

Heytesbury Imber & Knook Parish Council

Minutes

Tuesday 27th May 2025 @ 7pm

Membership: Councillors D Bond (Chair) **DB**, K Riggs (Vice Chair) **KR**, S Buttenshaw **SB**, A Moore **AM**, L Morris **LM**, R Rickcord **RR**, S Smith **SS**, Sue King **SK**, A Kennedy **AK**, J Dando **JD** and B Cattermole **BC**.

Present: Cllrs Bond, Riggs, Buttenshaw, Moore, Morris, Rickcord, Smith, King, Keneddy, Dando and Cattermole

Officers: Karungi Grant **KG**, Locum Clerk

Public and Press: Five in attendance

030. Apologies

None

031. Minutes

031.1 The minutes of the annual meeting held on 13th May 2025, previously circulated were approved and signed by the Chair.

031.2 Matters arising from the minutes of the meetings held on 13th May 2025.

- Appointment of Clerk to the Parish Council – The Clerk presented a draft vacancy advertisement for members to review, amend, and approve prior to publication. It was proposed and agreed that the newly appointed Staffing Committee will assume responsibility for advertising the vacancy and managing the recruitment process.

032. Declarations of Interest

None.

Locum clerk reminded Cllrs who had not yet, to complete the Register of Interest.

033. Chairman's Announcements

- Chair briefly addressed the structure of recent meetings and assured members that a return to standard Parish Council business is forthcoming.
- He provided updates on Team Heytesbury and the RTF, noting that RTF meetings will now be scheduled to follow Parish Council meetings.
- He reported that the land North and South of Park has been sold, though new ownership remains unknown. The Chair also referenced discussions by previous regarding the field at the western end of the village, and he will follow up on this matter. Additionally, with regard to Wiltshire Council's five-year land supply requirement—where larger villages are expected to accommodate 25 new dwellings—he reported that Heytesbury has already delivered 3.
- On footpath matters, the Chair will be assessing accessibility and ensuring that all paths are kept clear.
- He also expressed his intention to investigate issues around speeding within the village, restoration needs at the War Memorial, and a review of past Parish Council finances to identify potential cost-saving opportunities.
- Finally, the Chair proposed including "Any Other Business" as a standard agenda item going forward.

Standing Orders were suspended to allow for public participation

034. Public Participation

034.1 A member of the public proposed that the Parish Council create a register of residents with various skill sets, who could be approached for volunteering opportunities or other community support.

034.2 Petitions or deputations

None

Standing Orders were reinstated following public participation

035. Financial Information

035.1 Balances of the Bank Accounts for noting:

Treasurers Account £@ 30.04.25 £10,167.06

Bus Instant Access £ @ 09.04.25 £15,407.31

035.2 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 was present to council, checked and signed by Cllr Moore.

035.3 Payments for approval:

Locum Clerk (April wage) £652.96

Time sheet was presented checked and signed by Cllr Bond. Cllr Dando proposed approving Locum clerk wage for April. Cllr Riggs seconded. All in favour.

035.4 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

035.5 To note receipt of income

Bank Interest (April) £12.65

Play Area – Refund £280.80

Precept 1 £10,800

036. Annual Governance and Accountability Return 2024/25

Members reviewed the Report which had been circulated prior to the meeting.

036.1 Members approved the Annual Governance Statement as outlined in Section 1 of the Annual Return and was signed by the Chair.

036.2 Members approved Section 2 Accounting Statements 2024/25.

The Chairman and Clerk to sign the Annual Governance Statement and the Accounting Statements after the amendment (£10,000 bank transfer between the two accounts should not be included as a 'receipt/payment')

Asset Register 2025 – it was noted that a few of the items on the register had depreciated. Cllr Bond to review the register and report back to council at a future meeting **Action DB**

036.4 Members approved the **Certificate of Exemption** which was completed and signed by the RFO and Chairman. Clerk to send the completed document to the External Auditor.

Notice of public rights and publication of Annual Governance & Accountability

Return - The Clerk set the commencement date for the exercise of public rights as Tuesday 3rd June 2025 and ending on Monday 14th July 2025. Cllrs King, Buttenshaw and Smith volunteered to put this on the notice boards.

036.5 Annual Internal Audit Report 2024/25

Clerk reported that this was yet to be completed by the Internal Auditor.

Cllr Riggs proposed, subject to changes to the asset register and amendment of the Accounting Statement, that members approve items in 036. Cllr Smith seconded. Voting unanimous.

037. Parish Steward

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

Cllr Riggs has made contact with the Parish Steward. Members were reminded to inform Cllr Riggs of any future jobs for the parish steward.

038. Planning Applications

None

039. Appointments to Posts and Working Groups

Liaison Posts carried out by the Parish Council	Number required	Name
Army Liaison	1	Cllr Rickcord
Press & Social Media	1	Cllr Dando
Staff Committee	4	Discussed under confidential matters
Police/Neighbourhood Watch	1	Cllr Dando
Booking of Meeting room	1	Clerk
Warminster LHFIG	2	Cllrs Bond and Kennedy
Monitoring of Footpaths and Grass verges	1	Cllr Bond
Emergency Planning/Flood Wardens	2	Cllrs Smith and Morris
Play Area weekly inspection Visual	2	Cllrs King and Rickcord
Play Area monthly written report	1	Requires qualified person (ROSPA)
Liaison for Parish Steward	1	Cllr Riggs
Knook Allotment Site	1	Cllr Smith

Cllr Bond suggested that any matters to do with outside spaces could be discussed as and when. Cllr King reported that she'd received a folder from the previous OSWG which she would keep for future refence.

040. Parish Council Action Plan

Councillors Cattermole, Dando, and Riggs will form a sub-committee to develop an Action Plan focused on collaborative engagement with local groups and organisations across the Parish. The plan will include the drafting of a Mission Statement and consideration of potential consultation opportunities. Councillor Morris will circulate a survey previously developed by a former member. **Action LM**

041. Relocation of Parish Council property

The Parish Council moved to establish recipients and storage arrangements for council property currently held by former members, as follows:

1. Dog Poop Dispenser Keys: Cllr Bond will collect the key from Ben Coombes, while Cllr King will retrieve the one from Patricia Fellowes. It was agreed that Peter Firth would retain his key, as he has taken responsibility for replenishing the dispenser near his residence.
2. Moss Spray Solution: Transferred to Cllr Bond.
3. Triangle Key for School Playing Field Bins: Cllr King will follow up with Patricia Fellowes to retrieve the key for the two bins emptied by the Parish Council.
4. Plastic Chairs: Cllr Riggs reported 35 chairs in storage. Cllr Kennedy offered to store them temporarily until mid-August. The Parish Council will explore long-term storage options, such as siting a shed at the Knook Allotment site.
5. Litter-Picking Equipment: The wheelbarrow and shovel are currently with Caro Barker Bennett. Cllr Bond will follow up on their retrieval.
6. Flood Warning Signs & Gel Sacks: These belong to Wiltshire Council and are currently with Caro Barker Bennett. Additionally, Tori Downes in Mill Street has a set of signs and gel sacks from 2024. Cllr Bond will contact Caro Barker Bennett regarding storage.
7. Printer: Cllr Bond will collect the printer from Nick Williams.
8. PC Hard Drive: Returned to the Clerk by Mr. Williams. The appointment of a new custodian was not actioned and has been deferred to the next meeting.
9. Log steps: Clerk to ask Vanessa Sturmey to contact Cllr Bond about this.

Meeting ended at 9.35 pm.

Next meeting of the Parish Council will be on Wednesday 25th June at 7 pm.
