

Heytesbury, Imber and Knook Parish Council

All councillors are summoned to attend a meeting of Heytesbury, Imber and Knook Parish Council at Hospital of St John, Heytesbury, BA12 0HW, on Tuesday 23 April 2024 at seven o'clock in the evening.

Members of the public are welcome to observe the meeting. Before the start of the meeting there will be an opportunity for members of the public to speak about any issues of concern.

Agenda

- 1 Apologies
- 2 Declarations of interest
- 3 To agree the minutes of the meeting on 27 February 2024 and the meeting on 26 March 2024
- 4 Chair's announcements
- 5 To approve payments
 - 1/24 Microsoft 365 Personal £59.99
 - 2/24 Hospital of St John room hire 23 April 2024 £20
 - 3/24 April payroll
 - 4/24 Auditing Solutions internal audit £276
- 6 To note the bank reconciliation to 31 March 2024
- 7 To receive and approve the council accounts for the year ended 31 March 2024
- 8 To receive and note the annual internal audit report
- 9 Annual Governance and Accountability Return 2023-2024
 - i. To approve the Annual Governance Statement 2023-2024
 - ii. To approve the Accounting Statements 2023-2024
 - iii. To approve the Certificate of Exemption 2023-2024
 - iv. To note the exercise of public rights will commence Monday 3 June 2024 for 30 working days ending Friday 12 July 2024
- 10 To receive and consider the earmarked reserves for 2024-2025

- 11 Trees
To agree the annual inspection of trees at Knook allotments (£250 plus VAT).
- 12 Planning applications
- [PL/2024/01915](#) The Walled Garden, 18 Heytesbury Park, Heytesbury, replace the frames and roof structure that make up the existing conservatory.
- [PL/2024/01886](#) Greystones, Newtown, Heytesbury, single storey extension and conversion of existing carport to form kitchen, utility, dining room. Extension behind garage to form a boot room. Insertion of rooflight in rear slope of garage roof.
- 13 To agree the format for the annual parish meeting on 14 May 2024
- 14 Items from councillors
- i. “To receive a progress report on the preparation of grievance and disciplinary policies.” Cllr N Williams
 - ii. “To receive a progress report on the review of the standing orders.” Cllr N Williams
 - iii. “To consider appropriate action to repair the footpath leading from Mantles Lane to the Mill.” Cllr N Williams
 - iv. “To review progress to enter the Best Kept Village Competition.” Cllr N Williams
 - v. “To establish a working group to review working practices to ensure best practice and effectiveness are achieved.” Cllr N Williams
 - vi. To receive an update on community cohesion plans. Cllr B Coombes
 - vii. An update on discussions regarding the monthly market as a venue for councillor surgeries. Cllr B Coombes
 - viii. “To resolve that the proceedings of council meetings which are open to the public are recorded. This request is made so as to avoid disputes as to what has actually been said, discussed or agreed.” Cllr P Fellowes
- 15 Exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 on the grounds of disclosure of commercially sensitive information
- 16 Council insurance
To receive and consider proposals from three companies.
- 17 Backup of computer records
To receive and consider proposals from three companies.



John Cap

Clerk and Responsible Financial Officer

15 April 2024