

Heytesbury Imber & Knook Parish Council

Minutes

Wednesday 25th June 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: Nine in attendance

042. Apologies

Apologies were received from Cllrs Cattermole, Smith and Dando. The Parish Council resolved to approve their reasons for absence.

043. Minutes

043.1 The minutes of the annual meeting held on 27th May 2025, previously circulated were approved and will be signed by the Chair at the next meeting.

043.2 Matters arising from the minutes of the meetings held on 27th May 2025.

- Asset register - Cllr Bond to review this – on going
- Parish council action plan – Cllrs to firm up the content of the questionnaire that was circulated, this was deferred to the next meeting

044. Declarations of Interest

None.

045. Chairman's Announcements

- Cllr Bondr reported the unexpected news regarding the Parkland, which has been divided up into various plots for auction. He informed that he may consider calling an EO meeting to discuss matters going forward.
- He explained the last item on the agenda; AOB was intended for Cllrs to have prior notice of what to have on the agenda. But as such, it will not be held as this is not allowed
- He has not received any RTF documentation yet and therefore the planned meeting of the RTF had to be postponed to a future date.
- He reported that he had received several items of play area equipment from former councillors and is currently seeking suitable storage arrangements.

Standing Orders were suspended to allow for public participation

046. Public Participation

046.1 A member of the public opposed to Parish Council having 'Any Other Business' on the agenda. She also reported that all the play area equipment she was storing on behalf of the council has been delivered to the Chairman.

Another member of the public referred to item 10 on the agenda; tree needs cutting back. Cllr Bond informed her that he was looking into this.

Another member of the public asked why the road sweeper doesn't cover the stretch of road from the A36 to the High Street. Cllr Riggs to follow up with Wiltshire Highways.

046.2 Petitions or deputations

None

Standing Orders were reinstated following public participation

047. Financial Information

047.1 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

047.2 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 was presented to council, checked and signed by Cllr Riggs.

Members agreed to appoint Cllrs Buttenshaw and Moore to check and sign bank reconciliations going forward.

047.3 Payments for approval:

Locum Clerk (May wage) £630.70

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

047.4 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

047.5 To note receipt of income

Bank Interest (May) £10.55

Bank Interest (June) £10.26

Amazon – Refund £24.97

048. Annual Governance and Accountability Return 2024/25

048.1 Members were informed that the previous return had been completed on the wrong forms. The amended Report was signed by the Locum clerk and Chair witnessed by Council.

048.2 External Audit

Council noted that the Certificate of Exemption must be submitted to the external auditor by 1st July 2025 and approved the use of electronic mail to transmit the document to PKF Littlejohn. Locum clerk to follow up

049. Annual Internal Audit report 2024/25 (Attached)

Cllr Bond reported that the auditor had made some valid points of which Parish Council will comply with going forward. Members noted the recommendations from the audit:

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.

The Clerk informed members that she had contacted the auditor for clarification; however, the audit consultant was unavailable, having concluded his engagement with Auditing Solutions Ltd

050. Parish Steward

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

Cllr Bond reported:

- the parish steward had cleared the tree that was damaged on Tytherington Road.
- He was going to contact WC about the bridge.
- He reported that the two-man gang from the parish steward scheme and done a good job clearing the whole of Park street.

Cllr Riggs reported that the Parish steward had been given a list of jobs which he said he'd complete over the course of the next month. He was not able to sort out the post on Mantles Lane and would refer the

job to a specialist team. Members were reminded to inform Cllr Riggs of any future jobs for the parish steward.

051. Overgrown horse chestnut tree in Mantles Lane

Cllr Bond reported that he had dealt with this.

052. Planning Applications

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

Cllr Buttenshaw proposed no objection. Cllr King seconded. All in favour

053. Traffic Diversion Measures for A36 Closures

Cllr Bond recommended a pragmatic approach to the issue, acknowledging that most motorists depend on Sat Nav. He advised members that he would be attending the Area Board meeting on 11 July, where Police representatives would be present, and he intended to raise the matter with them. Additionally, he plans to contact Philip Wilkinson, the Police and Crime Commissioner.

054. Speed Limit Reduction or Signage on A36

Cllr Bond reported that he'd made inquiries with WC and was advised that the likelihood of getting anything done about this was very slim. He will raise the issue with the Police and Crime Commissioner.

055. Proposal to Establish a Communications Team

Parish Council previously appointed Cllr Dando to deal with communications from the clerk that need to be published in the Newsletter and the Community hub.

The Clerk is the main contact for Parish Council and deals with the press and other.

Meeting ended at 7.33 pm.

Next meeting of the Parish Council will be on Tuesday 29th July at 7 pm.
