

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 24 September 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 23 July 2024
- 4 To co-opt a new councillor
To consider the application received and emailed in advance of the meeting.
- 5 Chair's announcements
- 6 To note the bank statements
- 7 To note the bank reconciliation to 31 July 2024 and the bank reconciliation to 31 August 2024
[View the bank reconciliation to 31 July 2024](#)
[View the bank reconciliation to 31 August 2024](#)
- 8 To note the budget report to 12 September 2024 [View the budget report](#)
- 9 Payments for approval
 - 25/24 idverde grounds maintenance £277.39
 - 26/24 Jubilee Consumables cartridge for printer £24.35
 - 27/24 Royal British Legion wreaths £44.48
 - 28/24 Wessex Rural Crafts inspection of trees in Knook allotments £300
 - 29/24 Wessex Rural Crafts inspection of trees in Park Street £96
 - 30/24 Neat n Tidy maintenance of footpaths £450
 - 31/24 August payroll
 - 32/24 idverde grounds maintenance £277.39
 - 33/24 Wiltshire Association of Local Councils training £36

34/24 September payroll
36/24 Harling IT Services website hosting £33

- 10 To approve payment of the Clerk's salary by standing order
- 11 Planning applications
[PL/2024/07361](#) Bunters Cottage, Knook. Single storey side extension.
- 12 Revised councillor code of conduct for approval [View the code of conduct](#)
- 13 Internal audit
To consider the engagement letter from the internal auditor and the fee of £350 plus VAT for next year's internal audit. To sign the engagement letter if agreed.
[View the background to item 13](#)
- 14 To consider a quotation of £338.99 plus VAT to remove the swinging logs from the play area
Council is advised to accept the quotation due to a deterioration in the condition and safety of the swinging logs.
- 15 To consider the recommendations from the Outside Spaces Working Group
 - a. play area consultation
 - b. obtain a quotation to remove moss from the safety surfaces of the play area
 - c. request for bus stop road markings to the Local Highways and Footways Improvement Group (LHFIG)[View the background to item 15](#)
- 16 To consider appointing additional councillors to working groups
 - a. Employee Relations Working Group
 - b. Outside Spaces Working Group
 - c. standing orders review working group
- 17 To consider appointing additional bank signatories
- 18 To appoint councillors to complete the Clerk's appraisal



John Cap
Clerk and Responsible Financial Officer
16 September 2024