

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 29th October 2024
@ 7pm

Membership: Councillors N Williams **NW** (Chair) V Sturmev **VS** (Vice Chair), B Coombes **BC**, S King **SK**, C Barker-Bennett **CBB**, P Fellowes **PF**, J Sneddon **JS** and L Morris **LM**

Present: Councillors N Williams (Chair), S King, L Morris, P Fellowes, J Snedden, and C Barker-Bennett.

Officers: K Grant

Public & Press: 1 member of the public and no press

313 Apologies

Councillors V Sturmev and B Coombes.

314 Minutes

314.1 The minutes of the meeting held on 23rd October 2024 were approved and signed by the Chairman.

314.2 Members were reminded the following:

The purpose of setting up the Policy Review working group was two-fold; to cater for a financial working group and to have a group to deal with all policy reviews and bring them to Parish Council for approval.

315 Declarations of Interest

Cllr C Barker-Bennett declared an interest in item 6.2 Footpath maintenance.

316 Chairman's Announcements

Chair reported that the clerk was on sick leave and Parish council has since employed a locum Clerk, K Grant.

Standing Orders were suspended to allow for public participation

317 Public Participation

317.1

Mr M B asked why a well functioning website was not being used to publish the minutes and agendas. Locum clerk explained having technical issues with the software and has arranged for IT support, issue would be resolve shortly.

He asked if there were any members missing. The chair informed that Mr Wilson had resigned from his role as Councillor.

Mr M B also noted that the bank statements were missing under the accounts and reconciliations published in supporting documents. To be included going forward, for clarity.

317.2 None

Standing Orders were reinstated

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318 Financial Information

318.1 Payments for approval:

1. Harling IT services £20
 2. Wessex Rural Crafts £1,008
 3. Albion Stone Masons £324
 4. Locum services £500 (to be paid in arrears in November)
- Councillor King proposed approval of all payments. Seconded Councillor Barker-Bennett.
Voting unanimous in favour.

318.2 Footpath Maintenance Quote £1000

Councillor Barker-Bennett reported that the contractor had agreed to maintain the footpath and also take on the second part of the path; from the Mill pond to the end of the field. She reported that the amount quoted was slightly higher than what was previously quoted because the contractor noted it was to cover the potential seasonal growth and to cover a stretch that he had taken on free of charge a few years back. This has proved to be a significant amount of extra work. Quote for Neat & Tidy: Heytesbury and Knook footpaths up to £350 twice yearly. Knook to Corton footpath up to £150 twice yearly. Total quote up to £500 twice yearly. Cllr Fellowes proposed to approve the quote. Cllr King seconded.
Voting unanimous in favour.
Cllr Barker-Bennett reminded to also approve quotes for Ideverde for 2025. Clerk to locate this an add to the agenda. **Action KG**

318.3 Balances of the Bank Accounts for noting:

Treasurers Account £22,981.62 @ 30.09.24
Bus Instant Access £5,339.57 @ 30.09.24
Noted

318.4 Monthly financial report:

Members received and noted the monthly report. The monthly reconciliation to 30.09.2024 had been circulated and was signed by Councillor J Sneddon.

318.5 New Financial Regulations April 2024

It was proposed to review and adopt the new financial regulations April 24. Some discrepancies have arisen on the Financial Regulations on file. NALC had amendments that were approved by Parish Council, but the changes/amendments were not specified at the time. It was noted that 3 councillors had requested this. The Policy Review Working Group to follow up and present the Financial Regulations to parish Council at the next full meeting. Cllr Williams proposed Mr M B to join this working group and he agreed to. Cllr L Morris seconded. Voting unanimous in favour.

318.6 Locum costs

Cllr Fellowes proposed to approve transfer of £500 from earmarked General Reserve to staff salaries to cover locum costs. Cllr King seconded. Voting unanimous in favour.

318.7 Budget for 2025/26

It was noted that the budgeting process should already be underway. Cllrs Sturmeay and King

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to work with the locum in preparing the draft budget for 2025/26.

318.8 Bank payments

As per the current Financial Regulations;

7.5. In the prolonged absence of the service administrator an authorised signatory shall set up any payments due before the return of the service administrator.

This is currently the case, one of the 4 signatories is setting up payments issued by the locum RFO and they are authorised by another signatory. Locum clerk to look through the documents received for cheque books, etc ... **Action KG**

319 Planning Applications

None

320 Parish Steward

Cllr Sturmeay the following report for the parish steward's visit on 16th October

Work done:

- Leaves in Park Street and by the school
- He couldn't spray weeds on the high street from the roundabout because of the wet weather, but recommends to book the road sweeper
- September visit, he cleaned the bus stop area near Chapel Road
- cut back encroaching weeds on the footway in Park Street (east side)

She requested that future jobs for the parish steward in relation to highways or paved footways be sent to her.

321 Outside Spaces Working Group

321.1 Members were informed of the ongoing issue of standing water outside the shop and waiting restrictions request. Cllr Fellowes proposed that Parish Council supports the request. Cllr Barker-Bennett seconded. Voting unanimous in favour.

321.2 Chair shared a letter from the shop owner requesting for a grit bin to be sited outside the shop. Parish Council decided to wait to see if Highways sorts out the standing water and make a decision then. Chair to report back to the shop owner.

Action NW

Cllr Fellowes reported a damaged grit bin sited on the turning to Heytesbury House.

Locum Clerk to report this to the weather team. **Action KG**

321.3 Cllr Fellowes reported the the annual RoSPA Play Safety Inspection had not yet been completed. She suggested attending the inspection along with Cllr Coombes.

Locum clerk advised that if Parish Council would like to be in attendance at the inspection is done there would be an extra charge for that.

Cllr Fellowes informed parish council of the courses and qualifications available for playgrounds inspection. Suggested that Cllr Fellowes refers points of concern with the OSWG.

321.4 Cllr Sturmeay had communicated revisiting the issue of the bus stop markings with LHFIG

322 Employment Relations Working Group (ERWG)

Cllr Barker-Bennett expressed her concern about this agenda item and to clarify that the working group is there to deal with items delegated to the group. It was agreed that

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the working group is currently dealing with confidential matters.

The instructions below have been noted

1. Arrange that the employee submit each meeting, a time sheet to allow monitoring of work load. Time sheet to be as per NALC recommendations
2. Ensure Minutes to be produced in the format as used for meeting of 15th October 2024 to reflect overviews of the discussion and decision but in line with the Arnold-Baker on Local Council Administration.
3. Agenda items to be submitted in good time as acceptable to the Clerk. Discussions must take place between Clerk and Chair on agenda before being published. The Clerk to remain the final arbiter of the agenda.

322 Policy Review Working Group (PRWG)

Note that instruction to the Policy Review Working Group (PRWG) had been received in the meeting on the 23rd October 2024.

323 Wreath Laying

Cllrs Williams and King to attend the wreath laying at Heytesbury and Imber Remembrance Ceremonies. Noted that there is no limit to numbers and attendance is welcome from Cllrs who'd like to attend.

324 Wessex Internet

Parish Council noted that the presentation by Wessex Internet on high speed internet access in the parish was scheduled to take place at the school. Date and time has been communicated.

Exclusion of the Press and Public

Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

325 Confidential