



Agenda

Meeting on Tuesday 27th May 2025 @ 7 pm

Councillors D Bond (Chair), K Riggs (Vice Chair), S King, L Morris, S Buttenshaw, A Moore, B Cattermole, A Kennedy, J Dando, S Smith and R Rickcord.

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: 21st May 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, clerk@heytesburyparish.co.uk or any of the Councillors if you 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 annual meeting held on 13th May 2025, previously circulated.
 - 2.2 To note** any matters arising from the minutes of the meetings held on 13th May 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
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 Balances of the Bank Accounts for noting:**
Treasurers Account £@ 30.04.25 £10,167.06
Bus Instant Access £ @ 09.04.25 £15,407.31
 - 6.2 To note bank reconciliation of 30th April 2025 and monthly financial report**
The monthly report which outlines the current position of spend to date and includes the monthly reconciliation. Attached.
 - 6.3 Payments for approval:**
Locum Clerk (April wage) £652.96
Time sheet to presented checked and signed by a councillor
 - 6.4 To note payments as per attached reconciliation schedule:**

01/25 Amazon (incorrectly ordered)	£24.97
02/25 Bank charges	£4.25
03/25 Microsoft Subscription	£84.99
04/25 Grant – Heytesbury social	£250
05/25 HR Support (April)	£229.63
06/25 HSJ room hire	£20
07/25 Locum Clerk (March)	£474.88
08/25 WALC Subscription	£358.55
 - 6.5 To note receipt of income**

Bank Interest (April)	£12.65
Play Area – Refund	£280.80
Precept 1	££10,800
- 7. Annual Internal Audit Report**
 - 7.1** Members to receive and Note the Annual Internal Audit Report
 - 7.2 Annual Governance and Accountability Return 2024-2025 Part 2**

Members to approve the annual statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.

7.3 **Members to approve** the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly. The Chairman and Clerk are required to sign the Annual Governance Statement and the Accounting Statements

7.4 **Members to Approve** the Certificate of Exemption which will be completed and signed by the RFO and Chairman and once completed sent to the External Auditor.

7.5 The Clerk is setting the commencement date for the exercise of public rights as Tuesday 3rd June 2025 and ending on Monday 14th July 2025

8. Parish Steward

(Scheduled dates: 17th June, 16th July, 16th September, 16th October, 18th November and 15th December)

To receive the report from Cllr Riggs. Any future jobs for the parish steward, inform Cllr Riggs.

Parish Steward Scheme Tasks – 2024

- hand clearing and cutting of growth from drainage grips and drain gully covers.
- hand clearing of blocked gullies.
- rodding of drainage systems
- clearing of small culverts, pipes, and pits
- clearing storm debris
- trimming encroaching hedges and vegetation from around road signs and railings
- cleaning and straightening small road signs.
- hand cutting small visibility areas.
- reactive emergency repairs including pothole repairs (In accordance with Wiltshire Councils Highways Inspection Manual 2018)
- find, fix & record potholes (cold repairs only)
- responding to road closure requests from the emergency services
- removal of ragwort (hand pulling or strimming of defined areas)
- treatment/removal of weeds
- graffiti and fly posting removal.
- clearance of debris and materials from scenes of road traffic collisions including clinical waste.
- siding out of footways and carriageways
- clearance of storm damaged trees from the Highway including the use of a chainsaw

The following works cannot be undertaken by the Parish Steward without support as they require a two-person operation. These works can be undertaken on an ADHOC day, which is typically a Friday, but this is flexible.

- Minor Carriageway repairs including vehicle overruns.
- Works requiring traffic management (including Stop and Go or manual controlling of temporary traffic signals in accordance with Chapter 8)

Examples of types of emergency reactive local highway work which is to be undertaken by the Highway Stewards includes (but is not exclusive to). These issues can take the steward from their programme:

- resolving flooding issues – clearing drainage grips and drain gully covers, clearing of small culverts, pipes, and pits
- placing emergency signage and traffic management
- fence and pedestrian barrier safe
- clearing structures and fixings and make safe.
- hand cutting vegetation in visibility areas.
- reactive pothole repair
- responding to road closure requests from the emergency services
- small masonry type works such as repairs to slabs and damaged kerbs.
- clearance of debris and materials from scenes of road traffic collisions including clinical waste
- clearance of storm damaged trees from the Highway including the use of a chainsaw – requires additional operative.

9 Planning Applications

None

10 Appointments to Posts and Working Groups

Members to nominate or volunteer for current posts. Members can remove or add to the list as required

Liaison Posts carried out by the Parish Council	Number required	Name
Army Liaison	1	
Press & Social Media	1	Clerk
Staff Committee	4	
Police/Neighbourhood Watch	2	
Booking of Meeting room	1	
Warminster LHFIG	2	Cllrs Bond and Kennedy
Monitoring of Footpaths and Grass verges	1	
Emergency Planning/Flood Wardens	2	
Play Area weekly inspection Visual	2	Cllr King
Play Area monthly written report	1	Requires qualified person
Liaison for Parish Steward	1	Cllr Riggs
Knook Allotment Site	1	
Outside Spaces Working Group	As req.	
Future Planning Working Group	?	

11. Parish Council Action Plan

To develop an Action Plan for collaborative engagement with other groups and organizations across the Parish, including drafting a Mission Statement and exploring consultation opportunities.

12. Relocation of Parish Council property

To determine the recipients or storage arrangements for parish council property currently held by former members.

1. 2 boxes of dog poop bags and several keys; Vanessa Sturmey has informed that she will pass these on to Cllr King. To note that Ben Coombes, Patricia Fellowes and Peter Firth have keys for the dispensers.

2. Moss spray liquid

3. Triangle key for the two bins on the school playing field emptied by PC, with Patricia Fellowes

4. Parish chairs and litter picking equipment with Patricia Fellowes

5. Litter picking wheelbarrow and shovel with Caro Barker Bennett

6. Flood warning signs belonging to Wiltshire Council and a supply of gel sacks, with Caro Barker Bennett. To note that Tori Downes in Mill Street has a set of signs and some sacks in 2024.

7. Parish Council printer with Nick Williams.

8. Mr. Williams has returned the PC hard drive to the Clerk. Members must now appoint a new custodian for its safekeeping.

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. Confidential matters