

Annual meeting of Heytesbury, Imber and Knook Parish Council

Minutes

Tuesday 21 May 2024

Hospital of St John, Heytesbury

Present

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

Clerk and two members of the public.

Cllr Sturmey chaired the meeting until Cllr Williams was elected chair.

Public session commenced at 7 pm.

The applicant of planning application PL/2024/03407 spoke. A member of the public spoke about the repair of potholes in East Hill Road. The member of the public also expressed concern about the cost of councillors requesting correspondence in hard copy instead of via email.

Public session ended at 7.10 pm.

The meeting commenced at 7.10pm.

212 Election of a chair for 2024-2025

Cllr Williams was elected chair and signed a declaration of acceptance of office.

213 Election of a vice chair for 2024-2025

Cllr Sturmey was elected vice chair.

214 Apologies

Apologies were received from Cllr King due to being unwell. The apologies and reason were accepted.

215 Declarations of interest

There were no declarations of interest.

216 Minutes

The minutes of the meeting on 16 April 2024 and the meeting on 23 April 2024 were approved and signed by the chair.

217 Chair's announcements

Cllr Williams thanked his predecessor, Cllr Sturmev, for her work. He also referred to the litter pick on 25 May 2024 and invited contributions for the newsletter.

218 To note the bank statements

The bank statements as at 21 May 2024 were noted.

219 To note the bank reconciliation to 30 April 2024

The bank reconciliation was noted.

220 To note the budget report to 10 May 2024

The budget report was noted.

221 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

The payments were approved.

222 To approve Wiltshire Association of Local Councils annual subscription of £342.73

The annual subscription was approved.

223 Working groups and special responsibilities

Council agreed the membership of working groups and special responsibilities as follows:

Allotments liaison	Cllr Sturmev
Bank reconciliations	Cllr Sneddon
Bank signatories	Cllr Coombes, Cllr King, Cllr Peters, Cllr Sturmev, Cllr Teale, Cllr Williams, Cllr Wilson
Dog bag dispensers	Cllr Fellowes
Emergency planning and flood warden	Cllr Barker Bennett
Local Highways and Footways Improvement Group	Cllr Fellowes, Cllr Sturmev
Lock up and war memorial inspection	Cllr Williams
Neighbourhood plan steering group	Cllr Coombes, Cllr Peters, Cllr Sturmev, Cllr Teale

Newsletter	Cllr Fellowes, Cllr King, Cllr Williams, Cllr Wilson
Noticeboards	Cllr Fellowes (Heytesbury), Cllr King (Tytherington), Cllr Wilson (Knook)
Outside Spaces Working Group	Cllr Fellowes, Cllr Sturmey, Cllr Teale, Cllr Williams, Cllr Wilson
Parish Steward liaison	Cllr Fellowes
Play area weekly inspection	Cllr Coombes, Cllr Fellowes
Play area monthly inspection report	Cllr Fellowes

Council also agreed to disband the Finance Working Group and the Future Planning Working Group.

A member of the public left the meeting.

224 Planning applications

- i. PL/2024/03407 The Forge 113A Park Street, Heytesbury, construction of a detached garden building with ancillary use to the main house. There were no objections.
- ii. PL/2024/03708 2 Cotley Place, Heytesbury, works to trees in a conservation area. There were no objections.
- iii. PL/2024/03711 Raven Cottage, 41 High Street, Heytesbury, works to trees in a conservation area. There were no objections.

A member of the public left the meeting.

225 Items from councillors

- i. Cllr Wilson had proposed utilising the general reserve due to a request by Cllr Sturmey to receive correspondence from the Clerk in hard copy. Cllr Wilson withdrew the proposal following agreement that Cllr Sturmey receive only the agenda in hard copy.
- ii. Council approved the disciplinary and grievance policies previously circulated by Cllr Williams with minor amendments.
- iii. Cllr Williams reported that the review of the standing orders by the working group would follow completion of the disciplinary and grievance policies.
- iv. Council agreed to refer a proposal by Cllr Williams for a bench on Park Lane to the Outside Spaces Working Group for further consideration.
- v. Council approved a safeguarding policy from Cllr Coombes.
- vi. Council received an oral report from Cllr Coombes about ideas for community events. The Clerk advised that council should consider financial, insurance and risk management implications of events. It was agreed that Cllr Coombes

would produce a report of proposed events including financial, insurance and risk management implications for council to consider.

- vii. A poster from Cllr Coombes concerning council grants was approved.
- viii. Cllr Sturmev had proposed an inspection of trees on an area of land opposite Hospital of St John, Park Street. Council was informed it is responsible for the land due to consent given by Wiltshire Council under section 96 of the Highways Act 1980. It was agreed Cllr Sturmev would ascertain with an officer of Wiltshire Council the trees council has responsibility to maintain and inform the Clerk. The Clerk was asked to obtain a quotation for inspection of the trees.
- ix. Council considered a proposal from Cllr Sturmev for a traffic survey in Heytesbury. It was agreed that Cllr Sturmev would identify precise locations to enable a traffic survey request to be made to Wiltshire Council.

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

There were no members of the public present.

227 Confidential

It was agreed that the chair convene an extraordinary meeting to consider a confidential employee matter.

The meeting ended at 9.25 pm.

Signed.....

Date