

Heytesbury, Imber and Knook Parish Council

All councillors are summoned to attend the annual meeting of Heytesbury, Imber and Knook Parish Council at Hospital of St John, Heytesbury, BA12 0HW, on Tuesday 21 May 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 Election of a chair for 2024-2025
- 2 Election of a vice chair for 2024-2025
- 3 Apologies
- 4 Declarations of interest
- 5 To agree the minutes of the meeting on 16 April 2024 and the meeting on 23 April 2024
- 6 Chair's announcements
- 7 To note the bank statements
- 8 To note the bank reconciliation to 30 April 2024
- 9 To note the budget report to 10 May 2024
- 10 To approve payments
 - 8/24 idverde grounds maintenance £277.39
 - 9/24 Hospital of St John room hire 14 May and 21 May 2024 £40
 - 11/24 Zurich insurance premium £1,005.17
 - 12/24 May payroll
- 11 To approve Wiltshire Association of Local Councils annual subscription of £342.73
- 12 Working groups and special responsibilities
 - To review working groups and special responsibilities.

13 Planning applications

[PL/2024/03407](#) The Forge, 113A Park Street, Heytesbury, construction of a detached garden building with ancillary use to the main house.

[PL/2024/03708](#) 2 Cotley Place, Heytesbury, works to trees in a conservation area.

[PL/2024/03711](#) Raven Cottage, 41 High Street, Heytesbury, works to trees in a conservation area.

14 Items from councillors

- i. "The parish council allocates up to £300 for the extra expense likely to be incurred by the chair choosing to exercise her right to receive all communications from the Clerk only in hard copy and not via email. The money to be taken from general reserve." Cllr A Wilson
- ii. To consider the draft disciplinary and grievance policies previously emailed by Cllr N Williams
- iii. "To receive a progress report on the review of the standing orders." Cllr N Williams
- iv. "The Outside Spaces Working Group to investigate the feasibility and cost of providing a park bench, close to the River Wylfe bridge on Park Lane." Cllr N Williams
- v. "To receive a progress report on preparing the neighbourhood plan." Cllr N Williams
- vi. To consider and approve a safeguarding policy proposed by Cllr B Coombes.
- vii. To consider proposals for parish events from Cllr B Coombes.
- viii. To approve a poster for Raymond Trust Fund and parish council grants. Cllr B Coombes
- ix. To consider a proposal from Cllr V Sturmeay concerning trees on Park Street.
- x. To consider a proposal from Cllr V Sturmeay for a traffic survey.

15 Exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the following confidential business

16 Confidential

Confidential employee matter.



John Cap

Clerk and Responsible Financial Officer

13 May 2024