

Agenda
Tuesday 29th October 2024
@ 7pm

Councillors N Williams (Chair), V Sturmey (Vice Chair), B Coombes, J Snodded, S King, P Fellowes, C Barker Bennet, and L Morris.

You are summoned to a meeting of the Parish Council to be held at Hospital of St John, Heytesbury, BA12 0HW

Karungi Grant
Locum Parish Clerk
Date: 24th October 2024

Members of the public are welcome to attend meetings of the Parish Council, unless excluded due to the confidential nature of the business.
Please notify the Clerk or any of the Councillors if need assistance gaining access to the meeting.

- 1. Apologies**
To receive apologies including reasons for absence, from those unable to attend.
 - 2. Minutes**
 - 2.1 To approve** as a correct record the minutes of the meeting held on 23rd October 2024 previously circulated.
 - 2.2 To note** any matters arising from the minutes of the meeting held on 23rd October 2024
 - 3. Declarations of Interest**
To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011
 - 4. Chairman's Announcements**
To note any announcements made by the Chair
- Standing Orders will be suspended to allow for public participation*
- 5. Public Participation**
 - 5.1 To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.
 - 5.2 To receive** any petitions or deputations

Standing Orders will be reinstated following public participation

6. Financial Information

6.1 Payments for approval:

1. Harling IT services £20
2. Wessex Rural Crafts £1,008
3. Albion Stone Masons £324
4. Locum services £500

6.2 Footpath maintenance quote £1000

To approve the following:

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

6.3 To note bank reconciliation of 30 September 2024

6.4 Monthly financial report:

The monthly report which outlines the current position of spend against budget allocated year to date and includes the monthly reconciliation. Circulated.

6.5 New Financial Regulations April 2024

To review and or adopt new financial regulations April 24

6.6 Locum costs

To approve transfer of £500 from earmarked General Reserve to staff salaries to cover locum costs.

6.7 Budget for 2025/26

To assign two councillors to assist the locum in preparing the draft budget for 2025/26.

6.8 Bank payments

Council to appoint locum clerk to set up bank payments and order a new cheque book card and pin. 6.15 of Financial Regulations.

7. Planning Applications

Applications received and for comment:

Members will review plans on line in advance of the meeting as no paper plans are received from the Planning Authority. Attached planning info sheet 17

No applications received.

8. Parish Steward

To receive the report from Cllr Sturmeay for the parish steward 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)

Can future jobs for the parish steward in relation to highways or paved footways, please be sent to Cllr Sturmeay.

9. Outside Spaces Working Group

- 9.1 Members to be informed of the ongoing issue of standing water outside the shop and waiting restrictions request.
- 9.2 To Consider and process application for a grit bin to be sited in the same location
- 9.3 To report receipt of the annual RoSPA Play Safety Inspection Report

10. Employment Relations Working Group (ERWG)

To confirm instructions to the ERWG, in conjunction with the Standing Orders review as appropriate, to:

- 1. Arrange that the employee submit each meeting submit 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 publish. The Clerk to remains the final arbiter of the agenda. .

11. Policy Review Working Group (PRWG)

To confirm instruction to the Policy Review Working Group (PRWG)

12. Wreath Laying

To confirm arrangements for wreath laying at Heytesbury and Imber Remembrance Ceromancies

13. Wessex Internet

To note arrangements for presentation by Wessex Internet on high speed internet access in the parish

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

14. Employment matters and HR Support.