

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 July 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 12 June 2024 and the meeting on 25 June 2024
- 4 Chair's announcements
- 5 To note the bank statements
- 6 To note the bank reconciliation to 30 June 2024 [View the bank reconciliation](#)
- 7 To note the budget report to 10 July 2024 [View the budget report](#)
- 8 Review of earmarked reserves [View the earmarked reserves](#)
- 9 To note the debit card payment of £170 authorised by the Clerk for repair of the laptop [View the background to item 9](#)
- 10 To approve payments
 - 19/24 Notebooks to Go laptop repair £170
 - 20/24 Clerk mileage £25.65
 - 21/24 Hospital of St John room hire 23 July 2024 £20
 - 22/24 July payroll
 - 23/24 JRB Enterprise dog bag dispenser and bags £172.02
 - 24/24 Wiltshire Association of Local Councils training £42
- 11 Planning applications
 - [PL/2024/05538](#) East Hill Farm House, East Hill, Heytesbury. Repair/replacement of existing windows/doors. Listed building consent.

[PL/2024/05903](#) 3 Cotley Place, Heytesbury. Works to trees in a conservation area.

[PL/2024/05476](#) 64 High Street, Heytesbury. Construction of a new garden shed.

- 12 To note the inspection report concerning trees in Knook allotments and on the verge in Park Street [View the inspection report](#)
- 13 To consider a quotation of £1,260 plus VAT for maintenance of trees in Knook allotments and on the verge in Park Street
- 14 To consider a quotation of £270 plus VAT for a valuation and condition inspection of the lock-up and war memorial
- 15 To consider the recommendations from the Outside Spaces Working Group [View the background to item 15](#)
- 16 To appoint councillors to the employee relations working group
- 17 To consider a volunteer policy [View the volunteer policy](#)
Item on the agenda at the request of Cllr Sturmev.
- 18 To consider the purchase of two wreaths from the Royal British Legion (£44.48)
Item on the agenda at the request of Cllr Sturmev
- 19 To appoint an additional councillor with responsibility for safety inspections of the play area
Item on the agenda at the request of Cllr Sturmev.
- 20 Proposal for community events [View the background to item 20](#)
Item on the agenda at the request of Cllr Coombes.
- 21 To receive updates
 - i. newsletter
 - ii. review of standing orders
 - iii. councillor surgeries

Cllr Williams item i and item ii. Cllr Coombes item iii.



John Cap

Clerk and Responsible Financial Officer

15 July 2024