



## **Agenda**

**Meeting on Tuesday 31<sup>st</sup> March 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

*SVThompson*

Sarah Vesey-Thompson  
Parish Clerk  
Date: 25/03/26

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](mailto:clerk@heytesburyparish.co.uk) or any of the Councillors if you need assistance gaining access to the meeting.

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**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 24<sup>th</sup> February 2026 previously circulated.
- 2.2 **To note** any matters arising from the minutes of the meeting held on 24<sup>th</sup> February 2026.

**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  
To cover matters arising from the last minutes

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 19.03.26 is £1882.08  
Instant Access Account on 19.03.26 is £13999.16

**6.2 To note bank reconciliations of February 2026 and monthly financial report**

The monthly report which outlines the current position of spend to date and includes the monthly reconciliations for February 2026. Attached.

**6.3 Payments made and for approval:**

To note payments as per attached reconciliation schedule:

|                         |           |
|-------------------------|-----------|
| HR Support              | £787.50   |
| Horizon Tree            | £660.00   |
| Idverde – grass cutting | £2,036.40 |
| Bank Service Charges    | £4.25     |
| PC Mobile               | £5.00     |
| Locum Clerk (Jan)       | £205.03   |
| Parish Clerk (Jan)      | £527.80   |

**6.4 To note receipt of income**

|                    |        |
|--------------------|--------|
| Bank Interest      | £5.82  |
| Raymond Trust Fund | £40.00 |

**7. Policy Review**

Policies Review, update from Cllr Morris.

## **8. Parish Clerk**

- 8.1 Approval of Clerk's SLCC Membership  
To consider and approve the Clerk's membership of the Society of Local Council Clerks (SLCC).
- 8.2 Ratification of Clerk's Contract.

## **9. Parish Steward**

- 9.1 Report from Cllr Riggs
- 9.2 End of Idverde litter bin contracts  
To agree on next steps, if HIK parishes will be affected by this.

## **10. Planning Applications**

Applications received and/or for comment:

| <b>Wiltshire Council Planning Consultation Response</b> |                                                               |
|---------------------------------------------------------|---------------------------------------------------------------|
|                                                         | <b>Officer's Name: David Cox</b>                              |
|                                                         | <b>Direct Line: 01225 716774</b>                              |
| <b>Application No:</b>                                  | <b>PL/2026/01070</b>                                          |
| <b>Application Type:</b>                                | <b>Householder planning permission</b>                        |
| <b>Proposal:</b>                                        | <b>Demolish outbuilding and erect single storey extension</b> |
| <b>Site Address:</b>                                    | <b>1 Greenlands, Heytesbury, Warminster, BA12 0EJ</b>         |

## **11. War Memorial Roses update – Cllr Buttenshaw**

## **12. Clean Up Day, 28<sup>th</sup> March 2026 update – Cllr Riggs**

## **13. Emails shared with Councillors: -**

- 20.02.26 A Round Up of Safeguarding News from January 2026
- 10.03.26 Wessex Water Community Outreach in Warminster
- 10.03.26 Briefing Note 26-02: Revamp Your Tank
- 12.03.26 Town and Parish Clerk / Council Meeting - 27th February – Notes/Actions
- 13.03.26 WALC Environment Network
- 19.03.26 End of Idverde bin collection
- 19.03.26 SSEN Powering Communities To Net Zero Fund
- 20.03.26 SAVE THE DATE! - Wiltshire and Swindon Road Safety Seminar
- 20.03.26 Town and Parish Council forum - Tuesday 10th March 2026

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

**Next Meeting: Tuesday 28<sup>th</sup> April 2026, 7.00pm**