

Heytesbury, Imber and Knook Parish Council

Prepared by John Cap Clerk and RFO

Date 29/02/2024

Approved by Cllr N Williams

Date 29/02/2024

A	Bank reconciliation		
	Cash in hand 01/04/2023		10,551.11
	Add Receipts 01/04/2023 - 29/02/2024		22,503.63
			33,054.74
	Subtract Payments 01/04/2023-29/02/2024		15,400.45
	Cash in hand 29/02/2024 (per cash book)		17,654.29
B	Cash in hand per bank statements 29/02/2024		
	Current account	12,353.19	
	Instant access account	5,301.10	
			17,654.29
	Less payments		
	Plus receipts		
	Adjusted bank balance		17,654.29
	A is equal to B		

15/03/2024

	Budgeted	Actual	Variance	
Receipts				
Precept	19,570.00	19,570.00		
Interest		55.90		
Miscellaneous and refunds		2,883.58		
		22,509.48		
Payments	Budgeted	Actual	Variance	Reserves
Audit	600.00	264.00	336.00	
Elections				
Grants	100.00	0.00	100.00	
Grounds maintenance	2,000.00	1,763.50	236.50	
Insurance	1,500.00	1,168.60	331.40	
IT	750.00	1,157.00	-407.00	847.00
Meeting room hire	300.00	240.00	60.00	
Mileage allowance	120.00	63.72	56.28	
Miscellaneous		407.00	-407.00	407.00
Outside spaces, play area and amenities	3,000.00	740.01	2,259.99	116.17
Professional fees	600.00	464.40	135.60	
Staff	8,500.00	8,227.28	272.72	
Stationery, printing and publicity	500.00	204.91	295.09	
Subscriptions	600.00	532.03	67.97	
Training	1,000.00	168.00	832.00	
	19,570.00	15,400.45	4,169.55	1,370.17
Earmarked reserves				
	Actual spend	Transfer to general reserve	Balance	
Biodiversity	390.00	116.17	0.00	273.83
Play area	1567.66	0.00	0.00	1,567.66
Medals	500.00	357.00	143.00	0.00
Laptop	1,000	847.00	153.00	0.00
Elections	1,000	0.00	0.00	1,000
Total	4457.66	1,320.17	296.00	2,841.49

OSWG MEETING

7pm 7th March 2024

Trish's house

MEMBERSHIP

CLLRS – FELLOWS, STURMEY, BLAKE, Williams and WILSON

Advisor members [REDACTED]

MINUTES

Apologies - None

1, Knook Allotments

2, Heytesbury Play area

Cllr Fellowes met with Ideverde discussed a temporary fix for swinging log walk and toddler equipment a springer is approx £1,000 fixed budget from play area reserves £1,567 to fit within the play area footprint, oswg will look into alternatives

Considering long term solution to the slide - ongoing

Moss treatment 3x pa – Ideverde will send Cllr Fellowes quote

ROSPA report was good

New dog keep out sign play area – Cllr Fellowes to source a quote

3, Asset register review, Cllr Williams to check flood defence equipment

Noticeboards- Heytesbury £613, Tytherington £613 and Knook £662

Chairs 35 (22 orange and 13 grey)

Query cost of table and chairs as gift from RTF and does PC own Tytherington tree

Laptop 2023 £629 or £754.80 inc vat

Recommend a replacement cost figure column

4, Highways and LHFIG

School with a travel plan – Cllrs Sturmev and Blake to help

Drains blocked in Mill Street – sucker has visited and now fixed

Mantles lane – branches need attention

Little London double parking issues raised by resident – options double yellow lines by traffic order can cost thousand or signs to encourage leaving a gap to be investigated

High street faded white bar markings, Cllr Sturmey to report on the WC app

Speeding survey – OSWG to investigate locations

5, Parish Steward WC scope of approved works

a. Verge maintenance – grass cutting, flower beds, general areas etc

b. General service improvements – Additional grass cutting, sweeping, litter collection, weed removal, weed control, encroachment of footways etc.

c. Maintenance of non-statutory level assets: kerbs, slab, white lining, sign, street name, gulley emptying etc. The local council could consider funding the works through WC

Jobs to Cllr Fellowes

6, Street scene –

New War memorial roses, a resident has asked if these could be replaced as old, approx £5 each called “Remembrance” Cllr Sturmey to investigate

Blue Plaque scheme – source the metal foundry £199 – new site options being looked at

7, Biodiversity enhancement

The OSWG to consider areas in Heytesbury for green enhancement budget £260, some volunteers have come forward, looking at a site opposite the school, talking with WC highways about a possible section 96 to create a pollinator corridor

8, Litter pick and play area tidy up date 25th May 2024 meet at the play area and involve the school, some equipment available, date TBC at PC meeting

9, **Recommendations**

Asset register updates

Noticeboards- Heytesbury £613, Tytherington £613 and Knook £662

Chairs 35 (22 orange and 13 grey)

Query cost of table and chairs as gift from RTF and does PC own Tytherington tree

Laptop 2023 £629 or £754.80 inc vat

Recommend a replacement cost figure column

Litter pick and play area tidy up date 25th May 2024 meet at the play area and involve the school, some equipment available, date TBC at PC meeting

10, AOB – Cllr Fellowes to investigate new charity clothing bin and site

Date of next meeting TBC

	Heytesbury, Imber and Knook Parish Council				
	Asset register				
	Item	Location	Date acquired	Notes	Purchase cost
	Benches				
1	Wooden bench	High Street/Little London	Unknown	}	£2,995
2	Wooden bench	Mantles Lane	Unknown		
3	Wooden bench	Park Street	Unknown		
4	Wooden bench	Tytherington	Unknown		
5	Recycled bench	Play area	2012		£450
6	Recycled bench	High Street/Little London	2012		£450
7	Recycled bench	Mill Lane and Tytherington Road junction	May 2016		£373
8	Recycled bench	Knook by the river	July 2009		£373
9	Recycled bench	Newtown	February 2014		£374
10	Picnic bench	Allotments	May 2022		£100
11	Bench	Park Street	Unknown		£404
12	Bench	St Johns/Park Street	Unknown	Ownership unknown. Community asset. Nominal value.	£1
13	Picnic benches (two)	Play area	May 2022		£200
14	Picnic bench bases (two)	Play area	November 2022		£817
	Litter bins				
15	Litter bin	Play area	July 2011		£440
16	Litter bin	Play area	November 2022		£205
	Noticeboards				
17	Noticeboard	High Street, Heytesbury	February 2014		£779

18	Noticeboard	Knook	February 2014		£780
19	Noticeboard	Tytherington	February 2014		£779
	Dog bag dispensers				
20	Dog bag dispenser	Mill footpath, Heytesbury	November 2021		£79
21	Dog bag dispenser	Knook crossroads	November 2021		£79
22	Dog bag dispenser	Tytherington	April 2018	Made locally	£5
23	Dog bag dispensers	Park Street and Newtown, Heytesbury	Feb 2020/Dec 2020		£166
24	Dog bag dispenser	Little London	February 2014		£5
25	Dog bag dispenser	High Street, Heytesbury	August 2023		£79
26	Dog bag dispenser	Park Lane, Heytesbury	August 2023		£79
	Play area				
27	Swings (four)	Play area	2003	Replacement seats £400 March 2018 funded by donation	£3,534
28	Cone climber	Play area	2003		£5,978
29	Trim trail	Play area	July 2011		£7,249
30	Parish king	Play area	July 2011		£11,300
31	Picnic table	Play area	December 2015		£570
32	Playground surfaces	Play area	July 2011		£17,185
33	Basket swing	Play area	October 2022		£6,439
	Land				
34	Allotments	Knook	August 2012 community asset transfer.	Community asset. Nominal value.	£1
	Historic assets				
35	Blind house	High Street, Heytesbury	Ownership confirmed as council transferred in 1963. Deeds held on file.	£22,517 cost of repairs 2007. Insurance value £120,000. Insurance company advised. Historic community asset. Nominal value.	£1

36	War memorial	High Street, Heytesbury	Ownership unknown.	Insured by council. Insurance valuation 18 January 2022 - £25,000 notified to insurance company January 2022. Historic community asset. Nominal value.	£1
	Trees				
37	Tree	Mill Lane and Tytherington Road junction	February 2019		£218
38	Tree	Tytherington	October 2023		£58
	Miscellaneous				
39	Blue plaque	High Street, Heytesbury	December 2023		£167
40	Plastic chairs (34)				£1,927
41	Trestle tables (seven)			}	
42	Card tables (nine)			}	
	Office				
43	Laptop	Clerk	April 2023		£556
44	Printer	Clerk	May 2017		£90
	Total				£65,286
	Disposal of assets	Item	Location	Date of disposal	Purchase cost
		Laptop	Clerk	May 2023	£400
		Dog bag dispenser	Mill footpath, Heytesbury	June 2023	£5

Heytesbury Village

LOCATION 1 (SPEED LIMIT TERMINAL)

Option 1 – White Village gates x 2 to be erected in-front of existing speed limit signs cost estimate £2200.

Option 2 - Carriageway gateway markings only cost estimate £3150

Option 3 – Both Option 1 & Option 2 together cost estimate £5350.

LOCATION 2 (TYTHERINGTON ROAD)

Option 4 – 2x SLOW markings on road (to be combined with either option 2/3 above)cost estimate £45

Option 5 – 2x SLOW markings on road as stand-alone scheme cost estimate £1100.

Heytesbury Parish Council will be required to contribute a minimum of 25% with LHFIG contributing the remainder (subject to groups approval).

NOTES:

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright.

Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or Civil Proceedings.

Wiltshire Council (100049050) 2024

Wiltshire Council

Traffic & Network Management

County Hall, Bythesea Road, Trowbridge
Wiltshire, BA14 8JD

Tel: 0300 4560100
Website: www.wiltshire.gov.uk

F					
E					
D					
C					
B					
A					
O	3/24	SLD	KR	KR	ORIGINAL
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

DRAWING PURPOSE:

PRELIM DESIGN

PROJECT:

WARMINSTER LHFIF
HEYTESBURY VILLAGE

DRAWING TITLE:

HEYTESBURY LOCATION 1

SCALES:	NOT TO SCALE	SHEET SIZE:	A4
DRAWING No.	2024-003-SLD-HEYT-D001	REVISION:	O
FILE REF:	L1TETWARMINSTERLHFIF		



LITTLE LONDON

NEW White
village gate

Top soil
C8/10 concrete
foundation

Gravel

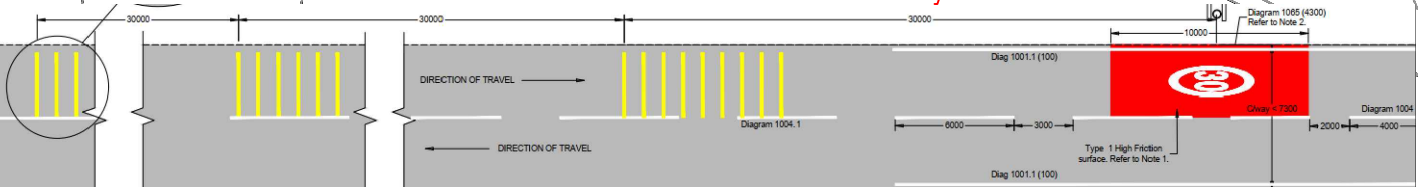
750mm

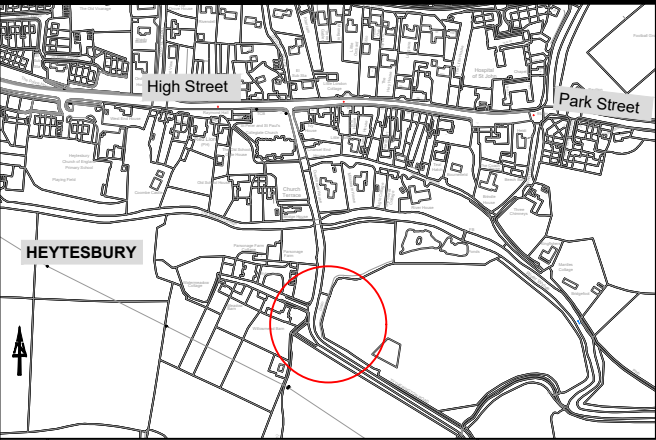
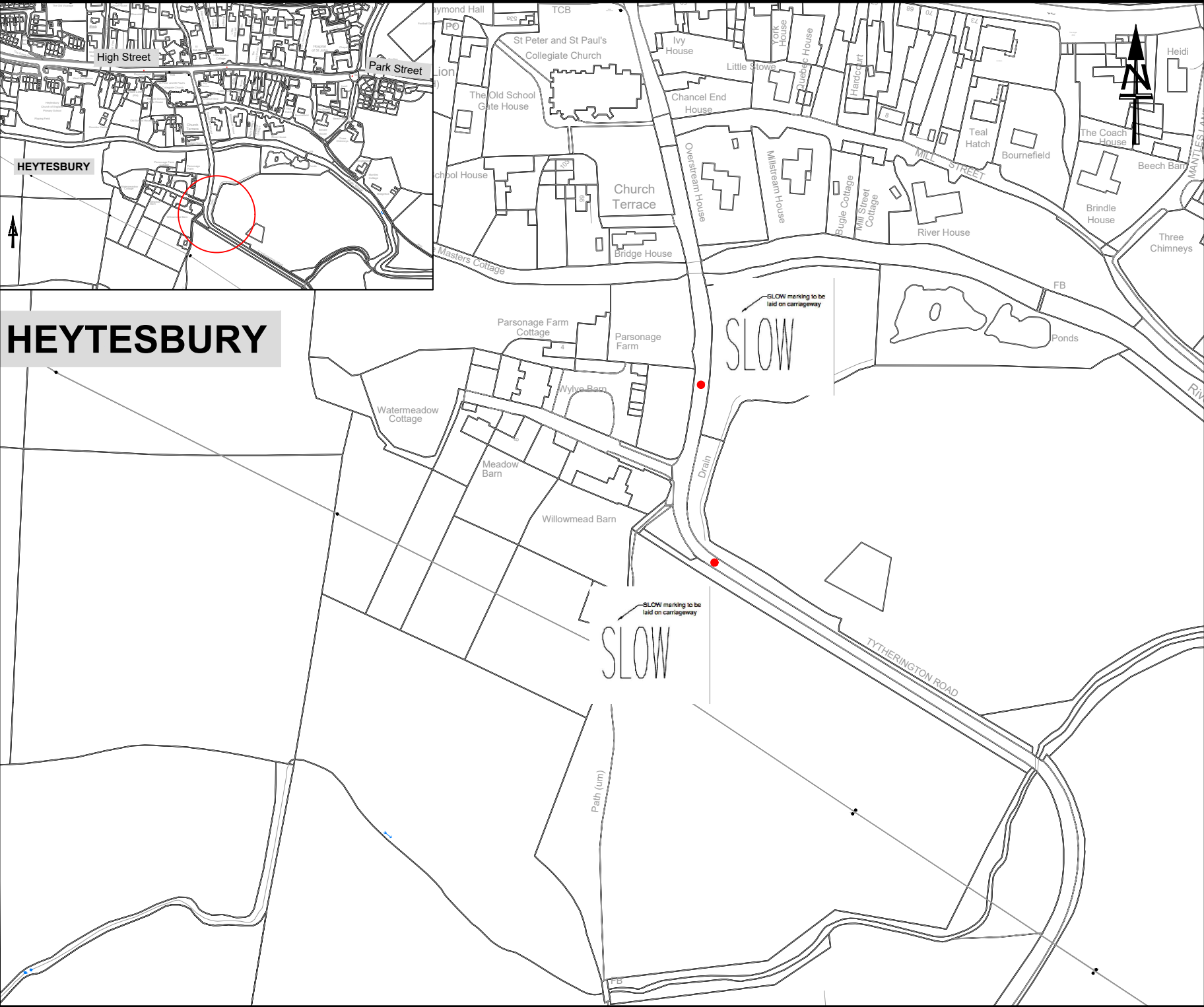
1300mm

1800mm

500mm

103.6m





HEYTESBURY

NOTES:

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown copyright.
Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or Civil Proceedings.
Wiltshire Council (100049050) 2024

Wiltshire Council
Traffic & Network Management
County Hall, Bythesea Road, Trowbridge
Wiltshire, BA14 8JD
Tel: 0300 4560100
Website: www.wiltshire.gov.uk

F					
E					
D					
C					
B					
A					
O	3/24	SLD	KR	KR	ORIGINAL
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

DRAWING PURPOSE:
PRELIM DESIGN

PROJECT:
**WARMINSTER LHFIF
HEYTESBURY VILLAGE**

DRAWING TITLE:
HEYTESBURY LOCATION 2

SCALES:	NOT TO SCALE	SHEET SIZE:	A4
DRAWING No:	2024-003-SLD-HEYT-D001PDL	REVISION:	0
FILE REF:	L:\TETWARMINSTER\LHFIF		

Motions

(A) Councillor V Sturmev

“I propose that from April 2024 that the councillor surgeries run from April to September inclusive and a councillor to be responsible to review the calendar of dates and venues.”

(B) Councillor N Williams

“Mantles Lane is becoming increasingly dangerous to pedestrians due to surface water from springs and blocked drains. In the winter there is additional problems with ice. I know of four residents who have had serious accidents recently. Although aware, Wiltshire Council have done nothing to alleviate the problem.

My proposal is the parish council seeks new avenues to intensify efforts to solve flooding problems in Mantles Lane.”

(C) Councillor N Williams

“Proposal that the council should appoint at least three councillors to a temporary working group to review in total our Standing Orders adopted July 2022, specifically to:

- i. Ensure all statutory orders from official sources are up to date and fully implemented
- ii. Review existing discretionary orders to ensure their effectiveness and appropriateness
- iii. To recommend any additional discretionary orders that may be necessary

The working group to report to the council at the April 2024 full council meeting.”