

Heytesbury Imber & Knook Parish Council

Minutes

Tuesday 29th July 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, Kennedy and Dando

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

Public and Press: Six in attendance

057. Apologies

Apologies were received from Cllr B Cattermole, with reasons noted.

058. Minutes

058.1 The minutes of the meeting held on 25 June 2025, previously circulated, were approved as a correct record. Signed by the Chairman.

058.2 Matters arising from the minutes of the meeting held on 25 June 2025 were noted; including

- The use of "Any Other Business" (AOB) for proposing items not listed on the agenda is not legally compliant and will no longer be included in future agendas.
- Cllr Bond will arrange for the necessary pruning of the tree on Mantles Lane. He will also liaise with the road sweeping team to ensure the road off the bypass is included in their next scheduled visit.
- Cllr Bond reported that he met with the Police Inspector, who referred him to one of her sergeants. He has since made contact via email and is awaiting a response.

059. Declarations of Interest

Cllrs J Dando and L Morris declared a non-pecuniary interest in relation to the Asset of Community Value (ACV), as their husbands are members of the Heytesbury Villagers Group.

060. Chairman's Announcements

The Chairman made the following announcements:

- He attended the Area Board meeting and informed members that funding was available but had to be match funded. He also had an opportunity to meet the Local Police Inspector.
- He gave a brief update on the land for sale.

Standing Orders were suspended to allow public participation.

061. Public Participation

061.1 A member of the public addressed the Council with concerns regarding councillors who had declared an interest at the previous meeting but did not leave the room and participated in the vote concerning the Asset of Community Value (ACV). In response, Cllr Bond clarified that the ACV nomination and the Heytesbury Villagers Group were not connected.

061.2 No petitions and deputations were received.

Standing Orders were reinstated following public participation.

062. Financial Information

062.1 Bank balances as of 22 July 2025 were noted:

- Treasurer's Account: £6,274.28
- Business Instant Access Account: £15,437.00

062.2 The bank reconciliation for 30 June 2025 and the monthly financial report (attached) were noted. Checked and signed by Cllr S Buttenshaw

062.3 The following payment was approved:

Locum Clerk (June wage): £460.04

The time sheet was presented, checked and signed by a Cllrs Moore and Smith

062.4 Payments as per the attached reconciliation schedule were noted:

09/25	PC Insurance	£914.92
10/25	External Audit	£420.00
11/25	Councillor Training	£48.00
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	£89.00

062.5 Income was noted:

Bank Interest (July): £8.88

063. Policy Review

Council reviewed the following items:

The proposed WhatsApp Group Policy was considered and adopted.

Policy reviews were delegated to cllrs :

1. Press and Media Policy. Cllr Dando to review

Cllr Dando offered to liaise with the IT personnel regarding the Parish Council website.

The Council agreed, Clerk to share the relevant contact details.

Cllr Dando also noted that there are two informal Heytesbury Facebook pages. She has proposed that one page be designated to represent all the villages and that it be clearly stated it is not to be used for Parish Council business.

2. Parish Council Action Plan – Terms of Reference. Cllrs Cattermole, Dando and Riggs to review

3. Terms of Reference and Delegation of Powers to Committees. Cllr Buttenshaw to review

4. Staff Committee – Terms of Reference. Cllr Morris to review

064. Press and Social Media Representation

It was noted that Cllr Judith Dando was appointed as the Council's representative for Press and Social Media at the meeting held on 27 May. The Council resolved to formally include the Chair and Clerk in this role, with the Clerk being the designated spokesperson for media and press communications.

065. Parish Steward

The report was received from Cllr Riggs;

- filled potholes
- weed spraying
- cleaned some signs
- he wasn't able to clean the bus shelter, Cllr Riggs will contact the Sparkle team for this.

Cllr Riggs reported that there would be no Parish Stewards visit in August as they would be will be dealing with Noxious weed removal works.

Councillors were advised to communicate job requests to Cllr Riggs.

Cllr Riggs to arrange a village clean up at least twice a year.

Cllr Bond to follow up on the damage bridge.

066. Winter Preparedness 2025–26

Council assessed the need for additional PEAS equipment and proposed confirming whether CBB is willing to continue storing the flood equipment currently held.

It was noted that Wiltshire Council will only service salt bins that are reported as empty. Monitoring procedures were discussed.

The Clerk was instructed to order 100 gel sacs and 5 salt bags. Cllr Riggs will carry out an audit of the grit bins and liaise with Wiltshire Council's weather team.

067. Planning Applications

The following applications were received and comments made as appropriate:

- PL/2025/05992 – 36 Chapel Road: Tree pruning application

No objection

- PL/2025/05369 – Maegyll, Newtown: Single-storey extension

No objection

- ACV/2025/00010 – Nomination of land north of Park Street as an Asset of Community Value

Council proposed encouraging the community to add their comments to the application.

068. Parish Council Action Plan

Council engaged in discussion, led by Cllr Dando, around the draft Action Plan regarding:

1. Objectives and desired outcomes
2. Draft improvements
3. Collaborative progression and formal adoption process

069. Knook Allotments

Practical arrangements were discussed regarding:

- Provision and maintenance of water supply. Cllr Bond reported that it was going to cost £166 to carry out a survey to connect water. The allotment team are seeking permission from the parish council to proceed. PC agreed. Cllr Bond to follow up
- Installation and future use of storage shed: Cllr Bond to investigate storage options.

070. CPRE Representation

Council resolved to appoint Cllrs S Buttenshaw, S King and S Smith representatives and Cllr R Rickcord as the designate an official contact to liaise with the Campaign to Protect Rural England (CPRE). Cllr J Dando proposed becoming members. Cllr S King seconded and all were in favour.

071. Notification of Play Area Inspection

It was noted that the inspection of the play area and school playing field is scheduled to take place in September.

Cllr Bond commended Cllr S. King for undertaking training and becoming a qualified Play Area Inspector.

Cllr Bond also reported that the self-closing mechanism on the entrance gate requires repair. Additionally, concerns were raised regarding dog walking on the premises. The Play Area Team will explore potential solutions.

072. Councillor Training

Cllrs S. King and J. Dando provided updates. Cllr Dando will circulate her notes to all councillors.

Cllr King proposed the purchase of a cordless power washer for use on the playground. The decision was deferred to the next meeting, and Cllr King will obtain price estimates in the meantime.

073. 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

Council resolved under Standing Order 1c to exclude the public and press for the following item due to confidential matters in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

074. Confidential Matters

Meeting ended at 9.48pm.

Next meeting of the Parish Council will be on Tuesday 30th September at 7 pm.