

Heytesbury Imber & Knook Parish Council

Minutes

Monday 25th March 2025 @ 6.30 pm

Membership: Councillors N Williams **NW** (Chair), V Sturmeay **VS** (Vice Chair), P Fellowes **PF**, 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 Sneddon, C Barker Bennett, V Sturmeay and B Coombes

Officers: K Grant **KG**

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

367 Apologies

Cllrs V Sturmeay and P Fellowes

368 Minutes

368.1 The minutes of the meeting held on 25th February 2025 were approved and signed by the Chairman. With an amendment: 358.2 Cllr Barker Bennett proposed. Cllr Morris seconded. Voting unanimous.

368.2 Matters arising from minutes

- It was proposed that Cllr Coombes and the locum clerk get a draft copy of the Parish Council Health & Safety management. On going
- Cllr Coombes and Cllr Williams will continue to review and add any amendments to the Standing Orders. On going.

369 Declarations of Interest

None

370 Chairman's Announcements

- Chairman announced the forthcoming Parish Council elections on the 1st May 2025. Candidates need to get their nomination papers by the 2nd April 2025.
- He noted that the Community Litter Pick (led by the school) scheduled for Friday 28th March hadn't been well publicised and offered to put posters up on the notice boards.
- Chairman also announced a resignation of Cllr B Coombes.
- Chairman announced the resident who had, for 30 years, tended the roses at the Parish War Memorial had given up this duty. Cllr Barker Bennett reported that she had looked at them and suggested approaching a resident who might be able to feed them with manure. She reported that the roses were looking well at the moment.

Standing Orders were suspended to allow for public participation

371 Public Participation

371.1 None.

371.2 No petitions or deputations received.

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Standing Orders were reinstated

372 Financial Information

372.1 To note bank reconciliation of 28 February 2025 and monthly financial report

Members received and noted the monthly report.

The monthly reconciliation to 28.02.2025 had been circulated and was signed by Cllr N Williams.

372.2 Payments for approval:

Locum Clerk (February pay) £474.88

Clerk's time-sheets for January and February were presented and signed by Cllr Sturmey at the meeting on the 11th March .

372.3 Payments to be noted:

69/25 Moss cleaner (play area) £24.88

70/25 Bird boxes etc... £68.97

71/25 Dog poop bags £77.22

72/25 Expenses – Phone £29.36

73/25 HMRC £1.60

74/25 February pay £771.23

75/25 HR Support (Feb) £229.63

Invoices presented, checked and signed by Cllr.

372.4 To note receipt of income

Bank Interest £13.47

373 Planning Applications

373.1 PL/2025/02528

Proposal: This application is to gain listed buildings consent for the replacement of 9 sash windows, 8 casement windows and 5 doors with historically correct hard wood windows and doors to enhance/return the historical significance and character of the building.

Site: Lindens, High Street, Heytesbury, Warminster, BA12 0ED

No objection

Members reviewed plans on line in advance of the meeting as no paper plans are received from the Planning Authority. This planning application was received after agenda had been published.

374. Parish Steward

Cllr Sturmey reported that the verges and overgrown hedges from bypass to Park Street junction are too big a job for the Parish Steward, so he will arrange a tractor to visit

Jobs done include:

- he has fixed the Tytherington waste bin
- cleared the Rise road branches and Little London gutters

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

375. Grant Application

Parish Council considered an application from Heytesbury Social for the village celebrations of VE Day 1945 and agreed a grant of £250. Clerk reminded Parish Council still had £500 that

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was budgeted for grants in a previous year. Cllr King proposed the £250. Cllr Morris seconded. Voting unanimous.

376. Blind House and Heytesbury War Memorial

2024 Assessment Reports were circulated and discussed. Suggestion to get quotes for the work highlighted from Albion Stonemasons and Wiltshire Stonemasons. Clerk to follow up.

377. Outside Spaces Working Group (OSWG)

Cllr Sturmeay sent her report:

- there is approximately £1,500 ear mark reserve for new equipment, and suggested Parish Council gets quotes from Suttcliffe Play, Fawns and Komplan, to replace the wooden equipment. She also suggested Parish Council seeks funding for the work. Cllr Sneddon proposed Cllr Sturmeay to follow up, Cllr Williams seconded. Voting unanimous.
- Cllr Sturmeay proposed contacting Acorn Trust to renew the lease of the playgrounds, in December 2030. Parish Council deferred this.
- Cllr Sturmeay proposed paying for a check list from ROSPA to carry out routine inspections at cost £40. It was noted that Cllr Fellowes might have the said checklist. Clerk to follow up.
- Suggestion to approved a volunteer or councillor to carry out the weekly/monthly checks one person could undertake ROSPA operational or routine training at cost £370 +VAT Cllr Sturmeay and Cllr King volunteered to undertake the training and carry out the play area routine inspections. Cllr Williams proposed that Parish Council agree to pay for training. Cllr King seconded. Voting unanimous
- Cllr Sturmeay reported that grit bin has been delivered to the shop. Clerk to check if the weather team will replenish it.
- She reported that the litter pick organised for 28th March and all to meet at the school.
- Following the resignation of Cllr Coombes, council proposed to ask Cllr Sturmeay take on the application for CPRE for Heytesbury as well. Deadline is 17th April. Cllrs King and Sturmeay to enter Tytherington and Knook
- Report from Stonemasons for parish council to consider carrying out recommended work. Deferred.
- Parish Council suggested clarification from Cllr Sturmeay, Re: 'council put £1500 in traffic calming reserve we have used less than £800 for the slow signs on Tytherington Road and roundels and bar markings near the school, propose we earmark the rest towards the bus stop marking £350 and Tytherington speed indicator device' Clerk to follow up.

378. Policy Review Working Group (PRWG)

Parish Council approved and adopted the NALC Volunteer Policy. The working will review it. Cllr Sneddon proposed. Cllr Williams seconded. Voting unanimous.

379 Employment Relations Working Group (ERWG)

Refer to 380: Employment matters and HR 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

380. Employment matters and HR Support