

Heytesbury Imber & Knook Parish Council

Minutes

Tuesday 29th April 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), V Sturmeay (Vice Chair), S King, L Morris, P Fellowes, J Sneddon, and C Barker Bennett.

Officers: K Grant **KG**

Public & Press: 6 members of the public and no press

001 Apologies

None

002 Minutes

002.1 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 were approved and signed by the Chairman. Cllr Sturmeay proposed approving the minutes. Cllr King seconded. Voting unanimous.

002.2 Matters arising from minutes

- Cllr Fellowes confirmed that she had the Play Area inspection checklist. Cllr Fellowes also reported that she had
- Cllr Sturmeay clarified the £1500 earmarked for traffic calming; £800 has been spent on the slow markings. Suggested spending the left over funds on the bus stop markings.
- Cllr Fellowes reported that she had sorted out the long standing problem with the slide. Paid for it as her parting gift to the parish council.

003 Declarations of Interest

None

004 Chairman's Announcements

- Chairman announced the forth coming Parish Council elections on the 1st May 2025. Reminded that ID was needed to vote.
- Chairman reported that a vacancy has now arisen for a new parish clerk. Locum clerk to stay on till a new clerk has been recruited.

Standing Orders were suspended to allow for public participation

005 Public Participation

005.1

- Concern made about the bank balance showing £533. Resident was assured that the first instalment of the precept had now been paid.

Signed.....1

- Vote of thanks given by a resident to parish council for sorting out the long standing issues preventing normal business of the council.

005.2 No petitions or deputations received.

Standing Orders were reinstated

006 Financial Information

006.1 To note bank reconciliation of 31 March 2025 and monthly financial report

Members received and noted the monthly report.

The monthly reconciliation to 31.03.2025 had been circulated and was signed by Cllr Snodden.

006.2 Payments for approval:

Locum Clerk (February pay) £474.88

Clerk's time-sheets for January and February were presented and signed by Cllr Williams. Cllr Sturmey proposed to approve the Locum clerk pay. Cllr King seconded. Voting unanimous.

006.3 Locum Clerk (March wage) £474.88

006.3 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

006.4 To note receipt of income

Bank Interest £13.47

006.5 WALC annual subscription invoice received for payment £358.55. To be paid by 1st May 2025. Cllr Morris proposed to approve this payment. Cllr Sturmey seconded. Voting unanimous.

006.6 Balances of the Bank Accounts for noting:

Treasurers Account @ 31.03.2025	£533.53
Bus Instant Access @ 31.03.2025	£15394.66

007 Planning Applications

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

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.

008. Parish Steward

Cllr Sturmey reported that she'd asked the parish steward to attend to potholes. She informed having emailed Wiltshire Highways about the damaged bridge. It has been inspected and a report sent to Wiltshire Highways. Repair work has not begun yet.

Signed.....2

Locum Clerk reported that he was away on holiday until early May. It was also noted that there were no schedule visits in May.

009. Meetings

Cllr Sturmeay proposed moving the meeting time to aid members and the public who work to attend the meetings. Cllr Williams proposed to defer this till the next meeting. Cllr Barker Bennett seconded. Voting unanimous.

010. New Clerk recruitment

Locum Clerk has sought advice and LCC can be consulted on recruiting. PC asked Locum clerk to follow up and report to the next council.

011. Outside Spaces Working Group (OSWG)

Cllr Sturmeay reported that the working group had not met recently. Main focus will be on the play area repairs; replacing the decaying wooden frame. She reported that a ROSPA qualified volunteer had offered to sign off the repair work if a local carpenter was sourced for the job.

012 Policy Review Working Group (PRWG)

Chaired noted that not all policies require were available or approved by council. Suggestion was made to review all the policies and take on the NALC models. Deferred to next Council.

013 Employment Relations Working Group (ERWG)

Parish council discussed replacing the Employment Relations Working Group with a Staffing committee. Cllr Barker Bennett proposed deferring this to the next council, Cllr Williams seconded. Voting unanimous.

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

014 Employment matters and HR Support

Cllr Morris proposed closing the meeting and moving item 14 on the agenda to be considered after the RTF meeting that was scheduled to follow. Cllr King seconded. Voting unanimous.