

Heytesbury Imber & Knook Parish Council

Minutes

Tuesday 25th November 2025

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**, and J Dando **JD**.

Present: Cllrs Bond, Riggs, Buttenshaw, Moore, Rickcord, King, Kennedy, Dando and Smith.

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

Public and Press: 4 in attendance

105. Apologies

Apologies were received from Cllr L Morris. Reasons given.

106. Minutes

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

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

The following updates were recorded:

- Knook allotments (trees): Cllr Bond has approached three tree surgeons, who have provided quotations.
- Park Street and A36 (trees): Wiltshire Council has undertaken work on the trees in these areas, following contact from Cllr Bond. He also accompanied officers on a site tour of the village to highlight outstanding requirements.
- Election invoices: Cllr Bond liaised with the Elections Team regarding invoices already settled. An overpayment was identified, resulting in a refund of £200. He has requested that, in future, all substantial invoices be approved by the Parish Council prior to payment.
- Asset of Community Value (ACV): The ACV decision has been upheld. Portions of the land have already been sold, with the remainder held in abeyance. Cllr Bond intends to convene an Extraordinary RTF meeting in December to consider the Council's next steps.

107. Declarations of Interest

None.

108. Chairman's Announcements

- January meeting will take place on Tuesday 13 January 2026 at 7.00pm, scheduled to meet the deadline for the precept request. Action: Cllr Riggs to book the room; Clerk to publish the 2026 meeting dates on the website.

- Councillor Vacancy: Cllr Ben Cattermole has resigned for personal reasons. A notice of vacancy has been issued. If no election is requested, the Council will proceed to co-opt a new councillor
- Litter Picking (A36): Cllr Bond reported that the resident who regularly clears litter along the A36 has injured her wrist and will no longer be able to continue. A vote of thanks was recorded for both residents who have consistently undertaken litter picking duties.
- Council Progress: Six months into the current term, Cllr Bond noted that Council functions are progressing well. He expressed thanks to Cllr Dando for managing the disruption caused by road closures and commended the effective use of WhatsApp in supporting Council operations.
- River Wylfe: A letter was received from a resident raising concerns about the condition of the river. Cllr Bond will liaise with the Flood Warden and contact the Environment Agency.
- Burned Property: Cllr Bond raised concerns regarding the deteriorating state of the burned property in the village and will follow up on the matter.
- War Memorial and Graveyard: Weather permitting, Cllrs Kennedy and Bond will pressure wash the War Memorial and restore worn names. Cllr Dando offered a vote of thanks to the team maintaining the graveyard, recognising their excellent work.

Standing Orders were suspended to allow public participation.

109. Public Participation

- 109.1 An attendee who recently purchased land south of Park Street informed the Parish Council of her intention to submit a new type of planning application (PIP). She presented a detailed report to the Council. Cllr Bond thanked her for the information and reminded that the Parish Council acts solely as a consultee in the planning process.
- 109.2 A member of the public enquired whether rumours regarding the housing of migrants at Knook Camp could be placed on a future agenda. Cllr Bond advised that the Parish Council will await formal notification before considering the matter further. He has contacted the local MP for guidance. Cllr Dando proposed establishing a strategic group to prepare for any eventuality. Cllr Rickcord expressed support for the proposal. Cllr Buttenshaw urged an open-minded approach. It was unanimously agreed that a strategic group be established, operating independently of the Parish Council.
- 109.3 No petitions and deputations were received.

Standing Orders were reinstated following public participation.

110. Financial Information

110.1 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

110.2 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 September. Attached. Cllr Buttenshaw reviewed and signed the reconciliations.

Clerk's pay £577.16 based on contracted hours of 9hrspw. Time sheet to be shared at the end of the month.

110.3 To note payments made

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

110.4 To note receipt of income

Bank Interest	£8.13
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110.5 Budget 2025-2026

The first draft of the proposed budget for the forthcoming financial year was reviewed. The Clerk presented the figures for consideration prior to the Council reaching a final decision of £21,025.

- Outside Spaces: An overspend of £1,482.00 was recorded in 2024/25, primarily due to the cost of tree surveys. After deduction, £738 remains for 2025/26. It was noted that Ideverde has not yet submitted an invoice for the current year. Action: Clerk to follow up. Cllr Riggs will continue maintaining the area near Hospital of St John's.
- Internal Audit, £450: Council resolved to retain the same internal auditors. Action: Clerk to follow up.
- Chairman's Allowance, £165: To be included alongside mileage.
- HR Service Agreement, £2,948.40: To be monitored, noting that 90 days' notice is required should the Council decide to cancel.
- Elections: £500 (cumulative over four years) to be allocated to reserves for election costs.

Cllr Bond requested that a Chairman's honorarium/allowance be provided to cover annual subscriptions for required software and printer ink. It was agreed that the combined basic and Chairman's allowance be set at £165 per annum. The proposal was put forward by Cllr Rickcord, seconded by Cllr Dando, and carried unanimously.

111. Policy Review

The **Model Publication Scheme** and the **Retention and Disposal Policy** were approved. Consideration of the remaining policies was deferred to the next meeting. Action: Cllrs Dando and Morris will also review the list of policies currently published on the website.

1. Press and Media Policy – Cllr Dando
2. Privacy Notice – Cllr Morris
3. Information and Data Protection Policy – Cllr Dando
4. Freedom of Information Policy – Cllr Morris
5. Management of Transferable Data Policy - Cllr Dando

6. Electronic Communication Policy – Cllr Dando

112. Parish Steward

Cllr Riggs reported that the hedge at Westover House is overgrown and raised concerns regarding the narrowing of the pavement from the village up to the roundabout. Action: Wiltshire Council to be contacted to address the pavement issue.

Cllr Bond reported that he had collected grit from the depot in Warminster and subsequently inspected all 11 grit bins in the village, loosening the contents to ensure usability. He noted with concern that some bins are being misused for the disposal of litter and dog waste. Action: Clerk to report that the grit bin in Newtown requires replenishment.

Jobs for next visit to be communicated to Cllr Riggs.

1. Pavements need to be cleared back and widened

113. Planning Applications

The following applications were received and comments made as appropriate:

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

Object.

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

No objection

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

No objection

PL/2025/08533

Proposal: T1 - Crown rise 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

No objection

PL/2025/03406

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

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

114. Speed Indicator Device (SID) in Tytherington

Cllr King proposed that the Council consider purchasing a Speed Indicator Device (SID) for Tytherington, following the traffic survey undertaken last year. It was noted that a further speeding assessment (metro count) would need to be carried out. Action: Clerk to follow up. Cllr Bond suggested that the metro count be conducted on the Heytesbury side of Tytherington.

Cllr King also reported residents' concerns regarding the significant number of trucks visiting the quarry site.

115. Playground area and Outside Spaces

Cllr S. King reported that plans to address the play area structure are in place. Cllr Rickcord confirmed that the most recent inspection was satisfactory.

Cllr S. Buttenshaw requested additional dog waste bags. Action: Clerk to order two further boxes.

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

Cllr Bond reported damage caused by a lorry during recent road traffic diversions, despite signage indicating that the route is unsuitable for HGVs. He further noted that a metro count will be required in order to progress the implementation of a 20mph speed limit. Action: Clerk to follow up.

117. 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

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.

118. Confidential Matters

Meeting ended at 9pm.

Next meeting of the Parish Council will be on Tuesday 13th January 2026 at 7 pm.
