



Agenda

**Meeting on Tuesday 13th January 2026
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: 8/01/2026

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 25th November 2025, previously circulated.

2.2 **To note** any matters arising from the minutes of the meeting held on 25th November 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 07.01.26 is £5,783.15

Instant Access Account on 07.01.26 is £15,478.45

6.2 To note bank reconciliations of November/December 2025 and monthly financial report

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

6.3 Payments made and for approval:

To note payments as per attached reconciliation schedule:

48/25 HR Support	£245.7
49/25 BANK SERVICE CHARGES	£4.25
50/25 Dog Waste bags	£77.88
51/25 HARLING IT SERVICE	£33.00
52/25 Locum Clerk (Nov)	£577.16
53/25 ICO Subs	£47.00
54/25 HR Support	£245.70
55/25 HOSPITAL OF ST JOHN room hire	£60.00
56/25 WALC Councillor training	£42.00
57/25 WALC Clerk training	£36.00
58/25 WALC Clerk training	£19.20
59/25 CHAIRMANS ALLOWANCE	£165.00

60/25 BANK SERVICE CHARGES	£4.25
61/25 HR Support	£245.70
62/26 Locum Clerk (Dec)	£577.16
63/26 HMRC	£235.70

6.4 To note receipt of income

Bank Interest	£7.38
Wiltshire Council Refund	£200

6.5 Budget Preparation 2026-2027

Attached final budget proposal for decision. The Clerk has prepared the attached for members to finalise.

Tax Base is 356.55

7. Policy Review

To approve previously circulated PC policy and documents below:

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
7. Policy for co-opting Councillor
8. Procedure for Co-option of Councillors

8. Parish Steward

(Scheduled dates: 20th January, 17th February, 17th March, 20th April, 16th June, 16th July, 16th September, 19th October, 17th November, and 11th 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.

8. Planning Applications

Applications received and/or comment:

PL/2025/09577

Proposal: The proposal aims to convert the existing dwelling house into 4 apartments and provide 3 family sized homes to the rear grounds. The proposal will also seek to relocate the vehicle entrance east of its current location for better visibility onto the highway and to provide wider access for modern day vehicles. The proposal will require partial demolition of the existing brick boundary wall fronting the highway to make way for the new entrance and full demolition of the single storey attached garage.

Site: The Old Vicarage, Heytesbury, Warminster, BA12 0HA

9. Tree Works – Knook Allotment

To consider and approve the appointment of a contractor to fell 8 dead elm trees at Knook Allotment. Three quotations have been received and will be reviewed in the confidential session.

10. Playground area and Outside Spaces

Update from Cllrs S King and R Rickcord.

11. Emails shared with Councillors

Local Highway Footway Improvement Group (LHFIG) Survey – 02/12/25

Access to Elected Office Fund – 03/12/25

2025 Christmas Card from the Leader & Chairman of Wiltshire Council – 08/12/25

Steward visits – 08/12/25

Briefing Note no. 25-10: Us Girls Melksham Pilot, Summary of a successful programme – 12/12/25

Seasons Greetings from Cranborne Chase National Landscape - 12/12/25

Latest newsletter – Community Speed Watch – 12/12/25

New Southern Policing Hub – 16/12/25

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

12. Confidential matters