

Meeting of Heytesbury, Imber and Knook Parish Council

Tuesday 15th October 2024
Hospital of St John, Heytesbury

Present

Cllr C Barker Bennett, Cllr B Coombes, Cllr N Williams, Cllr A Wilson, Cllr Fellowes, Cllr King and Cllr J Sneddon

Clerk and four members of the public.

The meeting was chaired by Cllr Williams.

Public session commenced at 7.02 pm.

A member of the public expressed concern about Item 9; Payments for approval. Concern was about Cllrs being asked to approve 2 reductive payroll payments for which the amount was unknown/recorded. They also requested that a breakdown of how this payment has been made up should be shown. Chairman noted that later would be amended/included in the Standing Orders.

Another member of public expressed concern about Item 10; To approve payment of the Clerk's salary by standing order. To be discussed as an agenda item.

Another concern made was that no payments have been made on payroll to HMRC for the past two years. Matter to be investigated.

Public session ended at 7.08 pm.

Minutes

283 Apologies

Apologies were received from Cllr V Sturmeay.

284 Declarations of Interest

None

285 Minutes of the last meeting on 23 July 2024

Cllr A Wilson asked why the minutes of the meeting held on the 24th September published by the clerk were subsequently taken down. As this wasn't on the agenda Parish Council agreed the matter would be discussed at a future meeting.

The chair noted that despite Cllr King's apologies being accepted by Parish Council, this was recorded as absent. He requested for this to be amended. Cllr C Barker Bennett reminded that she had proposed the motion to record Cllr King's apologies at the July meeting and the motion was passed.

Clerk advised that the resolution be minuted, however wording from the approved minutes of the last meeting cannot be changed.

Clerk to add a footnote to the minutes of the last meeting, referring to tonight's resolution.

286 To co-opt a new councillor

To consider the application received and emailed in advance of the meeting.

Cllr Fellowes proposed Loiuise Morris to be co-opted , Cllr B Coombes seconded. Cllrs attending the meeting voted unanimously. Chair declared her duly elected and welcomed her on to Parish Council. Declaration of Acceptance of Office was issued to the new Cllr and signed before the Proper Officer.

287 Chair's announcements

Chair announce that although the meeting was not on the schedule, it was a full council meeting, and the 29th October meeting would still go ahead. He reminded Cllrs to send in any items for the agenda 5 days before the meeting.

288 To note the bank statements

The following bank balances on 26 September were noted:

- a. Treasurers Account £22,981.62
- b. Instant Account £5,339.47

Cllr J Sneddon confirmed that she had signed them off.

289 To note the bank reconciliation to 31 July 2024 and the bank reconciliation to 31st August

Noted.

290 To note the budget report to 12 September 2024

Cllr Fellowes proposed to accept the budget report. Cllr Coombes seconded. Not all in favour as some Cllrs were yet to have a look at the report. Previously circulated.

291 Payments for approval

25/24 Ideverde 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 Ideverde 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

Council noted the concern made about transparency of payments made under payroll. Approval should not be made on redacted information.

Cllr Williams proposed approval of the payments. Agreed.

292 To approve payment of the clerk's salary by standing order

Cllr A Wilson reminded that the clerk's salary was agreed and signed off by Cllr V Sturmeay. Parish Council agreed that the system in place was working and therefore there is no need to change how the salary is paid. Cllr C Baker Bennet proposed not to agree to Item 10. Cllr Coombes seconded. All were in favour.

Chair proposed all bank signatories be included in the authorisation of payments and two signatories be required to authorise payments. Cllr Coombes seconded. All were in favour. For the record it was noted who the signatories are: Cllr B Coombes, Cllr N Williams, Cllr A Wilson, Cllr King and Cllr V Sturmeay.

293 Planning applications

PL/2024/07361 Bunters Cottage, Knook, Single storey side extension
N/A

294 Revised councillor code of conduct for approval.

Circulated. Parish Council seeks clarification, in the mean time Cllr S King proposed Parish Council continues with the Code of Conduct in place. Cllr C Baker Bennet seconded. All were in favour. Clerk to follow up.

295 Internal Audit

To consider the engagement letter from the internal auditor and the fee of £350 plus VAT for the next year's internal audit. To sign the engagement letter if agreed. Cllr Williams proposed to agree. Cllr J Sneddon seconded. All were in favour.

296 To consider a quotation of £388.99 plus VAT to remove the swinging logs from the play area.

Parish Council is advised to accept the quotation due to a deterioration in the condition and safety of the swinging logs.

Cllr Fellowes reported that the actual swinging logs were renewed not long ago and are okay. The top is slightly rotten and needed repair. The logs and the swing have been taken down. It's not clear what the quotation is for as Cllr Fellowes confirms there is no cost to the person who helped take down the logs.

Cllr Coombes reminded that Parish Council are legally responsible for any repairs done to the play area and suggested the play swing is checked and passed before any children are allowed to use it.

Cllr Williams proposed to seek further information from the OSWG. Cllr J Sneddon seconded. All but one, in favour.

297 To consider recommendation from the Outside Spaces Working Group

a. play area consultation;

Cllr Coombes proposed to refer this to the Outside Spaces Working Group to consult with the school and discuss the future of the play area, moving forward. Cllr C Baker Bennet seconded. All were in favour.

b. obtain a quotation to remove moss from the safety surfaces of the play area;

Cllr Coombes proposed that Cllr V Sturmey contact Ideverde for a quote to be approved at the next Parish Council meeting. Cllr King seconded the proposal. All were in favour

c. request for bus stop road markings to the Local Highways and Footways Improvement Group (LHFIG);

Recommendation from Cllr Sturmey is to put in an improvement request for the road markings. Parish Council agrees.

298 To consider appointing additional councillors to working groups

a. Employee Relations Working Group;

Cllr Wilson was of the view that the working Group was being influenced by the Chair. Cllr Coombes reported that was not the case and that all meetings conducted were done by the two ERWG members only. Cllr C Baker Bennet reported that the group had met and come to a conclusion that there was nothing to be taken any further. Cllr Williams proposed adding Cllr L Morris to the ERWG. Cllr Coombes seconded. All voted in favour.

b. Outside Spaces Working Group;

There are three members on this group. No need to appoint any more.

c. standing orders review working group;

Cllr L Morris and Cllr Coombes voted to the group.

299 To consider appointing additional bank signatories

Parish Council agreed no need to appoint any more signatories

300 To appoint councillors to complete the Clerk's appraisal

Cllr C Baker Bennet proposed to appoint Cllrs L Morris and Cllr B Coombes to the appraisal team. Cllr S King seconded. All but one were in favour.

The meeting ended at 8.37pm.

Signed

Date