

Heytesbury Imber & Knook Parish Council

Minutes

Tuesday 19th January 2021

@ 7pm

Technical issues resulted in the meeting starting at 7.22pm

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, and A Perry

Officers: H Parks

Members of the Public and Press: 4 members of the public and no press.

PC/21/83 Apologies

Apologies were received and accepted from Councillor Hiscock, A Moore and V Sturmeay.

PC/21/84 Minutes

PC/21/84.1 The minutes of the meeting held on 8th December 2020 were approved and agreed to be signed at the next available opportunity.

PC/21/84.2 Matters arising related to the installation of the new dog bag dispenser which would need permission from Heytesbury Estate. It would require a letter to be written.

PC/21/85 Declarations of Interest

None

PC/21/86 Chairman's Announcements

None

Standing Orders were suspended at 19.25 to allow for public participation.

PC/21/87 Public Participation

PC/21/87.1

R Hungerford spoke to the grant application submitted by the PCC. The Church clock and the light over the Weston gate had substantive repairs to get them in working order. Both of which were considered to be of benefit to the whole community.

C Sitwell also spoke to the grant application submitted by the PCC and highlighted that the light was now powered by a small solar panel.

It was hoped that the Parish Council could support a contribution.

PC/21/87.2 None

Standing Orders were reinstated following public participation at 19.40.

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Councillor Fellowes entered the meeting at 19.40 when all attendees signed in again, technical difficulties had caused some issue with her access. She requested that the two speakers in public participation spoke again so that she was aware of their comments, which duly took place.

PC/21/88 Financial Information

PC/21/88.1 Payments for approval:

Bacs – 59/20 £37.99 Tudor Environmental

Bacs – 60/20 £104.34 JRB Enterprises

Bacs – 61/20 £282.01 H Parks December Payroll

Bacs – 62/20 £70.60 HMRC December Payroll

Card – 63/21 £36.00 SLCC Training Accessible Excel Docs

Card – 64/21 £36.00 SLCC Training WordPress Web sites

Bacs – 65/21 £282.01 January Payroll

Bacs – 66/21 £70.60 January Payroll

The two payments for training are for the Clerk to attend webinars on the continuing requirement for accessibility documents to be provided on all published PC work, which has been discussed with the Chairman who agreed to be booked.

Councillor Eastman proposed approval of all payments, Seconded Councillor Buttenshaw.

Voting unanimous in favour.

PC/21/88.2 Balances of the Bank Accounts for noting:

Treasurers Account @ 07.01.21 £3,817.51

Bus Instant Access @ 07.01.21 £15,696.22

Noted

PC/21/88.3 Monthly financial report:

Members received the monthly report outlining the current position year to date, and monthly reconciliations for signing when able to do so.

PC/21/88.4 Grant Application

Councillor Buttenshaw asked if there were two grant applications to consider but the Clerk clarified that the Grant policy allowed for a maximum of £250 per organisation. She mentioned outside sources that could be approached for other options. Members were also reminded that under the General Power of Competence, the grant could be supported if they wished. Members felt that both items were essential for the PCC and the Parish in general and of benefit to the community. Councillor Eastman proposed £250 for the capital purchase of the new light and solar panel. Seconded Councillor Buttenshaw. Voting unanimous in favour.

PC/21/89 Planning Applications

PC/21/89.1 Applications received and for comment:

21/00110/TCA

Site: Little London Cottage 61-62 High Street Heytesbury

Proposal: Application for work to trees in a conservation area.

No Objection – Proposed Councillor Buttenshaw, Seconded Councillor Eastman. Voting unanimous in favour.

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20/11383/FUL

Site: Knook Camp South Knook BA12 OJB

Proposal: Demolition of existing buildings and the construction of 7 no. single storey accommodation blocks and associated external work.

Members supported the application and were pleased that the MOD were investing in the site, but wished to comment on two areas:

The Parish Council had supported the Cranbourne Chase AONB Dark Sky application, which was approved in 2019, and had worked with local communities and parishes to encourage them to try and achieve non-polluting good lighting with a view to reducing light pollution. The proposed lighting plan did not appear to meet the relevant limits and the Parish Council would like these to be reviewed.

The second issue was to ask if the seven trees that were to be removed, could be replaced with new trees elsewhere on the site.

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

Members ratified the comments made on the application determined by email.

20/10459/FUL

Site: East Farm 25 Knook BA12 OJG

Proposal: construction of a new building to provide feeding and sleeping accommodation for dairy cattle, laying of additional concrete to provide yard and access around the new building.

No Objection

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

PC/21/90 OSWG

PC/21/90.1 Report from Meeting – Members received the report from the meeting held on 05.01.21.

PC/21/90.2 Recommendations from OSWG report

Consultation paper – LM felt that there should be a more upbeat introduction to the consultation paper. She would put together some notes and circulate these to members. There was a general consensus that this needed to be discussed in more detail and a plan to get the Parish involved. At this time of lockdown, it would not be prudent to print leaflets and then distribute them door to door nor arrange a collection point. Rather than rush to beat the half term holidays if was agreed this would be put back to the Easter holidays. An informal meeting would be set up to discuss.

It was agreed that a statement about the project would be submitted to the Parish News and ask them to publish by the February deadline.

Litter Pick – The Parish litter pick did not go-ahead last year and the proposition is to ask the Parish to carry out their own individual picks this year, collecting equipment from Councillor Colvin. This did not gain approval from members due to the lockdown restrictions and it was agreed to defer this until later in the year. It was felt that the national pick might be in June. Councillor Colvin holds the pickers and hoops but no gloves and limited black bags. The Clerk has one roll of bags but no gloves.

Flooding in Park Lane –Member felt that if the drainage was improved in Park Lane with perhaps cutting new grips, it might help the situation. However, it might involve cutting grips on private land. It was agreed to refer to the Warminster Catg for ideas to improve the problem.

Dog dispenser boxes – The members discussed the issue of provision of dog bag dispensers generally and the actual benefit. It was felt that responsible dog owners already dealt with their waste properly and having boxes does not improve the situation. It was felt that the situation had got worse in lockdown. It was agreed at this stage to defer the matter for further discussion with the whole Parish Council.

Grit bin – Noted.

Recommendations from the OSWG were proposed en bloc as minuted by Councillor Colvin, Seconded Councillor Morris. Voting unanimous in favour.

PC/21/91 Issues raised by the Parish

Park Lane – the increase in electric vehicles, scooters and e-bikes travel silently and some at speed posing a danger to walkers and the not so young. The placing of the 30mph speed limit signs seem to be an anomaly. The chicane at the Riverbank, Mill Farm and Heytesbury Mill raised safety issues, not just to humans but horses being ridden. New signage at either end of the lane is required with a view to safety.

Buggies –Many buggies in the village have no access to the footpaths.

Members did not know what might be possible and agreed that this would be referred to the Catg for advice on what might be possible. The requests would be for the possibility of safety signage at Mill Lane and a review of hard footpath accessibility in the village generally.

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

PC/21/92 Items for a press release or statement from the Parish Council

Members requested that a press release about the play area be submitted to the Parish Newsletter.

PC/21/93 Correspondence Issued to members 01.12.2020 – 12.01.2021

Noted

Meeting closed at 8.34pm

Signed.....4

Heytesbury Imber & Knook Parish Council
Minutes Extraordinary Meeting
Tuesday 16th February 2021
@ 7pm

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

Present on Zoom: Councillors Morris (Chair), Bond (Vice Chair), Colvin, Eastman, Gould, Moore, Perry and Sturmeay. Councillor C Newbury Wiltshire Council

Officers: H Parks

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

PC/21/94 Apologies

PC/21/94.1 Apologies were received and accepted from Councillors Buttenshaw and Hiscock. Councillor Fellowes recorded her apologies late but was feeling unwell and could not attend.

PC/21/95 Declarations of Interest

None

Standing Orders were suspended to allow for public participation at 7.03pm

PC/21/96 Public Participation

“Councillor Christopher Newbury(CN) spoke at the Parish Council’s request to outline his thoughts on the consultation. A member of the Spatial Planning team at Wiltshire Council had been invited to the meeting to assist with the debate, but there were no resources available to attend. CN mentioned that he had held a discussion with the team that afternoon and had the benefit of their thoughts.

He asked how serious Wiltshire Council were in delivering the proposed housing number targets in large villages? They commented that they are in the process of delivering a new plan and after the consultation, a new draft will be published in December 2021 - all comments will be taken into consideration and put forward. The numbers arrived at for the large villages have been arrived at using the methodology and if the village does not want those numbers, they need to provide evidence to support their disagreement.

The second questions discussed if this proposed number (25) goes ahead then it would be expected that the village provides the details of sites available through the delivery of a Neighbourhood Plan, the sites would not be identified by Wiltshire Council.

My final thoughts are that you have had proposals going back a great number of years and talk about new houses that could be delivered with infrastructure. The planning system has difficulty in delivering on policies that requires new infrastructure, unless it is something which is required by the particular development.

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Consider your village response, do you or do you not need housing, what arguments can you put forward to go against the potential policy?
CN said he was happy to answer any questions.”

Standing Orders were reinstated following public participation at 7.14pm

PC/21/97 Wiltshire Local Plan Consultation

Members were required to make themselves familiar with information in readiness to consider responses to the following consultation papers at this meeting and instruct the Clerk accordingly.

Planning for Warminster - this document poses a series of questions to help focus comments and a copy of the questions was supplied for reference.

Councillor Morris introduced the decisions required on the agenda, outlining there are two consultation papers , one for Warminster, whose housing targets have been set and sites identified. Do we need to comment on the Market Town paper?

VS said that “in the series of questions on the Warminster Market Town paper, there were some issues that could be responded to – infrastructure issues such as the reduction in parking set out in the town centre development, and bus services from the villages. It was important that those living in the outlining villages were supported with transport and parking opportunities for visiting the centre of the town. The Parish Council could answer some of the questions.”

LC said that “everybody that travels into town from Heytesbury will need to use a car for the majority of the time, and they need to be able to park. I have no particular views about housing but as the town grows more satellite villages will want to use the services and they need to be available. “

AM said “housing does not affect us, but we do need to encourage work on the centre. There are eco issues especially around electric cars and there is a need for an integrated policy.”

A proposal was put forward by Councillor Sturmey and Seconded by Councillor Colvin that the Parish Council should respond to the Warminster Market Town consultation paper. Voting in Favour 2, Against 4 , Abstentions 2. The proposal was not carried, and the Parish Council will not be responding to this paper.

Empowering rural communities, this paper sets out information including:

- Framework to support neighbourhood planning and to address local housing needs through an amended Core Policy 44
- Housing requirements for each Local Service Centre and Large Village to help guide neighbourhood plans.(Heytesbury is part of Large Villages Trowbridge HMA. The baseline indicative housing requirement for 2016 – 2036 is 25, 1.3 dwellings per year. Completions so far to April 2019 is 3 so this would be deducted from the total.)

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The document poses a series of questions to help focus comments and a copy of the questions was supplied for reference.

Councillor Morris proposed that the Parish Council prepares answers to the four questions outlined in the Rural Communities paper which are slightly different to the consultation paper. This should not be a problem and the consultation allows for comments in many forms. Seconded Councillor Bond. Voting unanimous in favour.

Question 1 – Do you agree there should be a target of 40% affordable homes on all new schemes of more than five dwellings in the rural area? What other approaches might there be?

Answer – yes, we agree.

LG said “we should look at the possibility of infill around the village and we need a lot more information from Wiltshire Council planning on the potential sites available. It does sound as if the Parish Council will need to do the leg work. “

LG apologised but she had to leave the meeting for work at 7.35pm.

LM said that” the plan seemed to be about consistency. “

VS said that “it all comes down to the housing needs, most of the housing we want is affordable. As long as the need is covered, there may be more houses built to accommodate. The Housing Needs Survey has outlined that there is a need for 11/13 houses needed.

TE thought that he didn’t think there would be any infill sites that could deliver affordable housing.

Question 2 – Do you think this approach is worth pursuing? What local evidence would be needed to justify applying restrictions like these?

Answer: Whilst we think it is important to have a mix of housing, we have some concerns to restricting development of owners’ property. Ideally there should always be a stock of affordable starter homes available.

LC put forward that “if more people are working from home, if the pandemic continues, and more people continue to work from home, should they be deprived of expanding their homes – it seemed unfair?

VS said, “ housing stock needs to stay mixed in order for a village to grow.”

Question 3 – Do you agree with the approach set out in the suggested revised Core Policy 44? If not, why not? How could it be improved?

Answer: Yes, in support of the revised Core Policy 44.

TE “ We have a pretty good understanding of this and relatively support. I propose we are happy with the Core Policy. Seconded by Councill Morris. Voting unanimous in favour.”

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There was some general discussion on this question and the division seen in the village has been about one issue, this should not be used as a basis for all planning applications nor about what might come forward in the future.

Question 4 – What do you think to the housing requirements for Local Service Centres and Large Villages? Should requirements be higher or lower? If so which ones and why?

Answer: Broadly happy with 25 but do not feel happy commenting on targets for other villages. As the Housing needs survey has identified a need of 11, the target of 25 seems appropriate.

LM asked all members “what do you think of the housing requirement?”

VS thought that it is about right.

LM thought that it should not be higher. It may be that we have another Housing Needs Survey to build on the baseline we now have, but broadly speaking happy with 25 but not happy commenting on other villages “

TE thought that it was difficult to give a comment on what other villages should have as a target to work to. Other villages might want more but the figure of 25 was broadly correct for us.

DB said that “ the village has been well protected by the settlement boundary. I don’t know where we can develop in the future”. However, both he and AP were against the number of 25 as a target.

LC said “I thought there was a suggestion that the settlement boundary could be extended, we are basically a sandwich between the A36 and the river/floodplain”.

AM said “the document outlines that the village boundaries could be extended by 100metres ”.

VS said “all of the comments put forward about expansion would need to be with community support. Planning where houses could be placed meant that we are all going to have to work together”.

It was proposed by Councillor Bond and Seconded Councillor Colvin that the consultation be completed and submitted to Spatial Planning Voting unanimous in favour.

Finally, there was a brief discussion on the email received from the Wiltshire Climate Alliance with Councillor Newbury giving an outline on Wiltshire Council’s officers dealing with this subject. It did not affect the debate or answers to the consultation.

Meeting closed at 8-25pm.

Signed.....4

Heytesbury Imber & Knook Parish Council

Minutes

Tuesday 13 April 2021

@ 7pm

One minute's silence was observed in mourning the death of His Royal Highness the Duke of Edinburgh

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, A Moore, A Perry, and V Sturmeay. Councillor Christopher Newbury (WC)

Officers: H Parks

Members of the Public and Press: 4 members of the public and no press.

PC/21/98 Apologies

Apologies were received and accepted from Councillor Hiscock; Councillor Eastman messaged the Clerk during the meeting that he was unable to log in successfully and gave his apologies. Councillor Gould was not in attendance.

PC/21/99 Minutes

PC/21/99.1 The minutes of the meeting held on 19 January and 16 February 2021 were approved and agreed to be signed at the next available opportunity.

PC/21/99.2 None

PC/21/100 Declarations of Interest

None

PC/21/101 Chairman's Announcements

Councillor Morris said farewell to the Council on this its last meeting before the election on 6 May. She thanked members who had all made a great contribution to the Parish during the last four years and wished those who were standing for election, the best of luck.

Karen Riggs has donated £50 to the Parish Council towards the play area, this would be set aside with the relevant Ear Marked Reserve for future use. The members wished to record their thanks.

Standing Orders were suspended at 7.07pm to allow for public participation.

PC/21/102 Public Participation

PC/21/102.1 None

PC/21/102.2 None

Standing Orders were reinstated at 7.08 following public participation.

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PC/21/103 Financial Information

PC/21/103.1 Payments for approval:

Bacs – 68/21 £ 1178.40 Wessex Tree Care Ltd
Bacs – 69/21 £37.00 Tudor Environmental Sanitiser for Play Area
Bacs - 70/21 £282.21 H M Parks February payroll
Bacs – 71/21 £70.40 HMRC February Payroll Tax
Bacs – 72/21 £250.00 PCC Heytesbury Grant
Card – 73/21 £14.39 Zoom February
Bacs – 74/21 £36.00 Walc Training V Sturme
Bacs – 75/21 £282.01 H Parks March Payroll
Bacs – 76/21 £70.60 HMRC March Payroll Tax
Card – 77/21 £23.98 Tudor Environmental Sanitiser for play area
Bacs – 78/21 £112.00 SLCC Annual membership
Card – 79/21 £11.40 Amazon Stamps
Card – 80/21 £14.39 Zoom March
WALC annual subscription invoice received for payment £341.05 to be paid by 31st May 2021
Councillor Fellowes proposed approval of all payments, Seconded Councillor Colvin. Voting unanimous in favour.

PC/21/103.2 Balances of the Bank Accounts for noting:

Treasurers Account @ 31.03.2021 £2066.74
Bus Instant Access @ 31.03.2021 £14,696.59
Noted

PC/103.3 Monthly financial report:

Members received the monthly report outlining the end of year position, and monthly reconciliations for signing when able to do so.

PC/21/103.4 Ear Marked Reserves 2021/2022

Councillor Colvin proposed transfer to EAR of the following:

3 months operating costs	3,665 general reserves
Play Equipment	10,000 from grant funding and general reserves
Outside Spaces	1,000 continued from 19/20
IT	250 underspend 2020 – see below
Room Hire	200 underspend 2020 and to assist with the potential additional costs required during transition from the Covid restrictions.
Total EAR	15,115

Seconded Councillor Fellowes. Voting unanimous in favour.

PC/21/103.5 Grant

Councillor Bond proposed approval of the grant to Heytesbury Football Club of £215.
Seconded Councillor Moore. Voting unanimous in favour.

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PC/21/103.6 Asset Register

The Clerk is updating the Asset Register to 31.03.2021. There continues to be difficulty in the recording of two items, the War Memorial and The Blind House. No records are available to identify ownership of the two sites, yet a value is in the Asset Register as £6756 for the War Memorial and £22517 for the Blind House. The value stated for the Blind House seems to relate to building costs when the work was carried out. Neither are satisfactory for the insurance schedule.

The members discussed the issue in some detail and Councillor Morris proposed that the Clerk makes further enquiries on ownership of the Blind House by using Land Registry applications and investigating re-building costs for the War Memorial. It is accepted that the Parish Council would accept responsibility for the War Memorial as there was an understanding that this was gifted to the village. In addition, the Asset Register should record the War Memorial as £1. Seconded Councillor Bond. Voting unanimous in favour. This item would be brought back to a future meeting if any new information was found for members to consider.

PC/21/104 Planning Applications

PC/21/104.1 Applications received and for comment:

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

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

Councillor Sturmeay proposed submitting the following response that the Parish supports the planning application with the three conditions and the wording would be:

The Parish Council has no objection to the planning application, subject to the conditions set out below, to install a pedestrian bridge, acknowledging that the increased use of the camp means provision for safety is required on this busy road:

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

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

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

Seconded Councillor Colvin. Voting in favour 6, Against 2, Abstentions Nil. Proposal carried. It was also confirmed to Councillor Newbury that the application would not need to be called in.

21/01541/FUL Site Location: 2 Railway Cottages Station Road Heytesbury BA12 0EH

Proposal: Alterations to existing buildings, to include provision of bay windows to the main house, raising roof line and increase floor area of an existing garage, addition of lean-to tractor and storage sheds to existing elevations and building a freestanding summer house (outdoor seating area)

There was some discussion on the plans which divided the members and a proposal to have no objection to the plans could not get to a satisfactory majority. The voting was 3 in Favour

Signature.....3

of No Objection, Against 3 and abstentions 2. The Chairman declined to use her casting vote. Therefore, it was agreed that there would be no comment made on behalf of the Parish Council.

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

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

Proposal: Single storey extension

No Objection

Proposed Councillor Morris, Seconded Councillor Bond. Voting unanimous in favour.

PC/21/105 OSWG

PC/21/105.1 Councillor Sturmey proposed Members receive the report from the meeting held on 23 March 2021. Seconded Councillor Colvin. Voting unanimous in favour.

PC/21/105.2 Recommendations from OSWG report

It was proposed by Councillor Sturmey to approve the draft consultation paper and distribute it within Covid guidelines, by paper and digital means. This would be prepared by the Clerk. Seconded Councillor Fellowes. Voting unanimous in favour.

There was some discussions about how much equipment could be purchased with 10K and expectations may have to be managed. It has already been established that the Ball Shoot takes up too much room and it would be offered to the school if they wish to have it on their playground.

It was proposed by Councillor Colvin that the Clerk would approach the school first about the lease agreement before going to the Acorn Trust about possible options for additional space. Seconded Councillor Sturmey. Voting unanimous in favour.

Councillor Fellowes reminded members that three new pieces of wood were available, under guarantee for the play equipment that is currently out of action. One piece would need to be removed to send to the manufacturers as a template. Members agreed for this to take place. The new pieces would be pre-drilled and enable the Parish Council to have these fitted locally.

PC/21/106 Dog Bag dispensers

A new dog bag dispenser is awaiting fitting which is earmarked for Newtown.

There has been some debate about the number of dog bags taken but without a decrease in the amount of dog faeces in the Parish. Councillor Sturmey reminded members that it was agreed within the last six months to purchase and fit the new dispenser and this decision cannot be changed within this timescale. Last year the PC paid £30 for dog bags and they are still being used. Some people think that the amount of dog mess has reduced. As Newtown was on a private road, it was likely that this dispenser would be used by local residents. It was understood that the locally made wooden dispensers were at the end of their life and only five remained. Councillor Sturmey felt that the metal ones should be used in the future but not so many would be fitted.

Councillor Bond felt that there was a problem with the amount of dog mess locally and did not support the purchase of more bins and bags.

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Councillor Sturmeý proposed fitting the new dispenser at Newtown and continue to fill with bags. Future purchases would come from the OSWG budget. Seconded Councillor Fellowes. Voting in Favour 6, Against 1, Abstention 1. Proposal carried.

PC/21/107 Meetings

Members understood the reports prepared for members and agreed the following:

Approval granted to purchase sanitiser, thermometer and wipes for managing future physical meetings up to a cost of £50.

The Annual meeting will take place on Tuesday 18 May at 7pm.

The Parish meeting scheduled to take place on Tuesday 25 May is to be cancelled and will be delayed until restrictions have lifted.

Members approved the scheme of delegation to the Clerk attached to the agenda. This would be reviewed in six months' time (October 2021)

Proposed Councillor Morris, Seconded Councillor Bond Voting unanimous in favour.

PC/21/108 Community Area Transport Group (CATG)

Noted

PC/21/109 Park Lane Grips

It was agreed that further work would be needed to establish whether a grip would be suitable at a chosen location and further consideration given in approaching any individual. The Chairman and Councillor Sturmeý would liaise with the Clerk and this matter would be brought back to a future meeting of the Parish Council. Noted at this stage.

PC/21/110 Meeting with Dr Andrew Murrison MP

Noted

PC/21/111 Items for a press release or statement from the Parish Council.

None but a reminder for promotion of the consultation paper for the play area.

PC/21/112 Correspondence Issued to members 13.01.21 – 05.04.21

Noted

Meeting closed at 8.20pm

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Heytesbury Imber & Knook Parish Council
Minutes of the Annual Meeting
Tuesday 18 May 2021
at 7-00pm

Membership: Councillors D Boath, D Bond, E Cheesman, L Croker, T Fellowes, E McGuire, A Moore, L Morris, M Pitman, V Sturme y & A Wilson.

Present: Councillors Boath, Bond (vice Chair), Cheesman, Croker, Fellowes, McGuire, Moore, Morris (Chair) Pitman, Sturme y and Wilson. Cllr Newbury WC

Officers: H Parks

Public and Press: 4.

PC/21/1 Election of Chairman for the year 2021-2022

There were two nominations for the position of Chairman and Councillor McGuire proposed that members vote for their preferred candidate, Councillor Louise Morris or Councillor Vanessa Sturme y. Seconded Councillor Sturme y.

Voting for Louise Morris 6, Vanessa Sturme y 5

Councillor Louise Morris was duly elected Chairman for the municipal year. She remained in the Chair.

PC/21/2 Chairman's Declaration of Acceptance of Office

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

PC/21/3 Election of Vice Chairman for the year 2021-2022

There were two nominations for the position of Vice Chairman and Councillor Cheesman proposed that members vote for their preferred candidate, Councillor David Bond or Councillor Vanessa Sturme y. Seconded Councillor McGuire.

Voting for David Bond 6 Voting for Vanessa Sturme y 5

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

PC/21/4 Apologies for Absence

None

PC/21/5 Declarations of Interest

None

PC/21/6 Chairman's Announcements

The Chairman congratulated those councillors who had retained their seats and welcomed the six new members. She was looking forward to working together and advised all members to use the available training on offer to assist with the role.

The Chairman also advised that as an elected councillor for HIK, this carried a joint role as a trustee with The Raymond Trust. At the end of the meeting, we will arrange dates for future meetings of the trust.

Signed.....1

PC/21/7 Minutes

PC/21/7.1 The minutes of the meeting held on the 13th April 2021 was approved and signed by the Chairman.

PC/21/7.2 Matters Arising

Councillor Sturmey advised that a meeting had taken place with the countryside team about Footpath 13 and agreed the re-route. The process is likely to take 12-18 months and details of costs would be established. It was likely to be approved due to the Health and Safety aspect and grant funding might be possible.

The New dog bin has now been installed at Newtown.

Standing Orders were suspended at 7-09pm to allow for public participation.

PC/21/8 Public Participation

PC/21/8.1 Tim Goodman MD of South West Project Management addressed the council to inform that he was here offering support to the Parish Council should help be required with the setting up of the Future Planning working group and a community led housing project. He was also here as a local resident and previous parish councillor in a nearby village.

Councillor Christopher Newbury WC spoke about the recent election of Unitary Councillors. Today Wiltshire Council had elected a new Leader and a new cabinet. Recent voting in Codford had caused concerns and not enough consultation had taken place with him on the movement of the polling station. No public houses were used this year and a suitable village location could not be found.

Bill Parks offered his congratulations to all returning and newly elected councillors.

Standing Orders were reinstated following public participation at 7.16pm

PC/21/9 Appointments to Posts and Working Groups

Councillor Sturmey put forward her proposal to set up a Future Planning working group. Seconded Councillor McGuire.

There followed a full debate on the set up, terms of reference, objectives, and potential scoping of work. Councillor Sturmey would arrange to email all members and ask for interested parties, arrange a meeting, and bring forward to a future meeting, the ToR's and scope of work. She would also like to suggest outside experts to assist with this group to gain independent advice. It was felt that with the proposed draft Wiltshire Plan being issued in December and the Empowering Local Communities document which came as a supplement to this plan, rural villages would be required to consider where housing would be needed and where it could be placed. Our own Housing Needs Survey will be out of date next year and a future plan would be sensible to prepare.

Standing Orders were suspended at 7-30pm to allow for Councillor Newbury to speak.

Councillor Newbury reminded the council about the additional paper that Hlk had consulted on, Empowering Local Communities which outlined that the majority of large villages would be considered to have a target of 25 new houses less any already built within a set time period, the total for Heytesbury was 22 to be built/planned by 2036.

Signed.....2

He had discussed this potential new policy with Strategic Planning who were encouraging villages to decide where the homes may go and not leave it to Wiltshire Council. Villages need to be prepared.

Standing Orders were reinstated at 7-32pm.

The consensus was in favour of the working group and Voting in favour of the proposal 10, Against Nil, Abstention 1. Proposal carried.

The members discussed the liaison posts and all agreed that some of these were now redundant and the following was proposed by Councillor Fellowes, Seconded Councillor Croker. Voting unanimous in favour.

Liaison Posts carried out by the Parish Council	Number required	Name
Press & Social Media	2	Clerk & E Cheesman (Social Media)
Emergency Planning/Flood Wardens	3	D Boath, L Croker and L Morris
Play Area weekly inspection Visual	1	E McGuire with support from P Fellowes
Play Area monthly written report	1	P Fellowes
Liaison for Parish Steward	1	Clerk
Outside Spaces Working Group	3 + 2 from allotment society	P Fellowes, E McGuire and V Sturme Includes monitoring of footpaths and grass verges. Allotments
Future Planning Working Group	?	Potential 5

PC/21/10 The General Power of Competence

The Council confirmed and approved 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.*

PC/21/11 Financial Information and Items for approval

PC/21/11.1 Payments for approval:

Amazon £19.99 Copy paper

Zoom £14.39 April

Amazon £12.95 Postage Stamps Small

Amazon £21.75 Postage Stamps Large

Signed.....3

Amazon £43.11 Covid items for meetings
 Heytesbury Football Club £215 Grant
 H Parks £282.21 April Payroll
 HMRC £70.40 April Payroll Tax & NI
 Cartridge World £115.62 Toner
 Tudor Environmental £19.87 Sanitiser for Play Area
 WALC £341.05 Subscription
 H Parks £282.21 May Payroll
 HMRC £70.40 May Payroll
 JRB Enterprise Ltd – purchase of dog bags by Councillor Fellowes to insert into new dispenser and disposable gloves to fit into dispenser -800.
 Cost to refund ££72.90 from OSWG budget line
 Councillor Morris proposed approval of all payments, Seconded Councillor Croker Voting unanimous in favour.

PC/21/11.2 Balances of the Bank Accounts for noting:

Treasurers Account £9545.69 @ 5.05.21
 Bus Instant Access £14,732.71 @ 5.05.21
 Noted

PC/21/11.3 Receipts and Payments Year ended 31.03.2021.

Councillor Boath proposed acceptance of the Receipts and Payments for the year ended 31.03.2021. Seconded Councillor Moore. Voting unanimous in favour.

PC/21/11.4 Financial report:

Members received the monthly report outlining the current position year to date, and monthly reconciliation for signing. Noted and Councillor Sturmey signed the reconciliation.

PC/21/11.5 Insurance Policy Renewal

The Parish Council insurance policy is due for renewal on 1st June 2021. The clerk has obtained three quotes for consideration and a comparison provided. There was a healthy debate on the comparison figures and members considered that there were still issues surrounding some of the values used for the Blind House and War memorial. It would be imperative to get up to date valuations on these as well as reviewing replacement values for street furniture and play area. Alternatives could be considered next year when this up-to-date information was available.

It was proposed by Councillor McGuire that the existing insurer BHIB be used for the next year at a cost of £1124.11, wef 1st June 2021, Seconded Councillor Cheesman. Voting in Favour 10. Against Nil. Abstention 1. Proposal carried.

PC/21/11.6 Banking Mandate to include Online Banking.

It was proposed by Councillor Morris and Seconded by Councillor Bond that the following members would be the signatories on the bank mandate which would continue require any two members to sign for all payments. The Clerk would continue to input and seek authorisation with online banking.

Councillors Pitman, Morris, Croker and Boath along with the Clerk.
 Voting unanimous in favour.

Signed.....4

PC/21/11.7 Grant Application

A grant application has been submitted from Wiltshire Search & Rescue which members felt was a great organisation, but in view of the limited budget available this year, members decided that only local groups would be considered this year. Proposed Councillor Bond, Seconded Councillor Fellowes. Voting unanimous in favour of declining the application.

PC/21/12 Planning Applications

PC/21/12.1 Applications received and for comment:

PL/2021/04104 Planning proposal at Millstream House Mill Street Heytesbury

Proposed works to Trees in a conservation Area. T1 – group of conifer trees on left hand boundary to reduce by approximately 50%. T2 mature ash trees remove 3 low branches growing into conifer trees.

Proposed Councillor Boath, Seconded Councillor Cheesman, No objection. Voting unanimous in favour.

Ratification required of decisions made outside the meeting and email.

21/02259/FUL Site: Parsonage House, Tytherington Lane, Heytesbury BA12 0EF

Proposal: Conversion and alterations of existing stable block into a residential annexe.

PL/2021/03654 Site: Parsonage House, Tytherington Lane, Heytesbury BA12 0EF

Proposal: Listed building consent

No Objection

PL/2021/03887 Site: Teal Hatch, Mill Street, Heytesbury BA12 0EE

Proposal: Raise height of existing garage roof to provide storage.

No objection but concern that this may overlook neighbours and would not like to see this turned into accommodation.

PL/2021/03151 Site@ 23 Westlands, Heytesbury BA12 0EY

Proposal: Hobbies Shed

No Objection but concerned that no height was given for the “shed”.

Councillor Bond proposed ratification of the three planning applications, Seconded Councillor Croker. Voting unanimous in favour.

PC/21/13 Annual Internal Audit Report

PC/21/13.1 Members Noted the Annual Internal Audit Report.

PC/21/13.2 Members acknowledged the items raised as R1 and that the Clerk has noted this comment for future reference.

PC/21/14 Annual Governance and Accountability Return 2020-2021 Part 2

PC/21/14.1 It was proposed by Councillor Morris, Seconded Councillor McGuire to approve the annual statement as outlined in Section 1 of the Annual Return . Voting unanimous in favour.

Signed.....5

PC/21/14.2 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. Proposed Councillor Morris. Seconded Councillor Bond. Voting unanimous in favour.

PC/21/14.3 Members approved the Certificate of Exemption which will be completed and Signed by the RFO and Chairman and once completed sent to the External Auditor. Proposed Councillor Morris, Seconded Councillor Cheesman. Voting unanimous in favour.

PC/21/14.4 The Clerk is setting the commencement date for the exercise of public rights as Monday 14th June 2021 and ending on Friday 23rd July 2021.

PC/21/15 Clothes Bank High Street

Councillor Fellowes pointed out that a lot of people appreciate the facility in the High Street and was popular. Councillor Bond pointed out that the original clothes recycling bin was supporting the Air Ambulance, but this was not the case anymore. Once full, items and bags of old textiles and clothing were put by the side of the bin and often it looked untidy. Currently there is no benefit to the community, we do not know who put the bin in place, it does not have the relevant permission from Highways, and it is recognised that anyone can put items in their black box, suitably bagged, for collection. It was proposed by Councillor Sturmey and Seconded Councillor Boath, that the Parish Council ask Wiltshire Highways to remove the bin, and at the same time, remind through social media and a local notice that these types of items can be put in their black box for collection. Voting in Favour 9, Against 1, Abstention 1. Proposal carried.

PC/21/16 Items for a press release or statement from the Parish Council.

The consultation for the play area has not been circulated in the school. Councillor Sturmey to chase up. A laminated copy to be put on the notice boards to attract returns. A collection box is in the village post office. Closing date is 12th June. Circulate details of the request to remove the Clothing bin but issue details of what can go in the black box.

PC/21/17 Correspondence Issued to members 06.04.2021 – 11.05.2-21.

Noted

Meeting closed at 8.38pm

Signed.....6

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 22 June 2021
at 7-30pm

Membership: Councillors D Boath, D Bond (Vice Chairman), E Cheesman, L Croker, P Fellowes, E McGuire, A Moore, L Morris (Chairman), M Pitman, V Sturmey & A Wilson.

Present: Councillors D Boath, D Bond (Vice Chairman), E Cheesman, L Croker, P Fellowes, E McGuire, A Moore, L Morris (Chairman), M Pitman, V Sturmey & A Wilson

Officers: H Parks

Public and Press: None

PC/21/18 Apologies

None

PC/21/19 Minutes

PC/21/19.1 The minutes of the meeting held on 18th May 2021 were approved and signed by the Chairman.

PC/21/19.2 Matters Arising

Councillor Sturmey raised the issue of the clothing bin removal in the High Street and felt that the original proposal put forward at the last meeting was not recorded correctly in the minutes. There was a long discussion about the proposal which she felt had omitted the wording that the Parish Council would like another more suitable charity bin to replace the current one. Councillor Fellowes agreed with this and outlined that she thought the bin was very popular and it was needed, putting clothes in the black boxes was not altogether sufficient.

The Clerk felt that the original proposal recorded was correct and reminded members that they could not approach another provider and approve the placement of a clothing bin, as Highway authority was required from Wiltshire Council. Councillor Sturmey had made the original proposal and it was Seconded by Councillor Boath, he confirmed that the wording of the proposal in the minutes was correct. It was agreed to minute the discussion in Matters Arising to record that some members would appreciate a suitable charity bin, should an opportunity arise.

The Clerk is noting that this is not a reversal of the original decision made and does not contravene Standing Order 7 a & b and the 6-month rule.

PC/21/20 Declaration of Interest

None

PC/21/21 Chairman's Announcements

None

Signature.....1

PC/21/22 Public Participation

PC/21/22.1 None

PC/21/22.2 None

PC/21/23 Financial Information

PC/21/23.1 Payments for approval:

£20.98 Amazon Magnets for notice boards

£1124.11 BHIB Insurance premium

£36.00 Walc Training

£14.39 Zoom

£25.00 Heytesbury School

£69.90 Dog Bags

£300.00 Footpath Maintenance

£282.21 H Parks June Payroll

£70.40 HMRC June Payroll

£228.00 Auditing Solutions Internal Audit

£36.00 Walc Training

Councillor Fellowes proposed approval of all payments. Seconded Councillor McGuire.

Voting unanimous in favour.

PC/21/23.2 Balance of the Bank Accounts:

Treasurers Account @ 10.06.21 £6997.65

Bus Instant Access @ 10.06.21 £14732.96

Noted

PC/21/23.3 Monthly financial report:

Members received the monthly report which outlines the year to date spend and monthly reconciliation for signing. Noted and Councillor Sturmey signed the reconciliation.

PC/21/24 Planning Applications

PC/21/24.1 Applications received for comment:

PL/2021/05549 Site: Mill Street Cottage, 1 Mill Street, Heytesbury, BA12 0EE

Proposal: Replacement windows and doors

PL/2021/03977 Site: Bourne Cottage, Park Lane, Heytesbury, BA12 0HE

Proposal: Single storey extension

PL/2021/05997 Site: 4 Cotley Place Heytesbury BA12 0HT

Proposal: Notification of proposed works to trees in a conservation area

T1 Oak, crown lift to 4-5 metres from ground level and reduce the branches over lane by up to 1.5 metres. general pruning to round over and balance the shape. T2 Mulberry in decline with large dead branch. Fell

It was proposed by Councillor McGuire that there were no objections to all three applications. Seconded Councillor Cheesman. Voting unanimous in favour.

Signature.....2

PC/21/25 Outside Spaces Working Group

PC/21/25.1 Report from Meeting – no meeting has been held. Noted

PC/21/25.2 Recommendations from report – no recommendations. Noted

PC/21/25.3 Additional Outside Spaces items – Cllrs Croker and Pitman do a lot of walking in the Parish and would like to be eyes and ears for anything that may need attention and report issues into OSWG or report where appropriate. Councillor Morris proposed, Seconded Councillor Bond, the two names to be added to the list of liaison posts. Voting unanimous in favour. Any issues identified would be reported to the OSWG for action. There was also an open invitation for both councillors to be members of the working group.

Since the working group meeting, there has been vandalism at the play area and quotes are to be obtained for repairs which are expected to be in the region of £400. This matter was reported to the police and there was some discussion that the matter should be claimed on the Parish insurance policy, awaiting quotes but it is felt that with an insurance excess of £250 to property damage, it may not be relevant to claim.

PC/21/25.4 Mill Pond Signage

There is a regular problem with litter in this area and Councillor Morris had suggested that an additional sign in the layby near the pond could be considered. There seems to be more litter after weekends and holidays which is significant, and many residents are picking up litter on a regular basis. There was a general discussion on the merits of a new bin, but this would need to be sited from elsewhere and it was thought that it would not solve the problem. Generally, if people are not going to respect the area and take their litter home, no amount of bins would solve the problem, neither would signage make a difference. Councillor Bond felt that this is a problem nationwide and not limited to Heytesbury. It was suggested that more regular litter picks could now take place, and this was referred to the OSWG to arrange. Kit was still left at ex Councillor Colvin's and this would be retrieved. Bin bags were held with Councillor Fellowes.

One member suggested that this matter be reported to the police, and it was agreed that the Clerk would discuss with the PCSO. The ROW officer would also be approached to see if relevant signage was available, and information brought back to a future meeting.

PC/21/25.5 Footpaths to Knook – Cllr Croker has put forward a request to consider asking the landowner near the three gates, which are often impassable with mud in wet weather, if shingle or suitable material could be laid to assist with access on the paths. A general discussion took place, and it was outlined that this was a serious issue with Councillor Wilson outlining that people have got stuck in the mud on occasions. There was some suggestion that the Path Improvement Grant process at Wiltshire Council be considered and additionally the Rights of Way officer to be approached. This was referred to the OSWG for further work.

PC/21/26 Bus Services in Wiltshire

A Wiltshire Council briefing note 21-08 is asking for suggestions for new services or changes/additions to existing services. The Parish has a fairly regular bus service, but Members unanimously agreed to put forward one comment and that would be to have

available an evening bus service as the last service was at 6pm. This left little option for those who may wish to travel outside the village and seriously impacted young adults.

PC/21/27 Covid Hero nominations

Councillor Pitman proposed Emily McGuire for setting up and running the local Covid 19 volunteer group, the group helped many parishioners to get assistance with shopping, prescriptions, and dog walking and any other help whilst isolating and Karen Riggs (Roadhog Catering) for her activities with the pop-up shop, cooking and delivering meals to those who were isolating. She also gave some of the profits each month to a local charity and the Parish Council benefited from a donation of £50 towards the play area new equipment.

Seconded Councillor Cheesman. Voting unanimous in favour.

PC/21/28 MP Visit to Parish

Andrew Murrison MP is reviving his 'Rural Rides' summer tour of villages and parishes and is visiting Heytesbury on **Wednesday 28th July**, from **3:00-4:00pm**. He will be ready to meet local constituents who would like to raise any points of significance or just say hello. The Church will be available for the visit and the Clerk is to pass on this information to Andrew's office.

PC/21/29 Future Planning Working Group (FPWG)

PC/21/29.1 Councillor Sturmey proposed adoption of the Terms of Reference (ToR'S) for this group. Seconded Councillor McGuire. Voting unanimous in favour.

PC/21/29.2 Report from meeting

Members received the report from the first meeting of the group on 8th June.

PC/21/30 Knook Allotments AGM minutes

Members Noted the minutes received from the allotment association AGM which was held on 2nd February 2021. It was reported to the newer Councillors that the Parish Council owns the allotment site, but the association manages the plots.

PC/21/31 Play Area Consultation

The consultation closed on 12th June 2021 and the Clerk collected the 27 responses received and prepared the results. Councillor Sturmey said that she did not know how many children there were in the village but thought it might be in the region of 60. She felt this was a good response and a large amount of feedback on the facilities. The OSWG would look at the results in more depth. One obvious result was that the Ball Shoot was not used and if this was removed from the site, it would create more space. Consultation with the school and the Acorn Trust was essential to establish what would be acceptable with any new equipment. The Clerk would write to the school.

PC/21/32 Items for a press release or statement from the Parish Council.

None

PC/21/33 Correspondence Issued to members 12.05.21 – 15.06.21

Noted

Signature.....4

The meeting closed at 8.18pm.

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 5th October 2021
at 7-15pm

Membership: Councillors D Boath, D Bond (Vice Chairman), E Cheesman, L Croker, P Fellowes, E McGuire, A Moore, L Morris (Chairman), M Pitman, V Sturmey & A Wilson.

Present: Councillors D Boath, D Bond (Vice Chairman), E Cheesman, E McGuire, A Moore, L Morris (Chairman), M Pitman, V Sturmey & A Wilson.

Officers: H Parks

Public and Press: 1 Member of the Public and guests V Bodman & T Cherrett *Homes of our own*

PC/21/34 Apologies

Apologies were received from Councillors Fellowes and Croker.

PC/21/35 Minutes

PC/21/35.1 The minutes of the meeting held on the 22nd June 2021 were approved and signed by the Chairman.

PC/21/35.2 Matters Arising

Councillor Sturmey advised members that the continued storage of litter picking equipment would remain with Liz Colvin on behalf of the Parish Council.

PC/21/36 Declarations of Interest

None

PC/21/37 Chairman's Announcements

None

Standing Orders were suspended at 7-20pm to allow for public participation

PC/21/38 Public Participation

PC/21/38.1 Vicky Bodman (VB) and Trevor Cherrett (TC) attended to present to the Parish Council details of Community Led housing and outlined what a scoping project would entail. They are both part of a Wiltshire project team supporting groups and communities. The emphasis is on the community and local groups playing a role in bringing the community together and delivering housing.

Details of the presentation are attached to these minutes.

They outlined successful projects in the county and advised on potential funding to start up groups. The Parish Council needs to decide how it wants to move forward, led by the Parish Council or a Community Group.

C/21/38.2 None

Signed.....1

Members agreed to move item 10 on the agenda to discuss the presentation on Community Led Housing. Standing Orders continued to be suspended to allow for a two way discussion with members.

PC/21/39 Future Planning Working Group (FPWG)

PC/21/39.1 Members received the report from the meeting held on 21st July 2021.

PC/21/39.2 Homes of our own to present to the Council

The project team asked the members where they were in terms of sites or land identified? They were aware of some potential schemes that had been put forward to the Parish in the past.

Councillor Sturmeay outlined that the Parish had completed a Housing Needs Survey in 2019 and it is suggested that these are completed every three years – Heytesbury's survey takes the Parish to June 2022. However, the survey is now completed fully online and the results for the Parish are not expected to change dramatically so there is possibly no need to carry out again.

Projects of this kind would likely be delivered on land that was obtained below market value – Councillor Wilson asked if land was obtained from family trusts, this might not be possible. TC suggested that there may be opportunities for deals – but would need to get the community view. He put to the members the following questions for consideration: What would the Landowners be prepared to do?

What are your goals?

How important is the village hall?

Has the preparation of a Village/Neighbourhood Plan been considered?

Stage 1 is a scoping study and then take this to the community.

Councillor Bond informed that a subgroup had been set up (Future Planning Working Group). We had commented and awaited the draft Wiltshire Plan which next stage was due in December 2021. The previous plans put forward for housing were not going to be approved by the planning authority and they were withdrawn by the landowner.

VB talked about sites and requirements for affordable homes. Communicating with the village should be independent. You need a structure and more work on this is required before moving forward. This would involve knocking on doors and talking to people. The costs of a team would cover 150 listening's and the exercise would likely take two months.

It was evident that there was still much to discuss in the working group and no decisions were being sought on this item at this meeting. VB and TC were thanked for taking the time to attend and outline the project to the members.

Standing orders were reinstated at 7.55pm following public participation

PC/21/40 Financial Information

PC/21/40.1 Payments for approval:

Card 29/21 £14.39 Zoom July

Bacs 30/21 £25.00 Acorn Trust

Bacs 31/21 £30.00 Warminster Town Council

Bacs 32/21 £226.94 idverde May

Signed.....2

Bacs 33/21 £226.94 idverde June
 Bacs 34/21 £282.01 Payroll July
 Bacs 35/21 £70.60 HMRC July
 Card 36/21 £414.00 GB Sport & Leisure
 Card 37/21 £14.39 Zoom August
 Bacs 38/21 £226.94 idverde July
 Bacs 39/21 £226.94 idverde April
 Card 40/21 £9.94 Tudor Environmental
 Bacs 41/21 £13.19 Costco
 Bacs 42/21 £282.01 H Parks Payroll August
 Bacs 43/21 £70.60 HMRC Payroll August
 Card 44/21 £7.06 Amazon
 Card 45/21 £14.39 Zoom September
 Bacs 46/21 £226.94 idverde August
 Bacs 47/21 £300 M Champness
 Card 48/21 £128.36 Cartridge World
 Bacs 49/21 £282.21 H Parks Payroll September
 Bacs 50/21 £70.40 HMRC Payroll September
 Bacs 51/21 £226.94 idverde September

To Note that the Zoom subscription has been cancelled – Noted
 Councillor Cheesman proposed approval of the payments, Seconded councillor McGuire.
 Voting unanimous in favour.

PC/21/40.2 Balance of the Bank Accounts for noting:

Treasurers Account @ 27th September 2021 £3254.85
 Bus Instant Access @ 9th September 2021 £14733.34
 Noted

PC/21/40.3 Monthly financial report:

Members received the monthly report which outlines the year to date spend and monthly reconciliation for signing. Noted and Councillor Sturmey signed the reconciliation.

PC/21/40.4 Draft Budget 2022/2023

The first draft of the proposed budget was presented to members. At this stage the members agreed to review before the next Parish Council meeting and inform the Clerk of additions or amendments to enable a deeper discussion before finalising in January 2022. The Clerk was asked to try and obtain another quotation for the ground's maintenance contract and an additional quote for footpath maintenance at Knook – Corton.

PC/21/40.5 Clerk's Salary

Councillor Cheesman proposed the appointment of the Clerk to carry out the administration duties of the Raymond Trust with an uplift in contract to seven hours per week, from the current six hours per week, at an annual salary of £4935.84 from September 2021. Seconded Councillor Pitman. Voting unanimous in favour.

Signed.....3

PC/21/41 Planning Applications

PC/21/41.1 Applications received for comment:

PL/2021/08361 Site: 72 High Street Heytesbury BA12 0ED

Proposal: Change of use from existing annex to a residential dwelling (Use Class C3)

Councillor Bond outlined the history of this application and the original planning permission which came with conditions, one of which was *“The garage with studio/annex hereby permitted shall remain as permanent ancillary accommodation to the principal dwelling 72 High Street, Heytesbury and shall be occupied by the same household, it shall not be subdivided, let or sold as separate accommodation”*

There had been requests to vary other conditions which the Parish Council had objected to. “I am proposing that the Parish Council object to the request on the basis that the original condition 10 of the planning permission should be observed.” Seconded Councillor Moore. Voting unanimous in favour of objection.

PC/21/41.2 Members to ratify the comments made on the following applications determined by email:

PL/2021/06284 Site: 69 Ash Walk, Upton Lovell BA12 0JP

Proposal: Retrospective application for the erection of a single storey rear extension to form a boot room. No Objection

PL/2021/07115 & PL/202106270 Site: 188 Tytherington, Tytherington BA12 7AD

Proposal: LBC & Full Planning, to create a link that will integrate the two parts of the family home with a timber framed L-shaped glazed extension, new 2 bay garage. No Objection.

PL/2021/07298 Site: Robbins Garden Chapel Road Heytesbury BA12 0HA

Proposal: T1 – Yew tree – reduce by one third. No objection

PL/2021/07374 Site: 27 Little London, Heytesbury BA12 0ES

Proposal: TG1 – fell the Hawthorn and Cherry tree in decline & reduce the Cotoneaster by 2m & prune to shape. No Objection

PL/2021/06960 Site: 1 Cotley Place, Heytesbury, BA12 0HT

Proposal: Front Extension No Objection

PL/2021/07729 Site: Suttons Orchard, 29A Little London, Heytesbury, BA12 0ES

Proposal: T1 Japanese Maple, close to wall and branches touching house. Outgrowing its situation. Fell. No Objection

PL/2021/07935 Site: 3 Cotley Place, Heytesbury, BA12 0HT

Proposal: T1 Laurel to the right of Field Maple, Fell. T2 Field Maple, crown lift to 5metres. T3 Western Red cedar to the left of left-hand gate to rear garden. Reduce height by 2.5 metres. No Objection

Signed.....4

PL/2021/07654 Site: 4 The Courtyard, The Old Laundry, Heytesbury Park, Heytesbury BA12 0HG. Proposal: Alteration to window to west elevation. No Objection.

PL/2021/08405 Site: 179 Tytherington, BA12 7AE

Proposal: Horse Chestnut T1 reduce by 50%. T2 Willow reduce 50%. No Objection

Councillor McGuire proposed ratification of all nine applications determined by email.

Seconded Councillor Bond. Voting unanimous in favour.

PC/21/42 Outside Spaces Working Group

PC/21/42.1 Report from Meeting – Councillor McGuire proposed receiving the report from the meeting held on 12th July 2021. Seconded Councillor Boath. Voting unanimous in favour.

PC/21/42.2 Recommendations from report:

PC pays for Cllr Fellowes playground inspectors' course from the training budget

Members to approve the spend of £414, which has already been paid, for the renewal of Outdoor Operational Inspector which is valid until July 2024. Councillor Fellowes passed the exam and is qualified to continue inspecting the Parish Council's play area.

Extend footpath grass cutting on KNOO4

It was agreed to obtain a quote as part of the budget 2022 process.

Set aside £200 for planting at St Johns corner

Members approved the provision of funds for plants and will establish a way of paying for goods purchased.

Advertise for members of a litter pick group - poster approved. Risk assessment to be carried out before taking place and all waste collected would need to be disposed of.

Set aside a budget for 2022 Queens jubilee – ideas to be brought forward to the next Parish Council meeting.

Councillor McGuire proposed approval of all recommendations Seconded Councillor Cheesman. Voting unanimous in favour

PC/21/42.3 Allotment Site – The Clerk was able to advise the allotment association and give permission for a shed to be erected which falls under permitted development to the Parish Council as owner of the land. Approval proposed Councillor Cheesman, Seconded Councillor Morris. Voting unanimous in favour.

PC/21/42.4 CATG Dropped Kerbs

Engineer Kate Davey who reviewed the Parish Council's request for dropped kerbs and signage at Park Lane has provided the following estimates:

The ballpark estimate for the installation of 5 no. new dropped kerbs on High Street: 2 no. near Glebelands, 2 no. enhanced dropped kerbs at the junction of Tytherington Road near the church and 1 no. enhanced dropped kerb at the bus stop opposite The Angel pub will cost in the region of £4,500 (25% contribution being: £1,125).

Signed.....5

The ballpark estimate for the installation of 2 no. new double bend warning signs along Park Lane near the Mill is in the region of £1,000 (25% contribution being: £250).

The Parish Council would need to contribute a total of £1375 and instruct the CATG accordingly. Members discussed the plans and approved them all. Financial provision could be made from some unspent budget lines, Audits £222, Insurance £175, Misc £456 which totals £853 and the remainder to come from general reserves or Misc outside spaces. Proposed Councillor Cheesman, Seconded Councillor Morris. Voting unanimous in favour.

PC/21/43 Memorial Bench permission

Mrs Bishop sent her apologies to the meeting as she was just getting over a virus and was unable to speak very well. Councillor Bond informed the meeting that the two potential sites in question already had benches in place which did not need replacing. They were both dedicated already to previous members of the village, one to Mrs Lawrence and one to General Gilbert. It was felt that these should not be replaced.

The suggestion put forward was that a plaque to Mr Bishop could be placed on one of the benches rather than putting in place another bench.

Secondly the OSWG would carry out a full review of the benches in the parish and should one of those require upgrading, this may be an option.

Lastly it was thought that St Johns hospital had to remove benches within their grounds and perhaps there could be an opportunity to offer to replace?

Proposed Councillor McGuire. Seconded Councillor Wilson. Voting unanimous in favour.

PC/21/44 Climate Strategy and Natural Environment Plan – Consultation

Members agreed that they would respond individually, if they wanted to and not provide a Parish Council response. Proposed Councillor Sturmeay. Seconded Councillor Pitman. Voting unanimous in favour.

PC/21/45 Raymond Trust Fund

Councillor Sturmeay has proposed and Seconded by Councillor Wilson, “that this Parish Council as a Corporate Trustee as recognised by the Charity Commission of the Raymond Trust Fund enacts a committee with a quorum of no less than (3) members.

Its responsibility shall be to manage the Raymond Trust Fund with its decisions being approved by the Parish Council. As the Raymond Trust Fund Committee of the Parish Council, it will meet at least four times a year at the rising of the Parish Council with the first meeting being held after two weeks from the passing of the resolution.”

Councillor Sturmeay spoke to her resolution

“In 1986 Heytesbury Imber and Knook parish council was made sole trustee of the Raymond Trust Fund by the charity commission, it is not unusual for local authorities to be made trustees of charitable trusts in fact around the same time Darlington borough council was made sole trustee of the Crown Street library building, the Darlington council website says that in June 2017 the Cabinet committee of Darlington council held a meeting to consider issues and recommendations about the Crown Street library building, the press release goes on to say, "Any future decisions of matters related to the Crown Street library building will need to be made by the cabinet as sole trustee. These meetings will be held in public, advance notice will

be given about these meetings and reports, prepared for the meeting will also be publicly available in advance."

Up until that point the council was going to sell the building and use the funds to relocate the library to a more modern building, however public scrutiny played a part and after several searches by Darlington council for apparent lost documents and information from the charity commission, and of course legal advice, it was clear that rather than the council just owning the building, the building had been left in a charitable trust to the people of Darlington, and that the council was the sole trustee and so their trust meetings were to be in public.

The Raymond Trust Fund always featured until around 2016 on parish council agendas and minutes where the value of the fund was noted during public meetings, then the parish council came under similar public scrutiny, this appeared to open a bag of nails, and things changed, unlike Darlington, this council started to close its meetings, the public were told to leave so the council could deal with Trust business.

Residents were understandably upset, the intended structure of the trust was changed when councillors went further down the rabbit hole by meeting separately and privately from the parish council, this action has missed the point, that the parish council is the sole trustee as legal advice has recently reiterated, and must make the decisions not individual councillors, the charity commission says, on local authorities managing trusts safely which has been sent to all councillors before this evening,

Where a local authority is a trustee of a charity, it is the corporate body, acting in accordance with its usual procedures, which is "the trustee." While ongoing management may be delegated to officers, responsibility for decision-making and oversight rests with the councillors. Now this could be done in one of two ways either the full council debates and decides trust business in its full council meetings or it sets up a committee of fewer members to discuss and any decisions are approved by the full council at its next meeting.

My proposal tonight is quite simple and will place the Raymond Trust committee back under the control of the parish council, the decisions taken will be quite rightly subject to public scrutiny, and where the charity commission always intended for it to be."

The proposal has been seconded by Cllr Wilson, so we put it to the council for debate and request that the vote on this important decision, is recorded."

Councillor Morris responded

"The PC/RT obtained legal advice in March 2017 about how the RT should be structured; the Solicitors reviewed all of the originating documents; the 1935 Deed and the Charity Commission Schemes of 1975 and 1986. Their advice confirms us as a Charitable Trust and does state that the PC is the Corporate Body, rather than individual councillors, but that the CC will require individual's names. The Solicitors were clear that we were a PC, acting as a Charitable Trust and Trustee of the RT, and that was in line with the requirements in the RT Deeds.

Trish Fellows obtained legal advice from a Barrister around the same time; on this point, that advice broadly makes the same reference to the status of the RT as a Charitable Trust, and the PC as a Corporate Body is a Trustee for "all purposes."

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Around this time, the then Chair, Ann Perry liaised and worked with the Charity Commission and they confirmed that the structure of the RT, as advised in the legal advice, was agreed. They also knew that we were a PC, acting as a Trustee. They agreed that we should sell the original Charibonds Investments, separate the money between capital and income, in line with the originating deeds and schemes. The only criticism the CC had of the RT was that it had not distributed any funds, only continued to accumulate income, which was not the purpose of the RT as per the Deeds. We have never been advised to set ourselves up as a Sub-committee of the PC and have never been advised that the RT meetings should be in the public domain.

That is the current position of the RT, our structure properly fulfils the requirements laid out in the Trust Deeds and is confirmed by lawyers and the CC; the money is invested in the Investec Portfolios, which Trustees are all aware of, and at the RT AGM we told the public about our Grants Policy.

We know that the PC is the Corporate Body; being elected to the PC we become part of the RT, for as long as we remain Councillors, as it states in the RT Deeds. This is supported by how we describe ourselves in our Annual Report to the CC:- "Heytesbury Imber & Knook Parish Council are the Corporate Trustee and all elected Councillors become part of this Corporate Trustee on election or co-option to the PC."

We received further solicitors' advice in September 2019 when we were advised on the potential purchase of the land at Westover, which the RT had looked to buy at auction, to build a village hall on. The Solicitors said that the wording of our RT Constitution could be reworded to make it clear that we are acting under a "corporate umbrella" rather than as individuals. This legal advice was commissioned in June 2021.

Vanessa Sturmey and Anthony Wilson seem to be coming from the point of wanting to make everything about the RT public. They have both made inaccurate and misleading comments about the RT being some sort of secret society, which are truly irresponsible, particularly when said at the recent public RT AGM.

Public RT Meetings and Minutes

This came up in our 2019 RT AGM and a vote was introduced at the meeting to make the RT public. However, at the next RT Trust Meeting on 25/2/20, we received advice from our professional investment account manager, who works across the charity sector, saying it was clear CC advice that Trusts undertake their meetings in private. As Administrator at that meeting, I referenced 3 separate CC advice and guidance documents all of which stated that minutes and meetings should not be made public, decisions should be made at trust meetings, and decisions should always be made in the best interests of the Trust. It was accepted by the then Trustees that the vote at the 2019 AGM did not follow CC advice and guidance, and that RT meetings should remain private.

Now in June 2021, we have legal advice from our own lawyers who specialise in advising public bodies on trust matters. This advice categorically states that " Meetings of the Trust are private and members of the public have no right to attend. Nor are minutes publicly available. The only meeting that they have a right to attend is the Annual General Meeting."

We should not intentionally disregard our own legal advice. This would be irresponsible, not acting in the best interests of the Trust, and potentially negligent in knowingly acting against our own legal advice.”

Councillor Cheesman said that “as a new Councillor with not a lot of knowledge, when she stood for election she wanted to help the village. I didn’t know it would be as a trustee and I am concerned about being personally liable. It makes me uncomfortable.”

Councillor Wilson felt that the legal advice given that meetings should be held in private, referred to charities with a membership. “We are not such a charity. We are a corporate charity run by a Parish Council and should manage it in line with the rules laid down by the Charity commission, that is under Parish Council rules.” He also made the point that Rob Robson’s opinions are not those of a legal specialist.

There did not seem to be agreement to the proposal in full at this point and still a lot of detail to be sorted out with the amount of information to be made public and reported through the Parish Council meetings. It was generally agreed that some reporting was required. The proposer of the resolution asked that the item be deferred until the next Parish Council meeting for further discussion.

PC/21/46 Items for a press release or statement from the Parish Council.

None

PC/21/47 Correspondence Issued to members

Noted

Meeting Closed at 9-25pm.

The next meeting of the Parish Council will be held on Tuesday 7th December 2021 at 7-15pm

**Minutes of the Meeting of
Heytesbury Imber & Knook Parish Council
held on
Tuesday 7th December 2021
at 7-15pm**

Membership: Councillors D Boath, D Bond (Vice Chairman), E Cheesman, L Croker, P Fellowes, E McGuire, L Morris (Chairman), M Pitman, V Sturmeay & A Wilson.

Present: Councillors D Boath, D Bond (Vice Chairman), L Croker, P Fellowes, E McGuire, L Morris (Chairman), M Pitman, V Sturmeay & A Wilson. Cllr Newbury WC

Officers: H Parks

Public and Press: 4 Members of the Public and no press.

PC/21/48 Apologies

Apologies were received from Councillor Cheesman.

PC/21/49 Minutes

PC/21/49.1 The minutes of the meeting held on 5th October 2021 were approved and signed by the Chairman.

PC/21/49.2 None

PC/21/50 Declarations of Interest

None

PC/21/51 Chairman's Announcements

"Following the resignation of Councillor Andrew Moore, Parish Councils are allowed to Co-opt when there is a vacancy to avoid the expense of holding an election; this is standard practice. An election has been called by at least 10 residents. This will be held on 20 January 2022. The cost of this will be up to £3,500, and the PC must meet the cost of the election.

This is unfortunate as it will mean a direct increase to every household's council tax bill (precept) for next year, to pay for the election. This comes at a time when many people in our communities are recovering post pandemic. Many are facing financial hardship having lost jobs, businesses and loved ones. **The PC had hoped not to increase the precept at all,** to aid post pandemic recovery, at a time of increasing taxation and cost of living rises.

Whilst it is of course the democratic right of residents to call an election, it would have been preferable to go down the Co-option route to fill the vacancy, which would have incurred zero cost to the taxpayer."

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

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PC/21/52 Public Participation

PC/21/52.1 K Canty said that he found it wholly unnecessary to have an election and it would be a frivolous use of taxpayer's funds. Do the village understand the impact? Perhaps Raymond Trust funds could be used.

Councillor Newbury didn't come along with anything specific to discuss but advised members that all Parish Councils were in the same position with having to pay for election costs.

PC/21/52.2 None

PC/21/53 Open Spaces Project St Peter & Paul Church

This item was brought forward from item 10 on the agenda.

Tina Sitwell presented to the Parish Council on the status of the project. She gave a potted history of the details so far and what was likely to come next. Originally started in 2015, the Church is now watertight, but there are no facilities for cooking, water supply and toilet facilities. The committee has discussed converting the church into community space and church with better facilities, but it is not intending to be a village hall. In May 2022 it is planned to carry out some work on the towers, and outside drains will need some work.

"I wanted to ask the Parish Council to encourage the community to become involved and bring forward new ideas and activities that could take place in the church. We are not looking for funding, we can apply for grants, but we need more involvement from the community"

Members had questions which related to heating and whether a suitable system had been found. A survey had been carried out but there was not a system that stood out that would be suitable as yet.

With the congregation dwindling, what will happen to the church in the future? The church has to find its share of the costs to the diocese, and if that can't be found, then there is the possibility that the church could close. However, if it remains active and raised the required share, then it can remain open. Hence the need for more active community involvement.

Standing orders were reinstated following public participation at 7.46pm

PC/21/54 Financial Information

PC/21/54.1 Payments for approval:

Card 52/21 £12.99 Amazon Postage Stamps
Bacs 53/21 £376.03 Payroll October
Bacs 54/21 £94.00 HMRC Payroll October
Bacs 55/21 £226.94 idverde October
Bacs 56/21 £36.00 WALC Training E McGuire
Bacs 57/21 £166.20 Playsafety Ltd
Bacs 58/21 £30.00 WALC Training P Fellowes
Card 59/21 Cartridge World 102.40
Bacs 60/21 H Parks £328.02 November Payroll
Bacs 61/21 HMRC £82.40 November Payroll

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Direct Debit 62/21 £35.00 ICO
Card 63/21 £194.40 broxap Play Area maintenance
Bacs 64/21 £226.95 idverde November
Councillor Fellowes proposed approval of the payments, Seconded Councillor McGuire.
Voting unanimous in favour.

PC/21/54.2 Balance of the Bank Accounts for noting:

Treasurers Account @ 19.11.21 £4069.45
Bus Instant Access @ 09.11.21 £19733.63
Noted.

PC/21/54.3 Monthly financial report:

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

PC/21/54.4 Draft Budget 2022/2023

The draft budget was discussed and with the forthcoming election costs to be added, this ruled out a standstill budget. There were no funds set aside for a jubilee event, the diversion of the footpath at Knook and the provision of an equipment shed. Councillor Sturmey asked for three draft budgets to be brought to the next meeting for discussion outlining a standstill budget, inclusion of election costs and inclusion of additional funds for projects in 2022. There were repairs to the play area which had not yet been costed and these should be factored in.

The lease for the play area needs updating even though there is 8 years left on the lease, where the ball shoot is, this is not included in the plans and if a new roundabout is to be fitted then this needs to be corrected.

Jubilee trees for planting in Imber, Tytherington, Knook Allotments and Heytesbury needs to find places for planting, permission from landowners and potential cost £1000.

It was felt unnecessary to bring forward three budget drafts but two would be calculated with the impact on the Band D costs to identify the clear increase to the taxpayer. The final precept requirement would be decided at the January meeting.

PC/21/55 Planning Applications

PC/21/55.1 Applications received for comment:

PL/2021/10771 Site: East Hill Farm House, East Hill, Heytesbury BA12 0HR
Proposal: Listed Building Consent. Repair & draught proofing of the existing sash windows.
No Objection

PC/21/55.2 Members to ratify the comments made on the following applications determined by email:

PL/2021/09712 Site: Heidi, Mantles Lane, Heytesbury, BA12 0HJ
Proposal: Notification of proposed works to trees in a conservation area. T1 Apple tree reduce crown by approx. 3 metres all round.
No objection

Signed.....3

PL/2021/09713 Site: 35 Chapel Road, Heytesbury, BA12 0HA

Proposal: Notification of proposed works to trees in a conservation area.

T1 Goat Willow in garden, fell. TG1 Rear boundary, Beech, Plum and Hawthorn. Reduce heights by 4 metres and cut sides back to create a high screen.

No Objection

PL/2021/09753 Site: Church Farm House, Tytherington, BA12 7AD

Proposal: Proposed orangery, outdoor pool and gym/plant room.

No Objection

PL/2021/09749 Site: Church Farm House, Tytherington, BA12 7AD

Proposal: Proposed two storey garage

No Objection

Councillor Bond proposed ratification of the four applications determined by email.

Seconded Councillor McGuire. Voting unanimous in favour.

PC/21/56 Outside Spaces Working Group

PC/21/56.1 Members received the report from the meeting held on 2nd November 2021.

PC/21/56.2 Recommendations from report:

- The PC should contact Acorn Trust to renegotiate an extension to the lease to 20 years and include an area where the ball shoot is now before putting in new equipment – **this would not be acted upon until a meeting of the Council had taken place to discuss a long term strategy for the play area rather than deal with items on a piecemeal basis.**

- Ask Acorn if a bin can be placed near the entrance gate – **not until the meeting outlined above had taken place**

Glasdon Super trimline 50 HSL Bin £144 + vat and post and banding kit (same as existing)

- Inform them of the need for a self-closing gate on the entrance, ref ROSPA report.

Action when dealing with the two items listed above.

- 2x replacement metal JRB dog bag dispensers £158

- Banding kit for Tytherington bin Glasdons 1x £18

Approved to purchase two replacement metal JRB dog bag dispensers and a banking kit.

Proposed Councillor McGuire, Seconded Councillor Pitman. Voting unanimous in favour.

PC/21/56.3 ROSPA inspection report

The recommendations in the report would be discussed as part of the play area strategy meeting.

PC/21/56.4 Monthly inspection reports

A copy of the May report was submitted to the Clerk which is already on record – reports are required from June 2021 to date. These would be supplied by 10th December.

PC/21/57 Raymond Trust

PC/21/57.1 Resolution submitted by Councillors Sturmey and Wilson

The deferred item and suggested amendment were withdrawn by Councillors Sturmey and Wilson.

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PC/21/57.2 Notes from meeting held on 2nd November 2021 – have been circulated to all members in advance of the meeting. These would continue to be called minutes.

PC/21/57.3 Decisions for approval

- **Approve** the minutes of the AGM held on 14th September 2021 which were approved and are ready for publication.
- **Payments for approval**
Cheque no 14 Acorn Trust £25 – Room Hire
Cheque no 15 L Morris £237.60 – Administrator costs
Cheque no 16 Heytesbury Imber & Knook £10 – Room Hire
- **Close the dormant account** with an outstanding balance of £53.84 and transfer into the Capital Account.
- **Move the financial** year end to 31st March each year. As there is no set date outlined in the constitution, the year-end can be amended without any further action.
- **Grant Policy** – the grant policy and application form was approved with one amendment to the policy, the introduction needs amending, section 1 should read section 3. This could now be published, and applications invited.
- **The Annual report** has been amended to reflect the Corporate Status of the Charity All members individual names have been removed and replaced it with the Corporate Trustee name. Approved and signed by the Chairman. Amended report can be published.
- **The Financial Report** - The administrator has now received more bank statements which outlined that Investec income received in July was not included in the financial report. This has now been updated to reflect the current position - approved and signed by the Chairman. Amended report can be published.
- **It was approved** to continue to hold separate meetings for the Trust without an invitation to the public and minutes from each meeting would not be published with the Parish Council agenda but notes of all decisions taken would be put forward for approval at Parish Council meetings and included in the agenda.
- **The current I&E report is attached for reference.**
It was proposed by Councillor McGuire and Seconded by Councillor Sturmeay that all decisions taken by the Raymond Trust under PC/21/57/3 were approved. Voting unanimous in favour.

PC/21/58 Future Planning Working Group (FPWG)

PC/21/58.1 Invitation to become a member of the working group

Trevor Cherrett and Len Turner have offered their services to the group, and it was proposed by Councillor Croker and seconded by Councillor Wilson to invite them to become a member of the working group. Voting in Favour 7 Against 2 Abstention Nil. Proposal Carried.

PC/21/59 Meeting dates 2022/2023

The following dates have been arranged for meetings in 2022/2023 which are open to the public. Additional meetings may be called if required.

Parish Council		Raymond Trust
2022		
18 January		
22 February		
29 March		
26 April		
31 May	Annual Meeting - Appoint Chairman and Vice Chairman	
31 May to be held on the rising of the Parish Council meeting	Parish Meeting for Heytesbury & Knook	
28 June		
26 July		
27 September		27/9 AGM on the rising of the Parish Council
25 October		
29 November		
2023		
24 Jan		

There was a discussion on alternative venues, and this continues to be considered.

PC/21/60 Blind House

The deeds to the Blind House have now been collected from the Bank and held with the Clerk. With the knowledge that the Blind House is owned by the Parish Council, the Clerk will seek to establish an insurance re-build cost. Noted.

PC/21/61 Items for a press release or statement from the Parish Council.

It was agreed to prepare a press release on the grant process and invite applications for the Raymond Trust.

PC/21/62 Correspondence Issued to members.

Noted.

PC/21/63 Election for Casual Vacancy

Members were asked to consider whether polling cards would be required for the forthcoming election. The cost of the election would be approximately £1000 for running, but with polling cards the cost would be in the region of £3500. Should the election not be contested, there would be no cost. It was proposed by Councillor Bond and Seconded by Councillor McGuire that polling cards would be required and the Clerk was asked to inform Wiltshire Council. Voting in Favour 8, Against Nil, Abstention 1. Proposal carried.

Meeting Closed at 9-15pm.

The next meeting of the Parish Council would be held on Tuesday 18th January 2022.