



Agenda

**Meeting on Tuesday 30th September 2025
at 7pm**

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: 25th September 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 regular PC meeting held on 29th July 2025, previously circulated.

2.2 **To note** any matters arising from the minutes of the meetings held on 29th July 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 24.09.25 is £3779.22

Bus Instant Access on 24.09.25 is £15,455.32

6.2 To note bank reconciliations of July and August 2025 and monthly financial report

The monthly report which outlines the current position of spend to date and includes the monthly reconciliations for July and August. Attached.

6.3 Payments for approval:

Locum Clerk (August wage) £367.44

Time sheet to be presented checked and signed by a councillor

6.4 To note payments as per attached reconciliation schedule:

27/25 Bank Service Charge £4.25

28/25 HR Support £229.63

29/25 Neat n Tidy £580

30/25 Locum Clerk (June) £460.04

31/25 Room hire	£20
32/25 Locum Clerk (July pay)	
Includes back pay + Homeworking allowance	£819.77
33/25 HR Support	£229.63
34/25 Solicitors Fee	£140
35/35 Printer Ink	£57.49
36/25 Bank service charge (Sept)	£4.25

6.5 **To note receipt of income**

Bank Interest (August)	£9.77
Bank Compensation	£50
Bank Interest (September)	£8.55

7. **Policy Review**

To approve the following Council policies and documents

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

8. **Parish Steward**

(Scheduled dates: 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. Are You Ready for Winter?

To decide if Parish Council would like attendance from the Customer and Community Advisor, Scottish & Southern Electric Networks. To give a short presentation on support in building resilience, especially with the more vulnerable members of society by encouraging them to sign up to the Priority Services Register. An invaluable, free service for those that need support most in a power cut. Other benefits include: The 105 number, The community fund and the Powertrack app.

10. Planning Applications

Applications received and/or comment:

PL/2025/06675

Proposal: T1 Mulberry - Pollard tree at a height of up to 10 feet from ground level.
T2 Lilac - Fell.

Site: 4 COTLEY PLACE, HEYTESBURY, WARMINSTER, BA12 0HT

PL/2025/06802

Proposal: T1 Apple tree - Remove the two branches touching the ground and remove the split hanging branch higher in the crown.

Site: OLD SCHOOL HOUSE, CHURCH TERRACE, TYTHERINGTON ROAD,
HEYTESBURY, WARMINSTER, BA12 0EQ

PL/2025/06240

Proposal: Alterations and conversion of outbuilding to annex for a dependant relative - re-application of extant PL/2022/06843

Site: Unicorn Cottage, Park Lane, Heytesbury, Warminster, BA12 0HE

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

PL/2025/07164

Proposal: TG1 Upper drive Lime trees. Crown lift over the field up to 4 metres.

Crown lift to 5 metres over the drive. Reduce any low, over-extended lateral branches by up to 3 metres to contain the trees balanced shape. TG2 Upper drive Lime trees. Crown lift over the field up to 4 metres. Crown lift to 5 metres over the drive. Reduce any low, over-extended lateral branches by up to 3 metres to contain the trees balanced shape. TG3 Lower drive Lime trees. Crown lift to 5 metres over the drive. Reduce any low, over-extended lateral branches by up to 3 metres to contain the trees balanced shape. Crown lift to give up to 2 metre clearance from the top of the wall. TG4 Lower drive Lime trees. Crown lift to 5 metres over the drive. Reduce any low, over-extended lateral branches by up to 3 metres to contain the trees balanced shape. Crown lift to give up to 2 metre clearance over the hedge. First tree nearest to Heytesbury House. Remove the first tertiary branch approximately 125mm in diameter that is growing outside of the trees balanced shape.

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

PL/2025/07477

Proposal: Flowering Cherry tree (dead) – remove

Site: COTLEY HILL HOUSE, LITTLE LONDON, HEYTESBURY, WARMINSTER, BA12 0ES

11. LHFIG Meeting on 23rd September

Update from Cllrs Bond and Kennedy

17-24-26 Red Lion Bus stop - Request for bus stop markings to be laid as residents and visitors continue to obstruct bus stop so bus cannot pull in. Site visited and plan and cost produced, cost estimate: £1200, LHFIG 75% contribution £900 agreed, Hey PC 25% £300 agreed.

12. WALC Conference

Update from Cllr. Morris

13. ROSPA

To report that the Annual Inspection of the School Playing Field has been done. Report attached

14. Emails shared with Councillors

We're celebrating a big win for nature! – 11/08/25

Enquiry regarding Land North of Park Street, Heytesbury, BA12 0HW – 11/08/25

The Longevity Games – Making Swindon and surrounding towns the FITTEST in the Country – 11/08/25

Flood Warden Workshops – 12/08/25

New - South-West Wiltshire Connect DRT bus service - 19/08/25

WALC 2025 Conference - 01/09/25
RoSPA Play Safety Inspection Reports – 03/09/25
Community First AGM 2025 Award Nomination Form – 05/09/25
Please Share – Vocational Grants for Local Young People – 05/09/25
Newsletter August 2025 – 11/09/25
Funding opportunity for Wiltshire community groups 11/09/25
Wiltshire Neighbourhood Watch AGM – 11/09/25
Wiltshire Local Nature Recovery Strategy update – 12/09/25
Wessex Water Community drop-in at Warminster Library – 16/09/25
Police and Crime Panel reports and Community Engagement – 18/09/25
Wiltshire + Bath Air Ambulance Charity - Community Emergency Awareness
Training – 18/09/25
Message from Perry Holmes - Wiltshire Council – 19/09/25
WALC Executive September 29th – 11/09/25

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

15. Confidential matters