

Heytesbury, Imber and Knook Parish Council

Prepared by John Cap Clerk and RFO

Date 30/04/2024

Approved by Cllr N Williams

Date 30/04/2024

A	Bank reconciliation		
	Cash in hand 01/04/2024		16,876.39
	Add		
	Receipts 01/04/2024 - 30/04/2024		11,110.24
			27,986.63
	Subtract		
	Payments 01/04/2024-30/04/2024		1,401.48
	Cash in hand 30/04/2024 (per cash book)		26,585.15
B	Cash in hand per bank statements 30/04/2024		
	Current account	21,272.72	
	Instant access account	5,312.43	
			26,585.15
	Less payments		
	Plus receipts		
	Adjusted bank balance		26,585.15
A is equal to B			

10/05/2024

Receipts

	Budgeted	Actual	Variance
Bank interest		11.16	
Miscellaneous			
Precept	20,900.00	10,450.00	10,450.00
VAT refund		654.76	
	20,900.00	11,115.92	10,450.00

Payments

	Budgeted	Actual	Variance
Audit	300.00	276.00	24.00
Elections	500.00		500.00 Transfer to reserve
Grants	500.00		500.00
Grounds maintenance	2,800.00	277.39	2,522.61
Insurance	1,500.00		1,500.00
IT	200.00	59.99	140.01
Mileage allowance	100.00		100.00
Miscellaneous	100.00		100.00
Outside spaces, play area and amenities	2,500.00		2,500.00
Professional fees	800.00		800.00
Room hire	300.00	20.00	280.00
Staff	9,500.00	743.75	8,756.25
Stationery, printing and publicity	500.00	24.35	475.65
Subscriptions	600.00		600.00
Traffic calming	1,500.00		1,500.00
Training	700.00		700.00
	22,400.00	1,401.48	20,998.52

Working groups and special responsibilities

Responsibilities and working groups	Councillors
Bank reconciliations	Cllr N Williams
Dog bag dispensers	Cllr P Fellowes
Emergency planning and flood warden	Cllr C Barker Bennett
Finance Working Group	Cllr P Fellowes, Cllr S King, Cllr N Williams, Cllr A Wilson
Future Planning Working Group	Cllr C Barker Bennett, Cllr P Fellowes, Cllr S King, Cllr V Stumey, Cllr A Wilson
Newsletter	Cllr P Fellowes, Cllr S King, Cllr N Williams, Cllr A Wilson
Noticeboards	Cllr P Fellowes (Heytesbury) Cllr S King (Tytherington) Cllr A Wilson (Knook)
Outside Spaces Working Group	Cllr P Fellowes, Cllr V Sturmev, Cllr M Teale, Cllr N Williams, Cllr A Wilson
Parish Steward liaison	Cllr P Fellowes
Play area weekly inspection	Cllr P Fellowes, Cllr V Sturmev
Play area monthly inspection report	Cllr P Fellowes

Disciplinary Policy **draft** for Heytesbury, Knook and Imber Parish Council

Purpose

The purpose of this policy is to establish fair and consistent procedures for addressing disciplinary issues involving employees of Heytesbury, Knook, and Imber Parish Council (hereafter referred to as "the Council").

The Disciplinary Policy is compliant with the Employment Rights Act (Dispute Resolution) Regulations 2004 (amended in 2009) and ACAS code of practice and will be applied fairly and consistently in accordance with the Equality Act 2010.

Scope

This policy applies to all employees of the Council.

Disciplinary Offences

Disciplinary offenses may include, but are not limited to:

- Breach of Council policies and procedures and/or contract
- Poor performance in relation to contract or council rules
- Misconduct / Gross misconduct as defined by ACAS
- Attendance issues
- Health and safety violations
- Discrimination or harassment
- Theft or dishonesty

Disciplinary Procedure

1. Investigation:

Where an allegation is made, the chair should be informed and then members of the council, or the Parish Clerk will be asked to conduct a thorough investigation to gather relevant information and evidence. If the allegation involves the chair, then the vice chair must be informed. There should be two Councillors and a minute taker appointed.

At all stages the wellbeing and mental health of all involved must be considered

See Appendix A for a step by step procedure for investigation.

2. Disciplinary Meeting:

The employee will be invited to a disciplinary meeting where they will have the opportunity to respond to the allegations and present their case. **The employee has the right to be accompanied at any disciplinary meeting. Audio or video recording is not permitted in the disciplinary meeting.**

3. Adjournment:

The meeting may be adjourned either during or when the meeting has been closed. This may be to allow time to weigh up the evidence and seek additional advice to make a balanced judgment. The adjournment duration may vary depending on the nature of the disciplinary hearing and reason for adjournment. Further witnesses may need to be called. The chair or vice chair will keep the employee informed of next steps and timeframes should an adjournment take place.

4. Decision:

Following the disciplinary meeting, the Council will determine whether disciplinary action is warranted based on the evidence and the employee's response.

5. Disciplinary Action:

If disciplinary action is deemed necessary, it may include verbal or written warnings, suspension, demotion, or dismissal, depending on the severity of the offense and the employee's disciplinary history. **Disciplinary action will be aimed at correcting behaviour or performance rather than punishing individuals.**

6. Right to Appeal:

The employee has the right to appeal any disciplinary action imposed against them. The appeal should be submitted in writing within 14 days of receiving the decision.

Appeal Process

- a. The appeal will be heard by an independent appeal panel appointed by the Council.
- b. The appeal panel will review all relevant documentation and may hold a hearing where the employee and any witnesses may present their case.
- c. The appeal panel will provide a written decision to the employee within 7 days of the conclusion of the appeal hearing.

Confidentiality

All parties involved in the disciplinary process are expected to maintain confidentiality to protect the privacy of those involved.

Non-Retaliation

The Council prohibits retaliation against any employee who raises concerns or participates in the disciplinary process in good faith.

Review

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation and best practices.

Appendix A - Step by Step Procedure for Investigation

An investigation is ideally carried out by an independent person or by a councillor who will not be involved in the disciplinary hearing or any appeal. The investigation must be conducted to establish the facts as soon as is reasonably practicable after the matter arises before recollections fade. A proper investigation is an integral part of the process and, where an allegation of gross misconduct is involved, may require council members to be suspended or employees to be suspended on contractual pay whilst this is carried out. Suspension on pay is not considered to be a sanction taken under the disciplinary procedure. It is there to ensure that issues are dealt with in a fair and reasonable manner, and adequate protection is given to all employees. The suspension period should be as brief as possible and should be kept under review.

1. Inform the relevant person that because of their action, the matter is to be investigated.
2. Employees and members of the council are entitled to be accompanied by a colleague at an investigation meeting.
3. Interview the relevant person about the matter.
4. Interview all relevant witnesses (If identified as part of the investigation).
5. Gather all the facts and background.
6. Record all meetings and findings.
7. Ensure all witness statements are reviewed and signed by interviewees.
8. Ensure all witnesses are made aware that statements may be made available to the person being investigated.
9. Inform the person being investigated at appropriate intervals about the progress of the investigation if there has been a delay in the investigation.
10. Feedback the findings to the council to ascertain whether there is a case to be answered and to check through the investigation pack.

The investigator must prepare a written report of their findings with 14 days and any recommendations they may have as to the substance of the allegation made against the employee. This will be limited to:

- there is no case to answer and it is recommended that the allegation is dismissed
- the matter is not serious and can be dealt with informally
- there is a case to answer before a disciplinary hearing.

11. If further action is required, invite the person to a disciplinary hearing if necessary. An investigation will not always lead on to a disciplinary hearing; no action is a potential outcome.

Grievance Policy **draft** for Heytesbury, Knook and Imber Parish Council

Purpose

The purpose of this policy is to provide a fair and transparent process for addressing grievances raised by employees of Heytesbury, Knook, and Imber Parish Council (hereafter referred to as "the Council").

The Grievance Policy is compliant with the Employment Rights Act (Dispute Resolution) Regulations 2004 (amended in 2009) and ACAS code of practice and will be applied fairly and consistently in accordance with the Equality Act 2010.

Scope

This policy applies to all employees of the Council.

Grievance Definition

A grievance is defined as any concern, problem, or complaint that an employee of the Council has regarding their work, working conditions, or treatment by others within the Council.

The four most common types of grievances are listed below as examples:

- Complaints about unsatisfactory working conditions.
- Concerns or disputes relating to payment or benefits.
- Frustration with too much work.
- Feeling unhappy due to bullying, harassment, discrimination in the workplace or other factors.

Informal Resolution

Employees are encouraged to resolve grievances informally whenever possible as this is the preferred process. This can be achieved through open communication with the involved parties. Mediation could also be arranged if felt necessary.

Formal Grievance Procedure

If the grievance cannot be resolved informally, the following formal procedure should be followed:

- The employee should submit their grievance in writing to the Clerk of the Council, outlining the nature of the grievance and any relevant details. Where the grievance regards the Clerk then this should be submitted to the chair.
- The Clerk (or chair) will acknowledge receipt of the grievance within 5 working days and initiate an investigation (Appendix A).
- An impartial investigator, usually one or more councillors, will be appointed by the Council to investigate the grievance thoroughly.
- The investigator will meet with the grievant, any relevant witnesses, and gather any necessary evidence.
- The investigator will provide a written report of their findings and recommendations to the Council as soon as reasonably possible but without undue delay.
- The Council will review the report at the next possible opportunity and determine appropriate actions to resolve the grievance.

- The Council will communicate its decision, outcome, and next steps to the grievant in writing within 5 working days of the council.

Appeal Process

If the grievant is not satisfied with the Council's decision, they may appeal within 14 days of receiving the decision in which case:.

- a. The appeal will be heard by an independent appeal panel appointed by the Council.
- b. The appeal panel will review all relevant documentation and may hold a hearing where the grievant and any witnesses may present their case.
- c. The appeal panel will provide a written decision to the grievant within 5 working days of the conclusion of the appeal hearing.

Confidentiality

All parties involved in the grievance procedure are expected to maintain confidentiality throughout the process to protect the privacy of those involved.

Non-Retaliation

The Council prohibits retaliation against any employee who raises a grievance in good faith. Any retaliation will be subject to disciplinary action.

Review

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation and best practices.

Appendix A - Step by Step Procedure for Investigation

An investigation is ideally carried out by an independent person or by a councillor who is not involved in the grievance. The investigation must be conducted to establish the facts as soon as is reasonably practicable after the matter arises before recollections fade. A proper investigation is an integral part of the process and, where an allegation of gross misconduct is involved, may require a council member or employee to be suspended on contractual pay whilst this is carried out. Suspension on pay is not considered to be a sanction taken under the grievance or disciplinary procedure. It is there to ensure that issues are dealt with in a fair and reasonable manner, and adequate protection is given to all employees. The suspension period should be as brief as possible and should be kept under review.

The key actions are:

1. Inform the grievant that the matter is to be investigated.
2. Employees of the council are entitled to be accompanied by a colleague at an investigation meeting.
3. Interview the relevant person(s) about the matter.
4. Interview all relevant witnesses (If identified as part of the investigation).
5. Gather all the facts and background.
6. Record all meetings and findings.
7. Ensure all witness statements are reviewed and signed by interviewees.
8. Ensure all witnesses are made aware that statements may be made available to the person being investigated.
9. Inform the person being investigated at appropriate intervals about the progress of the investigation if there has been a delay in the investigation.
10. Feedback the findings to the council to ascertain whether there is a case to be answered and to check through the investigation pack.

The investigator must prepare a written report of their findings as soon as reasonably possible but without undue delay and any recommendations they may have as to the substance of the allegation made against the employee. This will be limited to:

- there is no case to answer and it is recommended that the allegation is dismissed,
- the matter is not serious and can be dealt with informally,
- there is a case to answer before a disciplinary hearing, in which case the Disciplinary Policy must be followed.

**Heytesbury, Knook and Imber Parish Council Safeguarding Children, Young people and
Vulnerable Adults (“Safeguarding”) Policy 2024
To be reviewed by Council annually**

SECTION 1

Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding for those using Parish Council facilities.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.
- Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties MUST undergo appropriate Disclosure and Barring Service (“DBS”) checks BEFORE commencement of such duties.

- Display on Parish Council notice boards in the Parish

Showing relevant safeguarding contacts for advice and help.

A copy will also be made available on the Parish Council website.

Expectations of behaviour

All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Clerk or parents/carers, as appropriate.

Hiring of facilities to groups for use with children, young people or vulnerable adults

SECTION 3

Safe working practice

All those running Parish Council events or engaging with the Parish Council on events must follow the policy and procedures at all times. Foreexample they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures if relevant
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

SECTION 4

Allegations against staff and volunteers

The Parish Council should follow the procedures for managing allegations against staff/volunteers on the SBC Safeguarding website. No attempt should be made to investigate or take action before consultation with Wiltshire County Council safeguarding

See contact details below.

In urgent cases where you feel a young or vulnerable person is in imminent danger call 999

In most cases please contact the Integrated Front door (IFD) on 0300 4560108 in office hours 0845- 1700 Monday to Thursday and 0845-1600 on Fridays. Out of Hours 0300 456 100.

Less urgent cases email mash@wiltshire.gov.uk

Whistleblowing

All Parish Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the Wiltshire Safeguarding Team as to how to handle such allegations.

The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and Wiltshire County Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.

Items from councillors

Item vii

To consider proposals for parish events from Cllr B Coombes.

Parish events for the council to approve, full outline to be shared at the meeting:

- Front garden competitions. Three sections: best environmental, best container/pots garden and best overall front garden.
- Scarecrow workshops on a Saturday followed by time to build scarecrows before displaying in gardens at a time to be decided in the autumn.
- Christmas card competition. Adult and child classes. Winning designs made into cards that can be sold in the parish and vicinity for a local charity tbc.
- Swap shop- a chance for parishioners to recycle items. Details and dates tbc.
- Photography competition. different classes and ages. All entries can be displayed in the church, pending permission. Top 12 are possibly made into a parish calendar for 2025?
- Heytesbury Hobble- the chance for parishioners to meet and walk together.

Cllr Ben Coombes

Item ix

To consider a proposal from Cllr V Sturmey concerning trees on Park Street.

The parish council took out a section 96 on land called locally as St John's corner on Park Street, the section 96 restrictions at schedule 2 item 4E attached states that existing trees must be maintained by a qualified tree surgeon, I have had it confirmed with the highways officer that the works would now come under the parish council's remit, there are two large trees in the middle and several smaller ones on the bank boundary with the highway / parkland (see photos).

Motion

1 The council to ask the Clerk to obtain a site map from highways of the area contained under the section 96 at St John's corner, Park street, to ascertain which trees the parish council is responsible for

2 The council to ask the Clerk to get quotes for a tree survey on the trees we are responsible for

Cllr Vanessa Sturmey

Highways Act Section 96 Restrictions – this is not a Licence

- 1 *All conditions in the Licence including those set out in the 2nd Schedule must be complied with.*
- 2 *Wiltshire Council may withdraw this Licence after 30 days notice if it is necessary for them to exercise their duty as highway authority.*
- 3 *If it is necessary for Wiltshire Council to reinstate the areas of land specified in the 1st Schedule to their original condition they may recover the expenses reasonably incurred from the Licensee.*
- 4 *It is a condition of the Licence that the Licensee shall indemnify the Council against any claim in respect of injury, damage or loss, including any claim by or on behalf of statutory undertakers or other appropriate public utilities arising out of the planting or presence of trees, shrubs, plants, grass or guards in the area of land specified in the 1st Schedule. It is advisable for the Licensee to have public liability cover for not less than £5,000,000 to provide this indemnity.*
- 5 *This Licensee is subject to the right of statutory undertakers or other public utilities as appropriate to place apparatus in, under or over the said highway or to maintain remove or replace existing apparatus and shall in no way prevent the placing, maintaining, removal or replacement of such apparatus.*

1st Schedule

1. *Conditions agreed by Wiltshire Council for cultivation and maintenance by the Licensee, are as follows:*

The lighting columns should be kept clear of planting in order that access to the inspection doors is maintained at all times.

To ensure that visibility at junction areas is not compromised.

2nd Schedule

1. *The area of land specified in the 1st Schedule shall be cultivated and maintained in such manner that it shall not interfere with any apparatus of statutory undertakers or other appropriate public utilities. Prior to digging to a greater depth of 250mm, the Licensee shall contact all Statutory Undertakers in order to locate any apparatus within the land specified and will supply information on all apparatus to Wiltshire Council for approval.*
2. *The Licensee may erect guards (approved by the Divisional Highway Manager) on the area specified in the 1st Schedule, for the purpose of protection of trees, shrubs, plants or grass verge only and not to cause annoyance or interfere with the passage of persons using the highway.*

3. *In conjunction with Section 141 of the Highway, no trees shall be planted in a made-up carriageway, or within 15 feet from the centre of a made-up carriageway.*
4. *The trees, shrubs, plants, grass or guards shall be planted and maintained in such a manner as not to cause nuisance, annoyance or danger to users of the highway and in particular, you the Licensee shall comply with the following:*
 - a) *No tree, shrub, plant or grass which is of a poisonous nature (whether by reason of fruits, flowers, leaves or otherwise howsoever) or is otherwise likely to constitute a source of danger to persons or animals shall be planted on the highway under this Licence.*
 - b) *All trees, shrubs, plants, grass or guards to which the Licence relates shall be kept in a trim and tidy condition at all times and shall not be allowed to become a source of danger or interfere with the passage of persons using the highway.*
 - c) *All trees, shrubs, plants, grass or guards to which the Licence relates shall not be allowed to overhang the boundary of the Highway verge specified in the 1st Schedule.*
 - d) *The Licensee shall not remove any soil from the part of the area of land specified in the 1st Schedule or otherwise do anything to interfere with the foundation of the rest of the highway.*
 - e) *Any existing trees should only be maintained by a qualified tree surgeon to the standard laid down in BS3998: 1989.*
5. *If any of the above conditions in clauses 1 and 2 of the 2nd schedule are not complied with, Wiltshire Council may without prejudice to their power under Section 96 of the Highways Act 1980, withdraw the Licence, within 7 days notice, to the person who is for the time being the current Licensee. Wiltshire Council may recover any expenses incurred in reinstating the Highway from the Licensee.*
6. *With the prior written permission of the Divisional Highway Manager, on roads subject to a 30mph speed limit, wooden marker posts may be erected in the verge provided that:-*
 - (i) *The posts do not exceed 800mm (2ft-4ins) in height.*
 - (ii) *The posts are positioned 300mm (1ft-0ins) from the edge of the carriageway.*
 - (iii) *The posts do not exceed 150mm x 150mm (6ins x 6ins) in cross-section.*
 - (iv) *The posts are of either natural wood colour, painted white, or painted black and white in horizontal bands.*







Item x

To consider a proposal from Cllr V Sturmey for a traffic survey.

Last year the parish council had a free metro count traffic survey in three areas, near the school, Heytesbury high street near the blind house and Knook near the allotment entrance.

None of these sites met the criteria for intervention, although the count near the school was not working for some of that period of time.

A metro count in previous years did find near the school marginally did meet the criteria but the council took no further action.

The council has had concerns raised about speeding vehicles near the school over the years and if a successful metro count is returned, we would be eligible for a community speed watch scheme working with Wiltshire police with volunteers and speed indicator devices (SIDS).

Motion

To apply for a traffic survey (metro count) near Heytesbury school, Tytherington near Downlands equestrian, one other site for council to determine.

Cllr Vanessa Sturmey