

Agenda
Monday 13th January 2025
@ 6.30pm

Councillors N Williams (Chair), V Sturme (Vice Chair), B Coombes, J Sneddon, 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: 8th January 2025

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 26th November 2024 and EO meeting held on 18th December 2024, previously circulated.
 - 2.2 To note** any matters arising from the minutes of the meetings held on 26th November and 18th December 2024
 - Cllr Sturme to follow up on overgrown hedge with WC
 - Clerk to contact Ideverde
 - OSWG and location of grit bins
- 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. Parish Council Policy

- 6.1 To approve the New Financial Regulations April 2024 reviewed by the ERWG
- 6.2 To adopt the NALC Sickness Absence and Expenses policies

7. Financial Information

7.1 To note bank reconciliation of 31 December 2024 and monthly financial report

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

7.2 Payments for approval:

Phone charges (call made to HR Support)	£29.36
Locum Clerk (December wage)	£415.52

7.3 To note payments as per attached payment schedule:

48/24 Harling IT Services Support	£60.00
49/24 Ideverde grounds maintenance	£255.79
50/24 HR Support	£229.63
51/24 November pay	£743.75
52/24 Bank transfer	£10,000.00
53/24 Albion Stonemasons valuation and condition inspection	£40.50
54/24 HMRC (Oct)	£115.60
55/24 Locum Clerk (Oct)	£481.16
56/24 Hospital of St John room hire	£40.00
57/24 Expenses – Milage	£11.50
58/24 ICO	£35.00
59/24 HR Support (Nov)	£229.63
61/24 ROSPA Inspection	£177.60
62/24 Locum Clerk (Nov)	£756.84
63/24 December pay	£743.75
64/24 HR Support (Dec)	£229.63

7.4 To note receipt of income

Bank Interest	£12.49
RTF room hire (refund)	£40

7.5 Budget for 2025/26

To agree budget for 2025/26

7.6 Precept request for 2025/26

To agree precept for 2025/26. To witness signing of the precept by the chairman and to agree to return completed form electronically from the official parish council email address.

7.7 Society of Local Council Clerks (SLCC)

Membership is due for renewal on 1 February 2025. To approve renewal.

8. Planning Applications

8.1 Applications received and for comment:

PL/2025/00048

Proposal: T1 - Japanese Smoke Bush - remove windblown limbs and reduce to suit by 2m
 T2 - Cherry tree - fell
 T3 - Horse Chestnut tree - reduce top by 2m
 T4 - Liquid Amber

- tree - top has previously windblown - reduce extended laterals to suit by 3m
Site: THREE CHIMNEYS, MANTLES LANE, HEYTESBURY, WARMINSTER, BA12 0HJ
8.2 PL/2024/10993
Proposal: Creation of Two Ponds (Resubmission of PL/2023/05681)
Site: Garstons, Park Lane, Heytesbury, Warminster, BA12 0HE

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

9. Parish Steward

To receive the report from Cllr Sturmey for the parish steward's visit in December.
Any future jobs for the parish steward in relation to highways or paved footways, inform Cllr Sturmey.

10. Outside Spaces Working Group (OSWG)

Report from Group and suggestions for future projects

- Proposed: purchase moss spray and sprayer for the play area
- Report: Traffic survey results

11. Raymond Trust Fund (RTF)

Monthly Report

12. Employment Relations Working Group (ERWG)

To update Parish Council (covered in agenda item 13)

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

13. Employment matters and HR Support.