



Agenda

**Meeting on Tuesday 25th November 2025
at 7pm in Hospital of St John's meeting room**

Councillors D Bond (Chair), K Riggs (Vice Chair), S Buttenshaw, 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: 20/11/2025

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 28th October 2025, previously circulated.

2.2 **To note** any matters arising from the minutes of the meeting held on 28th October 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 19.11.25 is £7,953.15

Bus Instant Access on 19.11.25 is £15,471.07

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

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

6.3 Payments for approval:

To note payments as per attached reconciliation schedule:

45/25 Play Area Equipment	£ 16.64
46/25 Locum Clerk (Oct)	£607.78
47/25 HR Support	£245.70

6.4 To note receipt of income

Bank Interest	£8.13
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6.5 Budget 2025-2026

- To present the first draft of the proposed budget for the next financial year.

The Clerk has prepared figures for council to consider before making the final decision.

- To consider the Chairman's honorarium/allowance for the forthcoming year. Clerk circulated the report for the Independent Remuneration Panel to aid PC determine the basic and chairman's allowances, subject to the maximum set out in the report.

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. To also note that Gritting season has arrived, stewards scheduled visits may be cancelled or interrupted due them cover gritting and emergency call outs.

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/2025/08268

Proposal: Certificate of lawful existing use for the change of use of studio to separate residential dwelling.

Site: The Studio, Heytesbury Mill, Park Lane, Heytesbury, BA12 0HE

PL/2025/08534

Proposal: T1 Ash tree - Fell. T2 Conifer hedge - Reduce by 50%. T3 Beech tree - Fell.

SITE: ST JAMES HOUSE, ST JAMES COURT, TYTHERINGTON, WARMINSTER, BA12 7DX

PL/2025/08532

Proposal: T1 Spruce - Fell. T2 Maple - Remove low branch over the road. T3 Maple - Remove low branch over the road. T4 Maple - Remove low branches over field up to 4m.

SITE: LITTLECROFT, TYTHERINGTON, WARMINSTER, BA12 7AD

PL/2025/08533

Proposal: T1 - Crown raise various Prunus trees around grass area up to 10-12ft. T2 - Crown raise Ash tree up to 15ft. T3 - Remove 3 Prunus tree rubbing on church wall and roof. T4 - Crown raise Maple tree up to 15ft.

Site Address: ST JAMES CHURCH, TYTHERINGTON, BA12 7AD

PL/2025/03406

Appeal - 99/100 Church Terrace, Heytesbury, Warminster, BA12 0EQ

10. Speed Indicator Device (SID) in Tytherington

Cllr King proposes to consider purchasing a SID for Tytherington following the traffic survey done recently, which qualifies for one to be installed in Tytherington.

11. Playground area and Outside Spaces

Update from Cllrs S King and R Rickcord. Request from Cllr S Buttenshaw for more dog poop bags.

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

Update from Cllrs Bond and Cllr. Dando

13. Emails shared with Councillors

WALC - October 2025 Newsletter - 23/10/25

A36 – Resurfacing – 28/10/25

Public reminded to remain alert following a week of activity to tackle organised vehicle crime [#542473669] – 30/10/2025

News from Cranborne Chase National Landscape - October 2025 – 30/10/25

Wiltshire Local Nature Recovery Strategy update – 01/11/25
Road Safety Update: Warminster Area Board – 07/11/25
Can you share an online survey so local NHS can improve services for people wanting to manage their weight? – 08/11/25
Inadequate road signage – 08/11/25
Flood Warden Lunch & Learn Recording & Next Session 13 Nov – 10/11/25
Parish election recharge invoice- Knook Parish invoice no 92051459 – 14/11/25
Steward visits – 18/11/25
Marmalade Connections - project referrals still open – 19/11/25

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

14. Confidential matters