

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 26th November 2024
@ 7pm

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

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

Officers: K Grant **KG**

Public & Press: 2 members of the public and no press

326 Apologies

Apologies were received from Councillors P Fellowes **PF**.

327 Minutes

The minutes of the meeting held on 29th October 2024 were approved and signed by the Chairman. An amendment was noted in the agenda; 29th instead of 23rd

328 Declarations of Interest

Councillor Barker- Bennett declared an interest in Agenda item 8.2; Planning Application PL/2024/10075

329 Chairman's Announcements

Chairman announced this to be the last meeting of the year 2024. Date for meeting in January to be agreed.

He reported that the next RTF meeting was scheduled for Thursday and encouraged all to attend.

Matters arising from the previous minutes

Cllr Sturmev asked the OSWG if anything had come of the highways issues reported to LHFIF, as she had not been able to attend the meeting on the 7th November. Locum clerk attended the meeting and reported that the team had suggested visiting the bus stop site to assess and determine if bar markings would be a solution. She also reported that she had been directed to log the issue regarding the flooding outside the shop on MyWiltshire. Cllr Barker-Bennette reported that Cllr Fellowes had successfully manage to get the BT team working in the area to sort out the trip hazard from a raised manhole cover on the footpath. PC put it to the OSWG to take stock of where all the grit bins are and suggest if any can be reallocated to the shop. **Action OSWG**

Footpaths and maintenance quotes: Cllr Sturmev reported that PC had agreed a 2 year contract with Ideverde in October 2023 and therefore payments were approved.

Standing Orders were suspended to allow for public participation

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330 Public Participation

330.1 Mr M B proposed PC move to agreed to transfer £10,000 from the treasurers account to the Instant savings account. Mr M B also noted that the draft budget was not availed prior to the meeting. Clerk to ensure all supporting documents are uploaded before the meeting, going forward.

Another member of the public in attendance, reported the hedge along the footpath connecting Park Street to the Highway is overgrown and the grass verge has encroached on to the pavement. Cllr Sturmey reported that she had looked into this and that the hedge is the responsibility of the land owner. She reported that the PS had been and cleared Park Street. Cllr Sturmey to follow up with WC. **Action VS**

330.2 No petitions or deputations received.

Standing Orders were reinstated

331 Financial Information

331.1 Payments to be noted and or for approval:

37/24 Wessex Rural Crafts maintenance of trees £504

38/24 Hospital of St John room hire £20

39/24 Idverde grounds maintenance £277.39

43/24 Hospital of St John room hire £20

44/24 Albion Stonemasons valuation and condition inspection £283.50

45/24 October pay £743.75

46/24 Harling IT Services Support £20

47/24 Wessex Rural Crafts maintenance of trees £1008

Noted.

331.2 To note bank reconciliation of 31 October 2024 and monthly financial report

Members received and noted the monthly report. The monthly reconciliation to 31.10.2024 had been circulated and was signed by Councillor N Williams in Cllr J Sneddon's absence.

331.3 Revamping the website

Parish Council agreed to defer this to a future date.

331.4 Draft Budget for 2025/26

The proposed draft budget for 2025/26 was discussed at length. Figures for staffing costs are not included in the projected budget yet. £500 for grants from last budget was not spent, so this would be earmarked from reserves for grants in 2025/26. Traffic calming cost includes money to be spent on the bus stop LHFIF request. £622 noted in reserves for training which rolled over from the last budget. PC also noted the unprecedented spend that has resulted from staffing and HR support.

331.5 CPRE prize funds

Cllr Sturmey reported that the OSWG has been trying to identify an area for the biodiversity project but has not been successful. She proposed bird boxes and Insect hotels + Wildflower seed mix for St Johns corner at cost £71.73 from the earmarked biodiversity reserve (CPRE prize money) Cllr Coombes seconded. All voted in favour.

331.5.1 Cllr Sturmey also proposed purchase 2 boxes of JRB dog poo bags (800 per box) at £30.18. PC agreed.

331.6 A proposal to transfer £10k from the treasurers account into the BIA account attracting more% interest. PC agreed that in principle the account with higher interest should hold the most amount. All were in favour of the money transfer.

332 New Financial Regulations April 2024

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Cllr Morris apologised on behalf of the PRWG for not having had the time to review the documents in time for the meeting. She reported that some alterations had been made to the Financial Regulations agreed in June 2024 that do not tally with the changes that the NALC October 2024 template has. Cllr Coombes proposed adopting and approving the new Financial Regulations. The PRWG will review and bring it to PC at the next meeting. Cllr King seconded. Voting unanimously.

333 Planning Applications

333.1 Applications received and for comment:

PL/2024/09591

Proposal: Extension to semi-detached dwelling

Site: 40 High Street, Heytesbury, Warminster, BA12 0EA

No objection

333.2 PL/2024/10075

Proposal: Installation of Solar PV panels to southern slope of outbuilding.

Heytesbury Mill, Park Lane, Heytesbury, Warminster, BA12 0HE

No objection

333.3 PL/2024/10369

Proposal: T1 Honey Locust - Remove. Close proximity to house. New tree to be planted elsewhere in garden.

Site: THE WALLED GARDEN, 18 HEYTESBURY PARK, HEYTESBURY, WARMINSTER, BA12 0HG

No objection

Members reviewed plans on line in advance of the meeting as no paper plans are received from the Planning Authority.

334. Parish Steward

Cllr Sturmey reported that the parish steward did not visit in November as he'd been stood down for road gritting. Cllr Sturmey to contact him about suggestions made in 330.1. The chairman offered a vote of thanks to Cllr Sturmey for taking on the parish steward and sorting out the dog poop bags.

335. Outside Spaces Working Group

335.1 Report from Group

- Allotments seek permission to put up a poly tunnel. The tunnel less than 18m long, less than 3m high and less than 4.5m wide, does not require planning permission.
PC agreed
- To report that Ideverde are not carrying out the monthly strimming opposite the allotments.
Clerk to contact Ideverde to share a schedule of their visits. **Action KG**
- To report that the weather team have noted the damaged grit bin, and as it doesn't appear to be letting in water replacement will be done once most of the salt has been used. OSWG to inform when the bin has about a quarter of its salt left.

335.2 Annual Play Safety Report

Cllr Fellowes was not available to update on the ROSPA Annual Report. Cllr Sturmey reported that the main issue was moss on the surface and that she had been in touch to get quotes for the work. In the meantime, Cllrs Sturmey and Fellowes intend to use a stiff brush to tackle the moss.

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Cllr Sturmey also mentioned the outstanding issue of the whereabouts of the log walk. PC noted that the uprights need to be located and restored.

336. **Raymond Trust Fund** – Meeting scheduled for the 28th November 2024

337. **Employment Relations Working Group (ERWG)**
Moved to Item 340

338. **Policy Review Working Group (PRWG)**
Main issue discussed under item 332.

339. **Wiltshire LEVI survey**
The survey was completed collectively at the meeting.

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

340. **Employment matters and HR Support.**