

Heytesbury, Imber and Knook Parish Council

Prepared by John Cap Clerk and RFO

Date 01/07/2024

Approved by Cllr J Sneddon

Date 01/07/2024

A	Bank reconciliation		
	Cash in hand 01/04/2024		16,876.39
	Add		
	Receipts 01/04/2024 - 30/06/2024		11,171.98
			28,048.37
	Subtract		
	Payments 01/04/2024-30/06/2024		5,467.31
	Cash in hand 30/06/2024 (per cash book)		22,581.06
B	Cash in hand per bank statements 30/06/2024		
	Current account	17,256.89	
	Instant access account	5,324.17	
			22,581.06
	Less payments		
	Plus receipts		
	Adjusted bank balance		22,581.06
	A is equal to B		

10/07/2024

Receipts

	Budgeted	Actual	Variance
Bank interest		22.72	
Miscellaneous		50.00	
Precept	20,900.00	10,450.00	10,450.00
VAT refund		654.76	
	20,900.00	11,177.48	10,450.00

Payments

	Budgeted	Actual	Variance
Audit	300.00	276.00	24.00
Elections	500.00		500.00
Grants	500.00		500.00
Grounds maintenance	2,800.00	1,232.17	1,567.83
Insurance	1,500.00	1,005.17	494.83
IT	200.00	229.99	-29.99
Mileage allowance	100.00	25.65	74.35
Miscellaneous	100.00		100.00
Outside spaces, play area and amenities	2,500.00	172.02	2,327.98
Professional fees	800.00		800.00
Room hire	300.00	100.00	200.00
Staff	9,500.00	2,231.25	7,268.75
Stationery, printing and publicity	500.00	24.35	475.65
Subscriptions	600.00	342.73	257.27
Traffic calming	1,500.00		1,500.00
Training	700.00		700.00
	22,400.00	5,639.33	16,760.67

Transfer to reserve

10/07/2024

Earmarked reserves 2024-2025

	Balance 01/04/2024	Spend	Transfers in	Released back to general reserve	Current balance
Audit	300.00	276.00		24.00	0.00
Biodiversity	273.83				273.83
Elections	1,000.00		2,000.00		3,000.00
Grants	500.00				500.00
Play area	1,567.66				1,567.66
Training	700.00				700.00
Total	4,341.49	276.00	2,000.00	24.00	6,041.49

Purpose of earmarked reserves

Audit reserve is to provide funds for the annual internal audit.

Biodiversity reserve was set up in 2023 with the Best Kept Village Competition prize money to support biodiversity for example tree planting.

Elections reserve is to support funding of elections.

Grants reserve is to enable grants to be given.

Play area reserve is to support play area improvements and purchase of equipment.

Training reserve is to provide funds to support councillor and employee training.

Subject	Laptop repair
Date	8 July 2024
Author	Clerk and Responsible Financial Officer

There was a problem with the laptop's lid hinge and the screen. Unfortunately, the problem occurred out of the warranty period.

A debit card payment of £170 was authorised for the laptop repair. The laptop was repaired by an IT repair company in Westbury. The laptop required a new lid and screen.

The payment was considered necessary because there was a significant risk of business interruption. In cases of serious risk a payment of up to £1,000 excluding VAT can be authorised (5.18 of the financial regulations). The debit card can be used to authorise a payment up to £500 (8.1 of the financial regulations).

There is no requirement under the financial regulations (5.12 ii) to obtain competitive prices for repairs to existing equipment.

In accordance with the financial regulations (5.18) the payment must be reported to the council as soon as practicable .

**Survey of Trees at
Knook Allotments, Knook. BA12 0JG
and Park Street, Heytesbury**

5th July 2024

Prepared by [REDACTED]



**wrc
trees**

**ARBORICULTURAL
CONSULTANTS**

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Contents.

1. **Introduction**
2. **Data Collection**
3. **Risk Management**
4. **Limitations**
5. **Statutory Protection**
6. **Conclusions and Recommendations**

Appendix 1. Tree Location Plans

Appendix 2. Survey Schedules

1. Introduction

- 1.1 WRC Trees were instructed by John Cap of Heytesbury, Imber and Knook Parish Council to undertake a safety survey of trees growing at Knook Allotments, and of trees growing at Park Street Heytesbury.
- 1.2 This survey has focused on the safety of trees only.

2. Data Collection

- 2.1 The Tree Survey was carried out by [REDACTED] a licensed user of Quantified Tree Risk Assessment (QTRA) methodology and holder of a LANTRA certificate for Professional Tree Inspection qualification, on 2nd July 2024. The weather was sunny.
- 2.2 The trees were assessed from ground level employing the Visual Tree Assessment method, using a nylon sounding mallet, steel probe and binoculars where necessary. Otiss Tree Survey software and a GPS enabled handheld device were used to record data and map the tree locations (see Appendix 1 - Tree Location Plan).
- 2.3 The trees were assessed for physiological health and structural condition, and an assessment of the local environment made. This was to enable identification of any defects predisposing the trees to failure, and where a significant risk to people and property may be posed. This assessment also gives an indication of the vitality of each tree and of its tolerance to competition for nutrients and light, stress, wounding and pathogens.

3. Risk Management

- 3.1 This survey aims to accord with the 'Common sense risk management of trees - Guidance on trees and public safety in the UK for owners, managers and advisers - 2011' as published by the National Tree Safety Group (NTSG). The Health and Safety Executive was consulted in the production of the above publication. It endorses the sensible, proportionate, reasonable and balanced advice to owners on managing the risk from trees set out in their guidance.

4. Limitations

- 4.1 Trees are dynamic living organisms, whose health and condition can be subject to rapid change, depending on a number of external and internal factors.
- 4.2 All trees will drop branches during their lifetime and no tree can be considered entirely safe. Trees can be damaged during high winds or extreme weather. Fungal fruiting bodies may appear in the future and can indicate decay or the threat of decay and possible tree failure.
- 4.3 The conclusions of this survey relate to conditions observed at the time of inspection. Any significant changes to the condition of the trees or to the use of the surrounding land will necessitate a reassessment of the trees. Aerial tree inspection, invasive procedures not highlighted, soil analysis and excavations are outside the scope of the survey, but if considered a requirement will be recommended in the report.

5. Statutory Protection

- 5.1 A check of the Wiltshire Council Planning Explorer Map indicates that none of the trees surveyed at Knook Allotments are protected by either a Conservation Area or Tree Preservation Order. However, some of the trees at Park Street are protected by the Heytesbury Conservation Area.
- 5.2 Under the Town and Country Planning Act 1990 all trees in a Conservation Area with a trunk diameter of 75mm or more (measured at 1.5m above natural ground level) are protected (subject to some exemptions). It is an offence to prune, fell or otherwise damage a tree without first giving notice section 211) to the Local Authority and following their instruction.

6. Conclusions and Recommendations

- 6.1 The condition of the trees at Knook Allotments is generally fair, offering good visual amenity and ecological benefits. However, all trees or groups exhibit some symptoms of ash dieback (*Hymenoschyphus fraxineus*), with more trees infected and further decline observed in group G001.
- 6.2 Ash dieback (*Hymenoschyphus fraxineus*) is a serious disease of ash trees, particularly of the UK's native ash (*Fraxinus excelsior*). It is a fungal pathogen which causes rapid deterioration and often death of ash trees. Trees affected by ash dieback are

documented to be prone to branch failure or total failure, often caused by the degradation of wood structure or infection by a secondary pathogen such as honey fungus (*Armillaria mellea*). Trees decline rapidly, although some trees may resist for several years, and a few may recover. Current guidance is to retain infected ash trees unless they pose a risk to persons or property. That guidance has been followed in this survey.

Ash trees in this survey have been classified by level of infection as described in The Tree Council Action Plan Toolkit:

- Class 1 100%–76% of the crown remains
- Class 2 75%–51% of the crown remains
- Class 3 50%–26% of the crown remains
- Class 4 25%–0% of the crown remains

- 6.3 Some trees at Knook Allotments have dense ivy which prevents a full and detailed inspection. However, ivy is ecologically important, for example as a potential nesting site for birds and bats and as a late source of nectar for invertebrates. It is not recommended that the ivy is severed.
- 6.4 It is recommended that the worst affected trees in group G001 at Knook Allotments are now removed before their condition declines further, becoming more hazardous to allotment users and those persons undertaking their removal.
- 6.5 Due to the potentially rapid decline of trees infected with ash dieback it is recommended that the trees at Knook Allotments are inspected annually during the summer months, when symptoms are most easily observed, by a suitably qualified and experienced arboriculturalist.
- 6.6 Trees at Park Street are in good or fair condition physiologically with no obvious signs of ill health. However, trees T001 and T002, both common beech (*Fagus sylvatica*), exhibit evidence of squirrel damage which if severe can weaken smaller diameter branches and leaders causing failure. The damage is not yet considered to be of a severe extent.
- 6.7 Tree T001 has multiple included bark unions, common in multi-stemmed beech. These unions are not as strong as those free of included bark and have the potential to fail. Failure of stems from T001 would strike the adjacent road, therefore crown reduction works have been recommended to reduce stresses on the unions.

6.8 Group G001 has a very low canopy which is assumed inhibits maintenance of the verge. The Parish Council should determine whether or not to prune to facilitate mowing. The canopy of this group also overhangs the highway with the potential to obstruct pedestrians and vehicles. Whilst not currently hazardous, this is in breach of Section 154 of the Highways Act 1980:

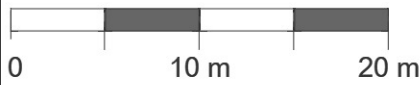
Where a hedge, tree or shrub overhangs a highway or any other road or footpath to which the public has access so as to endanger or obstruct the passage of vehicles or pedestrians, or obstructs or interferes with the view of drivers of vehicles or the light from a public lamp, [F1or overhangs a highway so as to endanger or obstruct the passage of horse-riders,]a competent authority may, by notice either to the owner of the hedge, tree or shrub or to the occupier of the land on which it is growing, require him within 14 days from the date of service of the notice so to lop or cut it as to remove the cause of the danger, obstruction or interference.

It is therefore recommended that works are undertaken to remove the obstruction.

6.9 it is recommended that the trees at Park Street are inspected every two years by a suitably qualified and experienced arboriculturalist.

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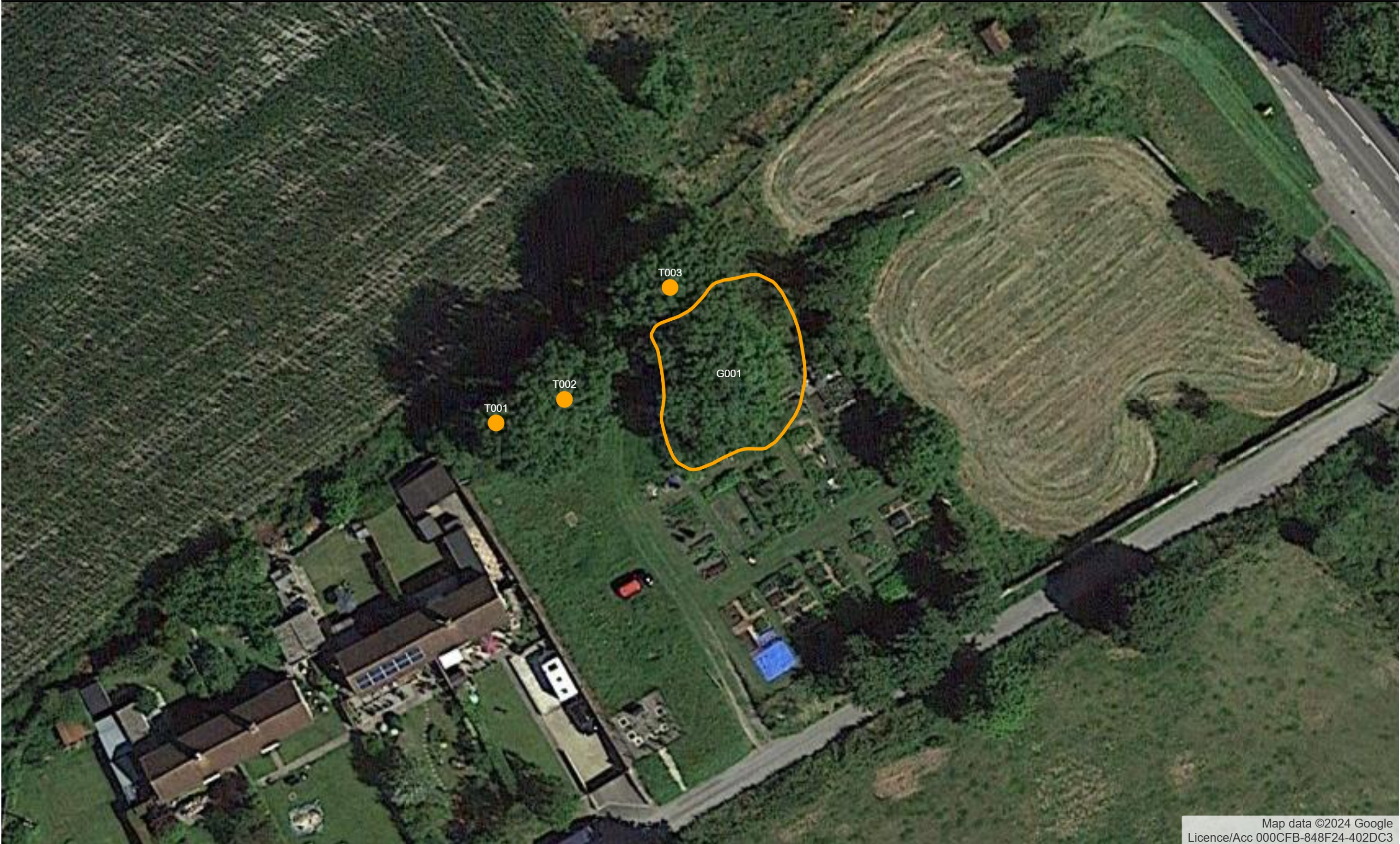
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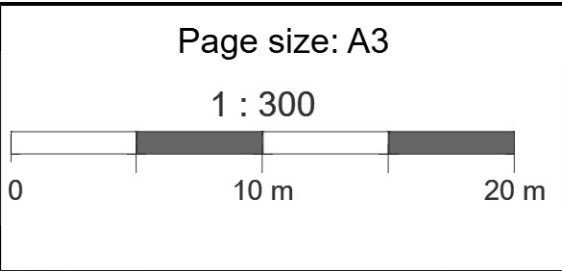


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Appendix 2: Knook Allotments Survey Schedule

Ref.	Species	Structure	Life Stage	Survey Notes	Condition	Control Measures	Timescale
G001	Common ash (<i>Fraxinus excelsior</i>)	Group	Early Mature	Group of tall, slender ash stems drawn up by each other. A larger tree has been removed to the west/southwest of the group. Minor, moderate and advanced symptoms of ash dieback (<i>Hymenoschyphus fraxineus</i>) to a few trees on the periphery, now spread to the northern and eastern sides. Small, dead stem on northeast point. Many trees in the groups still do not currently exhibit symptoms of ash dieback. Ash dieback Class 1-2	Fair	Consider removing worst affected trees to west and north with highest levels of decline before work becomes more hazardous.	6 Months
T001	Common ash (<i>Fraxinus excelsior</i>)	Tree	Early Mature	Suppressed tree with lean to west Very heavily pruned for utilities to north. Dense ivy on stem prevents full inspection. Deadwood throughout crown typical of species. Very minor symptoms of ash dieback (<i>Hymenoschyphus fraxineus</i>) observed. Ash dieback Class 1	Fair	No action required.	No Action
T002	Common ash (<i>Fraxinus excelsior</i>)	Tree	Mature	Very dense ivy which prevents full inspection. Pruned for utilities to north Asymmetrical crown biased to south/southeast. Deadwood throughout crown typical of species and age. Very minor symptoms of ash dieback (<i>Hymenoschyphus fraxineus</i>) observed. Ash dieback Class 1	Fair	No action required.	No Action
T003	Common ash (<i>Fraxinus excelsior</i>)	Tree	Mature	Very dense ivy which prevents full inspection. Deadwood throughout crown typical of species and age. Minor symptoms of ash dieback (<i>Hymenoschyphus fraxineus</i>) observed. Allotment detritus at base. Ash dieback Class 1	Fair	No action required.	No Action

Appendix 2. Park Street Survey Schedule



Ref.	Species	Structure	Life Stage	Survey Notes	Condition	Control Measures	Timescale
G001	Mixed species	Group	Early Mature	Scrubby group of elder, elm and <i>Prunus</i> . Arboreal ivy. Dead wood in elder. Elder has a partially failed branch resting on the adjacent fence. Not hazardous or causing damage, but easily removed. <i>Prunus</i> has a very low canopy over the verge which must inhibit mowing. Canopy is also low over the footpath and road, and is in breach of section 154 of the Highways Act 1980	Fair	Crown lift to approximately three metres above ground level over footpath and road only. Crown lift as required to facilitate mowing.	1 Month
T001	Common beech (<i>Fagus sylvatica</i>)	Tree	Early Mature	Multi-stemmed from approximately 1.2 metres with more stems emanating at two metres. All unions appear to have included bark, with little reactive growth and no obvious natural braces. Arboreal ivy. Historic and recent squirrel damage. Cracks in bark consistent with incremental growth.	Good	Reduce crown in height and spread by up to two metres to best growth points.	6 Months
T002	Elder (<i>Sambucus nigra</i>)	Tree	Mature	Scrubby elder growing on bank. Suppressed with most lower branches shaded out and dead. Arboreal ivy.	Fair	No action required.	No Action
T003	Common beech (<i>Fagus sylvatica</i>)	Tree	Early Mature	Historic and recent squirrel damage.	Good	No action required.	No Action

Agenda item

To consider recommendations from the Outside Spaces Working Group

Council is reminded the budgeted provision for outside spaces, play area and amenities is £2,500 for 2024-2025. The year to date actual remaining for the budget heading is £2,327.98.

Council has £1,512 to pay for maintenance of trees in Knook allotments and Park Street. It is recommended the payment is taken from the outside spaces budget heading since there is no alternative budget heading. Any budget overspend due to approval of the recommendations would be taken from reserves. There are earmarked reserves for specific purposes:

- £1,567.66 to support play area improvements and purchase of equipment
- £273.83 to support biodiversity for example tree planting

The recommendation for additional maintenance of a footpath has not been budgeted for the current financial year. Council approved a tight grounds maintenance budgeted provision of £2,800.

Financial prudence is therefore advisable when considering the recommendations against budgeted provision and reserves.

Clerk and Responsible Financial Officer

11 July 2024

OSWG MEETING

Tuesday 7pm 9th July 2024

Nick's house

MEMBERSHIP

CLLRS – FELLOWS, STURMEY, WILLIAMS, WILSON AND TEALE

Advisor members – [REDACTED]

Invited Cllrs Barker Bennett and Combes

MINUTES

Apologies Cllr Fellowes

Present Cllrs SturmeY, Wilson, Williams, Teale and Barker Bennett

[REDACTED]

Cllr Williams (PC chair) and [REDACTED] of the allotment association signed the new 5 year lease of allotment land at Knook

[REDACTED] left for a allotment association meeting

1, Play area repairs and Moss spray treatment quotes

The group agreed to recommend the clerk obtains quotes for : Moss treatment of playground surfaces, a new piece of toddler equipment with budget £1,500 and replacement of the uprights on the "Climber overhead suspended rings" from the following companies: safe play.co.uk and playground guardian and one other company.

Lead Cllr SturmeY

2, Blue plaque heritage trail

The metal foundry plaques have reduced in price to £144 each, It was agreed to move forward on two plaques and enquire into the various permissions , in order

1, William Cunnington 1754-1810

Antiquarian and Archaeologist

Lived in Park Street

He was the first archaeologist to undertake such an extensive campaign of work and was a true pioneer, excavating several hundred barrows across South Wiltshire (permission VS)

2, Albert Edward Sparey 1889-1967

Albert (Bert) was the last stationmaster when the railway closed on 19th September 1955, after which he and his wife Mary Ann (May) went to live in the Hospital of St John

Heytesbury railway station opened 30th June 1856 (permission MT)

3, Raymond Hall / Picture Palace Australian connection during ww1 (AW to do further work)

4. Hospital of St John (VS to do further work)

5, Siegfried Sassoon, Heytesbury House (Further work required)

6, William Uriah White 1881-1946

The last village blacksmith, The Forge (further work required)

7, Chestnut tree, Chapel Rd/ swing riots (further work required)

3, Potential sites for biodiversity / pollinators

Various sites have been considered and discussions have taken place with WC highways officer, the long strip of grass along Park street seems a most favourable site with no trees or junction visibility issues, some volunteers have come forward although more will be needed, AW will seek advice from the Wiltshire Wildlife trust. Wildflower seeds scattering as part of parish events (permissions needed) budget £50 from biodiversity

4, Replacement roses for war memorial

A resident has contacted the group in regard to replacing the aging 20x roses named "Rememberance" at the war memorial, initial enquires from a local garden centre is £20 each, the group investigated different varieties, bare root and online purchase could reduce the price, the resident would arrange planting in the autumn, lead Cllr Sturmeay

5, New bench at the Mill

After considering Glasdons recycled benches 3 seater £585 1.8m and 2 seater £475 1.3m and the offer of a secondhand bench size unknown and space at the site. It was agreed Cllrs MT and Barker Bennett would comeback with best option and a quote for a base estimated costs in total £1,000 and the landowners permissions

6, Knook passing place sign

This was deferred as owners of the walled garden project are working on a parking solution

7, Bus stop markings outside the school

After consideration that the issue is a community one and not just a school matter it was agreed to refer back to LHFIG estimated cost £500 lead Cllr Sturmev

8, Footpaths report from Cllrs Coombes and Barker Bennett

After a site visit the group considered Cllr Barker Bennett and Coombes report, it was agreed to add the extra areas to the contract, estimated cost £100, lead Cllr Barker Bennett

9, Recommendations

Item 1 Play area, clerk to seek quotes as above

Item 2 Blue plaques council set aside funds for 2 new plaques, final site, permissions and wording brought back to Sept for approval

Item 3 council to apply for a section 96 from WC for the grass verge along Park street, advertise the project and call for volunteers, £50 initial purchase of seeds

Item 4 the council approves £200 for new memorial roses

Item 7 refer bus stop markings to LHFIG

Item 8 add continuation of grass cutting on footpath HEYT 7 to Kingfishers house and add HEYT 9 end railway bridge to hard track

AOB

Volunteer Policy

This policy sets out the principles for voluntary involvement in activities authorised by Heytesbury, Imber and Knook Parish Council. The council acknowledge that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves. This policy applies to volunteers working on behalf of the parish council, not those employed by the council or members of the council.

Volunteers shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance. The council may decide to set-up a volunteer database that records volunteers and some basic contact details.

Volunteer Activity

1. Volunteers must inform the event supervisor (The Parish Clerk or a person appointed to the role) of work they intend to carry out before commencing such work. This can be in writing via e-mail or by signing in ahead of a session. The record will be retained.
2. Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.
3. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The council is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing. The risk assessment should include as a minimum:
 - The job or activity
 - The existing competency of volunteers
 - The circumstances of the work (eg the degree of supervision)
 - The tools and/or equipment being used
 - Training requirements The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.
4. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the parish council.
5. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.

Agenda item

Cllr B Coombes

Proposal for community events

To hear a proposal for the following events:

- a. Heytesbury hobble on 3 August
- b. Rumble in the jumble on 30 August
- c. Scarecrow competition on 14 September

NB In the May and June meeting council was advised it must consider the financial, insurance and risk management implications of proposed events. Council must also consider if there are any data protection risks and crime and disorder implications.