



Agenda

Meeting on Tuesday 29th July 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: 24th July 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 25th June 2025, previously circulated.

2.2 **To note** any matters arising from the minutes of the meetings held on 25th June 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 22.07.25 is £6,274.28

Bus Instant Access on 22.07.25 is £15,437

6.2 To note bank reconciliation of 30th June 2025 and monthly financial report

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

6.3 Payments for approval:

Locum Clerk (June wage) £460.04

Time sheet to be presented checked and signed by a councillor

6.4 To note payments as per attached reconciliation schedule:

09/25 PC Insurance £914.92

10/25 External Audit £420

11/25 Councillor training £48

13/25 HR Support (May) £229.63

14/25 Bank service charge £4.25

	15/25 Locum Clerk (May)	£630.70
	16/25 PC laptop repair	£89
6.5	To note receipt of income	
	Bank Interest (July)	£8.88

7. Policy Review

To consider and adopt the proposed WhatsApp Group Policy.
To undertake a scheduled review of the following Council policies

1. Press and Media Policy
2. Parish Council Action Plan – Terms of Reference
3. Terms of Reference and Delegation of Powers to Committees
4. Staff Committee - Terms of Reference

7.1 Press and Social Media Representation

To note that Cllr Judith Dando was appointed as the Council's representative for Press and Social Media at the meeting held on 27th May (Appointments to Posts and Working Groups), and to formally include the Chair and Clerk in this role, in accordance with Section 6.2 of the Council's Press and Social Media Policy.

8. Parish Steward

(Scheduled dates: 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. Winter Preparedness 2025–26

To assess the need for additional PEAS (Parish Emergency Assistance Scheme) equipment and suitable storage arrangements.

To note that Wiltshire Council's weather team will only be servicing salt bins reported as empty, and consider monitoring and reporting status of the bins.

10. Planning Applications

Applications received and/or comment:

PL/2025/05992

Proposal: T1 Mature Ash tree - Prune garden side of tree by 2m to suitable growth points to balance crown and reduce end weight on limbs that have been pollard 50/60 years ago.

Site: 36 CHAPEL ROAD, HEYTESBURY, WARMINSTER, BA12 0HA

PL/2025/05369

Proposal: Single Storey Extension

Site: Maegyll, Newtown, Heytesbury, Warminster, BA12 0HN

ACV/2025/00010

Proposal: Nomination of Land at Heytesbury on the north side of Park Street to be listed as an Asset of Community Value

Site: Land at Heytesbury on the north side of Park Street, BA12 0HQ

11. Parish Council Action Plan.

To discuss and agree next steps in collaborative formulation of the Parish Council Action Plan

1. What do we want to achieve by having a plan?
2. How can we improve the draft plan?
3. What next? How does the Council wish to proceed?

12. Knook allotments

To discuss practical arrangements concerning:

1. Provision and maintenance of the water supply
2. Installation and use of a storage shed

13. CPRE Representation

To appoint councillor representatives and designate an official contact to liaise with the Campaign to Protect Rural England (CPRE)

14. Notification of Play Area Inspection

To note that the inspection of play area/school playing field is scheduled to take place in September. To advise if council wish to add additional services to the order, or change it in any way.

15. Councillor Training

Updates from Cllrs S King and J Dando

16. Emails shared with Councillors

Confidential – 22/07/25

Notification of play area inspection in September for Heytesbury Imber & Knook Parish Council – 20/07/25

Wiltshire Built Sports Facilities Review - Parish & Town Council Survey – 20/07/25

Chief Constable fortnightly update to the Police and Crime Commissioner - 18 July 2025 – 22/07/25

Bradford-on-Avon Monday 21st July, Flood Drop-in with Flood Mary & The Flood Pod – 19/07/25

Chairs' Network – 25th July – 19/07/25

Further council action – 19/07/25

20250711 - CCEW correspondence - RAYMOND TRUST FUND - 305523

CRM:0762737 – 19/07/25

Marmalade Trust - supporting people into new social connections – 09/07/25

Flood Warden Newsletter Summer 2025 – 07/07/25

2025 Eat Nourish Love Autumn Fair 23 & 24 September – Listing Request In support of Walking with the Wounded and Horatio's Garden – 07/07/25

Briefing Note 25-06 Launch of the fourth Solar Together scheme in Wiltshire and Swindon – 03/07/25

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

17. Confidential matters