Minutes of the Meeting of Heytesbury Imber and Knook Parish Council

Date	Tuesday 24 January 2023 7.15pm.
Venue	Hospital of St John, Heytesbury.
Councillors present	C Barker Bennett, M Button, P Fellowes, J Peel, A Wilson.
Chair	Cllr A Wilson.
In attendance	Parish Clerk, four members of the public.
Public participation	One member of the public spoke about PC/22-23/112 and PC/22-23/113. Additionally, there was an award presentation by a representative of the Campaign to Protect Rural England and the Best Kept Village Competition in relation to Heytesbury and Tytherington.

Reference	Agenda item
PC/22-23/108	1 Apologies for absence
	Apologies were received from Cllr Riggs, Cllr Rogers and Cllr Sturmey.
PC/22-23/109	2 Declarations of interest
	None.
PC/22-23/110	3 To approve and sign as a correct record the minutes of the meeting on 29 November 2023
	The minutes were approved as a correct record and signed by the chair.
PC/22-23/111	4 Chair's announcements
	The Future Planning Working Group met with Wiltshire Council's Neighbourhood Planning Manager.
PC/22-23/112	5 To appoint the candidates for co-option to fill three vacancies – Susan King, Jacinta Peel and Nicholas Williams
	It was resolved to appoint Susan King, Jacinta Peel and Nicholas Williams. Jacinta Peel signed the declaration of acceptance of office and joined the meeting.

PC/22-23/113	6 To approve the following payments: 57/22 £245.70 Glasdon UK Limited bin 58/22 £35 Information Commissioner's Office data protection renewal fee 59/22 £130.50 idverde grounds maintenance 60/22 £126 R Mullins grounds maintenance 61/22 £29.87 HM Revenue and Customs employer national insurance contributions 62/22 £974.43 December payroll 63/22 £155.40 Playsafety Limited safety inspection 64/23 £667.33 January payroll 65/23 £8267.04 idverde basket swing and moss treatment
	It was resolved to approve all payments except for 65/23 moss treatment because the moss treatment work was not successful.
PC/22-23/114	7 To note the bank balances on 12 January 2023: a) Treasurers Account £12,624.12 b) Business Bank Instant Account £8,243.39
	Noted.
PC/22-23/115	8 To consider additional bank account signatories
	It was resolved to nominate Cllr Rogers and Cllr Sturmey subject to their approval.
PC/22-23/116	9 To note the receipts and payments 1 April 2022 – 12 January 2023
	Noted.
PC/22-23/117	10 To note the bank reconciliation to 12 January 2023
	Noted.
PC/22-23/118	11 To note the budget report to 16 January 2023
	Noted.
PC/22-23/119	12 To approve Society of Local Council Clerks membership renewal fee of £146
	It was resolved to approve Society of Local Council Clerks membership renewal fee of £146.
PC/22-23/120	13 To confirm the no objection response received by email to planning applications PL/2022/09212, PL/2022/09579, PL/2022/09782, PL/2022/09536
	It was resolved to confirm the no objection response received by email to planning applications PL/2022/09212, PL/2022/09579, PL/2022/09782, PL/2022/09536.

PC/22-23/121	14 To consider the RoSPA safety inspection report
	Cllr Fellowes provided a short overview of the report and it was resolved to refer the report to the Outside Spaces Working Group for consideration and make recommendations.
PC/22-23/122	15 To receive an update from Cllr Button and Cllr Riggs if it is possible to store items in the blind house
	Cllr Button informed councillors it was not possible to store items in the blind house. A brief discussion followed about items requiring storage and it was resolved to refer the matter to the Outside Spaces Working Group.
PC/22-23/123	16 To consider the exclusion of the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 because discussion of item 17 is commercially sensitive
	It was resolved to exclude the public for the remainder of the meeting because of the commercially sensitive nature of the next agenda item and members of the public left.
PC/22-23/124	17 To review and select a quotation for Knook tree assessments
	Three quotes had been circulated previously to councillors. The quotes were reviewed and it was resolved to select the quote of £250 plus VAT from Wessex Rural Crafts Ltd and the assessments to be carried out in May 2023.

Meeting closed 8.27pm.

Signed:	Date:

Minutes of the Meeting of Heytesbury Imber and Knook Parish Council

Date	Tuesday 28 February 2023 7.15pm.
Venue	Hospital of St John, Heytesbury.
Councillors present	C Barker Bennett, P Fellowes, S King, J Peel, K Riggs, J Rogers, V Sturmey, N Williams, A Wilson.
Chair	Cllr V Sturmey
Also present	Parish Clerk, three members of the public.
Public participation	There was no public participation.

Reference	Agenda item
PC/22-23/125	1 Apologies for absence
	Apologies were received and accepted from Cllr Button.
PC/22-23/126	2 Declarations of interest
	None.
PC/22-23/127	3 To approve and sign as a correct record the minutes of the meeting on 24 January 2023
	The minutes were approved as a correct record and signed by the chair.
PC/22-23/128	4 Chair's announcements
	None.
PC/22-23/129	5 To approve the following payments: 65/23 £7727.04 idverde basket swing 66/23 £146 Society of Local Council Clerks membership fee 67/23 £250 Wiltshire Council LHFIG contribution Heytesbury Park Street sign 68/23 £40 Hospital of St John room hire November 2022 and January 2023 69/23 £36 Wiltshire Association of Local Councils training (budgeting and finance for clerks) 70/23 £667.33 February payroll
	It was resolved to approve the above payments.

PC/22-23/130	6 To note the bank statements on 17 February 2023: Treasurers Account £3757.75 Business Bank Instant Account £8247.59
	Members noted the bank statements.
PC/22-23/131	7 To agree the transfer of £3000 from the Business Bank Instant Account to the Treasurers Account
	It was resolved to approve the transfer of £3000 from the Business Bank Instant Account to the Treasurers Account
PC/22-23/132	8 To appoint signatories to the bank account
	It was resolved to appoint Cllr King, Cllr Rogers and Cllr Sturmey as signatories to the bank account.
PC/22-23/133	9 To appoint a member to verify bank reconciliations
	It was resolved to appoint Cllr Williams to verify bank reconciliations.
PC/22-23/134	10 To approve the use of BACS and internet banking transfer for making payments
	It was resolved to approve the use of BACS and internet banking transfer for making payments.
PC/22-23/135	11 To note the financial report to 17 February 2023
	Members noted the financial report.
PC/22-23/136	12 To review the asset register and agree any changes
	It was resolved that Cllr Fellowes review the asset register and bring any changes to be made to the next meeting.
PC/22-23/137	13 To approve the website accessibility statement
	It was resolved to approve the website accessibility statement prepared on 2 February 2023 previously circulated.
PC/22-23/138	14 To receive the minutes of the Outside Spaces Working Group meeting held on 7 February 2023 and consider the recommendations
	It was resolved to approve the following recommendations: I. £310 Best Kept Village Competition prize money is earmarked for biodiversity enhancement in Heytesbury and Tytherington II. Cllr Rogers to join the Outside Spaces Working Group III. Cllr Fellowes to ask Heytesbury School if the council's litter bin at the entrance gate can be moved following a request by a resident.

PC/22-23/139	15 To confirm the no objection response received by email to planning applications PL/2023/00042, PL/2023/00383, PL/2023/00870
	It was resolved to confirm the no objection response received by email to planning applications PL/2023/00042, PL/2023/00383, PL/2023/00870.
PC/22-23/140	16 To consider the motion received from Cllr M Button The purchase of an ASUS A516 15.6 in i5 8GB 512GB laptop for the Clerk from Argos £579.99 and annual subscription to Office 365 £59.99. Setting up the laptop by either business A or business B £110. Total estimated cost £750 to come from the 2022-2023 budget
	It was resolved that the motion is considered at the next meeting and if there is an alternative recommendation for a laptop from the Parish Clerk it is also put forward.
PC/22-23/141	17 To consider the motion received from Cllr P Fellowes The parish council approve a quarterly newsletter for every household in the parish. Estimated cost of £48 for up to 400 copies for each issue. The cost to come from the stationery, printing and publicity budget. A member will be appointed as editor and content will include contributions from any members and subjects of general interest and relevance to residents. Electronic copies would also be available from the Clerk on request.
	It was resolved to support the motion with the following amendments: i. £200 is set aside for the newsletter from the stationery, printing and publicity budget for 2023-2024 ii. Cllr Fellowes to organise the newsletter.
PC/22-23/142	18 To consider the motion received from Cllr P Fellowes The parish council organise a monthly informal councillor surgery at either the Red Lion or the Angel Inn, Heytesbury, for residents to discuss any concerns. Any member may attend but at least three members attend on rota.
	It was resolved to support the motion with the following amendments: i. the surgery to be held at other venues not just the Red Lion or Angel Inn ii. Cllr Rogers to organise the monthly surgery and rota.
PC/22-23/143	19 To consider the motion received from Cllr P Fellowes The parish council agree to earmark the £500 unspent grant budget in the current financial year 2022-2023 for a coronation souvenir free to any child under 16 in the parish when their parents or guardians register an interest with the chair by the 31 March 2023.

	It was resolved to support the motion with the following amendments: i. free to any child under 16 in the parish or attending school in Heytesbury ii. no requirement for parents or guardians to register an interest with the chair by the 31 March 2023.
PC/22-23/144	20 To consider the exclusion of the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 because the next agenda item is a confidential employee matter
	It was resolved to exclude the public for the remainder of the meeting because of a confidential employee matter.
PC/22-23/145	21 To consider confidential reports about pay from the Parish Clerk
	It was resolved that: I. Parish Clerk to receive the agreed back pay in the March pay II. pay for the Parish Clerk is National Joint Council pay scale LC2 SCP 24 from 1 April 2023.

Meeting closed 9.20 pm

Signed:	Date:

Minutes of the Meeting of Heytesbury Imber and Knook Parish Council

Date	Tuesday 28 March 2023.
Time	7.15pm-9pm.
Venue	Hospital of St John, Heytesbury.
Councillors present	C Barker Bennett, P Fellowes, S King, V Sturmey, N Williams, A Wilson.
Chair	Cllr V Sturmey.
Also present	Parish Clerk, T Cherrett adviser to the Future Planning Working Group, one member of the public.
Public participation	There was no public participation.

Reference	Agenda item
PC/22-23/146	1 Apologies for absence
	Apologies were received and accepted from Cllr Peel and Cllr Riggs. Cllr Rogers absent.
PC/22-23/147	2 Declarations of interest
	None.
PC/22-23/148	3 To approve the minutes of the meeting on 28 February 2023
	The minutes were approved as a correct record and signed by the chair.
PC/22-23/149	4 Chair's announcements
	Cllr Sturmey thanked a young resident for volunteering to litter pick for Duke of Edinburgh's Award and reminded members of the councillor surgery Cllr Rogers is organising.
PC/22-23/150	5 To receive minutes from the Future Planning Working Group meetings held on 7 January and 11 March 2023 and to consider recommendations
	T Cherrett spoke about his role with the Future Planning Working Group. It was resolved to approve the following recommendations: I. question and answer leaflet II. public drop-in sessions 22 May and 25 May 2023

	III. large map of Heytesbury if less than £20 and cost to come from stationery, printing and publicity budget IV. Cllr Barker Bennett, Cllr Fellowes and Cllr King join the Future Planning Working Group
PC/22-23/151	6 To approve the following payments: 71/23 £24.35 Jubilee Consumables Limited cartridge for printer 72/23 £0.97 HM Revenue and Customs employer national insurance contributions 73/23 £765.04 March payroll
	It was resolved to approve the above payments.
PC/22-23/152	7 To note the bank statements 16 March 2023: Treasurers Account £6065.10 Business Bank Instant Account £5251.05
	Noted.
PC/22-23/153	8 To note the bank reconciliation 16 March 2023
	Noted.
PC/22-23/154	9 To note the financial report 16 March 2023
	Noted.
PC/22-23/155	10 To appoint a member or members to the Finance Working Group
	It was resolved to appoint Cllr King and Cllr Williams to the Finance Working Group and Cllr Williams chair.
PC/22-23/156	11 To review the asset register
	It was resolved to approve the asset register with a £1 nominal value for the wooden chairs, disposal October 2022, because the chairs were donated.
PC/22-23/157	12 To approve the retention and disposal policy
	It was resolved to approve the retention and disposal policy.
PC/22-23/158	13 To confirm the no objection response by email to planning application PL/2023/01873 3 The Courtyard, Heytesbury Park, Heytesbury, consent under Tree Preservation Orders, T1- Maple- to reduce the crown by 1.5m
	It was resolved to confirm the no objection to planning application PL/2023/01873.

PC/22-23/159	14 To consider planning application PL/2023/01670 27A Little London, Heytesbury, householder planning permission, erect a single story rear extension to provide an open plan kitchen/diner/ lounge and utility room	
	It was resolved no objection to planning application PL/2023/01670.	
PC/22-23/160	15 To consider the motion received from Cllr M Button The purchase of an ASUS A516 15.6 in i5 8GB 512 GB laptop for the Clerk from Argos £579.99 and annual subscription to Office 365 £59.99. Setting up the laptop by either business A or business B £110. Total estimated cost £750 to come from the 2022-2023 budget.	
	Withdrawn.	
PC/22-23/161	16 To consider the recommendation report for a new laptop	
	It was resolved to approve: I. £1000 earmarked reserve for a new laptop and setting up II. Dell Vostro 3520 laptop Windows Pro 8GB III. Microsoft 365 Personal £59.99 a year IV. Setting up of the laptop by Harling IT £120 no VAT.	
PC/22-23/162	17 To consider the recommendation report for website hosting	
	It was resolved to approve: I. website hosting by Harling IT for £250 in the first year and then £33 a year from 15 June 2023 II. cost to come from the IT budget.	
PC/22-23/163	18 To consider the motion received from Cllr V Sturmey Following the success in last year's Campaign to Protect Rural England Best Kept Village Competition, I propose the parish council enters again this year, deadline 21 April and I propose to be the lead with the support from other councillors.	
	It was resolved to support the motion.	
PC/22-23/164	19 To consider the motion received from Cllr V Sturmey I propose the open forum before council meetings are no longer necessary and should cease, due to the approval at the last meeting of a council monthly surgery at various venues around the parish.	
	Following discussion motion withdrawn.	

PC/22-23/165	20 To consider the motion received from Cllr P Fellowes The parish council agree to purchase 150 coronation medals from Trophies Plus Medals at a total cost of £387 postage free from our available grant budget for this year. There are 90 children at Heytesbury School, 15 living in Tytherington and up to five in Knook. There are an unknown number of children under 16 who reside in Heytesbury but attend other schools in the area and will receive priority when allocating these free medals. Any medals left will be available at cost to any resident to purchase. The medals to Heytesbury School will, if possible, be presented by a representative of the council to each child.
	It was resolved to support the motion with the following amendments: I. medals be supplied with blue bags for £64.95 II. no medals sold to any residents III. earmarked reserve of £500 for the medals and bags IV. payment made by the council's debit card V. payment for the medals and bags is miscellaneous expenditure
PC/22-23/166	21 To consider the question received from Cllr C Barker Bennett and requested to appear on the agenda Is the parish council going to do anything in the way of community volunteering on the bank holiday Monday of the coronation weekend such as organise a litter pick?
	It was resolved to support a litter pick and Cllr Barker Bennett would organise.
PC/22-23/167	22 To consider the project scope for the newsletter put forward by Cllr P Fellowes
	It was resolved to approve the project scope and Cllr King, Cllr Peel, Cllr Williams, and Cllr Wilson would support Cllr Fellowes.

Signed:	Date:

Minutes

Annual Parish Meeting
Tuesday 4 April 2023 7pm
Hospital of St John Heytesbury

Present
Cllr C Barker Bennett
Cllr P Fellowes
Cllr J Peel
Cllr V Sturmey (chair)
Cllr N Williams
Parish Clerk
11 members of the public

1 Welcome and apologies
The chair welcomed all attendees. Apologies were received from Cllr S King, Cllr K Riggs, Cllr J Rogers.

2 Minutes
The minutes of the meeting on 24 May 2022 were approved and signed by the chair.

3 Chair's report
The chair gave a verbal report (attached).

4 Open forum
A resident spoke about the precept increase for 2023-2024. Cllr Sturmey said the increase was necessary to cover rising prices, election costs, and to increase the council's general reserve. The resident further asked about the cost of the parish council newsletter. Cllr Sturmey said the cost was £48 for each issue and the purpose of the newsletter was to increase community engagement. The resident also suggested the housing survey results are published in the newsletter and following discussion it was agreed Cllr Fellowes would put the survey results on the noticeboards.

A representative of Heytesbury Football Club spoke about the successful season of the club.

There was a question from a resident about how much the council will put in reserve for elections and about the increase in staff costs during 2022-2023 with the potential for a further increase during 2023-2024. Cllr Sturmey said the increase in staff costs was due to an increase in hours and a national pay award.

A resident spoke about speeding in the village especially Mill Street and asked if white gates with speed signs could be a solution. Cllr Sturmey said gates had been looked at by the Outside Spaces Working Group but were not a cheap option, and referred to the metro count survey being done and discussions with the Local Highways and Footpath

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Improvement Group. The resident also spoke about the poet Siegfried Sassoon and there was a discussion about possible ways to remember the poet such as a blue plaque.

There were questions from a resident about what the council's grounds maintenance budget is spent on and responsibility for cleaning the bus shelter. Cllr Sturmey said the council pay a contractor to carry out work from April to October and the Parish Steward can be requested to clean the bus shelter.

A resident asked if the phone box was working. Cllr Sturmey said it was and BT write to the council asking if it is still required.

A resident spoke about maintenance work to the church in Heytesbury and possible access issues during the work.

Cllr Barker Bennett spoke about a litter pick on 8 May 2023 she was organising.

Cllr Sturmey gave a verbal report on behalf of Heytesbury AED Guardians:

I. AED Guardians have joined with the Hospital of St John to obtain a discount on the two village defibrillators
II. the committee has applied for VAT exemption from the HMRC
III. volunteers continue to check the defibrillators and the committee would like to thank them
IV. donations continue to come from residents.

Cllr Sturmey also gave a verbal report on behalf of Heytesbury Social about a coronation street party on 7 May 2023.

Meeting closed 8.05 pm.

Signed………………………………………………………………………………

Minutes of the meeting of Heytesbury Imber and Knook Parish Council

Date	Tuesday 25 April 2023.
Time	7.15pm-8.10pm.
Venue	Hospital of St John, Heytesbury.
Councillors present	P Fellowes, S King, J Peel, K Riggs, V Sturmey, N Williams, A Wilson.
Chair	Cllr V Sturmey.
Also present	Parish Clerk, Cllr C Newbury (Wiltshire Council), five members of the public.
Public participation	A member of the public spoke about the decision to sell the sports ground by the owner.

Reference	Agenda item
PC/22-23/168	1 Apologies for absence
	Apologies received and accepted from Cllr Barker Bennett and Cllr Rogers.
PC/22-23/169	2 Declarations of interest
	None.
PC/22-23/170	3 To approve the minutes of the meeting on 28 March 2023
	The minutes were approved as a correct record and signed by the chair.
PC/22-23/171	4 Chair's announcements
	It is public knowledge that a decision has been made to sell the sports ground by the owner, the news is very concerning and a letter has been sent requesting further details, it is likely the issue will be on the agenda and discussed further when more information is received. The council is to give coronation souvenir medals to children under 16, parents and guardians of children in the parish not attending Heytesbury School can contact Cllr Fellowes to obtain a medal. Heytesbury, Tytherington and Knook has been entered in the Best Kept Village Competition. The parish council is looking for an enthusiastic individual to fill the councillor vacancy and anyone interested should contact the Clerk for an application form.

PC/22-23/172	5 To approve the following payments: 1/23 £357 Trophies Plus Medals 150 medals 2/23 £667.01 Dell laptop 3/23 £32.22 Viking box of A4 paper 4/23 £30 Harling IT Services IT support 5/23 £264 Auditing Solutions Ltd internal audit 6/23 £700.27 April payroll
	It was resolved to approve the above payments.
PC/22-23/173	6 To note the bank reconciliation 31 March 2023
	Noted.
PC/22-23/174	7 To approve the receipts and payments 1 April 2022- 31 March 2023
	It was resolved to approve the receipts and payments 1 April 2022-31 March 2023.
PC/22-23/175	8 To receive and note the annual internal audit report
	Noted.
PC/22-23/176	9 To approve the Annual Governance Statement 2022-2023
	It was resolved to approve the Annual Governance Statement 2022-2023.
PC/22-23/177	10 To approve the Accounting Statements 2022-2023
	It was resolved to approve the Accounting Statements 2022-2023.
PC/22-23/178	11 To approve the Certificate of Exemption 2022-2023
	It was resolved to approve the Certificate of Exemption 2022-2023.
PC/22-23/179	12 To note the exercise of public rights will commence Monday 5 June 2023 for 30 working days ending Friday 14 July 2023
	Noted
PC/22-23/180	13 To approve the privacy notice
	It was resolved to approve the privacy notice.
PC/22-23/181	14 To approve the model publication scheme
	It was resolved to approve the model publication scheme.

PC/22-23/182	15 To consider and approve earmarked reserves Earmarked reserves / Less / Remaining Biodiversity £310 / / £310 Play area £279.82 / / £279.82 Medals £500 / £357 / £143 Laptop £1000 / £667.01 / £332.99 IT £250 / / £250 Room hire £200 / / £200 Total £2539.82 / £1024.01 / £1515.81
	It was resolved to approve the following: 1) transfer £143 remaining for the medals, £250 IT and £200 room hire to general reserve 2) transfer £1287.84 VAT refund for the swing to the play area earmarked reserve 3) £1000 earmarked reserve for elections.
PC/22-23/183	16 To receive the minutes from the Outside Spaces Working Group meeting on 5 April 2023 and to consider recommendations
	It was resolved to approve the following: 1) Cllr Sturmey to move the Knook dog bag dispenser near to the noticeboard 2) Cllr Sturmey to explore further a snowflake tree and plaque for Tytherington and the cost to come from the biodiversity earmarked reserve 3) Cllr Sturmey to explore a blue plaque trail and £200 set aside for the project from the outside spaces budget.
PC/22-23/184	17 To consider the motion received from Cllr V Sturmey: I propose 12 litter pickers from Amazon £30.
	Withdrawn.
PC/22-23/185	18 To consider planning application PL/2023/03021 6 Wylye Barn, Tytherington Road, Heytesbury, BA12 0EG, notification of proposed works to trees in a conservation area, T1 sycamore 1/3 reduction
	It was resolved no objection to planning application PL/2023/03021.
PC/22-23/186	19 To consider the exclusion of the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 because the next agenda item is a confidential employee matter
	It was resolved to exclude the public for the remainder of the meeting because of a confidential employee matter.

PC/22-23/187	20 Appraisal
	It was resolved Cllr Williams and Cllr Wilson carry out the appraisal.

Signed:	Date:

Minutes

Annual meeting of Heytesbury Imber and Knook Parish Council

Date	Tuesday 23 May 2023.
Time	7.15pm-8.20pm.
Venue	Hospital of St John, Heytesbury.
Councillors present	C Barker Bennett, P Fellowes, S King, V Sturmey, N Williams, A Wilson.
Chair	Cllr Sturmey.
Also present	Parish Clerk, PCSO Leigh Holcombe, two members of the public.
Public participation	PCSO Leigh Holcombe spoke about his role. No members of the public requested to speak.

1	To elect a chair for 2023-2024 and the elected chair to sign a declaration of acceptance of office
	Cllr Sturmey was elected chair and signed a declaration of acceptance of office. Cllr Fellowes joined the meeting.
2	To elect a vice chair for 2023-2024
	Cllr Riggs was elected vice chair.
3	Apologies
	Apologies were received and accepted from Cllr Peel and Cllr Riggs.
4	Declarations of interest
	None.
5	To approve the minutes of the meeting on 25 April 2023
	The minutes were approved as a correct record and signed by the chair.
6	Chair’s announcements
	Cllr Sturmey thanked councillors for her election as chair.

7	To appoint to working groups and roles
	It was resolved that membership of working groups and councillor roles would be as follows:

Bank reconciliations	Cllr Williams
Dog bag dispensers	Cllr Fellowes
Emergency planning and flood warden	Cllr Barker Bennett
Finance Working Group	Cllr Fellowes, Cllr King, Cllr Williams (chair), Cllr Wilson
Future Planning Working Group	Cllr Barker Bennett, Cllr Fellowes, Cllr King, Cllr Peel, Cllr Sturmey (chair), Cllr Wilson
Newsletter	Cllr Fellowes, Cllr King, Cllr Peel, Cllr Williams, Cllr Wilson
Noticeboards	Cllr Fellowes (Heytesbury), Cllr King (Tytherington), Cllr Wilson (Knook)
Outside Spaces Working Group	Cllr Fellowes, Cllr Sturmey (chair), Cllr Wilson
Play area weekly inspection	Cllr Fellowes, Cllr Sturmey
Play area monthly inspection report	Cllr Fellowes

8	To approve the following payments: 7/23 £48.50 RJ Print Heytesbury printing of leaflet and map 8/23 £59.99 Microsoft 365 Personal 9/23 £120 Harling IT Services IT support for new laptop 10/23 £130.50 idverde grounds maintenance 11/23 £40 Hospital of St John room hire 13/23 £90 DC Earley Tytherington fingerpost maintenance 14/23 £700.27 May payrolll
	It was resolved to approve the above payments.

9	To note the bank statements 12 May 2023: Treasurers Account £14,458.83 Business Bank Instant Account £5,257.36
	Noted.
10	To note the financial report 12 May 2023
	Noted.
11	To approve BHIB insurance renewal premium £1,168.60
	It was resolved to approve BHIB insurance renewal premium.
12	To consider the following motion received from Cllr Sturmey: I met with Cllr Bill Parks after residents raised concerns about visibility driving out of Parsonage Farm and he suggests a SLOW road marking is put forward to the Local Highways and Footways Improvement Group (LHFIG). I propose we apply for a SLOW road marking on Tytherington Road just before the entrance to Parsonage Farm as you leave Heytesbury and as you enter Heytesbury from the roundabout just before the 30 mph sign, the cost is a 25% contribution from the parish council.
	An amendment was proposed and agreed, that an application is also made to the LHFIG for white gates at the entrance to Heytesbury from the roundabout. It was resolved to support the motion.
13	To confirm no objection by email to planning application PL/2023/02852 and PL/2023/03204
	It was resolved to confirm no objection to planning application PL/2023/02852 and PL/2023/03204.
14	To consider planning application PL/2023/03200 The Old Laundry, 4 The Courtyard, Heytesbury Park, Heytesbury, listed building consent, alterations to two windows on west elevation
	It was resolved no objection to planning application PL/2023/03200.
15	To consider planning application PL/2023/03645 26 Little London, Heytesbury, notification of proposed works to trees in a conservation area, conifers, fell
	It was resolved no objection to planning application PL/2023/03645.
16	To approve Wiltshire Association of Local Councils annual subscription £349.03
	It was resolved to approve Wiltshire Association of Local Councils annual subscription.

17	To resolve to give away the ASUS laptop to Harling IT for disposal or recycling
	It was resolved to give away the ASUS laptop to Harling IT for disposal or recycling.

Signed:	Date:

Minutes

Heytesbury, Imber and Knook Parish Council

Date	Tuesday 27 June 2023.
Time	The meeting commenced at 7.17 pm and ended at 9.38 pm.
Venue	Hospital of St John, Heytesbury.
Councillors present	C Barker Bennett, C Blake, B Coombes, P Fellowes, S King, J Peel, K Riggs, V Sturmey, N Williams, A Wilson.
Chair	Cllr Sturmey.
Also present	Parish Clerk, Cllr John Syme (Warminster Town Council), 30 members of the public.
Public participation	Eight members of the public spoke during public participation, subjects included: 1) sports ground; 2) community space in the church; 3) neighbourhood plan; 4) motion from Cllr Sturmey about Imber; 5) payment for dog waste bags; 6) motion from Cllr Barker Bennet about army vehicles; and 7) co-option. Cllr John Syme spoke about the importance of remembering Imber.

18	Apologies for absence
	None.
19	Declarations of interest
	There were no declarations of interest.
20	To approve the minutes of the meeting on 23 May 2023
	The minutes were approved as a correct record and signed by the chair.
21	Chair’s announcements
	None.

22	To appoint the two candidates for co-option, Ben Coombes and Charlie Blake, to fill the two vacancies
	It was resolved to appoint Ben Coombes and Charlie Blake. Ben Coombes and Charlie Blake signed the declaration of acceptance of office and joined the meeting.
23	To note the bank statements 16 June 2023: Trustee Account £11,362.77 Business Bank Instant Account £5,260.71
	Council noted the bank statements.
24	To note the bank reconciliation 31 May 2023
	Council noted the bank reconciliation.
25	To note the financial report 16 June 2023
	Council noted the financial report.
26	To approve the following payments: 15/23 £111.06 JRB Enterprise dog waste bags 16/23 £1168.60 BHIB insurance renewal premium 17/23 £349.03 Wiltshire Association of Local Councils subscription 18/23 £400 Neat n Tidy footpath maintenance 19/23 £130.50 idverde grounds maintenance 20/23 £250 Harling IT Services website hosting 21/23 £6.60 R J Print printing 23/23 £700.27 June payroll 24/23 £40 Hospital of St John room hire 25/23 £30 Harling IT Services IT support 26/23 £24.35 Jubilee Consumables cartridge for printer
	It was resolved to approve the above payments.
27	To consider and approve the risk assessment
	It was resolved to approve the risk assessment.
28	To consider and approve the complaints procedure
	It was resolved to approve the complaints procedure.
29	To consider the following motion received from Cllr Sturmey: I propose the council consider how it can recognise the 80 years this December since the evacuation of the residents of Imber.
	It was resolved to refer the proposal to the Outside Spaces Working Group.

30	To consider the following motion received from Cllr Riggs: To discuss all options of trying to save the parkland and sports ground. Try to obtain funds from grants, loans, crowd funding, publicity and events. Discuss the use of the space and how it could be utilised for the community. Approach the land agent to find out any further details we can.
	It was resolved to ask an independent qualified adviser to the Future Planning Working Group to contact the land agent.
31	To consider the following motion received from Cllr Sturmey: I propose the parish council apply to register the sports ground, land north of Park Street as an asset of community value. If registered, the community will have six months to put together a bid if it comes up for sale. As part of the process council should write to the owner and I propose the following wording: The community would be interested in making a bid to buy the sports ground, should you proceed to sell. We would like to apply to register the land as an asset of community value, which means should you decide to sell the community would have six months to raise the funds to make a bid but you do not have to accept the bid.
	It was resolved that the motion be amended as follows: I propose the parish council apply to register the sports ground, land north of Park Street as an asset of community value. If registered, the community will have six months to put together a bid if it comes up for sale. As part of the process, council to ask an independent qualified adviser to the Future Planning Working Group to contact the land agent. It was resolved to approve the motion, amended as above.
32	To consider the following motion received from Cllr Sturmey: I propose the Future Planning Working Group's scope is widened to look at setting up and overseeing a steering group of the community and councillors to write a neighbourhood plan for the parish concentrating not only on housing but protecting green spaces.
	The proposer of the motion said she wished to defer the motion to the next meeting.
33	To consider the following motion received from Cllr Sturmey: There have been lots of reports on social media and to councillors about the amount of dog mess in Heytesbury and on the footpaths. Some years ago the council organised a 'pick up after your pet please' poster campaign and school children were invited to design posters which were displayed in the villages. I propose we do this again and £100 for the project to come from the outside spaces budget for prizes for different age groups.
	It was resolved to approve the motion. Cllr Blake agreed to organise.

34	To consider the following motion received from Cllr Barker Bennett: A Heytesbury resident has asked me to take up with the parish council the danger of army vehicles coming down the track and failing to slow down where the track joins Chitterne road (B390 junction). I propose the parish council write to the relevant military authority and emphasise the importance of their vehicles adhering to the 20 mph speed limit and request they put up a give way sign before the junction.
	It was resolved that the motion be amended to replace the words ‘give way sign’ with the words ‘stop sign’. It was resolved to approve the motion, as amended above.
35	To confirm no objection by email to planning applications PL/2023/03912, PL/2023/04330, PL/2023/04369
	It was resolved to confirm no objection to planning applications PL/2023/03912, PL/2023/04330, PL/2023/04369.
36	To consider planning application PL/2023/04656 23 Little London, Heytesbury, notification of proposed works to trees in a conservation area, sycamore tree, fell
	It was resolved no objection to planning application PL/2023/04656.
37	To consider planning application PL/2023/03591 (householder planning permission) and and PL/2023/03854 (listed building consent) Lindens, 74 High Street, Heytesbury Replace white PVC door to extension with traditional style and kitchen door and two back doors like for like. Replace central valley gutter between the two roofs. Re render the whole property in a lime rendering. Internal alterations to include uncovering three original fireplaces, restore the original wood floors, modernisation of kitchen, install a wet room and replace the toilet and basin Install an oil heating system using the 250 litre oil tank already installed. Replace septic tank.
	It was resolved no objection to planning application PL/2023/03591 and PL/2023/03854.
38	To consider the exclusion of the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 because the next item is a confidential employee matter
	It was resolved that the public be excluded from the meeting for the following item of business on the grounds that it is a confidential employee matter.
39	Appraisal
	Council noted the appraisal.

Signed:	Date:

Meeting of Heytesbury, Imber and Knook Parish Council

Minutes

Tuesday 25 July 2023
Hospital of St John, Heytesbury

Councillors present:

C Barker Bennett, C Blake, B Coombes, P Fellowes, S King, K Riggs, V Sturmey (chair), N Williams, A Wilson.

Also present:

Parish Clerk, approximately 50 members of the public.

Public participation

Four members of the public spoke, subjects included administration costs, Future Planning Working Group and neighbourhood plan.

It was agreed to alter the order of agenda items so item 56 was before item 49. The minutes follow the order of the published agenda.

40 Apologies

None.

41 Declarations of interest

None.

42 To approve the minutes of 27 June 2023

The minutes of 27 June 2023 were approved as a correct record and signed by Councillor Sturmey.

43 Chair's announcements

Councillor Sturmey referred to her statement about Heytesbury sports ground before public participation.

44 To consider a rural housing report from the Future Planning Working Group

An adviser to the Future Planning Working Group spoke about the report and answered questions from councillors.

It was resolved to approve the following recommendations as set out in the report:

a. the parish council should undertake to revise its out of date housing needs survey, to understand the affordable housing needs of local people over the next three years;
b. the parish council should resolve to prepare a neighbourhood plan, and establish a neighbourhood plan steering group, made up of lead councillors and residents, this group will report to the Future Planning Working Group and can have access to all their documents with a view to exploring all possible options to achieve the key priorities including:
    i. protecting the sports fields
    ii. protecting and enhancing the environment of the village
    iii. meeting local housing needs (affordable housing)
    iv. providing a community centre
c. the parish council should consider giving support and encouragement to the establishment of a Community Land Trust formed of local people, to initiate a community-led development of affordable housing and/or community facilities.

It was also resolved to:

a. appoint Councillor Blake and Councillor Coombes to the neighbourhood plan steering group; and
b. publish the drop-in session comments on the website.

45 To note the bank statements

The following bank balances on 25 July 2023 were noted:

a. Treasurers Account £9,748.48
b. Business Bank Instant Account £5,264.28

46 To note the bank reconciliation to 30 June 2023

Noted.

47 To note the financial report to 14 July 2023

Noted.

48 Approval of payments

It was resolved to approve the following payments:

27/23 idverde grounds maintenance £130.50

28/23 Clerk mileage £18.90

29/23 July payroll

30/23 Hospital of St John room hire 25 July 2023 £20

49 Parish Emergency Assistance Scheme

It was resolved to request two boxes of gel bags, two ‘Flood’ signs and two ‘Drive slowly through flood water’ signs.

50 To approve the Community Emergency Plan

It was resolved to approve the Community Emergency Plan.

51 Knook trees

a. To note the assessments carried out by Wessex Rural Crafts.
b. To note the recommendation for annual assessments.

Noted.

52 Knook noticeboard and dog bag dispenser

There was discussion about the damage to the noticeboard and dog bag dispenser.

It was agreed no further action because of the insurance excess and repair of the dog bag dispenser by a volunteer.

53 To consider a motion from Councillor Coombes

The following notice of motion was received from Councillor Coombes:

Council to set up a working group to explore ways to reinvigorate its working relationship with the parish by way of surveys in the first instance, followed by feedback and an agreed plan moving forward. This work to be completed by the end of October 2023.

An amendment was proposed and agreed: to replace “This work to be completed by the end of October 2023.” with “This work to be completed by the end of November 2023 and a draft questionnaire for the September meeting.”

It was resolved to approve the motion with the amendment.

It was also resolved to appoint Councillor Blake, Councillor Coombes, Councillor Fellowes and Councillor Wilson to the working group.

54 Dog bag dispensers

It was resolved to approve a request from Councillor Fellowes for two dispensers in Heytesbury and to set aside £250 from the outside spaces budget.

55 To consider appointing additional councillors to the Outside Spaces Working Group

It was resolved to appoint Councillor Blake, Councillor Riggs and Councillor Williams.

56 Planning applications

56.1 It was resolved to confirm no objection to PL/2023/04524, East Farm, Knook, installation of a slurry lagoon.

56.2 It was resolved that the following objections be made in respect of PL/2023/05436 and PL/2023/05667, The Angel Inn, Heytesbury, proposed conversion of public house into residential dwelling and proposed alterations to facilitate conversion:

i. it is a listed building and of historic interest;
ii. loss of employment and tourism;
iii. it is a community venue;
iv. it is destination dining;
v. insufficient time has been allowed for its sale; and
vi. insufficient financial information provided.

It was also resolved to request that Wiltshire Council's Planning Committee consider the objections.

The meeting commenced at 7.15 pm and ended at 9.08 pm.

Signed………………………………………….. Date

Meeting of Heytesbury, Imber and Knook Parish Council

Minutes

Tuesday 26 September 2023
Hospital of St John, Heytesbury

Councillors present:

C Barker Bennett, C Blake, B Coombes, P Fellowes, S King, V Sturmey (chair) , N Williams, A Wilson.

Also present:

Parish Clerk, 12 members of the public.

Public participation

Four members of the public spoke, subjects included wreaths for Remembrance Sunday, public participation, draft questionnaire and dog bag dispensers.

57 Apologies for absence

None.

58 Declarations of interest

Cllr Wilson declared a non-pecuniary interest in planning application PL/2023/05064, Knook Camp.

59 Minutes

The minutes of 25 July 2023 were approved as a correct record and signed by the chair.

60 Chair's announcements

Cllr Sturmey spoke about the disposal of Heytesbury sports ground as an asset of community value.

61 To note the bank statements

The following bank balances on 26 September were noted:

a. Treasurers Account £16,833.13
b. Instant Account £5,273.09

62 To note the bank reconciliation to 31 August 2023

Noted.

63 To note the financial report to 15 September 2023

Noted.

64 To approve payments

31/23 Wesssex Rural Crafts assessments of trees £300
32/23 idverde grounds maintenance July £130.50
33/23 JRB Enterprise dog bag dispensers £199.14
34/23 idverde grounds maintenance August £130.50
35/23 August payroll
36/23 September payroll
37/23 Neat n Tidy footpath maintenance £450
38/23 Cllr S King mileage £19.17

The above payments 31/23-38/23 were approved.

65 To confirm our commitment to a zero tolerance on abuse to staff, trustee members and councillors Cllr N Williams

It was resolved to confirm the commitment to a zero tolerance on abuse to staff, trustee members and councillors.

66 To give consideration to public participation on any subject before the start of the meeting Cllr V Sturmey

It was resolved to have a public session at 7 pm before the meeting and members of the public can speak on any subject.

67 To approve two wreaths for Remembrance Sunday Cllr V Sturmey

It was resolved to approve two wreaths for Remembrance Sunday, approximate cost £50.

68 To consider a draft questionnaire Cllr B Coombes

Item deferred until the next meeting.

69 To consider recommendations from the Outside Spaces Working Group

It was resolved to approve the following recommendations:

i. application to the Local Highways and Footways Improvement Group (LHFIG) for double yellow lines and bus stop road markings at Greenlands and school junction, Heytesbury;
ii. varnish for bench, £17.99, if required by Cllr Williams;

iii. tree and plaque for Tytherington, £100 cost to come from the biodiversity earmarked reserve, Cllr King to action;
iv. blue plaque for the blind house, Heytesbury, cost of £200 previously agreed to come from the outside spaces budget;
v. Cllr Williams to check the blind house and war memorial annually.

70 To confirm no objection to planning applications PL/2023/07231 and PL/2023/07232

It was confirmed there were no objections to the following planning applications:

a. PL/2023/07231 Little London Cottage, 61-62 High Street, Heytesbury, proposed works to trees, cypress reduce by four feet
b. PL/2023/07232 2 Victoria Gardens, High Street, Heytesbury, proposed works to trees, hornbeam fell

71 To consider planning application PL/2023/05064 Knook Camp, erection of a new gym building and briefing tent with associated landscaping and demolition of existing briefing facility (five year time limited)

There were no objections.

72 To consider planning application PL/2023/07790 Shady Bower, 37 Chapel Road, Heytesbury, Scots pine fell

There were no objections.

73 To consider and approve the action plan

It was resolved to approve the action plan.

74 To approve the press and media policy

It was resolved to approve the press and media policy.

75 To appoint a vice chair

Cllr King was appointed vice chair.

The meeting commenced at 7.15 pm and ended at 8.45 pm.

Signed……………………………………………… Date

Extraordinary meeting of Heytesbury, Imber and Knook Parish Council

Minutes

Wednesday 25 October 2023
Hospital of St John, Heytesbury

Councillors present:

C Barker Bennett, C Blake, B Coombes, P Fellowes, S King, V Sturmey (chair) , N Williams, A Wilson.

Also present:

Parish Clerk, 20 members of the public.

Public session

Nine members of the public spoke, subjects included:

i. the notice of intention to bid for the sports ground from The Heytesbury Villagers;
ii. parish council newsletter; and
iii. parish meeting in August 2023.

76 Apologies for absence

None.

77 Declarations of interest

Cllr Coombes declared a non-pecuniary interest item 78.

78 Sports ground

Council noted:

i. the notice of intention received by Wiltshire Council to bid for the sports ground, an asset of community value, from The Heytesbury Villagers; and
ii. the six month moratorium on the sale of the sports ground as a result of the notice of intention to bid.

It was resolved:

i. the notice of intention to bid for the sports ground from The Heytesbury Villagers is welcome by council; and
ii. that council work with The Heytesbury Villagers towards a positive outcome in respect of the sports ground.

The meeting commenced at 7 pm and ended at 7.58 pm.

Signed……………………………………………… Date

Meeting of Heytesbury, Imber and Knook Parish Council

Minutes

Tuesday 31 October 2023
Hospital of St John, Heytesbury

Councillors present:

C Barker Bennett, C Blake, B Coombes, S King, V Sturmey (chair) , N Williams, A Wilson.

Also present:

Clerk, eight members of the public.

Public session

Four members of the public spoke, subjects included:

i. the notice of intention to bid for the sports ground from The Heytesbury Villagers
ii. the parish steward service
iii. gutters in the High Street, Heytesbury
iv. budget report
v. draft questionnaire

It was agreed to alter the order of agenda items so item 93 was before item 92. The minutes follow the order of the published agenda.

79 Apologies for absence

Cllr Fellowes.

80 Declarations of interest

Cllr Barker Bennett declared a non-pecuniary interest item 99 and 100.

Cllr Wilson declared a non-pecuniary interest item 96, planning application PL/2023/05681.

The Clerk reminded councillors to ensure their entries on the register of interests are up to date.

81 Minutes

The minutes of 26 September 2023 were approved as a correct record and signed by the chair.

82 Chair's announcements

Cllr Sturmey announced the moratorium on the disposal of the sports ground as an asset of community value.

83 To note the bank statements 31 October 2023

a. Treasurers Account £15,713.30
b. Instant Account £5,277.94

Noted.

84 To note the bank reconciliation to 30 September 2023

Noted.

85 To note the budget report to 20 October 2023

Noted.

86 To approve payments

39/23 idverde grounds maintenance £130.50
42/23 Clerk mileage £14.85
43/23 Hospital of St John room hire 26 September 2023 £20
44/23 Amazon plaque £24.18
45/23 October payroll
46/23 Blue Diamond tree £91.99
47/23 Royal British Legion wreaths £50
48/23 idverde grounds maintenance £130.50

The above payments were approved.

87 To approve transfers to and from earmarked reserves

i) £80 Best Kept Village Competition prize money to biodiversity reserve.

ii) £153 from laptop reserve to general reserve.

The above changes in earmarked reserves were approved.

88 To appoint bank account signatories

It was resolved to appoint Cllr Coombes and Cllr Williams as bank account signatories.

89 To consider the draft budget 2024-2025

There was a discussion of the figures and it was agreed to create a £500 earmarked reserve for grants. Further consideration of the budget was deferred until the next meeting.

90 To consider a response to the BT proposal to remove the Heytesbury payphone

It was resolved to ask BT to adopt the phone box for £1.

91 Adjournment

There was a short adjournment at 8.38 pm to 8.39 pm.

92 To comment on the draft Wiltshire Local Plan

Councillors considered the draft Wiltshire Local Plan. It was agreed councillors would comment individually.

93 To consider a draft questionnaire

Various changes were suggested and it was agreed to defer further consideration until the next meeting.

94 Blue plaque

It was resolved to approve the following wording of a blue plaque for the lock up in Heytesbury:

Scheduled monument listed 22 Jan. 1935

BLIND HOUSE

Village lock up formerly used for the short term detention of local people.

The school children still use it for the village bonfire night celebrations.

Grade II listed building 11 Sept. 1968

95 Extension of meeting

It was resolved to extend the meeting to 9.15 pm.

96 To consider planning applications

i. PL/2023/07308 17 Knook, to enlarge existing car parking area and the addition of a turning point. There were no objections subject to consultation with the Environment Agency due to proximity to the river.

ii. PL/2023/08505 and PL/2023/08726 Lindens, High Street, Heytesbury, internal and external alterations, removal of existing septic tank and installation of new septic tank. There were no objections.

iii. PL/2023/08697 1 Victoria Gardens, High Street, Heytesbury, laburnum reduce below the overhead cables. There were no objections.

iv. PL/2023/09133 The Old Vicarage, Little London, Heytesbury, to fell lime tree and raise crown of yew tree. There were no objections.

v. PL/2023/05681 Garstons, Park Lane, Heytesbury, creation of two ponds. It was agreed to support the application.

97 To confirm no objections to planning applications PL/2023/07883 and PL/2023/07884

i. PL/2023/07883 33 Hospital of St John, Heytesbury, to re-pollard lime tree and height reduction for ongoing management of the tree within the courtyard

ii. PL/2023/07884 33 Hospital of St John, Heytesbury, works to trees in a conservation area

It was confirmed there were no objections to the above applications.

98 To exclude press and public under Public Bodies (Admission to Meetings) Act 1960 to discuss confidential items (commercially sensitive)

It was resolved to exclude press and public.

99 To consider a quote for maintenance of footpaths

It was resolved to accept the quote for £850 from Neat n Tidy for maintenance of footpaths in 2024.

100 Grounds maintenance

It was resolved to accept the following quotes from idverde for grounds maintenance from April 2024 to October 2025:

i. £1,618.12 plus VAT (2024)
ii. £1,698.90 plus VAT (2025)

The meeting commenced at 7 pm and ended at 9.14 pm.

Signed……………………………………………… Date

Meeting of Heytesbury, Imber and Knook Parish Council

Minutes

Tuesday 28 November 2023
Hospital of St John, Heytesbury

Councillors present:

C Barker Bennett, C Blake, B Coombes, P Fellowes, J Sneddon, V Sturmey (chair) , N Williams, A Wilson.

Also present:

Clerk, Cllr C Newbury (Wiltshire Council), approximately 16 members of the public.

Public session commenced at 7.01 pm.

Five members of the public spoke and subjects included:

i. road surface especially High Street and Tytherington junction
ii. bank accounts
iii. asset of community value
iv. staff pay
v. questionnaire

Additionally, there was an award presentation by a representative of the Best Kept Village Competition.

Public session ended at 7.17 pm.

The meeting commenced at 7.17 pm.

It was agreed to alter the order of agenda items so 111 and 112 were after 122. The minutes follow the order of the published agenda.

101 Apologies for absence

Cllr King.

102 Declarations of interest

None.

103 Minutes

It was agreed to change the minutes of 25 October 2023 to include 'Cllr Sturmey proposed writing to the owner which was deferred.'

The minutes of 25 October 2023 and 31 October 2023 were approved and signed by the chair.

104 To co-opt a councillor

It was resolved to co-opt Josephine Sneddon. Cllr Sneddon signed the declaration of acceptance of office and joined the meeting.

105 Chair's announcements

None.

106 To note the bank statements

a. Treasurers Account £14,945.03
b. Instant Account £5,283.77

Noted.

107 To note the bank reconciliation to 31 October 2023

Noted.

108 To note the budget report to 17 November 2023

Noted

109 To approve payments

49/23 Spalding Fasteners screws £23.69
50/23 Hospital of St John room hire 25 and 31 October 2023 £40
51/23 Jubilee Consumables cartridge for printer £24.35
52/23 RJ Print printing of newsletter £48
53/23 November payroll

The payments were approved.

110 Asset of community value

To consider the decision by Wiltshire Council to remove land to the north of Park Street, Heytesbury, from the list of assets of community value.

Cllr Newbury spoke about the agenda item.

It was resolved to obtain quotes for legal advice, obtain the title plan and to consider an application to nominate the land.

Cllr Barker Bennett	For
Cllr Blake	Against
Cllr Coombes	Against
Cllr Fellowes	For
Cllr Sneddon	For
Cllr Sturmey	For
Cllr Williams	For
Cllr Wilson	For

It was also resolved to exclude a member of the public from the meeting because of a disturbance.

111 To agree the budget for 2024-2025

There was a discussion of the figures and it was agreed to increase the outside spaces, play area and amenities budget to £2,500. Further consideration of the budget and precept for 2024-2025 was deferred.

112 To agree the precept for 2024-2025

The agenda item was deferred.

113 To approve the terms of reference for the neighbourhood plan steering group

It was resolved to approve the terms of reference for the neighbourhood plan steering group.

114 Questionnaire

Various changes were agreed and it was resolved to approve the questionnaire. Cllr Coombes to action.

Cllr Barker Bennett	For
Cllr Blake	For
Cllr Coombes	For
Cllr Fellowes	For
Cllr Sneddon	For
Cllr Sturmey	For
Cllr Williams	Against
Cllr Wilson	Against

115 Phone box

The Clerk informed councillors it was not possible to adopt the phone box in High Street from BT unless it is for a defibrillator.

It was resolved to object to BT's proposed removal of the phone box because it is near an accident black spot.

116 Notice of motion

"I should like to propose that the council contacts the Highways department to ask what progress has been made for plans to repair the Park Lane bridge over the River Wylye. The plans were to include building a culvert to take flood water when the bridge reaches its capacity."

Cllr Barker Bennett.

It was agreed that Cllr Barker Bennett draft a letter for the Clerk to send to Wiltshire Council.

117 Planning applications

i. PL/2023/08896 The Red Lion, High Street, Heytesbury, the occasional and periodic erection of both a canopy/tent and a venue marquee. There were no objections.

ii. PL/2023/09966 Winterbourne House, 14 Heytesbury Park, Heytesbury, consent under Tree Preservation Order. There were no objections.

118 Dates of meetings for 2024

The dates of meetings for 2024 were approved.

119 To agree a date, time and place for the parish meeting

It was agreed that the parish meeting will be held at 7 pm on Tuesday 14 May 2024 at Hospital of St John, Heytesbury.

120 To exclude press and public under Public Bodies (Admission to Meetings) Act 1960 to discuss confidential items

There were no members of the public present.

121 Local government pay award 2023-2024

It was resolved to approve the pay award of £1,925 (pro rata for part-time employees) backdated to 1 April 2023.

122 To consider the Clerk's working hours

The agenda item was deferred.

The meeting ended at 10.05 pm.

Signed……………………………………………… Date

Extraordinary meeting of Heytesbury, Imber and Knook Parish Council

Minutes

Wednesday 13 December 2023
Hospital of St John, Heytesbury

Present

Cllr C Barker Bennett, Cllr B Coombes, Cllr P Fellowes, Cllr S King (chair), Cllr J Sneddon, Cllr N Williams and Cllr A Wilson.

Clerk and five members of the public.

Public session commenced at 7.02 pm.

Two members of the public spoke and subjects included:

i. application to nominate land to the north of Park Street as an asset of community value
ii. petition in respect of Heytesbury sports ground
iii. budget

Public session ended at 7.06 pm.

The meeting commenced at 7.06 pm.

123 Apologies for absence

Cllr Blake and Cllr Sturmey.

124 Declarations of interest

None.

125 Minutes

The minutes of the meeting on 28 November 2023 were approved and signed by the chair.

126 Budget 2024-2025

It was resolved to approve a budget for 2024-2025 with a budget expenditure of £22,400.

127 Precept 2024-2025

It was resolved to approve a precept for 2024-2025 of £20,900.

128 To exclude press and public under Public Bodies (Admission to Meetings) Act 1960 to discuss a confidential item

There were no members of the public present.

129 To consider the Clerk's working hours

It was agreed to consider the Clerk's workload at the next meeting.

The meeting ended at 9.21 pm.

Signed……………………………………………… Date