

Heytesbury Imber & Knook Parish Council

Minutes

Tuesday 30th September 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: Eight in attendance

075. Apologies

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

076. Minutes

076.1 The minutes of the meeting held on 29 July 2025, previously circulated, were approved as a correct record. Signed by the Chairman.

076.2 Matters Arising from the Minutes of the Meeting Held on 29 July 2025

The following updates were noted:

- **Traffic Issues on A36:** Cllr Bond has successfully arranged a meeting with the police to discuss concerns arising during road closures on the A36.
- **Knook Allotments:** A quote for the installation of a water supply is currently being sought. Cllr Bond has identified a potential location for a shed and is continuing to explore suitable options. He also reported the presence of eight dead elm trees along the allotment boundary and is investigating appropriate steps for their removal.

077. Declarations of Interest

None.

Cllr Bond clarified the point made about members who have declared a non-pecuniary interest; they do not have to leave the room when the matter is being addressed.

078. Chairman's Announcements

- It was noted that the Raymond Trust Fund (RTF) AGM, originally scheduled for September, could not proceed as the agenda was not published within the required timeframe. The meeting has now been rescheduled to take place on Tuesday 28th October, before the regular Parish Council meeting.
- Cllr Bond expressed his thanks to the Staff Committee for their efforts in finalising and publishing the Clerk vacancy.
- He confirmed that the transfer of RTF matters and the change of bank signatories have been successfully completed, and extended his appreciation to all members involved.

- Concerns were raised regarding the general condition of the Mill Pond. A member of the public advised that local homeowners had indicated their intention to clear the fallen tree and other debris.
- Cllr Bond reported that he had contacted the auctioneers and provided the Parish Council with an update on the status of the land remaining for sale.
- He also confirmed communication with Neat n Tidy, who advised that only one cut was required this year. Neat n Tidy has expressed willingness to continue the work next year.

Standing Orders were suspended to allow public participation.

079. Public Participation

079.1 A member of the public raised concerns regarding speeding on the High Street and proposed that direct action be taken to implement a speed limit. The matter was deferred for discussion at the next Parish Council meeting.

Another attendee queried the condition of the hedge along the stretch of road off the A36. Cllr Bond advised that he was meeting the highways engineer and would raise all related issues during that meeting.

079.2 No petitions and deputations were received.

Standing Orders were reinstated following public participation.

080. Financial Information

080.1 Bank balances as of 24 September 2025 were noted:

- Treasurers Account on 24.09.25 is £3,779.22
- Bus Instant Access on 24.09.25 is £15,455.32

080.2 The bank reconciliations for 31 July and 31 August 2025 and the monthly financial report (attached) were noted. Checked and signed by Cllr S Buttenshaw

080.3 The following **payment was approved:**

Locum Clerk wages: August - £367.44

The Locum Clerk requested that her September timesheet be concluded at the end of the meeting to facilitate prompt payment. September - £607.78

The time sheets was presented, checked and signed by a Cllrs Moore, King and Kennedy Clerk also presented an expenses claim for £86.97

080.4 Payments as per the attached reconciliation schedule were noted:

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 Cllr training	£140	
35/35 Printer Ink	£57.49	
36/25 Bank service charge (Sept)	£4.25	

080.5 Income was noted:

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

081. Policy Review

1. Press and Media Policy deferred to next meeting. Cllrs reminded to give feedback.
2. Parish Council Action Plan – Terms of Reference deferred to next meeting.
3. Terms of Reference and Delegation of Powers to Committees. Cllr S Buttenshaw shared all proposed amendments. Council discussed, agreed and this was approved. Cllr Buttenshaw to share final copy with clerk.
4. Staff Committee - Terms of Reference. Cllr Morris shared her observations which were discussed and this was approved. Cllr Morris to share final copy with clerk

082. Parish Steward

The report was received from Cllr Riggs; Parish Steward was called away to an emergency and was not able to complete his tasks on the day.

Jobs for next visit

1. Cleaning signs
2. Cleaning the bus shelter

Cllr Riggs conducted an audit of the grit bins and reported the following: one bin is damaged, another is empty, and the remaining bins contain grit that has solidified and requires breaking up. She has reported these findings to the weather team for appropriate action.

083. Are You Ready for Winter?

Parish Council decided the October meeting would be best suited for 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. Clerk to follow up.

084. Planning Applications

The following applications were received and comments made as appropriate:

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

No objection

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

No objection

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

Objection: This is outside the village boundary policy limits. Should this application be passed, PC would request that it remains part of the same dwelling.

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

Cllr Morris proposed that Parish Council request to be treated as a potential bidder, by email to Wiltshire Council within the six week period, to trigger the 6 month full moratorium period. Cllr. Kennedy seconded. All in favour. Cllr Morris to email Wiltshire Council.

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

No objection

PL/2025/07477

Proposal: Flowering Cherry tree (dead) – remove

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

No objection

085. LHFIG Meeting on 23rd September

Locum Clerk attended the meeting and updated Parish Council;

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, HIK PC 25% £300 agreed. The scheduled works were postponed due to adverse weather conditions and will be completed in due course.

086. WALC Conference

Cllr Morris informed the Council that she had attended a session focused on digital data compliance and website standards. She reported that an initiative is underway to support councils in improving their compliance. Parish Council discussed the potential for reviewing its current website to ensure alignment with best practices. Cllrs Morris and Dando will liaise with the existing IT support provider to explore next steps.

087. ROSPA

The Parish Council was informed that the Annual Inspection of the School Playing Field has been completed, and the report, previously circulated, raised no major concerns. Cllr Bond reported that he has repaired one damaged bench and intends to address the second in due course. Cllr King has identified a suitable pressure washer for moss removal and will forward the product link to the Clerk for ordering. Quotations to be sought from local carpenters for the replacement of the log frame.

088. 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

- Cllr Dando will be attending the meeting.

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

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.

089. Confidential Matters

Meeting ended at 8.45pm.

Next meeting of the Parish Council will be on Tuesday 28th October at 7 pm.