

**Minutes of the Meeting of
Heytesbury Imber & Knook Parish Council
held
Tuesday 18th January 2022
at 7-15pm**

Membership: Councillors D Boath, D Bond (Vice Chair), E Cheesman, P Fellowes, E McGuire, L Morris (Chair), M Pitman, V Sturmeay & A Wilson. 2 Casual Vacancies

Present: Councillors D Boath, D Bond (Vice Chair), E Cheesman, P Fellowes, E McGuire, L Morris (Chair), M Pitman, V Sturmeay & A Wilson.

Officers: H Parks

Public & Press: 11 members of the public and no press

PC/22/64 Apologies

None

PC/22/65 Minutes

PC/22/65.1 The minutes of the meeting held on 7th December 2021 were approved and signed by the Chair.

PC/22/65.2 None

PC/22/66 Declarations of Interest

None

PC/22/67 Chair's Announcements

This meeting will be the last for our amazing Clerk Heather, who has tendered her resignation and will be leaving the role at the end of this month. Heather has been working with us since July 2017 and in that time she has worked tirelessly to move the PC forward. It is under guidance that the PC began operating efficiently within the relevant legislation, properly and efficiently.

Our policies and practices mean we are compliant with our legal requirements, and our website and social media make us more accessible. She worked hard with Ann Perry our previous Chair and others to bring the Raymond Trust in line with the requirements of the Charity Commission. We are now able to invite grant applications from local groups to benefit from the trust fund, which is a huge achievement, and we have Heather to thank for that.

The allotments at Knook are fully operational and run by their own association. Tree surveys have been carried out on our land and suitable work undertaken where identified. Repairs to benches and refilling of the salt bins are always in hand. Management of the play area continues, and Heather was instrumental in obtaining £10K grant funding for new equipment.

Her contacts at WC have meant that we have received an excellent service from the Parish Steward, sign cleaning, graffiti removal, to name but a few things. With Highway issues and contact with our WC members meant that small highways improvements have been

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obtained, more 30mph and “Not suitable for HGV” signs, with more dropped kerbs to come soon.

On behalf of all Councillors and the members of the public who have thanked her for her service, I would like to say thank you for your time, energy and commitment to this Parish, for your advice and guidance and the calm professional manner you bring to our business. We will all miss you but wish you well for your future role and thank you for everything that you have done for us as a community.

Standing Orders were suspended at 7.20pm to allow for public participation

PC/22/68 Public Participation

PC/22/68.1 AM commented on the proposed budget, the payment required for the election costs at £3500 were not acceptable and co-option should have been used. I believe that one Councillor has been responsible for arranging the call for an election and this was a terrible use of Parish funds. To hold a second election for the second Casual Vacancy would be outrageous.

KC Agreed with all that AM had said. For the budget to take into account £3.5K proposed costs for an election proposed budget 2 on the agenda has to have a significant increase and the raise is not acceptable in the present economic climate. People are experiencing hardship. Any planned projects could be funded by the Raymond Trust as they are all for community benefit.

The shed to store furniture – is the furniture still fit for purpose?

My concern about another election is should the relevant number of people ask for an election, the PC will incur a cost. Co-option would be the best option.

AMo – former Councillor, spoke about the potential development at item 12. Does the village want a village hall? We know how much housing we need, and this is controlled by WC. Space for communal activities is available at the church. What is the depth of feeling in the village? The Council should give up its trusteeship and hand it back into the community.

PC/22/68.2 None

Standing orders were reinstated following public participation at 7-30pm

PC/22/69 Financial Information

PC/22/69.1 Payments for approval:

Card 65/21 £199.14 JRB Enterprises Dog Bag dispensers

Bacs 66/21 £329.12 H Parks December Payroll

Bacs 67/21 £88.20 HMRC December Payroll

Card 68/22 £18.60 Amazon Charger for Laptop

Card 69/22 £19.07 Viking Storage Box

Bacs 70/22 £329.12 H Parks January Payroll

Bacs 71/22 £82.20 HMRC January Payroll

Councillor Fellowes proposed approval of the payments, Seconded Councillor Sturmeay. Voting unanimous in favour.

PC/22/69.2 Monthly financial report:

Members received the monthly report which outlines the year to date spend and Councillor Sturmeay signed the reconciliation. There were no questions.

PC/22/69.3 Draft Budget 2022/2023

Two proposed budgets were discussed at length. The concerns are that future projects could not be delivered without increasing the budget substantially. The projects are jubilee trees, shed for storage plus play area repairs. Some of the funds for community projects could come from a Raymond Trust grant.

The play area needs considerable maintenance, it is getting old and is now outside guarantee. The grant money available needs to be spent on a piece of new equipment. The £3k costs for repairs could have been available if the Parish didn't have to cover an election bill. There was an option to move the budget somewhere in between the two proposed. Many members on hearing from the public participation outlined that there is no appetite for an increase in the present economic climate.

It was proposed by Councillor McGuire that the precept be set at £16,066 Band D equivalent £46.58 an increase of 7.95%. The tax base is 344.94 and the increase in the band D is £2.90 for the year. The additional £1000 added to the budget was for the play area repairs.

Seconded Councillor Wilson.

Voting in Favour 7 Against 2 Abstention Nil

PC/22/70 Planning Applications

PC/22/70.1 Applications received for comment:

PL/2022/00058 Site: : Tytherington, Tytherington, BA12 7AB

Proposal: Proposed Works to Trees in a Conservation T1 - 6, Dismantle and felling Conifer trees along the road . T7 - Re pollarding of Willow tree down to previous pruning points.

Councillor Cheesman proposed No Objection, Seconded Councillor Boath, voting unanimous in favour.

PC/22/70.2 Members to ratify the comments made on the following applications determined by email:

PL/2021/11251 Site: Church Farmhouse, Tytherington, BA12 7AD

Proposal: Listed building consent (Alt/Ext)

General alterations to the barn outbuilding including the erection of a garden wall with arched gate. No Objection

PL/2021/11081 Site: Church Farmhouse, Tytherington, BA12 7AD

Proposal: Householder planning permission

General alterations to the barn outbuilding including the erection of a garden wall with arched gate. No Objection

PL/2021/10870 Site: Cotley Hill House, Heytesbury, BA12 0ES

Proposal: Notification of proposed works to trees in a conservation area

Oak tree - overall crown reduction by 3m No Objection

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PL/2021/11705 Proposal: Proposed Works to Trees in a Conservation Area Address: No 6 - Fell Sycamore growing through Cables. No 12 - Fell 2 Ash & Cypress growing in a partition hedge a partition hedge. No Objection

PL/2021/11411 Site: 67 High Street, Heytesbury, BA12 0ED Proposal: Proposed Works to Trees in a Conservation Area Address: Proposal: T1- Remove small overgrown Conifer hedge No Objection

It was proposed by Councillor Pitman and Seconded Councillor McGuire, approval of all comments on the five applications. Voting unanimous in favour.

PC/22/70.3 PL/2021/08361 72 High Street

Change of use from existing annex to a residential dwelling (Use Class C3)

This application is to be heard at the Western Area Planning Committee meeting to be held at County Hall on Wednesday 19th January at 3pm. Members to consider whether to send a representative to speak. It was proposed by Councillor Morris and Seconded by Councillor Boath that Councillor Bond attend and speak on behalf of the Parish Council to support the objections previously submitted on this application.

Voting in Favour 8 Against Nil Abstention 1. Proposal carried.

PC/22/71 Outside Spaces Working Group

PC/22/71.1 Report from Meeting – none

PC/22/71.2 Recommendations

- **Jubilee Tree Planting** the OSWG recommends the planting of two med Snowflake trees, (Barbers) at £60 each and one medium Yew tree (online) at £169.99 and 4x plaques from The Workshop cost £160. Total cost £ 449.99 + stakes and ties.

There was a long discussion on the provision of funds to purchase trees and plaques. The Clerk outlined that registration for the Queens Canopy would need to be carried out when the next tranche was issued ready for November planting. The exact locations are submitted to scheme and the official plaques can be ordered.

The exact planting sites to be established and the relevant permission form landowners to be obtained but the cost would not be met by the Parish Council. Grant funding to be sought from the Raymond Trust.

- **Storage Shed**

It was agreed that this item be deferred to establish a better quality of shed, to store equipment which could include anything else held in the Parish, such as litter picking items, wheelbarrow, and flood signs and gel sacs. A municipal shed would be handy. The football club would arrange to fit. A grant would be applied for to the Raymond Trust.

Permission is also required from the landowner.

- **Repairs to Play Area**

Members approved repairs at £200 to fit Broxap replacements.

Councillor Sturmey proposed the three items Jubilee Tree Planting, Storage Shed and Repairs to Play area. Seconded Councillor McGuire. Voting unanimous in favour.

PC/22/70.3 Monthly inspection reports Play Area – are all up to date.

PC/22/71 Raymond Trust

PC/22/71.1 Monthly Report

Noted that current income available for grant funding and expenses was £9,542.90

Capital Account £4,688.12

Investec Income £100,372

Investec Capital £89,050

PC/22/71.2 Indemnity Insurance

A proposal has now been received and this will be considered at the next trust meeting.

PC/22/72 Blind House & War Memorial

The Clerk has had insurance valuations carried out on the Blind House and the War Memorial. There is a small amount of ancillary work required at the War Memorial. The insurance rebuild valuations for the properties are:

Blind House: £120,000

War Memorial: 25,000

It was resolved to submit the updated insurance figures to BHIB and obtain a quotation for the ancillary works to the War Memorial.

PC/22/73 Finger Post grant scheme

Members received the details of the scheme. Councillors Cheesman and Bond would review the finger posts that qualify within the Parish.

PC/22/74 Development Site

It was proposed by Councillor Wilson and Seconded Councillor Cheesman, that Woolley and Wallis attend a Parish Council meeting with a presentation on their proposals.

Voting unanimous in favour.

Items 14 – 17 were brought forward to enable item 13 to be held in closed session.

PC/22/75 Second Casual Vacancy

Members do not know whether an election will be called but know that a decision on the issue of Poll Cards needs to be dealt with. There was a long discussion on the pros and cons, but it was proposed by Councillor Cheesman that **no** Poll Cards be issued, Seconded Councillor Fellowes. Voting in Favour of no Poll Cards 5, Against 4 Abstention Nil. Proposal carried. The Clerk would inform the election team at Wiltshire Council.

PC/22/76 Meeting Venue

The school has been booked for the February meeting of the Parish Council. Discussion took place on the benefits of moving to St Johns or the Pavillion. It was felt that the use of St Johns would enable local residents an opportunity to attend a meeting rather than facing a difficult walk to the school. It was proposed by Councillor Sturmey who amended her proposal to ask that Councillors Morris and Bond visit St Johns and review setting up the use of their hall for future meetings. Seconded Councillor McGuire. It was felt that any potential large meeting would need to use alternative accommodation, such as the church if a large amount of public were likely to attend. Voting unanimous in favour.

PC/22/77 Items for a press release or statement from the Parish Council.

None

PC/22/78 Correspondence Issued to members For Noting.

None

In view of the confidential nature of the business about to be transacted, it is advisable that the Public and Press are asked to leave the meeting at 8-45pm

PC/22/79 Appointment of a new Parish Clerk

The current Clerk will leave post on 31st January 2022, and she discussed with members a suggested handover of Parish business and a potential candidate for the post.

This was discussed in detail and the post would be offered on a three month probationary period to Jon Cap. Annual Salary would be set at £4935.84, 364 hours annually. A full proposal which is not in the public domain has been circulated to members to provide an audit trail. The Clerk will arrange ID and references.

The Clerk would contact a local IT company to assist with the transfer of the email address and updating the PC laptop and printer.

Proposed Councillor Boath, Seconded Councillor McGuire. Voting unanimous in favour.

Meeting closed at 9-10pm

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