

Heytesbury Imber & Knook Parish Council
Minutes
Monday 13th January 2025
@ 6.30 pm

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

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

Officers: K Grant **KG**

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

341 Apologies

Apologies were received from Councillor B Coombes **BC**.

342 Minutes

The minutes of the meeting held on 26th November and EO meeting on 18th December 2024 were approved and signed by the Chairman. With an amendment of the meeting date in June, to 30th June 2025. Cllr Sturmey to confirm the date with Hospital of St Johns.

343 Declarations of Interest

None

344 Chairman's Announcements

344.1 Chairman had no announcements to make.

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

344.2 Matters arising from the previous minutes

- Cllr Sturmey was advised by WC to confirm they have the land owner's permission to trim back the verge. OSWG to contact land owners on behalf of the Parish Council.
- Clerk contacted Ideverde who have offered to cancel most recent invoice that was issued in error. Work schedule for 2025 to be shared with the OSWG
- Cllr Fellowes to find out the price of a grit bin, proposed to be sited outside the shop.

Standing Orders were suspended to allow for public participation

345 Public Participation

345.1 Mr M B attended and asked PC about the Clerk's absence and public concern about funds currently being spent on two salaries. He was informed that the Clerk was on Sick Leave and Parish Council is drawing on reserves to cover the unexpected financial expense.

345.2 No petitions or deputations received.

Standing Orders were reinstated

Signed.....1

346 Parish Council Policy

346.1 Parish Council approved the New Financial Regulations April 2024 with two amendments. 10 and 15 are not applicable and were omitted. Cllr Sturmeý proposed. Cllr Williams seconded. Voting unanimous in favour.

346.2 Parish Council also agreed to adopt the NALC Sickness Absence and Expenses policies. Cllr Williams proposed. Cllr Sturmeý seconded. Voting unanimous in favour.

347 Financial Information

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

Members received and noted the monthly report. The monthly reconciliation to 31.12.2024 had been circulated and was signed by Cllr J Sneddon.

347.2 Payments for approval:

Phone charges (call made to HR Support) £29.36

Locum Clerk (December wage) £415.52

Cllr Sturmeý proposed to agree the above payments. Cllr Barker Bennett seconded. Voting unanimous in favour.

Clerk's December time-sheet was presented and signed by Cllr Williams.

346.3 Payments to be noted:

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

Invoices presented, checked and signed by Cllr Williams.

346.4 To note receipt of income

Bank Interest £12.49

RTF room hire (refund) £40

346.5 Budget for 2025/26

The proposed budget for 2025/26 was further discussed and agreed.

346.6 Precept request for 2025/26

Cllr Barker Bennett proposed to agree the Precept for 2025/2026 be set at £21,600; divided by 352.36 Council Tax Base = 61.30 per household p/a (£1.17 per wk). Cllr Sturmeý seconded. Voting unanimous in favour.

Locum Clerk/PC witnessed signing of the precept request form by the Chairman and

Signed.....2

Parish Council agreed to return the completed form electronically from the official parish council email address.

346.7 Society of Local Council Clerks (SLCC)

As membership is due for renewal on 1st February 2025, it will go into a grace period for 2 months and won't lapse until 1st April. PC has until then for the clerk to subscribe or let the membership lapse and rejoin as required. Cllr Williams proposed to defer the payment. Cllr King seconded. Voting unanimous in favour.

347 Planning Applications

347.1 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

No Objection

347.2 PL/2024/10993

Proposal: Creation of Two Ponds (Resubmission of PL/2023/05681)

Site: Garstons, Park Lane, Heytesbury, Warminster, BA12 0HE

No objection with comments. Parish Council comment is in line with the EA's Preliminary Opinion dated 27/6/24:- "Please identify any 3rd party properties and land that may be at risk of increased flooding due to the spoil."

Parish Council ask that the EA satisfy themselves on this point as the applicant has not identified any. However, there is both land and properties downstream, upstream and adjacent to these ponds that were never consulted when the work was done. There may be an increased risk of flooding to land and properties along the linked winterbournes and river tributaries as a result of the ponds.

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

348. Parish Steward

Cllr Sturmeý reported no visits from the Parish Steward in November & December. The Parish Steward Supervisor had been in touch to report that due to the recent bad weather, stewards scheduled visits may have been cancelled or interrupted due to them covering gritting and emergency call outs. The stewards should be back on schedule as the weather settles. Clerk to share Parish Steward's schedule for 2025.

PC was reminded that any future jobs for the parish steward in relation to highways or paved footways, inform Cllr Sturmeý.

349 Outside Spaces Working Group (OSWG)

Cllr Sturmeý proposed £50 budget to purchase what's required to clear the moss in the play area and she would do the work. Cllr King seconded. Voting with 2 against.

Cllr Sturmeý reported that Tytherington met the criteria for traffic calming. Proposal was for the OSWG to consider installing SIDs. Options to be presented to the parish Council at a future meeting.

350 Raymond Trust Fund (RTF)

Monthly Report was shared. Next meeting is on 21st January

351 Employment Relations Working Group (ERWG)

Refer to 352: Employment matters and HA Support

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

352. Employment matters and HR Support.