

Heytesbury Imber & Knook Parish Council

Minutes

Tuesday 13th January 2026

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, Morris, Rickcord, King, Kennedy, Cllr Newbury

Officers: Karungi Grant **KG**, Locum Clerk & Sarah Vesey-Thompson **SVT**, New Clerk

Public and Press: 14 in attendance

125. Apologies

Apologies were received from Cllr Dando, Cllr Smith - Reasons given.

126. Minutes

126.1 The minutes of the meeting held on 25th November 2025, previously circulated. Cllr Riggs proposed the minutes are approved as a correct record. Cllr Buttenshaw seconded. All in favour. Signed by the Chairman.

126.2 Matters Arising from the Minutes of the Meeting Held on 12th December 2025. Extraordinary Meeting ACV Discussion. Minutes agreed and approved as a correct record. Agreed. All in favour. Signed by the Chairman.

The following updates were recorded:

Matters arising :

- River Wylde Floods – letter received re flooding concerns. Ongoing contact with the Environment Agency and the Flood Warden
- Burnt out property at the end of the village, the property has now been demolished.
- Speed Indicator Device in Tytherington (SID) – update to follow.

127. Declarations of Interest

None.

128. Chairman's Announcements

- Agenda for LHFIF Meeting – local highways meeting. Waiting restrictions and markings at the bus stop near the Red Lion.
- Apology: Cllr Bond made a public apology to all present that at the November PC meeting, when discussing the Chairman's honorarium, he mentioned that he thought he had seen that ex Councillor Sturme had

received a payment of £300. This was incorrect as he had misread the Agenda where that had appeared. He has apologised to ex-Councillor Sturmeby personally by email.

Grass cutting quotation – not received this yet.

Standing Orders were suspended to allow public participation.

129. Public Participation

Parish Stewards – a resident expressed concern that the bridge closed near the Mill Pond may not be the correct bridge for highways attention. Environment Agency will be around to check on these obstructions.

Public participation proceeded with discussions from residents opposing the planning application for the Old Vicarage. PL/2025/09577

Chairman advised the public to record all their comments onto the Wiltshire Council Website – planning portal.

Standing Orders were reinstated following public participation.

Item 13.0 Planning Application PL/2025/09577 was brought forward.

Councillors debated a number of issues, listed below. Cllr Newbury was asked for clarification on a number of points.

Cllr Riggs proposed blanket TPO on all the trees on the property. Seconded by Cllr Buttenshaw. Passed. Cllr Bond against, wishing to protect the ancient trees only.

Proposal – Object to the Planning Application with the following comments:-

Object to the plan:-

- Over-development of the site
- Contractors Vehicles
- Lack of drainage
- In the Conservation Area
- Parking and traffic
- Road safety
- Access
- Tree preservation

Cllr Buttenshaw proposed. Seconded by Cllr Rickcord. All in Favour.

Cllr Bond Proposed that the application should be Called In.
Cllr Newbury to call in.

Locum Parish Clerk

Chairman thanked Karungi Grant for her support and contribution to the Parish Council over the last months and presented Clerk Grant with a gift. Chairman introduced Sarah Vesey-Thompson as the new Parish Clerk for Heytesbury, Imber and Knook.

130. Financial Information

130.1 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

130.2 To note bank reconciliations for 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

Proposal to pay Parish Clerk 9hrs for December 2025 – agreed.

Refund received from Knook overcharge of £200.00 on election expenses.

130.3 To note payments made

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

130.4 To note receipt of income

Bank Interest	£7.38
Wiltshire Council Refund	£200

130.5 Budget 2026-2027

The proposed budget for the forthcoming financial year was reviewed and agreed.

Proposed by Cllr Bond of £21,600.00 for 2026/2027 (equates to £60.58 per household).
Seconded by Cllr Kennedy. Proposal accepted. All in Favour.
It was noted that the proposed budget remains the same as last year 2025/2026 with no increase.

131. Policy Review

Cllr Morris and Cllr Dando will review the list of policies currently published on the website and requested an extension to complete by February – agreed.

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. Co-Opting for New Councillor – Cllr Morris. To change on application form. Policy 7 and 8 proposed by Cllr Morris. Seconded by Cllr Bond. Agreed. All in Favour

132. Parish Steward

Jobs for next month to be communicated to Cllr Riggs.
Not available this month, email received.

- Hedge at Garstons
- Tree on the road to Tytherington, farmers responsibility. Cllr Bond will speak to the farmer.
- Footpath in Parsonage Farm field, brambles need cutting back
- 2 potholes reported on Main Rd by St John's Hospital

133. Planning Applications

PL/2025/09577

Already discussed under Public Participation, see above.

134. Tree Works – Knook Allotment

To be reviewed in the confidential session.

135. Playground area and Outside Spaces

Nothing to report.

Cllr Bond suggested a clean up day in the Spring – Work Day, next agenda item.

136. Emails Shared with Councillors

We received a request to support Wild About Cranborne Chase National Lottery Bid.
Agreed to send an email in support. Cllr Buttenshaw to follow up.

137. Confidential Matters

Meeting ended at 9.30pm

Next meeting of the Parish Council will be on Tuesday 24th February 2026 at 7 pm.
