

Meeting of Heytesbury, Imber and Knook Parish Council

Minutes

Tuesday 23 April 2024

Hospital of St John, Heytesbury

Present

Cllr B Coombes, Cllr P Fellowes, Cllr V Peters, Cllr J Sneddon, Cllr M Teale, Cllr N Williams and Cllr A Wilson.

Clerk and a member of the public.

Cllr Williams chaired the meeting due to the absence of Cllr Sturmey (chair) and Cllr King (vice chair) following a vote in favour.

Public session commenced at 7.02 pm.

The member of the public did not request to speak.

Public session ended at 7.03 pm.

The meeting commenced at 7.03 pm.

195 Apologies

Cllr Barker Bennett, Cllr King and Cllr Sturmey.

196 Declarations of interest

There were no declarations of interest.

197 Minutes

The minutes of the meeting on 27 February 2024 and the meeting on 26 March 2024 were approved and signed by the chair. Council also received a written report from Cllr Coombes in respect of item 160 and item 163 in the minutes of 27 February 2024.

198 Chair's announcements

There were no announcements

199 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

5/24 Jubilee Consumables cartridge for printer £24.35

The payments were approved.

200 To note the bank reconciliation to 31 March 2024

The bank reconciliation was noted.

201 To receive and approve the council accounts for the year ended 31 March 2024

Council received and approved the accounts for the year ended 31 March 2024.

202 To receive and note the annual internal audit report

Council received and noted the annual internal audit report. There were no recommendations and the Clerk was thanked for his hard work. The Clerk informed councillors of the auditor's observations in the report and these were noted. Council agreed to change the contract value in the standing orders and financial regulations to £10,000.

203 Annual Governance and Accountability Return 2023-2024

- i. Council approved the Annual Governance Statement 2023-2024.
- ii. Council approved the Accounting Statements 2023-2024.
- iii. Council approved the Certificate of Exemption 2023-2024.
- iv. Council noted the exercise of public rights commencing on 3 June 2024 and ending on 12 July 2024.

204 To receive and consider the earmarked reserves for 2024-2025

Council considered the earmarked reserves for 2024-2025 and approved a transfer of £1,500 to the reserve for elections. Council also approved a transfer of £24 from the reserve for the audit to general reserve.

205 Trees

The annual inspection of trees at Knook allotments was approved.

206 Planning applications

- i. PL/2024/01915 The Walled Garden, 18 Heytesbury Park, Heytesbury, replace the frames and roof structure that make up the existing conservatory.

There were no objections.

- ii. 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.

There were no objections.

207 To agree the format for the annual parish meeting on 14 May 2024

Council agreed that:

- the annual parish meeting would be an open forum with no additional agenda items
- the chair, Cllr Sturmeay, would arrange for the agenda and notice to be advertised on 1 May 2024
- the Clerk would not be required to attend the meeting

208 Items from councillors

- i. Cllr Williams reported that draft disciplinary and grievance policies had been produced and circulated to councillors and the Clerk for comment. The policies to return in the next meeting for consideration. The review of the standing orders by the working group would follow the completion of the disciplinary and grievance policies.
- ii. Cllr Williams spoke about the uneven surface of the footpath from Mantles Lane to the Mill. It was agreed that Cllr Coombes would report the issue to Wiltshire Council via MyWilts online.
- iii. Cllr Wilson reported that Heytesbury, Knook and Tytherington were entered in the Best Kept Village Competition. It was agreed that the competition's judging criteria are displayed on the noticeboards.
- iv. Cllr Williams had proposed a working group to review working practices. Council noted a councillor and officer protocol emailed by Cllr Fellowes and it was agreed that councillors consider the protocol.
- v. Council received an oral report from Cllr Coombes about ideas for events to promote community cohesion.
- vi. Cllr Coombes informed council about the monthly market as a potential location for councillor surgeries from September 2024. It was agreed not to change the dates or locations previously arranged up to September. Cllr Coombes to inform council of changes to dates and locations.
- vii. Cllr Fellowes had proposed that council meetings are audio recorded. Council received a written report and advice from the Clerk in respect of data protection issues. Following a discussion it was agreed that Cllr Coombes and Cllr Peters would look into the matter further.

209 Exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 on the grounds of disclosure of commercially sensitive information

There were no members of the public present.

210 Council insurance

Council considered three quotations. It was agreed to accept the quotation of £1,005.17 for 2024-2025 from Zurich with a long-term agreement of three years commencing 1 June 2024.

Following a discussion, it was agreed that Cllr Coombes would write a safeguarding policy.

211 Backup of computer records

Council considered three quotations and no quotation was accepted.

The meeting ended at 9.33 pm.

Signed.....

Date