



Agenda

Meeting on Wednesday 25th June 2025 @ 7 pm

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

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: 20th June 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 27th May 2025, previously circulated.

2.2 **To note** any matters arising from the minutes of the meetings held on 27th 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 on 19.06.25 is £7,227.86

Bus Instant Access on 19.06.25 £15,428.12

6.2 To note bank reconciliation of 31st May 2025 and monthly financial report

The monthly report which outlines the current position of spend to date and includes the monthly reconciliation for May. Attached.

6.3 Payments for approval:

Locum Clerk (April wage) £630.70

Time sheet to be presented checked and signed by a councillor

6.4 To note payments as per attached reconciliation schedule:

09/25 Expenses £15.49

10/25 HMRC £293.07

11/25 Bank service charge £4.25

12/25 Village Hall hire £12

13/25 HR Support (May) £229.63

14/25 Play area equipment £369.60

15/25 Locum Clerk (April) £652.96

16/25 Bank service charge £4.25

6.5 To note receipt of income

Bank Interest (May) £10.55

Bank Interest (June) £10.26

Amazon – Refund £24.97

7. Annual Governance and Accountability Return 2024-2025

Members to approve the amended Annual Governance and Accountability Return 2024-2025 Statements.

7.1 External Auditor

To note that the Certificate of Exemption must be submitted to the external auditor by 30th June 2025 and to approve the use of electronic mail to transmit the document to PKF Littlejohn.

8. Internal Audit report 2024/25 (Attached)

To respond to the following recommendations:

1. The absence of an independent verification of bank reconciliations, as stipulated in Financial Regulation 2.6.
2. The lack of supporting documentation relating to the appointment of the Locum Clerk.
3. Various observations within the report highlighting potential areas for governance improvement, which the Council is invited to consider.

9. 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.

10. Overgrown horse chestnut tree in Mantles Lane

To consider whether any action can be taken to address the issue.

11. Planning Applications

Applications received and for comment:

PL/2025/05194

Proposal: T1 Horse Chestnut - Recent loss of the main stem. Reduce the remaining stem by up to 3 metres to reduce wind loading on the stem union. T2 Ash - Remove the lower small branches to crown lift up to 5 metres to give more space to the hedge and neighbours garden

Site: WEST WING, HEYTESBURY HOUSE, HEYTESBURY PARK, HEYTESBURY, WARMINSTER, BA12 0HG

12. Traffic Diversion Measures for A36 Closures

Proposal by Cllr Riggs for the Parish Council to discuss actions required when the A36 is closed, leading to diverted traffic through the village. Considerations include appropriate signage and coordination with the police.

13. Speed Limit Reduction or Signage on A36

Proposal by Cllr Riggs to apply for a lower speed limit on the A36 between Codford and Cotley roundabout or to install signage highlighting the area as an accident black spot.

14. Proposal to Establish a Communications Team

To consider the formation of a communications team to proactively and reactively manage council communications across various platforms..

15. Any Other Business

To consider any additional matters not covered above.

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

16. Confidential matters