

Meeting of Heytesbury, Imber and Knook Parish Council

Minutes

Tuesday 23 July 2024

Hospital of St John, Heytesbury

Present

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

Cllr King was absent.

The meeting was chaired by Cllr Williams.

There were no members of the public present.

The meeting commenced at 7.03 pm.

250 Apologies

Cllr Fellowes.

251 Declarations of interest

Cllr Barker Bennett for item 264 concerning a recommendation for maintenance of footpaths but it was not a pecuniary interest.

252 Minutes

The minutes of the meeting on 12 June 2024 were approved. The minutes of 25 June 2024 were approved subject to an amendment that an apology for absence was received from Cllr King.

253 Chair's announcements

There were no announcements.

254 To note the bank statements

The bank statements as at 23 July 2024 were noted.

255 To note the bank reconciliation to 30 June 2024

The bank reconciliation was noted.

256 To note the budget report to 10 July 2024

The budget report was noted.

257 Review of earmarked reserves

Council noted and considered the earmarked reserves.

258 To note the debit card payment of £170 authorised by the Clerk for repair of the laptop

Council received and noted a written report from the Clerk in respect of the payment.

259 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

The payments were approved.

260 Planning applications

- i. PL/2024/05538 East Hill Farm House, East Hill, Heytesbury. Repair/replacement of existing windows/doors. Listed building consent. There were no objections.
- ii. PL/2024/05903 3 Cotley Place, Heytesbury. Works to trees in a conservation area. There were no objections.
- iii. PL/2024/05476 64 High Street, Heytesbury. Construction of a new garden shed. There were no objections.

261 To note the inspection report concerning trees in Knook allotments and on the verge in Park Street

Council noted the inspection on 5 July 2024 by Wessex Rural Crafts and the following recommendations of the report:

- i. annual inspection of trees in Knook allotments
- ii. inspection every two years of trees on the verge in Park Street
- iii. maintenance of trees in Knook allotments and on the verge in Park Street

262 To consider a quotation of £1,260 plus VAT for maintenance of trees in Knook allotments and on the verge in Park Street

Council agreed to accept a quotation of £1,260 plus VAT from Wessex Rural Crafts.

- 263 To consider a quotation of £270 plus VAT for a valuation and condition inspection of the lock-up and war memorial
- Council agreed to accept a quotation of £270 plus VAT from Albion Stonemasons.
- 264 To consider the recommendations from the Outside Spaces Working Group
- Council received a written report from the Clerk in respect of financial implications of the recommendations. The Clerk also advised councillors about the accuracy and authenticity of the recommendations.
- Item was deferred for the working group to obtain accurate information in respect of the recommendations.
- Cllr Peters and Cllr Teale left the meeting.
- 265 To appoint councillors to the employee relations working group
- Cllr Barker Bennett, Cllr Coombes and Cllr Peters were appointed to the working group.
- 266 To consider a volunteer policy
- Following a brief discussion, Cllr Sturmey withdrew her proposal for a volunteer policy.
- 267 To consider the purchase of two wreaths from the Royal British Legion (£44.48)
- Council approved the purchase of two wreaths from the Royal British Legion (£44.48).
- 268 To appoint an additional councillor with responsibility for safety inspections of the play area
- Cllr Coombes was appointed to be responsible for the monthly inspections. Cllr Sneddon and Cllr Wilson were appointed to be responsible for the weekly inspections. The Clerk reminded councillors that a record of the inspections is required for risk management and insurance compliance.
- 269 Proposal for community events
- Council heard a proposal for community events from Cllr Coombes. The Clerk advised councillors about the risk management of events. Cllr Coombes withdrew his proposal.
- 270 To receive updates
- i. newsletter
 - ii. review of standing orders
 - iii. councillor surgeries

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

Council received brief oral updates and noted the monthly market as a location for councillor surgeries from 8 September 2024.

The meeting ended at 9.17 pm.

Signed.....

Date