



Agenda

**Meeting on Tuesday 28th October 2025
after the Raymond Trust AGM**

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: 23rd October 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 30th September 2025, previously circulated.

2.2 **To note** any matters arising from the minutes of the meetings held on 30th September 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 Customer & Community Advisor, Scottish & Southern Electrics Networks, will attend to explain the tools needed to support communities in building resilience. She especially works with the more vulnerable members of society to sign up to SSEN Priority Services Register .

5.2 **To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.

5.3 **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 22.10.25 is £8,823.27

Bus Instant Access on 22.10.25 is £15,462.94

6.2 To note bank reconciliations of September 2025 and monthly financial report

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

6.3 Payments for approval:

To note payments as per attached reconciliation schedule:

35/25 KENNEDYS LAW LLP (solicitors)	£1,081.5
36/25 HR Support	£229.63
37/25 CPRE Subs	£60
38/25 ROSPA ANNUAL INSPECTION	£120
39/25 Duplicate (refund being processed)	£120

	40/25 Locum Clerk (August)	£393.44
	41/25 EXPENSES	£86.97
	42/25 Locum Clerk (SEPT)	£607.78
	43/25 WILTSHIRE COUNCIL (Elections HEY)	£2330.39
	44/25 WILTSHIRE COUNCIL (Elections KNK)	£1851.61
	45/25 Play area equipment	£144.99
	46/25 Bank Service Charge	£4.25
6.4	To note receipt of income	
	WILTSHIRE COUNCIL PRECEPT 2	£10,800
	VAT Returns	£1094.61
	CPRE WILTSHIRE BKVC	£60
	Bank Interest	£7.62
	Refund (ROSPA)	£120

7. Policy Review

To approve previously circulated PC policy and documents below:

1. Model Publication Scheme
2. Privacy Notice
3. Information and Data Protection Policy
4. Freedom of Information Policy
5. Retention and Disposal Policy
6. Management of Transferable Data Policy
7. Electronic Communication Policy
8. Press and Media Policy

8. Parish Steward

(Scheduled dates: 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. Planning Applications

Applications received and/or comment:

PL/2025/07981

Proposal: T1 Fell dead Spruce. T2 Ash over road, remove the lower branches up to 6 metres. T3 Beech over road, crown lift to 6 metres. T4 Ginkgo, remove the low branches over the pleached Limes. T5 Ash, reduce the height by up to 4 metres and spread by 2 metres T6 Sycamore, crown lift up to 5 metres. T7 Ash, crown lift over the river. T8 Alder, reduce height by up to 3 metres T9 Ash, remove the lateral branch over field gate with cavity. T10 Ash, Inornatus decay fungi present. Reduce the height by up to 3 metres.

Site: RIVER HOUSE, MILL STREET, HEYTESBURY, WARMINSTER, BA12 0EE

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

To note that an appeal has been made against the decision to list Land at Heytesbury on the North side of Park Street as an Asset of Community Value. The decision is now under review. The review will be carried out within 8 weeks of today and will determine whether the decision to list as an asset should be upheld.

ACV/2025/00010

Notification of request to be treated as a Potential Bidder and Full Moratorium – Land at Heytesbury on the north side of Park Street, BA12 0HQ

10. Playground area

Update from Cllr S King

11. Waiting Restrictions Request

Road Junctions onto the High Street from Tytherington Road and Greenlands have become increasingly difficult due to cars parked too close to the junctions.

Request is to have a solid white line outside part of Ivy House to protect the visibility there and another solid line on the right of the Greenlands junction. PC to consider supporting the request.

12. A36 Traffic diversions and 20mph speed limit (High Street)

Update from Cllrs Bond

13. Police and Crime Panel reports and Community Engagement

Update from Cllr. Dando

14. War Memorial (Roses)

Roses all appear either dead or showing signs of disease. To clarify who holds responsibility for their maintenance. There are ten roses in total, and replacing them with new bare-root specimens would cost approximately £250, excluding labour for planting.

15. Emails shared with Councillors

Notification of Asset of Community Value Review - ACV/2025/00010 - Land at Heytesbury on the north side of Park Street, BA12 0HQ – 01/10/25

Extraordinary letter to the Police and Crime Commissioner - 2 October 2025 [#522532946] - 03/10/25

2025 WALC Annual General Meeting – 03/10/25

Why your membership matters – 06/10/25

Mobile Police Station back at Warminster Rural on 3rd November 2025 : Mon 03 Nov 09:30 [#523815068] – 06/10/25

WALC October Update – 06/10/25

September Flood Warden Lunch and Learn follow up – 07/10/2025

Chief Constable fortnightly update to the Police and Crime Commissioner - 10 October 2025 [#529528004] – 13/10/25

National Highways: A36 resurfacing – 15/10/25

Flood Warden Newsletter Autumn 2025 – 15/10/25

Request for Parish Event Dates Ahead of the Christmas Period – 15/10/25

Notification of Full Moratorium being Triggered - ACV/2025/00010 - Land at Heytesbury on the north side of Park Street, BA12 0HQ – 17/10/25

Thanks to our members like you, we've been helping the countryside for nearly 100 years – 17/10/25

Your latest update on our countryside – 20/10/25

VisitWiltshire Partner Newsletter - October 2025 – 21/10/25

INTRODUCING THE NEW CHAIR OF ASSOCIATION [#534994499] – 21/10/25

Briefing Note 25-08: Gypsies and Travellers DPD – Update and Call for Sites –

21/10/25

ASB signage location and more – 22/10/25

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

16. Confidential matters