

Agenda

Tuesday 29th April 2025
@ 6.30pm

Councillors N Williams (Chair), V Sturmev (Vice Chair), 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: 24th April 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 25th March 2025, EO meeting on the 1st April and EO meeting on the 16th April 2025 previously circulated.
 - 2.2 To note any matters arising from the minutes of the meetings held on 25th March 2025
- 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
 - Statement of persons nominated for May elections has been released. 10 candidates for Heytesbury and 2 candidates for Knook.
 - Parish Clerk Vacancy*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 To note bank reconciliation of 31st March 2025 and monthly financial report
The monthly report which outlines the end of year position and includes the monthly reconciliation. Attached.
 - 6.2 Payments for approval:

Locum Clerk (March wage)	£474.88
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 - 6.3 To note payments as per attached reconciliation schedule:

76/25 Village Hall hire	£24
77/25 Locum Clerk (Jan)	£467.46
78/25 Play area	£1159.20
79/25 Play area	£230.66
80/25 Meeting room hire	£60
81/25 Bank charges	£4.25
82/25 March pay	£709.79
83/25 HR Support (Feb)	£229.63
84/25 Locum Clerk (Feb)	£474.88
 - 6.4 To note receipt of income

Bank Interest	£13.47
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 - 6.5 WALC annual subscription invoice received for payment £358.55. Members to approve.
To be paid by 1st May 2025
 - 6.6 Balances of the Bank Accounts for noting:

Treasurers Account @ 31.03.2025	£533.53
Bus Instant Access @ 31.03.2025	£15394.66
- 7. Planning Application**
PL/2025/03406
Proposal: Demolition of Conservatory and Garage and Construction of Single and Double Storey Extensions with a Double Garage and Studio
Site address: 99/100 Church Terrace, Heytesbury, Warminster, BA12 0EQ
- 8. Parish Steward**
To receive the report from Cllr Sturmeay for the parish steward's visit in February. Any future jobs for the parish steward in relation to highways or paved footways, inform Cllr Sturmeay.

9. Meetings

To propose new meeting time to aid working members and public attend meetings.

10. New Clerk recruitment

Clerk Handover sheet and advertisement for a parish clerk and RFO to be established

11. Outside Spaces Working Group (OSWG)

Report from Group and suggestions for future projects

12. Policy Review Working Group (PRWG)

To review all council policies especially those approved since January 2022 to align with NALC policies.

13. Employment Relations Working Group (ERWG)

To replace the Employment Relations Working Group with a staffing committee. To edit the scope and Terms of Reference for HR Matters.

Staffing committee

The Parish Council is responsible for all staffing matters for the Council and includes all training and development matters. The Parish Council is also responsible for all Health and Safety issues and the relevant required risk assessments.

35. To advertise for staff appointments and arrange interviews.

36. To carry out the Clerk's appraisal and agree objectives.

37. To agree and arrange training requirements for staff within the agreed budget.

38. To consider, and bring to a conclusion, any matters of grievance or discipline as outlined by the Parish Council policies and applicable to all members of staff employed by the Parish Council.

39. To discuss with the Clerk any issues relating to pay levels and staffing.

40. To deal with any complaints made against the Parish Council in accordance with the Council's Complaints Procedure

41. To ensure that the Council complies with Health and Safety issues including the annual risk assessment procedure.

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.