

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 21st January 2020
@ 7-15pm

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

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

Officers: H Parks

Public and Press: 1 member of the public and no press.

PC/20/95 Apologies

Apologies were received from Councillor Fellowes.

PC/20/96 Minutes

PC/20/96.1 The minutes of the meeting held on 3rd December 2019 were approved and signed by the Chairman.

PC/20/96.2 None

PC/20/97 Declarations of Interest

Councillor Gould declared an interest in Item 7.1 and would not take part in the planning application put forward, nor vote.

PC/20/98 Chairman's Announcements

None

PC/20/99 Public Participation

PC/20/99.1 None

PC/20/99.2 None

PC/20/100 Financial Information

PC/20/100.1 Payments for approval:

001309 £274.57 H Parks

001310 £68.60 HMRC

001311 £238.28 idverde Ltd

001312 £238.28 idverde Ltd

001313 £179.21 H Parks

001314 £274.57 H Parks

001315 £68.60 HMRC

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

PC/20/100.2 Balances of the Bank Accounts for noting:

Treasurers Account £6,503.15 @ 30.12.19

Bus Instant Access £4,194.52 @ 09.12.19

Noted

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PC/20/100.3 Monthly financial report:

Members received and Noted the monthly report and the monthly reconciliations to 27.11.19 and 30.12.19 were signed by Councillor Gould.

PC/20/100.4 Budget 2020-2021

The baseline tax figure is 346.56 band D properties.

The projected budget for next year is £14060

Carry forward Ear Marked Reserves of £1800

Deduct predicted VAT refund £600

Deduct predicted Bank Balance £599

Net Budget requirement £14,661 an increase of 25% £42.30 per band D property.

The overall annual increase from last year's precept is £8.46 equivalent to 16 pence per week.

Members felt that they had held detailed discussions at the last Parish Council meeting and although they did not support the increase in the precept, there was no alternative option on the budget required for the next municipal year. It was proposed by Councillor Morris, Seconded by Councillor Bond to declare the precept at £14,661 and the Clerk was instructed to request this from the Principal Authority Wiltshire Council. Voting unanimous in favour.

PC/20/101 Planning Applications

PC/20/101.1 Applications received and for comment:

19/11770/FUL Proposal:- The addition of a single storey glazed extension to the ground floor sitting room and the addition of a box dormer to the second floor.

Proposed addition of a timber frame carport with loft storage space.

Site:- Bridge House, Tytherington Road, Heytesbury, BA12 0EF

Proposed No Comment Councillor Eastman, Seconded Councillor Sturmey. Voting in Favour 8. Against Nil. Abstention 2.

PC/20/102 Sassoon Trust

Members continued to discuss in detail the two proposed letters and contents before agreeing to an agreed option which will be sent to the trust, attached to these minutes for reference. Proposed Councillor Buttenshaw, Seconded Councillor Eastman. Voting unanimous in favour.

PC/20/103 Metro Count Results

The results of the recent three metro counts carried out in Heytesbury Village and the overall results are as follows:

023-001 High Street (East of Little London) Community Speed Watch

023-002 High Street (West of Chapel Road) No further action

023-003 High Street (West of Park Street) No further action

Members discussed the results and consider the options to move forward. There was still a desire to see the school prepare a Travel Plan in the hope that this would bring support for any further improvements possible. This included the request last year for the 20mph speed limit. Proposed by Councillor Sturmey, Seconded Councillor Eastman. Voting in Favour 9 Against 1. Proposal carried.

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In respect of continuing the request for a 20mph speed limit to the CATG, it was felt this would not be a priority by the Community Area and therefore would not be followed up. The local resident who had raised the issue would be advised.

A speed indicator device would not fulfil the criteria, and this will not be progressed further at this time.

Village gates and signage would be a consideration in the future and an item for future discussion.

PC/20/104 Parish Council Communication -

Members noted the current position with the website and this work is now being priority for the Clerk.

PC/20/105 Housing Needs

PC/20/105.1 Housing Needs Survey (HNS)

Councillor Sturme proposed that the parish council should now fully discuss the survey results and look at ways it can address the housing needs of the parish by inviting members of the Wiltshire community led housing team to discuss with the parish at our February meeting, options for possible delivery, Rebecca Lockwood-Norris and her team have great knowledge in this area and have helped other parishes to fulfil their needs and they are willing to come to Heytesbury to discuss the matter. This proposal was seconded by Councillor Hiscock.

There was a full discussion on the need to consider the information collated by the HNS and what was the responsibility of the Parish to deliver any housing. Voting in favour 4, Against 4, Abstentions 2. The Chairman used her casting vote against the proposal which was not carried.

The discussion then moved onto a proposal by Councillor Eastman that a working group be set up who could meet with the community led housing scheme, but this was subsequently withdrawn.

Councillor Eastman proposed, Seconded Councillor Hiscock, that the Wiltshire community led housing team be invited to the Parish Meeting to speak on the subject which would have a greater opportunity to involve residents. Voting unanimous in favour.

PC/20/105.2 Neighbourhood Planning Training

The request was withdrawn.

PC/20/106 Application to divert footpaths Heytesbury 21 (part) and Knook 16 east of East Hill Farm Heytesbury.

Some members were concerned about not seeing the plans in full until the meeting and wished to have more time to consider a response. Most members did not have any objections or comments to make but Councillors Morris and Colvin would forward theirs directly to the Clerk.

PC/20/107 Items for a press release or statement from the Parish Council.

Councillor Hiscock requested and it was resolved that a press release on the metro count results be issued.

PC/20/108 Correspondence Issued to members 25.11.10 – 13.01.2020

Noted

Signed.....3



Heytesbury, Imber and Knook Parish Council

Parish Clerk: Heather Parks FSLCC
2(B) Prestbury Drive Warminster BA12 9LB
01985 212340/07970780424
parishclerk@heytesburyparish.co.uk
www.heytesburyparish.co.uk

21st January 2020

The Trustees
G T Sassoon Trusts



Dear Trustees

The Parishes of Heytesbury and Knook have recently held a Parish Poll on the following question:

Do you agree that the members of the Parish Council in that capacity and as trustee of the Raymond Trust should work pro-actively and constructively with the Sassoon Trust to deliver to the village a village hall and in perpetuity the twelve acres of parkland north of Park Street including the cricket and football pitches which might be possible by an enabling development of houses to the South of Park Street?

The results of the Polls were as follows:

Heytesbury

Yes 128 No 113

Electorate: 602 Ballot papers issued: 242 Turnout: 40.19%

Knook

Yes 11 No 2

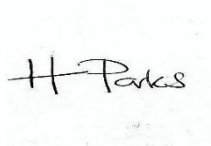
Electorate: 71 Ballot papers issued: 13 Turnout: 18.3%

At a meeting of the Parish Council on 22nd October 2019 the Chairman put forward a proposal which was supported unanimously by the members present. The result of the poll was very close. There was a narrow majority and in the spirit of democracy and respecting the result of the poll it was proposed that the Parish Council write to the Sassoon Trust inviting them to engage with the Parish Council with regard to their intentions for their land in Heytesbury.

In addition the Parish Council has also completed a "[Housing Needs Survey](#)" in conjunction with Wiltshire Council which can be accessed by clicking on the link.

Therefore, this is an invitation to the Trustees to engage with the Parish Council to try and establish a way forward and they look forward to hearing from you in the near future. An email of this letter has been sent direct along with a hard copy in the post.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H Parks', on a light-colored, slightly textured background.

Heather Parks FSLCC
Parish Clerk
Heytesbury, Imber and Knook Parish Council.

A solid black rectangular redaction box.

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 25th February 2020
@ 7-15pm

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

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

Officers: H Parks

Public & Press: 3 members of the public and no press

PC/20/109 Apologies

None

PC/20/110 Minutes

PC/20/110.1 The minutes of the meeting held on 21st January 2020 were approved and signed by the Chairman.

PC/20/110.2 Members asked for an update on the following:

Was there any update on the School Travel Plan – none so far.

Was there any response from the Sassoon Trust – none so far.

Why had an additional private meeting on the Community Led Housing project been arranged when the team were visiting the Parish Meeting in May. After discussion between members it was confirmed that this was a private meeting for residents and was not Parish Council led nor organised.

PC/20/111 Declarations of Interest

None

PC/20/112 Chairman's Announcements

None

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

PC/20/113 Public Participation

PC/20/113.1

Mr G M advised the members that he was attending the private meeting in respect of Community Led Housing. He also asked on the up to date position with the Village Hall. The Chairman advised that although this was not on the agenda for discussion, as previously stated at the beginning of the meeting, there was no updated information on this subject.

PC/20/113.2 None

Standing Orders were reinstated at 7.30pm

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PC/20/114 Financial Information

PC/20/114.1 Payments for approval:

001316 idverde Ltd £238.28

001317 idverde Ltd £238.28

Bacs H Parks £274.57 February Payroll

Bacs HMRC £68.60 Tax & NI February Payroll

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

PC/20/114.2 Balances of the Bank Accounts for noting:

Treasurers Account £5,027.65 @ 29.01.20

Bus Instant Access £4,194.70 @ 09.01.20

Noted

PC/20/114.3 Monthly financial report:

Members received and Noted the monthly report. The monthly reconciliation to 29.01.2020 was signed by Councillor Gould.

PC/20/115 Planning Applications

PC/20/115.1 Members to ratify the comments made on the following applications determined by email.

20/00585/TCA Proposal:- 7 x Beech trees - pollard to 4m

Site: The Old Vicarage, Little London, Heytesbury, BA12 0HA

No Objection

Members resolved to ratify the No Objection decision and voted unanimously in favour.

20/00458/TCA Proposal: Fell 1 Cherry Tree Case

Site: Bournfield Mill Street Heytesbury BA12 0EE

Objection - " root heave" is normally a problem in clay soil not chalk : " Heave normally only occur within clayey soils that have a high suction potential and an available moisture source." Obviously, the tree surgeon is more knowledgeable but at this stage the Parish Council Objects to this application on the grounds of no disease or danger to buildings
Members resolved to ratify the Objection raised on this application and voted unanimously in favour.

Application to divert footpaths Heytesbury 21 (part) and Knook 16 east of East Hill Farm, Heytesbury.

Following members instructions detailed in minute number PC/20/106 where most had no objections or comments to make, two members wished to take time to consider a response. Only one further comment was received by the Clerk and therefore the overall response of no objection and no comments has been made.

Members resolved to ratify the No Objection and No Comment and voted unanimously in favour.

PC/20/116 Outside Spaces Working Group (OSWG)

PC/20/116.1 Councillor Sturmey proposed to receive the report from the OSWG meeting held on 28.01.2020, Seconded Councillor Gould. Voting unanimous in favour.

PC/20/116.2 Recommendations for consideration and approval:

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Members discussed the recommendations and Councillor Sturmeý proposed the following for approval, Seconded Councillor Colvin. Voting unanimous in favour.

- Inform the school of brambles and vegetation through the fence – this has already been dealt with.
- Instruct Richard McEvoy to do the treatment work to the noticeboards £ 230
- Buy a new dog bag dispenser for outside the sports fields £ 79 + vat
- Fixings for dispenser approximately £ 30
- Buy 10 x poo bags for each village from Warminster Town council £ 30
- Purchase additional Noticeboard magnets £35
- Repair the Knook bus shelter and accept the quote provided by Roman Glass, Gillingham. £285 + vat
- Annual Litter Pick - Sunday 29th March at 11am, to meet outside the Red Lion. Arrange for any collected litter to be picked up after the event. Litter bags to be purchased for the event.
- Instruct idverde to install new litter bin at the Mill £100

PC/20/117 Community Area Transport Group (CATG)

Update on the Parish's two referrals - Noted

6024 Heytesbury High Street

26/09/19 Liz Colvin felt the temporary signs were of little use as there was often not enough time to erect signs when an incident on the A36 occurred. Permanent 'unsuitable for HGV' signs to be considered at either end of the village. MR to make site visit.

06/02/20 MR explained the use of 'unsuitable for HGV's' signs at the junction with the A36 would not be correct. Agreed that existing sign be relocated from Park Lane to Park St. / High St junction. MR and DN to discuss and arrange.

Priority 1

7168 7242 Heytesbury Village 20mph limit

Update 29/01/20 Metro count results.

06/02/20 MR to speak to Heytesbury PC to discuss data and way forward

Priority 2.

PC/20/118 Crimestoppers

Members agreed to forward this information to the Church magazine.

PC/20/119 Items for a press release or statement from the Parish Council.

Members asked for the annual litter pick to be published and advertised.

PC/20/120 Correspondence Issued to members 13.01.2020– 17.02.2020

Noted

Meeting Closed at 8 pm

Signed.....3

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 28th April 2020
@ 7-15pm
Held on the Zoom Platform

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

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

Officers: H Parks

Public & Press: None

PC/20/121 Apologies

Apologies received from Councillor Bond

PC/20 /122 Minutes

PC/20/122.1 The minutes of the meeting held on 25th February 2020 were approved and agreed to be signed at the next available opportunity when the Parish Council would meet as normal.

PC/20/122.2 Councillor Sturmev reported that new magnets for the notice boards had not yet been sourced.

The Clerk confirmed that Highways England had not responded in respect of the repairs to the Knook bus shelter.

PC/20 123 Declarations of Interest

None

PC/20 124 Public Participation

PC/20/124.1 There were no members of the public observing.

PC/20 125 Financial Information

PC/20/125.1 Payments for approval:

Bacs - Idverde Ltd £238.28 February Payment

Bacs – SLCC £109.00

Bacs – Warminster Town Council £30

Bacs – JRB Enterprise £104.34

Bacs – H Parks £274.57 March Payroll

Bacs - HMRC £68.60 March Payroll

Bacs Invoice 1/20 - The Upper Wylve Parish News £100

Bacs Invoice 2/20 – Amazon Postage Stamps £69.28

Bacs Invoice 3/20 - Amazon Envelopes £23.00

Bacs Invoice 4/20 – H Parks £274.57 April Payroll

Bacs Invoice 5/20 – HMRC £68.60 April Payroll

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Councillor Colvin raised an objection in respect of payment to idverde and wanted to challenge the contract but after a short discussion, this was discounted.
Councillor Buttenshaw proposed approval of all payments. Seconded Councillor Eastman. Voting unanimous in favour.

PC/20/125.2 Balances of the Bank Accounts for noting:

Treasurers Account £3,719.69 @ 03.04.20

Bus Instant Access £4,195.04 @ 09.03.20

The bank reconciliations will be signed at a future date when the Parish Council meets as normal.

Noted

PC/20/125.3 Year End Receipts and Payments 2019/2020

Councillor Colvin proposed to adopt the year end Receipts and Payments account for the year ended 31st March 2020. Seconded Councillor Eastman. Voting unanimous in favour.

PC/20/125.4 Insurance Policy Renewal

Councillor Fellowes proposed approval of the renewal payment of £1,111.88 which is year 2 of the agreement and due before 1st June 2020 payable to BHIB Ltd. Seconded Councillor Colvin. Voting unanimous in favour.

PC/20 126 Planning Applications

PC/20/126.1 Applications received and for comment:

Members will review plans online in advance of the meeting as no paper plans are received from the Planning

20/03270/TPO Location: South Lodge 20 Heytesbury Park

Proposal: P T1: Multi stem Sycamore - reduce one heavy stem/limb growing towards stable area by half of its size. T4: Mature Sycamore - Fell as the tree is dangerously heavy over the house and shredding limbs, twice resulting in damage to the roof.

Members agreed No Objection.

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

20/02070/TPO – No Objection

20/02115/TCA – No Objection

20/02447/TCA – No Objection

20/02741/TCA – No Objection

20/02597/TCA – No Objection

Members ratified No Objection to the five applications listed above.

PC/20 127 Outside Spaces Working Group (OSWG)

PC/20/127.1 Report from the OSWG Councillor Sturmeay proposed to receive the report to Members from the meeting held on 11.03.20. Seconded Councillor Fellowes. Voting unanimous in favour. The next meeting had not yet been scheduled, but Zoom was being considered.

There was a discussion regarding two benches which needed maintenance and was highlighted in the report. It was proposed to ask Richard Mcevoy and Hugh Byass to quote

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for work to the bench at St Johns Verge and the bench situated just off the roundabout into the village. It was resolved that the Clerk would seek quotes.

Martyn Spratt had fixed the new dog bag dispenser and all the members were very grateful and wished to thank him.

Councillor Sturmeay reported on the stock of dog poo bags that had been purchased. 30 bags each containing 50 individual bags were purchased at a cost of £30. 7 of the 30 had been used so far. The dispensers did seem to be emptied quickly but all members would continue to monitor supplies on their regular walks. Notices would be fitted to the boxes to outline that the bags are purchased by the Parish Council. Members thought that the village was fairly clean of dog poo in general and currently the Parish Council is expending a small amount of money.

PC/20/127.2 Tree Survey

There was a full discussion about the requirement for a survey and several local people were suggested who could carry this out. It was proposed initially that a general review of the trees was all that was necessary but the Clerk advised this would not be sufficient and a written survey should be obtained so that the risks could be assessed and dealt with as required.

Councillor Sturmeay proposed that a quote for a survey should be obtained from Wessex Tree Care and Matthew Gunter. Seconded Councillor Gould. Voting unanimous in favour.

PC/20 128 Sassoon Trust

Members noted receipt of the missing letter from July 2019. Councillor Sturmeay has requested that the two letters should have been on the agenda for discussion and would like this on the next agenda to debate. She wanted to ensure that the public had access to the two letters.

PC/20 129 Policies

PC/20/ 129.1 Councillor Perry proposed acceptance of the Virtual Meeting Policy.

Seconded Councillor Morris. Voting unanimous in favour.

PC/20/129.2 Councillor Perry proposed acceptance of the Play Equipment Risk Assessment Policy. Seconded Councillor Morris. Voting unanimous in favour.

PC/20 130 Items for a press release or statement from the Parish Council.

None

PC/20 131 Correspondence Issued to members 18.02.2020 – 20.04.2020

Noted

Meeting closed at 8.11pm

All decisions made at this virtual meeting were proposed and seconded and voted with a show of hands with an additional verbal check by the Chairman to ensure all votes were taken properly.

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Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 26th May 2020
@ 7-15pm
Held on the Zoom Platform

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

Present on Zoom: Councillors L Morris (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, P Fellowes, L Gould, A Moore & A Perry

Officers: H Parks

Members of the Public & Press: 1

PC/20/1 Election of Chairman for the year 2020-2021

There was one nomination received for Chairman, Councillor Louise Morris. The Chairman asked if there were any further nominations.

It was proposed that Councillor Louise Morris be elected Chairman for the year 2020-2021. Proposed Councillor Gould, Seconded Councillor Moore. Councillor Fellowes advised she would not be taking part in the meeting or voting.

Voting unanimous in favour.

Councillor Morris was duly elected Chairman.

PC/20/2 Chairman's Declaration of Acceptance of Office

The newly elected Chairman will sign the Declaration of Acceptance of Office and deliver it to the Clerk at such a time as is practically possible.

PC/20/3 Election of Vice Chairman for the year 2020-2021

There were two nominations for Vice Chairman prior to the meeting, Councillors David Bond and Trish Fellowes. At the start of the meeting Councillor Fellowes withdrew her nomination. The Chairman asked if there were any further nominations.

It was proposed by Councillor Buttenshaw that Councillor Bond be elected Vice Chairman for the year 2020-2021, Seconded Councillor Gould. Voting unanimous in favour.

Councillor Bond was duly elected.

PC/20/4 Apologies for Absence

Councillors Sturmeay and Hiscock

PC/20/5 Declarations of Interest

Councillor Gould advised that she would not take part in the discussion or voting on planning item **20/03333/VAR**

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PC/20/6 Chairman's Announcements

The Rev Trudy Hobson had informed the Chairman that there were some funds available from the Church of St Peter and St Paul for those experiencing hardship in the Parish during Covid 19. Application could be made direct to the Church.

PC/20/7 Minutes

PC/20/7.1 The minutes of the meeting held on 28th April 2020 were approved and agreed to be signed at the next available opportunity when the Parish Council would meet as normal.

PC/20/7.2 No matters arising.

Standing Orders were suspended to allow for public participation at 7.23pm

PC/20/8 Public Participation

PC/20/8.1 Mr P Firth advised members that his Cherry Tree was being removed on Friday and he invited members to come along and view the diseased tree.

Standing Orders were reinstated following public participation at 7.25pm

PC/20/9 Appointments to Posts and Working Groups

Members will continue in their current posts for the forthcoming municipal year and details are published on the Parish Council website.

PC/20/10 Policies & Registers

It was Noted that any amendments to Standing Orders, Financial Regulations and Terms of Reference would be made later in the municipal year should updates be required.

PC/20/11 The General Power of Competence

It was proposed by Councillor Perry and seconded by Councillor Buttenshaw 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:

- 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/20/12 Financial Information

PC/20/12.1 Payments for approval:

Bacs – Invoice 6/20 £149.04 Cartridge World/refund to H Parks

Bacs – Invoice 7/20 £1,111.88 BHIB Insurance Premium

Bacs – Invoice 8/20 £222.00 Auditing Solutions Internal Audit

Bacs – Invoice 9/20 £68.60 HMRC May Payroll

Bacs – Invoice 10/20 £274.57 H Parks May Payroll

Bacs – Invoice 11/20 £2396.64 Wiltshire Council Parish Poll Costs

Bacs – Invoice 12/20 £350.94 WALC Subscription renewal

Councillor Colvin proposed approval of the payments. Seconded Councillor Perry. Voting unanimous in favour.

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PC/20/12.2 Balances of the Bank Accounts for noting:

Treasurers Account £@ 30.04.20 £10,465.70

Bus Instant Access £ @ 09.04.20 £4195.22

Noted

PC/20/12.3 Monthly financial report:

Members received the monthly report outlining the current position year to date, and monthly reconciliation to 13.05.2020 which will be signed at a future date.

PC/20/13 Planning Applications

PC/20/13.1 Applications received and for comment:

20/03322/FUL

Site Location: Knook Camp South Knook BA12 0JB

Proposal: Proposed three single storey accommodation blocks & associated external works

No Objection

20/03206/FUL & 20/03618/LBC

Site Location: Church Farmhouse Tytherington BA12 7AD

Proposal: Proposed front boundary wall and gates and new single storey side extension to house

No Objection

20/03333/VAR

Site Location: 72 High Street, Heytesbury, BA12 0ED

Proposal: Removal of Conditions 2, 3, 4, 5, 6, 7, 8 and variation of Condition 9 of 16/09923/FUL, to refer to changes to materials and design.

Members objected to the proposed variations to the original planning conditions on this application. Members were also aware that there were many residents who also had an issue with proposed variations.

Previous applications to 71 and 72 High Street were built by the same builder. 72 ignored the original conditions when it was approved and subsequently a new address has been formed as 9 Mill Street. This has created separate accommodation and the plan clearly states that it was originally annexed accommodation and not a separate home.

In February 2019 71 submitted a planning application to vary planning conditions which was refused in April 2019.

It now appears that 72 seems to have obtained some arrangement with the Planning authority and effectively they have built a house with a separate address. This has been an enforcement issue for 2 years.

It was resolved that Councillor Bond would work with the Clerk to prepare the objection comments and obtain agreement from members before submitting.

Voting unanimous in favour of objection. Councillor Gould did not vote and Councilor Fellowes was not participating in the meeting.

20/03886/TCA

Site Location: Apple Tree Cottage Newtown Heytesbury BA12 0HN

Proposal: T1, T2, T3, T4, T5 Sumac-Fell

No Objection

PC/20/14 Annual Internal Audit Report

PC/20/14.1 Members Noted the Annual Internal Audit Report

PC/20/14.2 Members acknowledged the items raised as R1 and R2 and that these will be prepared for amendment at a future meeting of the Parish Council.

PC/20/15 Annual Governance and Accountability Return 2019-2020 Part 2

PC/20/15.1 Members approved the annual statement as outlined in Section 1 of the Annual Return. Proposed Councillor Colvin, Seconded Councillor Moore. Voting unanimous in favour.

PC/20/15.2 Members approved the accounting statements as outlined in Section 2 of the Annual Return. The Chairman and Clerk will sign the Annual Governance Statement and the Accounting Statements which will be dealt with outside the meeting. Proposed Councillor Colvin, Seconded Councillor Moore. Voting unanimous in favour.

PC/20/15.3 Members approved the Certificate of Exemption which will be completed and Signed by the RFO and Chairman outside the meeting and once completed sent to the External Auditor. Proposed Councillor Colvin, Seconded Councillor Moore. Voting unanimous in favour.

PC/20/15.4 The Clerk is setting the commencement date for the exercise of public rights as Monday 15th June 2020 and ending on Friday 24th July 2020.

PC/20/16 Press Releases to be prepared on the litter issue throughout the village of Heytesbury particularly at the Mill due to large public attendance during the fine weather. (The Clerk would also try and establish when the new larger bin could be fitted by our contractors.)

The re-election of the Chairman and Vice Chairman positions for the next municipal year.

PC/20/17 Correspondence Issued to members 21.04.2020 – 18.05.2020 For Noting

Noted

Meeting closed 8.08pm

Signed.....4

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 23rd June 2020
@ 7-15pm
(the meeting start time was 7.23pm due to technical difficulties)
Held on the Zoom Platform

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

Present on Zoom: Councillors L Morris (Chair) D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, A Moore & A Perry
Councillor Christopher Newbury - Wiltshire Council

Officers: H Parks

Members of the Public and Press: None

PC/20/18 Apologies

Apologies were received from Councillors Gould, Hiscock and Sturmeay

PC/20/19 Minutes

PC/20/19.1 The minutes of the meeting held on 26th May 2020 were approved and agreed to be signed at the next available opportunity when the Parish Council could meet as normal.

PC/20/19.2 Councillor Fellowes registered her disagreement with the content of the minutes and her comments were noted by members.

PC/20/20 Declarations of Interest

None

Standing Orders were suspended to allow for public participation at @7.30pm

PC/20/21 Public Participation

PC/20/21.1 Councillor Newbury gave an update on Wiltshire Council activities and outlined that there had been a period of no meetings for 2.5 months. However, last week a meeting of the Western Area Planning took place which went well. On the general front the council has been getting to grips with the Covid crisis and were following government advice. A question about getting children back to school was raised, and again, he reiterated that government advice is being followed.

Councillor Newbury offered to investigate a question relating to the recent amendment to bonfires and the addition to the voluntary code. He would respond to the Parish Council in due course.

Standing Orders were reinstated following public participation @ 7.39pm

PC/20/22 Financial Information

PC/20/22.1 Payments for approval:

Bacs – 13/20 M Champness £300

Signature1

Bacs – 14/20 H Parks £274.57 June Payroll

Bacs – 15/20 HMRC £68.60 June Payroll

Bacs – 16/20 Acorn Education Trust £90

Bacs – 17/20 A Perry £23.98

Bacs – 18/20 T Fellowes £234.40

Councillor Perry proposed approval of the payments. Seconded Councillor Eastman. Voting unanimous in favour.

The members also agreed in principle to pay the idverde bill for the installation of the bin at £207 + VAT. This would be formally approved at the next meeting.

PC/20/22.2 Balances of the Bank Accounts for noting:

Treasurers Account £6,887.50 @ 27.05.2020

Bus Instant Access £4,195.40 @ 11.05.2020

The bank reconciliation will be signed at a future date.

Noted

PC/20/23 Planning Applications

PC/20/23.1 Applications received and for comment:

Members will review plans online in advance of the meeting as no paper plans are received from the Planning

There were none to consider

PC/20/24 OSWG

The members noted the update on the group's activities.

Knook Bus Shelter - A new quotation is being sought for the Knook bus shelter as Roman Glass would not be able to carry out the work. All work could be carried out once a suitable contractor had been found.

With the government announcements today, it seemed likely that the play area could be opened from 4th July. Members were concerned about cleaning the play area. The Clerk advised members that she would seek the government instructions relating to play areas to establish the responsibilities of the Parish Council. There are two maintenance issues that need attention before opening and Councillor Fellowes had this in hand. A repair to the Noughts and Crosses needed a special tool to remove the damaged section, again the Clerk would try and source. At this time, the item is taped up and clearly not in use.

Members had to redial in at 7.50pm after the initial 40 minutes were taken up. The meeting re-convened at 7.55pm but Councillor Newbury, Fellowes and Moore were not in attendance.

In view of the confidential nature of the business about to be transacted the Public and Press were excluded from item 8, of which there were none to be excluded.

Signature2

PC/20/25 Allotment Site Maintenance

The members discussed the report issued and there was still one more quote required before a decision could be made. This would be brought back to the next meeting for discussion and decision. Experts would be invited to support the discussion at the request of Councillor Colvin.

There were no members of the public and press to call back to the meeting.

PC/20/26 Items for a press release or statement from the Parish Council.

None

PC/20/27 Correspondence Issued to members

Noted

The meeting closed at 8pm.

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 21st July 2020
@ 7-15pm
Held on the Zoom Platform

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

Present on Zoom: Councillors L Morris (Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, A Perry & V Sturmev

Officers: H Parks

Members of the Public and Press: Two members of the public and no press.

PC/20/28 Apologies

Apologies were received from Councillors Bond, Gould, Hiscock & Moore

PC/20/29 Minutes

PC/20/29.1 The minutes of the meeting held on 23rd June 2020 were approved and agreed to be signed at the next available opportunity when the Parish Council could meet as normal.

PC/20/29.2 There were no matters arising.

PC/20/30 Declarations of Interest

None

PC/20/31 Chairman's Announcements

None

Standing Orders were suspended to allow for public participation @ 7-19pm

PC/20/32 Public Participation

PC/20/32.1 None

PC/20/32.2 None

Standing Orders were reinstated following public participation @ 7.20pm

In view of the confidential nature of the business about to be transacted the Public and Press are excluded from agenda item 10. The public and press will be invited to return to the meeting after the item has been completed.

There were no members of the public and press to exit the meeting for this item, but the Chairman obtained agreement from members to bring the item Allotment Site maintenance forward to enable Legh and Diana Walker to participate at this point, as invited, and then leave the meeting if they wished.

Signature1

PC/20/33 Allotment Site Maintenance

Two reports and one quote have been received for the Parish Council to consider. One related to a three-year survey and one for a 12-month survey. A second quote from the second contractor had been requested but not yet received.

Items for consideration were two trees to be felled within 12 months and work on another 12 trees.

There was some confusion trying to compare both surveys side by side.

All members had received a guide for tree owners from the Tree Council on responsibilities dealing with Ash die back and this document was referred to for guidance as well.

Some members felt that maintenance could be spread over a time period and maybe some trees did not need felling yet and concern that felling damaged the eco system. There seemed to be some benefit from removing the ivy and cutting back “spindly” growth in the short term.

L&D Walker said that there were two contrasting summaries and referred to the trees that needed attention. This is not the most dangerous site and was it necessary to cut back trees “willy nilly”. There was a discussion about another tree close by, which did not belong to the Parish Council which was in a worse condition to the Allotment site trees. It was felt that the life of the trees could be extended if they were pollarded. There were a lot of seedlings which could be weeded out.

At this time there did not seem to be a definitive answer but suggested:

- Continue to monitor
- Pollard before cutting down
- Assess danger areas
- In identifying Ash die back, needed professional view that the trees showed signs of decay, as they did not feel this was their area of expertise. However, they were at the site regularly and would continue to assist with monitoring.

The Chairman thanked the Walker’s for their attendance and input which had been really useful.

It was unanimously agreed to hold a members site visit and work with the two surveys and view the trees to make further discussion easier. A date was agreed.

PC/20/34 Financial Information

PC/20/34.1 Payments for approval:

Bacs – 19/20 £249.50 idverde Bin installation

Bacs – 20/20 £107.39 idverde April Grounds Maintenance

Bacs – 21/20 £107.39 idverde May Grounds Maintenance

Bacs – 22/20 £107.39 idverde June Grounds Maintenance

Bacs – 23/20 £40.50 The Sign Shed Refund to H Parks Play Area signage

Bacs – 24/20 £67.79 True Traders Ltd Refund to H Parks Orange safety mesh

Bacs – 25/20 £274.57 H Parks July Payroll

Bacs – 26/20 £68.60 HMRC July Payroll

Councillor Sturmey proposed approval of the payments. Seconded Councillor Eastman.

Voting unanimous in favour.

Signature2

PC/20/34.2 Balances of the Bank Accounts:

Treasurers Account £5,273.34 @ 29.06.2020

Bus Instant Access £4,195.57 @ 05.06.2020

Noted

PC/20/34.3 Monthly financial report:

Members received the monthly report outlining the current position year to date, and monthly reconciliations to 29.06.2020 for signing. There were no questions and the bank reconciliation would be signed at a future date.

PC/20/35 Planning Applications

PC/20/35.1

20/05477/TCA

Site Location: Cotley Hill House Little London Heytesbury BA12 0ES

Turkey Oak & Copper Beech – Remove lowest tier of branches

No Objection - members approved unanimously.

Members approved the comments made on the following applications determined by email.

20/04706/TCA

Site Location: : 4 Cotley Place, Heytesbury, BA12 0HT

Proposal:- T1 Sycamore, remove the lowest 7 branches on the house side and reduce approx. 3 long lateral branches towards the house by up to 2 metres T2 Plum, remove the low branches over the hedge.

No Objection

20/04918/TCA

Site Location: Church Farmhouse Tytherington BA12 7AD Applicant:

Proposal: T1-T7 to reduce seven lime trees by 30% to make more compact and balanced T8-T9 to reduce the height of the lime trees by 3 metres.

No Objection

PC/20/36 OSWG

PC/20/36.1 Report

Councillor Sturmey proposed acceptance of the OSWG report from the meeting held on 7th July 2020. Seconded Councillor Colvin. Voting unanimous in favour.

PC/20/36.2 Recommendations from OSWG Meeting:

- **Advertise for volunteers to help with play area vegetation** – it was decided that there were enough member volunteers to deal with the vegetation and approval to remove had been received from the school to Councillor Fellowes.
- The Clerk to prepare a general thank you press release for volunteers who have worked around the parish during lockdown. Councillor Sturmey would provide details.
- **River signage** – it was felt this sign was installed by the Piscatorial Society and many members felt it was inappropriate. It was agreed that Councillor Colvin would seek a discussion with the society to establish need for the sign.

Signature3

- **Appoint Shelter Solutions** to repair the Knook bus shelter – Noted that the Clerk had issued an instruction for the work to be carried out.

- **September Village Clean up** – it was decided to delay making a decision on this. The dates for a litter pick would be from 11th – 27th September. It could be done with social distancing, but it was felt appropriate to see if government guidelines were amended in the next couple of weeks. It could quickly be organised.

- **Update OWG on review items**

War Memorial – Noted

New Drainage Scheme – Councillor Colvin advised that this was an item to discuss after the pandemic restrictions had lifted.

Chittern Junction – Remains on the CATG list and the Clerk will be attending the digital CATG meeting on 13th August and could seek any updates. Noted

Notice Boards – New magnets had been received and RM had made a start.

Benches – maintenance would begin in the first two weeks of August.

PC/20/37 Covid -19 Parish Council Risk Assessment V1 & 2

Members discussed both Risk Assessments and Councillor Sturmey asked for one amendment to be made in the meeting section. (those at risk should have members of the public added). The Clerk would make the amendments in both versions.

The recommendations in V2 are

- **Play Area** - Work towards opening the play area for the start of the school holidays. Naturally, there were some concerns about opening the site but discussions in relation to other towns and villages plus the updated government guidelines put the onus on the user to observe hygiene and social distancing rules. The Clerk has had signage prepared which would be installed and working with Councillor Fellowes to enable the play area to be opened on 24th July 2020. Councillor Morris proposed the re-opening, Seconded Councillor Perry. Voting in favour 6. Against Nil. Abstention 1. Proposal carried.

- **Future Council Meetings** – recommendations from SLCC and NALC were that Councils should continue to meet via digital platforms if possible. The school had confirmed to the Clerk that the school hall would not be hired out to the Parish Council until at least early 2021. Therefore, a new venue would need to be considered. The Church was not open, so this option was discounted. Many of the local halls were not open either, it was agreed to continue a digital basis. There may be a need upgrade the Zoom registration, but it was thought that the free version would be sufficient at the present time. The Clerk also informed members that an outside meeting could take place, if it thought necessary, but again, suitable space would be required. No further decisions were taken at this time.

- **What's App Parish Council group**

All members agreed with the group set up and those not already included could be added if they contacted the Clerk.

Councillor Colvin proposed adoption of the Covid 19 Risk Assessments V1 and V2 with the amendment suggested by Councillor Sturmey. Seconded Councillor Sturmey. Voting unanimous in favour.

Signature4

PC/20/38 Items for a press release or statement from the Parish Council.
Re-opening of the play area and thank you to volunteers.

PC/20/39 Correspondence Issued to members 17.06.2020 – 13.07.2020
Noted

Meeting closed at 8.27pm. It had been necessary to dial in for a second time to continue the meeting.

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 15th September 2020
@ 6pm

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

Present on Zoom: Councillors L Morris (Chair), S Buttenshaw, E Colvin, L Gould & A Moore
Christopher Newbury (WC)

Officers: H Parks

Members of the Public and Press: Two members of the public and no press.

PC/20/40 Apologies

Apologies were received from Councillors Bond, Eastman, Fellowes, Hiscock, Perry and Sturmeay

PC/20/41 Minutes

PC/20/41.1 The minutes of the meeting held on 21st July 2020 were approved and agreed to be signed at the next available opportunity when the Parish Council could meet as normal.

PC/20/41.2 There were no matters arising.

PC/20/42 Declarations of Interest

Councillor Morris declared an interest in Planning Application 20/06077/Ful and would not take part in any discussion or vote and had not commented on the email circulation previously.

Councillor Buttenshaw declared an interest in Planning Application 20/06752/TPO and would not take part in any discussion or vote and had not commented on the email circulation previously.

Councillor Colvin declared an interest in item 10, Wild Swimming in the River Wylfe.

PC/20/43 Chairman's Announcements

The Chairman was pleased to announce that the Clerk had successfully applied and had approved a grant of £5,000 towards a new play equipment project from The Fudge Trust and another application had been submitted to the Wiltshire Council Area Board which would be heard at the end of September. It was felt that a future play area project be discussed in greater detail at the next meeting with a potential application to the Raymond Trust for some match funding.

Standing Orders were suspended to allow for public participation at 6.05pm

PC/20/44 Public Participation

PC/20/44.1 Mr DS spoke as the Agent for Planning Application 20/06731/Ful. He advised that this was a modest extension and although other objections had been received at the planning authority, he wanted to add that the application had carefully evolved to satisfy the impact of water run-off at the entrance.

Signature1

Mr RW represented the Piscatorial Society and spoke to the letter sent to the Parish Council. He would like to answer questions from members and is representing the society in respect of Health and Safety and wants to work with the Parish Council to ensure that the pond is a safe place to swim in and use.

PC/20/44.2 None

Standing Orders were reinstated following public participation at 6.10pm

Members agreed to bring planning application 20/06731/Ful forward for discussion and to be followed by item 10 Wild Swimming in the River Wylfe

PC/20/45 Planning Application 20/06731/Ful

Site: 4 St James Court, Tytherington, BA12 7DX

Proposal:- Porch extension.

It was established that three objections had been documented on the WC planning site and it was confirmed that the proposed screen wall was within the owners curtilage, but members knew the site and realised that it was a little tight with previous extensions that had already been built. It was felt that the application was a sensible approach to the issue of water run-off and in keeping with the building.

Councillor Buttenshaw proposed No Objection, Seconded Councillor Moore. Voting unanimous in favour.

DS left the meeting at this stage.

PC/20/46 Wild Swimming in the River Wylfe

There was a general discussion on the letter received from the Piscatorial Society and Councillor Colvin asked if this item could be delayed to 7pm when Councillor Eastman might be free to join the meeting. It is believed that he is the one member of the Parish Council who swims in the river.

There were plenty of questions raised with RW and Standing Orders were suspended to allow for this.

Generally, Covid has brought about a different behaviour towards the use of outside spaces and Wild Swimming. A huge amount of people has used the River Wylfe (pond) at Heytesbury this year. Many people attended from Towns and Villages in Wiltshire and usage was not just by local people. It was asked if this area could be taken off the Wild Swimming Facebook page – it was thought not. National Rivers Trust for example are acceptable of Wild Swimming and its popularity.

Members asked what the Society wanted from the Parish Council.

Councillor Gould advised that the Parish Council discussed this issue two years ago and as this was not in ownership by the Parish Council there was nothing that they could do in respect of signage.

It was suggested that signage could be put on the footpath or at the bridge – Councillor Newbury thought that the Parish Council had no jurisdiction here, but he could refer the letter to Rights of Way at Wiltshire Council for comment and any suggestions.

Councillor Colvin asked if there was any evidence of water quality issues that the Society had, apart from high level of phosphates, this was a negative.

Councillor Morris said that the letter from the Society was clear but at this stage, further discussion was needed. It was agreed to bring this item back to the next meeting of the Parish Council.

All members logged in again at 6-33pm and RW left the meeting at this stage.
Standing Orders were reinstated at 6.41pm

PC/20/47 Financial Information

PC/20/47.1 Payments for approval:

Bacs – 27/20 £37.50 Screwfix Play Area Maintenance
Bacs – 28/20 £190.09 Bluehost – web hosting 3-year contract
Bacs – 29/20 £144.00 Mirage Signs – Play Area opening signage
Bacs – 30/20 £107.39 idverde July Grounds Maintenance
Bacs – 31/20 £29.97 Amazon Magnets for notice boards
Bacs – 32/20 £28.00 H Parks refund for gift purchased Web site
Bacs – 33/20 £274.57 H Parks August Payroll
Bacs – 34/20 £68.60 HMRC August Payroll
Bacs – 35/20 £338.50 G W Shelter Solutions repairs to bus shelter
Bacs – 36/20 £300.00 Neat N Tidy Footpath Maintenance
Bacs – 37/20 £107.39 idverde August Grounds Maintenance
Bacs – 38/20 £149.04 Cartridge World Toner for printer
Refund to Parish Council £55.44 for postage stamps not up to standard
Refund to Parish Council £19.99 non receipt of mesh for play area
Councillor Gould proposed approval of the payments. Seconded Councillor Buttenshaw.
Voting unanimous in favour.

PC/20/47.2 Balances of the Bank Accounts for noting:

Treasurers Account £3122.81 @ 31st August 2020
Bus Instant Access £4195.89 @ 31st August 2020
Noted

PC/20/47.3 Monthly financial report:

Members received the monthly report outlining the current position year to date, and monthly reconciliations to 27th July 2020 for signing. There were no questions and the bank reconciliation would be signed at a future date.

PC/20/47.4 Clerk's Salary

The National Pay Award has been confirmed at 2.75% backdated to 1st April 2020. The increase and back pay are to be paid with September Salary. Councillor Morris proposed setting annual pay at £4231.29 Monthly £352.61 an annual increase of £113.25. Seconded Councillor Gould. Voting unanimous in favour.

PC/20/48 Planning Applications

PC/20/48.1 Applications received and for comment:

Members will review plans online in advance of the meeting as no paper plans are received from the Planning Authority. Attached planning info sheet 32

Signature3

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

Proposal: Sycamore Tree – Fell

Councillor Colvin proposed No Objection Seconded Councillor Buttenshaw. Voting unanimous in favour.

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

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

Proposal: Erection of ancillary annex.

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

Members unanimously approved the comments.

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

Proposal: Detached double garage with new access

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

Councillor Morris did not vote on this item.

The remaining members unanimously approved the comments.

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

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

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

Comments: No Objection

Councillor Buttenshaw did not vote on this item.

The remaining members unanimously approved the comment.

PC/20/49 OSWG

PC/20/49.1 Report from OSWG

A quote for repairing the log walk should have been received but not in time to advise members, it is £450.

The benches at St Johns Corner are nearly finished.

The work to the notice boards are also near completion.

Noted

PC/20/50 Constitution and Policies

PC/20/50.1 Virtual Meeting Policy V2

Councillor Gould proposed and Councillor Buttenshaw Seconded adoption of V2 of the Virtual Meeting Policy to comply with the amendment to the regulations which came into force on the 1st August 2020. Voting unanimous in favour.

PC/20/50.2 Standing Orders and Financial Regulations 2020 updated

Councillor Gould proposed and Councillor Colvin Seconded approval of the updated section of the Standing Orders following the internal audit which recommended adjusting the financial limit for the tendering of contracts. Standing Order 18 a/v has been amended and Financial Regulation 11h. Voting unanimous in favour.

Signature4

PC/20/50.3 Risk Assessment 2020

Councillor Buttenshaw proposed approval of the Risk Assessment for 2020, Seconded Councillor Moore, Voting unanimous in favour.

PC/20/50.4 Terms of Reference 2020

Councillor Colvin proposed and Councillor Gould Seconded the adoption of the updated ToR's. Voting unanimous in favour.

PC/20/51 Community Area Transport Group – (CATG)

The Clerk attended the recent virtual meeting and members noted the report. The Clerk was asked to contact Chitterne Parish Council with a view to establishing the joint item in relation to the A36 at Knook and keep this item live with the CATG in readiness for the next meeting scheduled for November.

PC/20/52 Salt Bin Review

Councillor Gould proposed movement of the salt bin Heyt3 to the High Street, which would be through a request to Wiltshire Council. Seconded Councillor Colvin. Voting unanimous in favour.

PC/20/53 BT Payphone Consultation

Councillor Gould proposed responding to the consultation with the same remarks as six months ago. Seconded Councillor Buttenshaw. Voting in Favour 4 Against 1 Abstention Nil. Proposal carried.

PC/19/87 Payphone Consultation

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

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

PC/20/54 Allotment Site Maintenance

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

It was proposed by members that there was no need to consider this item in private at this final stage.

Members have exhausted all avenues in relation to work on the allotment site and Councillor Morris proposed to adopt the Wessex Tree Care Ltd Report and follow

recommendations to accept the quotation for work at a cost of £ £982 + VAT. Seconded Councillor Buttenshaw. In favour 4 Against 1 Abstention Nil. Proposal carried. Once work is carried out all wood to be left on site and the Allotment Association be asked to deal with the dispersal of the wood at their discretion.

PC/20/55 Items for a press release or statement from the Parish Council.

None

PC/20/56 Correspondence Issued to members 14.07.2020 – 08.09.2020

Noted

Meeting Closed at 7.06pm

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 20th October 2020
@ 7pm

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

Present on Zoom: Councillors L Morris (Chair) D Bond (Vice Chair), E Colvin, T Eastman, P Fellowes, L Gould, A Moore, A Perry, and V Sturmeay

Officers: H Parks

Members of the Public and Press: None

PC/20/57 Apologies

Apologies were received from Councillors Buttenshaw & Hiscock.

PC/20/58 Minutes

PC/20/58.1 The minutes of the meeting held on 15th September 2020 were approved and agreed to be signed at the next available opportunity when the Parish Council could meet as normal.

PC/20/58.2 There were no matters arising

PC/20/59 Declarations of Interest

None

PC/20/60 Chairman's Announcements

None

PC/20/61 Public Participation

PC/20/61.1 there were no members of the public attending the meeting.

PC/20/61.2 None

PC/20/62 Financial Information

PC/20/62.1 Payments for approval:

Bacs – 39/20 £62.69 Amazon Postage Stamps Large

Bacs – 40/20 £11.49 Amazon Postage Stamps Small

Bacs – 41/20 £319.81 H Parks Sept Payroll

Bacs – 42/20 £80.00 HMRC Sept Payroll

Bacs – 43/20 £282.01 H Parks Oct Payroll

Bacs – 44/20 £70.60 HMRC Oct Payroll

Credit £5000 Grant received The Fudge Trust – Item allocated to EAR for Play Equipment

Credit £7330.50 Second Precept instalment

Councillor Fellowes proposed approval of the payments. Seconded Councillor Gould. Voting unanimous in favour.

Signature1

PC/20/62.2 Balances of the Bank Accounts for noting:

Treasurers Account @ 5.10.2020 £5878.77

Bus Instant Access @ 9.10.2020 £13195.97

Noted

PC/20/62.3 Monthly financial report:

Members received the monthly report outlining the current position year to date, and monthly reconciliations to 28.08.2020 and 05.10.2020 which will be signed when able to do so. There were no questions.

PC/20/62.4 Budget 2021/2022 – first draft

Members began a discussion on the proposed draft produced. Generally, any increase is not welcome by the members and therefore a detailed review is needed before final decision making in January.

The Clerk was asked to investigate whether the PC would be required to contribute to the forthcoming elections in May 2021.

Review the costs of printing and postage and whether more digital correspondence could be issued rather than printed.

The Tax Base is expected to be lower this year due to more people claiming relief from the principal authority and this will impact on the cost per band D property.

Reminder about the mistake with the ground maintenance contract and that a refund is expected.

It was resolved that an informal virtual meeting would take place in early November to discuss in more detail in readiness for the next PC meeting in December.

PC/20/63 Planning Applications

PC/20/63.1 Applications received and for comment:

Members will review plans online in advance of the meeting as no paper plans are received from the Planning Authority. Attached planning info sheet 33

20/08719/TCA

Site: Cotley Hill House, Little London, Heytesbury, BA12 0ES

Application for Work to Trees in a Cons Area

Proposal:- Norway Maple - crown reduce 150mm beyond previous cuts . Remove downward pointing low branches

It was resolved that there was no objection.

Members ratified the comments made on the following applications determined by email and confirmed that there was no objection to either. Proposed Councillor Colvin, Seconded Councillor Gould. Voting unanimous in favour.

20/07715/TCA

Site: Chapel House 175 Tytherington BA12 7AD Proposal: T1 Birch, reduce height by up to 2.5 metres and spread by 2 metres

No Objection

20/07919/TCA

Site: Peveril, 20 A Newtown, Heytesbury BA12 0HN

Signature2

Application for Work to Trees in a Cons Area Proposal:- 30% Crown Reduction to Maple Tree and Fell 1 Leylandii. Tree
No Objection

PC/20/64 OSWG

PC/20/64.1 Report from Meeting – No report as no meeting held

PC/20/64.2 Recommendations from OSWG

Councillor Sturmeay gave a verbal update on the OSWG. They have not met recently but awaiting the full report from the recent ROSPA inspection. Looking at the repairs required for the play area and cost of this against replacement needs further discussion. A new whole trail can be bought for £5K - £6K which contains six units. It is thought that maybe quotes should be sought to try and determine what would be better for the site.

Councillor Fellowes has sought quotes for the trail trim and rope walk, two different quotes, one to supply and one to supply and fit, also looking to get stainless steel feet. It is also possible to repair the safety surface easily.

The Cone is still not turning, and this is the preference of the head of the school as it is considered too dangerous.

With the funding received from the grants which have now totalled £7500, an additional £2500 is sought to match fund to make a project of £10K.

The OSWG to put together a project plan, with details of consultation in the Parish with those who will be using the equipment and ideas on match funding.

Consider the ROSPA report when received and bring proposals back to a future meeting of the PC.

To consult with the school Councillor Perry has advised that the PC should approach the Chair of Governors and not approach the school direct.

The members were delighted with the grant funding secured and instructed the Clerk to write a letter of thanks to the Fudge Trust.

Waste bin situated on the Play Area – Councillor Fellowes and the Clerk have delegated authority to arrange refitment of the pole to secure the waste bin. It was resolved that a sum of £30 would be appropriate.

PC/20/65 Wild Swimming in the River Wylfe

Members asked for this item to be brought forward again for discussion following the last meeting and Councillor Newbury responded with a comment from Wiltshire Councils Rights of Way and Countryside officer as requested by the PC.

The Piscatorial Society has produced a suggested sign which they would like to install and have requested support from the PC.

Members commented that the Parish Council has no responsibility for the area and river swimming and additional signage would not be provided.

Overall, they did not support the proposed signage that the Piscatorial Society intended to install and felt it was not in keeping with the surrounding area. It was proposed to copy the society into these minutes outlining the objection of the Parish Council. Proposed Councillor Eastman, Seconded Councillor Moore. Voting unanimous in its objection.

PC/20/66 Community Area Transport Group – (CATG)

Councillor Eastman proposed Councillor Colvin to be the nominated member for the joint discussion group as per the Chitterne PC proposal. Seconded Councillor Gould. Voting unanimous in favour.

PC/20/67 Neighbourhood Watch

Councillor Perry would make additional investigations on the suggestion of setting up or continuing with a Neighbourhood Watch scheme locally and report back to a future meeting of the PC.

PC/20/68 Items for a press release or statement from the Parish Council.

A press released about the grant funding and a proposal that consultation will take place at a future date.

PC/20/69 Correspondence Issued to members 08.09. 2020 – 13.10.2020

Noted

The meeting closed at 8-06pm

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 8th December 2020
@ 7pm

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

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

Officers: H Parks

Members of the Public and Press: 1

PC/20/70 Apologies

Apologies were received from Councillor Hiscock, having ongoing IT access problems and Councillor Gould who had work commitments, both of which were accepted by members.

PC/20/71 Minutes

PC/20/71.1 The minutes of the meeting held on 20th October 2020 were approved and agreed to be signed at the next available opportunity when the Parish Council could meet as normal.

PC/20/71.2 There were no matters arising

PC/20/72 Declarations of Interest

None

PC/20/73 Chairman's Announcements

None

Standing Orders were suspended to allow for public participation at 7.02pm

PC/20/74 Public Participation

PC/20/74.1 Mr A Wilson joined the meeting but seemed to have difficulties with microphone and video. If he were able to re-join then the members agreed to re-visit public participation during the meeting.

PC/20/74.2 None

Standing Orders were reinstated at 7.04pm

PC/20/75 Financial Information

PC/20/75.1 Payments for approval:

Bacs – 45/20 £36.00 SLCC Enterprises Ltd Training

Bacs – 46/20 £107.39 idverde September

Bacs – 47/20 £202.20 Playsafety Ltd

Bacs – 48/20 £13.19 Costco

Bacs – 49/20 £35.00 ICO

Bacs – 50/20 £282.21 H Parks Nov Payroll

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Bacs – 51/20 £70.40 HMRC Nov Payroll
Bacs – 52/20 £5.00 Postage Stamps
Bacs – 53/20 £37.99 Tudor Environmental
Bacs – 54/20 £12.30 Poundstretcher
Bacs – 55/20 £123.09 Amazon
Bacs – 56/20 £67.90 Amazon
Bacs – 57/20 £149.04 Cartridge World
Bacs – 58/20 £100.00 Upper Wyllye Parish News
Councillor Colvin proposed approval of the payments. Seconded Councillor Buttenshaw.
Voting unanimous in favour. *(The invoice numbers have been updated and are slightly different from the agenda, but the amounts have not changed.)*

PC/20/75.2 Balances of the Bank Accounts for noting:

Treasurers Account @ 30.11.20 £4,484.45
Bus Instant Access @ 30.11.20 £15,696.09
Noted

PC/20/75.3 Monthly financial report:

Members received the monthly report outlining the current position year to date, and monthly reconciliations to 29.10.2020 which will be signed when able to do so. There were no questions for the Clerk.

PC/20/75.4 Budget 2021/2022 – second draft

Members felt that with the in-depth discussions held at the last meeting, and the subsequent workshop that took place, all options had been considered for setting the precept for the new municipal year. The Clerk had also issued further notes for reference purposes to all members.

A lively discussion took place on all options with members not wanting to increase the precept more than necessary in view of the current economic situation.

The Tax base has decreased by seven this year to 338.68.

Members agreed to deal with the Ear Marked Reserves and any required movements towards the end of the financial year when firm expenditure was known.

It was proposed by Councillor Sturmeay, Seconded Councillor Colvin that a 2% precept was set for 2021/2022 which would be £14613 Band D £43.15. This is not in effect an increase but a standstill budget, the increase is caused by the reduction in the Tax Base.

A recorded voted took place. In favour of the proposal, Councillors Sturmeay, Colvin, Morris, Bond, Moore, Fellowes, and Eastman. Against, Councillors Buttenshaw and Perry.

Abstentions, Nil. Proposal carried and the budget set.

It was also confirmed that there was no need to bring forward the January meeting and the date set for the Parish Council would remain as January 19th, 2021.

PC/20/75.5 Business Debit Card

Councillor Morris proposed approval, Seconded Councillor Bond. Voting unanimous in favour of the application to supply the Clerk with a debit card with usual limits for spending as outlined in Standing Orders.

Voting unanimous in favour.

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PC/20/76 Planning Applications

PC/20/76.1 Applications received and for comment:

None

Members ratified the comments made on the following applications determined by email and confirmed that there was no objection to either. Proposed Councillor Buttenshaw, Seconded Councillor Eastman. Voting unanimous in favour.

20/08660/LBC

Site Location: 10 The Stables Heytesbury Park Heytesbury BA12 0HG

Proposal: Insertion of door opening to rear elevation

No Objection

20/10077/TCA

Site: Quebec House, High Street, Heytesbury, BA12 0ED

Proposal:- Fell 3 Pear Trees

No Objection

PC/20/77 OSWG

PC/20/77.1 The report from the meeting held on 16th November 2020 was received by members. There was a general discussion on the number of members attending the working group meetings as it seemed that attendance had been low in recent times. Was there a need to change direction and bring all discussion directly to the Parish Council meetings? This was thought to be cumbersome and likely to considerably increase the meeting time. It was decided eventually that Councillor Sturmey would look to set the dates ahead and canvas the most suitable days of the week to hold the working group meetings. An invite would be extended to all Councillors who would be most welcome.

PC/20/77.2 Recommendations from OSWG

The following recommendations were proposed by Councillor Sturmey, Seconded Councillor Eastman. Voting unanimous in favour to:

- The PC to buy some dry filler and moss treatment for the safety surfacing and caps. Quote attached from GB Sports Cost £80 + VAT
- Consultation to take place in the Parish by Social media as well as paper form by the end of February, once results have been collated the next step would be to look at the different suppliers and products available and the total cost of the project should be known. It is hoped this can be established by May 2021, and potential installation during the school summer break in 2021, pending permissions received and agreed.
- Apply to the Rights of Way officer at Wiltshire Council to see if footpath KNOO13 could be diverted along the inside edge of the field which would make much better ease of access for users. Comment had been made to Councillor Sturmey from the local farmer and asked that his comments be considered regarding access across the field that they crop. The official start of the footpath is the old entrance to the dump and officially walkers should walk up the A36 from the bus stop. In reality this does not happen, and walkers use the track that the farmer uses to access the grazing field he uses. This in itself is not a problem with continuing use, but he has asked that the footpath is placed on the access track and

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not the field that he crops alongside the A36. He also reminded the Parish Council that he does not own the field and any changes would have to be in agreement with his Landlord and Agent. In the first instance the Clerk shall apply to the ROW office and seek a meeting. Some members felt that this was a bridleway and not a footpath.

- PC obtains 3 quotes for future ground maintenance contract. The Clerk reminded members that approved contractors to work on Wiltshire Council Highway's would be required for the work that is carried out by the Parish Council and currently the existing contractor was perhaps the only one in this area.
- The Parish Council to establish if WC carried out a tree survey for St John's corner.

PC/20/77.3 Dog Mess and Bag dispenser Newtown

Councillor Buttenshaw proposed the purchase of a new dog bag dispenser at Newtown, there was no other dispensers in the vicinity and the area was becoming a problem. Members agreed to the purchase at £79 plus VAT. Once purchased a suitable site would be established for fitting. Seconded Councillor Colvin. Voting unanimous in favour.

PC/20/77.4 Noticeboards

Noted

PC/20/77.5 Play Area – Cleaning Equipment

It has been necessary to purchase cleaning equipment for the Play Area at a cost of £241.28. This includes a Fogger machine to distribute the relevant disinfectant suitable for BS Standard (BS EN 14476 Contains no perfumes so is non-tainting and therefore food safe. Biodegradable). The equipment will be cleaned once per week in line with government guidelines and this will involve a financial contribution of £10 per week. Councillor Colvin proposed approval, Seconded Councillor Sturme. Voting unanimous in favour.

PC/20/78 Meetings 2021/2022

Members to approve the list of meeting dates for 2021 and a subscription to Zoom for the enhanced package.

Members approved the dates for the meetings in 2021/2022 and these will be published on the Parish Council Website. Members also approved the upgrade from the free version of Zoom to the monthly package at £11.99 to give more flexibility and accessibility to future meetings. Proposed Councillor Colvin, Seconded Councillor Morris. Voting unanimous in favour.

PC/20/79 Sassoon Trust Letter February 2020

Councillor Sturme proposed "that the Parish Council write back thanking the owners for their offer to consider a parish proposal and explain the difficulties we have faced so far this year in being able to discuss this matter at length with the residents" Seconded Councillor Fellowes. There was a short discussion on the proposal. Voting in Favour 2. Against 7. Abstentions Nil. Proposal not carried.

PC/20/80 Items for a press release or statement from the Parish Council.

None

PC/20/81 Correspondence to Parish Council

Councillor Colvin proposed and Councillor Buttenshaw Seconded that Members register and subscribe to the following publications using the links rather than rely on the Clerk printing posting and emailing. This will take effect from 31st December 2020. Voting unanimous in favour.

Wiltshire News - [https://wiltshire.us5.list-](https://wiltshire.us5.list-manage.com/subscribe?u=2883905f726c9fc694bef8b9e&id=3850daa318)

[manage.com/subscribe?u=2883905f726c9fc694bef8b9e&id=3850daa318](https://wiltshire.us5.list-manage.com/subscribe?u=2883905f726c9fc694bef8b9e&id=3850daa318)

Wiltshire Business News- <https://www.wiltshire.gov.uk/economic-regeneration-support>

Neighbourhood Alerts - [Wiltshire and Swindon Community Messaging :: Homepage \(wiltsmessaging.co.uk\)](https://wiltshireandswindoncommunitymessaging.co.uk/)

Relevant information is also published on the Parish Council Facebook page and members are encouraged to create their own link to this.

PC/20/82 Correspondence Issued to members 14.10. 2020 – 30.11.2020 For Noting Noted

The meeting closed at 8.13pm