

Heytesbury Imber & Knook Parish Council
Minutes
Tuesday 28th October 2025
after the RTF AGM

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, Buttenshaw, Moore, Morris, Rickcord, King, Kennedy, Dando and Cattermole

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

Public and Press: Eight in attendance

090. Apologies

Apologies were received from Cllr S Smith and Cllr K Riggs. Reasons given.

091. Minutes

091.1 The minutes of the meeting held on 30th September 2025, previously circulated. Cllr Buttenshaw proposed the minutes are approved as a correct record. Cllr Morris seconded. All in favour. Signed by the Chairman.

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

The following updates were noted:

- **Traffic Issues on A36:** Discussed under minute item 101
- **Knook Allotments:** Cllr Bond reported steps in place for the removal of the eight dead elm trees along the allotment boundary.
- Cllrs Morris and Dando will liaise with the existing IT support provider to explore next steps. On going.
- Parish Council Action Plan – Terms of Reference deferred to next meeting. On going

092. Declarations of Interest

None.

093. Chairman's Announcements

- Reported a positive meeting with someone from Wiltshire Highways;
 - drain installed early in the year to alleviate the surface water in front of the shop has not been successful. Plans are under way to resurface the area.
 - he reported that the chances of getting all the worn street signs replaced were very slim
 - he informed that the sweeper does not attend to the road into the village from the A36. The trees along there are the responsibility of the land owner.
 - approval has been given for the Chestnut tree in Mantles Lane to be reduced in size.

- drains in Mill Street that cause flooding have been put on schedule to be attended to.
- Chestnut tree in Tytherington is the responsibility of the land owner. Cllr Bond will follow up with the farmer.
- he also drew attention to the Mill and the road surface that needs repairing.
- Cllr Bond has organised for the grit bin outside the shop to be filled up.
- Cllr Bond reported he was going to hold back on sourcing a shed for PC storage till after the development in Park land has been completed.
- He contacted Wiltshire Council regarding the Park land and was advised 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 15/10/25 and will determine whether the decision to list as an asset should be upheld. In the interim, should the appeal be unsuccessful, any land sale will not proceed/be completed.

Standing Orders were suspended to allow public participation.

094. Public Participation

- 094.1 Attendance from the Customer & Community Advisor, Scottish & Southern Electrics Networks.
- 094.2 Member of the public queried why trees in Mill Lane were cut back by WC and not others areas. Cllr Bond to follow up. He also requested adding the junction at St John's Hospital off Newtown to the Waiting Restrictions request.
- 094.3 No petitions and deputations were received.

Standing Orders were reinstated following public participation.

095. Financial Information

095.1 Bank balances as of 22 October 2025 were noted:

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

095.2 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. Cllr Buttenshaw reviewed and signed the reconciliations, noting a £20 discrepancy in the total figures. Clerk to make the necessary amendment.

095.3 Payments for approval:

To note payments made to date:

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

Cllr Bond to follow up on the Elections charges and report back at the next meeting.

095.4 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

096. Policy Review

Parish Council resolved to circulate amendments of PC policy they have reviewed via email and these will be formally approved at the next meeting.

1. Press and Media Policy – Cllr Dando
2. Model Publication Scheme - Cllr Buttenshaw
3. Privacy Notice – Cllr Morris
4. Information and Data Protection Policy – Cllr Dando
5. Freedom of Information Policy – Cllr Morris
6. Retention and Disposal Policy – Cllr Kennedy
7. Management of Transferable Data Policy - Cllr Dando
8. Electronic Communication Policy – Cllr Dando
9. WhatsApp Policy has already been approved. Clerk requested to include it to the list on the website.

097. Parish Steward

The report was received from Cllr Riggs via email; Parish Steward trimmed back banks and swept pavements in Park Street and top end of the High Street by the school, he also cleaned the bus shelters

Jobs for next visit to be communicated to Cllr Riggs.

098. Planning Applications

The following applications were received and comments made as appropriate:

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 Gingko, 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

No objection

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

Planning Applications below were received after agenda had been published. Parish Council noted that clerk needs comments for these before the deadline, which is due before the next PC meeting. Resolved to communicate comments via email

PL/2025/08268

Proposed application for a certificate of lawful existing use for the change of use of annex to 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

Parish Council resolved to get back to clerk with comments on the above 3 planning applications by the deadlines, via email.

099. Playground area

Cllr S King reported having received the tools that were ordered for dealing with the moss in the play area. She also reported having sourced 2 quotes for the repair of the log trail in the play area;

1. The company that originally installed it - £2,667.

2. A local company - £1800 includes VAT

She proposed going for the later quote with a view to have the work inspected on completion. Cllr Rickcord seconded. All in favour.

Standing Orders were suspended to allow public participation.

Customer & Community Advisor, Scottish & Southern Electrics Networks, gave a presentation explaining the tools needed to support communities in building resilience.

She especially works with the more vulnerable members of society to sign up to SSSEN Priority Services Register. She also reported that advice is available on funding for resilience in communities.

Standing Orders were reinstated following the presentation.

100. Waiting Restrictions Request

Requests have been made for lines on the road to prohibit parking on the High Street for at least one vehicle length at these four junctions:

1. Tytherington Road onto the High Street. Drivers looking east find parked vehicles obstructing their view.
2. Greenlands onto the High Street from the school entrance. Same reason as above.
3. Chapel Road onto the High Street
4. Newtown onto the main road

Cllr Buttenshaw proposed to support the application. Cllr Kennedy seconded. All in favour.

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

Cllrs Bond reports that there were 3 road closures in June that caused disturbance in the village, he addressed this with a police constable from Wiltshire Police he met with. Cllr Kennedy suggested that there are things that can be done via signage.

102. Police and Crime Panel reports and Community Engagement

Report from Cllr. Dando below;

WILTSHIRE NEIGHBOURHOOD WATCH ASSOCIATION AGM:

- Neighbourhood Watch is all about knowing your neighbours, be neighbourly, dialogue with local police, NW signage, PC link. Cllr Dando will get in touch with the current NW coordinator to explore a way forward.
- They also provide Cyberhood Watch Ambassadors. Cllr Dando to investigate parish presentation in this.
- Neighbourhood Watch prevents crime by 15% in Watch Areas
- Sign up. Village representative needed. Cllr Dando to follow up with current Neighbourhood coordinator.

WILTSHIRE POLICE & CRIME COMMISSIONER (Philip Wilkinson)

The role established 2011 with an elected official to hold Chief Constable accountable. He has introduced business management processes including a performance -related framework. He receives £115 per head of population (£164 is national average).

Residents pay £284 per Band D property (below national average) and noted this is poorly funded. He reported the lowest rate of crime of any other police force area – 53 crimes per 1000 residents (84 is average), the 3rd most trusted Police Force in the country (FY24/25)(Office of National Statistics) and safest county in country because of neighbourhood teams. It is increasingly difficult with budget cuts to maintain this SO How does it work?

Partnerships and holistic approach to criminality. This needs increasing reliance on community/residents. A Citizens Army of sentries provide the eyes and ears for the Neighbourhood Watch.

WILTSHIRE CHIEF CONSTABLE (Catherine Roper):

She informed that PCSOs can't carry out arrests. County has 3 community speed force officers and communities are encouraged to get involved through CSW. She reported 3 hare coursers recently arrested in Chippenham and their vehicles impounded.

Cllr Dando to make contact with local PCSO.

She also reported that the Mobile Police Station (Warminster Rural) community drop-in session was scheduled for:

Monday 3rd November: Codford Village Hall: 09:30–10:30 and Upton Lovell Village Hall: 10:45–11:45

COMMUNITY EMERGENCY VOLUNTEERS

Suggestion was made for communities to have Emergency planning groups. To create community solutions/plans for emergencies. Cllr Dando asked if this was something PC was willing to consider. And tie it in with possibly applying for the SSSEN Power for Community Resilience Net Zero Fund?

LOCAL HIGHWAYS / FOOTPATH IMPROVEMENT GROUP (LHFIG): POC: Rose Martin, WCC

The issue of 20mph speed limit in the village was discussed

WILTSHIRE BOBBY VAN TRUST

Cllr Dando suggested publicising this as it includes valuable services like the Home Security Service or Stay Safe Online advice for people aged 60+ or 18+ with a registered disability.

WILSHIRE POLICE:

Following a discussion of the various issues face, Cllr Dando was advised that there was a A36 safety project with National Highways (Strategic Roads Network) to review the accident black spots. She will draft an email to him (run it by PC) with suggested accident black spots to be included in the scheme.

103. War Memorial (Roses)

Cllr Buttenshaw reported that the roses all appear either dead or showing signs of disease. Discussions with few residents determined a replanting of the roses and tidying up of the area. There are ten roses in total, and replacing them with new bare-root specimens would cost approximately £250, excluding labour for planting. Advice was to get a grant application to the Parish Council.

104. 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

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.

105. Confidential Matters

Meeting ended at 9.45pm.

Next meeting of the Parish Council will be on Tuesday 25th November at 7 pm.
