/79.1 The minutes of the meeting held on 23rd October 2018 were approved and signed by the Chairman.

PC/18/79.2 None

PC/18/80 Declarations of Interest

None

PC/18/81 Chairman's Announcements

None

Standing Orders were suspended at 7-16pm to allow for public participation

PC/18/82 Public Participation

PC/18/82.1

Martyn Spratt outlined the grant application submitted by Heytesbury Football Club for flood lights. Training was suspended during the winter months due to lack of lighting. Floodlights would not adversely affect local residents, they would be LED bulbs, allow training time of 1.5 – 2 hours, and cover a third of the pitch. The floodlights folded and would be stored off the premises for security purposes. The Club had applied for funding from three other sources which was anticipated to be successful.

Councillor Christopher Newbury outlined that the Football Club grant application had been fully supported at the Area Board. He added that he was happy to take any questions regarding Wiltshire Council issues.

Councillor Buttenshaw asked about Bus Pass renewal – the Clerk was able to answer that the pass needed to be scanned on a journey if it hadn't been used, otherwise the renewal would not take place automatically.

PC/18/82.2 None

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Standing Orders were reinstated following public participation at 7-15pm.

PC/18/83 Financial Information

PC/18/83.1 Payments for approval:

001228 £69.10 H Parks
001229 £168.00 WALC
001230 £200.00 Wiltshire Citizens Advice
001231 £250.00 Heytesbury Fireworks Fund
001232 £238.28 idverde Ltd
001233 £66.00 HMRC
001234 £264.00 H M Parks
001235 £50.00 RBL Poppy Appeal
001236 £30.31 H M Parks
001237 £60.00 Acorn Education Trust
001238 £53.49 H Parks

It was proposed by Councillor Buttenshaw, Seconded Councillor Perry that all payments be approved. Voting unanimous in favour.

Councillor Hiscock commented on the grant issued to the Firework fund and whether this was allowable when the event charged an entrance fee. For discussion at a future meeting.

PC/18/83.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 5129.17
Bus Instant Access £ 6190.92
Village Hall Fund £4596.81
Balances @ 2nd November 2018
Noted

PC/18/83.3 Monthly financial report:

Members received the monthly report outlining the current position of spend against budget allocated year to date and Councillor Sturmey signed the monthly reconciliation.

PC/18/83.4 Budget Preparation 2019/2020

Discussion took place on the requirement for repairs to the play equipment and possible fencing required for the gym equipment. There had not been sufficient funds put aside in previous years for any replacement or repairs and it was felt that this might amount to £5k. Would it be possible to go to the Area Board for funding – not unless new equipment was purchased. Maintenance would not be within the criteria.

It was felt that the precept should be increased substantially this year to accommodate the upkeep of this resource.

Councillor Colvin proposed an increase in the precept of 20% for the next financial year and this was Seconded by Councillor Sturmey. The updated figures to be brought back to the next Parish Council meeting for final ratification. If it was found that the repairs were likely to be cheaper, once all quotes were received, then the precept could be adjusted accordingly before final approval.

At final ratification, members would issue a statement to local residents to outline why an increase at this level was needed.

Voting unanimous in favour.

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PC/18/83.5 Grant Application Heytesbury Football Club Councillor Eastman proposed and Councillor Buttenshaw Seconded approval of the grant application request for £250. Voting unanimous in favour.

PC/18/84 Meetings 2019 – proposed meeting dates of the Parish Council

January 15 – already booked	September 17
February 26	October 22
March 26	November 26
April 16	2020
May 21 Annual Meeting	January 21
May 28 Parish Meeting	
June 25	
July 23	

Councillor Sturmey proposed agreement to the dates, Seconded Councillor Gould. Voting unanimous in favour.

PC/18/85 Planning Applications

PC/18/85.1 Applications received and for comment:

18/10072/TCA Site Location: 18a Little London Heytesbury BA12 0ES

Proposal: 1 - Goat Willow tree - pollard to 3.6m 2 - Cherry Plum tree - pollard to 1.5m

Members approved the “no Objection” obtained by email circulation for the item above.

Proposed Councillor Colvin, Seconded Councillor Eastman. Voting unanimous in favour.

PC/18/86 Outside Spaces Working Group

There has not been a working group meeting held since the last and therefore nothing to report. The group were awaiting quotes for the work required on the play area.

PC/18/87 Local Plan Review – Councillor Perry provided a verbal report on the meeting attended in October by herself and Councillor Bond. She outlined that small groups were asked to discuss rural challenges and following the discussion exercises that took place, it was expected that feedback would be received by the Parishes at a future date. Councillor Newbury was asked to expand on the review and he outlined that the current plan which is in place to 2026 was based on the County having a five-year land supply, this wasn't in place originally but is now. The review is now going to plan to extend into 2036 and Wiltshire Council will need to determine how many houses it needs to build. Rural exception sites are not coming forward and it is policy that should you have land which is near services, that hasn't been allocated, it would be allocated if 100% of affordable houses are planned for such a site. Very few sites are available due to the reduced value of the land. For the Parish, the sustainability appraisal outlines those sites which will not be considered further.

PC/18/88 Commemoration Trees

Members confirmed their agreement, reached by email, to plant the three whips over winter until these have grown to a suitable size for planting and approve the article written for the Parish News by Councillor Buttenshaw.

PC/18/89 Rural Housing Needs Assessment – Councillor Sturmey proposed that the Parish Council requests Wiltshire Council arrange to carry out an assessment. Seconded Councillor Colvin. Voting in Favour 7. Against 3. Abstention Nil. Proposal carried.

PC/18/90 Items for a press release or statement from the Parish Council.

None

PC/18/91 Correspondence Issued to members 15.10.18 – 18.11.18

Noted

Councillor Sturmey wanted re-assurance that all correspondence was issued to members – the Clerk outlined that there would be occasions when a minor amount of correspondence would not be issued to members, but they received the majority. Following an enquiry from a member of the Parish, who felt that one issue should have been put on an agenda, it was outlined that this would not always be the case and that in this instance, the matter was not for the Parish Council to discuss or make a decision on. It related initially to a planning issue and this was redirected to the planning authority.

Meeting Closed 8.21pm