

Heytesbury Imber & Knook Parish Council

Minutes

Tuesday 31st March 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, Kennedy, Smith, Rickcord

Officers: Sarah Vesey-Thompson **SVT**, Parish Clerk

Public and Press: 1 in attendance

1. Apologies

Apologies were received from Cllr King and Cllr Dando - Reasons given.

2. Minutes

- 2.1 The minutes of the PC meeting held on 24th February 2026, circulated. Cllr Buttenshaw proposed the minutes are approved as a correct record. Cllr Morris 2ndd. All in favour. Signed by the Chairman.
- 2.2 Matters Arising from the Minutes of the Meeting Held on 24th February 2026.

The following updates were recorded:

- 2.2.1 Grass cutting – quote received from Idverde too late for this Agenda. To be ratified at the next meeting.
- 2.2.2 Bridge at The Mill, ongoing, awaiting update from structural engineer.
- 2.2.3 Budget Presept – No increase. Published on Social Media.
- 2.2.4 Litter Bin in Playground, post snapped off – has been replaced by Cllr Bond.
- 2.2.5 Payment transfer from Raymond Trust Fund to PC to cover costs of hall hire for RTF Meetings of £40.
- 2.2.6 Hedge cutting at Garston's complete – fantastic job of clearing up.
- 2.2.7 Old metal post has been removed by Cllr Bond.
- 2.2.8 Bus Shelter near School – new road markings have been completed by Wilts Council
- 2.2.9 Metro Count, positioning has been agreed.

3. Declarations of Interest

None.

4. Chairman's Announcements:-

Thank you to Cllr Riggs for organizing the Clean Up Day.

31st March 2026

Dog Poo – lots of reports of dog poo left around the village, we urge our villagers to clean up their mess immediately please.

Standing Orders were suspended to allow public participation.

5. Public Participation

Daniel Boath thanked the Parish Council for all their work on behalf of the village.

Standing Orders were 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 payments made:

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

6.3 Payments to make:

None

6.4 To note receipt of income

Bank Interest	£7.38
---------------	-------

7. Policy Review:-

Delegation of Press to Committee – updated
Staffing Committee – updated
Privacy Notice – updated
Information & Data Protection Policy – updated
Freedom of Information Policy – updated
Press & Media Policy – ongoing update
Management of Transferable Data – ongoing update
Electronic Communication Policy – ongoing update

8. Parish Clerk

8.1 Approval of Clerk's Society of Local Council Clerks (SLCC) Membership.

Proposed by Cllr Rickcord, 2ndd Cllr Morris. All in Favour

8.2 Ratification of Clerk's Contract – Probation End Letter signed by Chairman, Letter and Contract released to Clerk.

31st March 2026

9. Parish Steward

- 9.1 Update from Cllr Riggs:-
The Parish Steward still busy in the area repairing potholes, this workload will ease by May time.
- 9.2 Road Sweeper requested from Wiltshire Council.
- 9.3 Width of Pavement from the roundabout into the village and south side of Park Street. Cllr Riggs will have a look into this/liaise with Wilts Council (Lee Haine).
- 9.4 Litter Bins – Idverde due to stop emptying these. Email received from Wiltshire Council, will look into this and liaise with Parish Clerk.
- 9.5 Best Kept Village Competition – we will be entering this year May/June.
Discussion as to whether Tytherington and Knook would be entering too this year.
Cllr Bond and Cllr Smith to hold a site meeting at Knook in the near future to discuss an issue with the fencing for the allotments. Cllr Bond will discuss with Cllr King regarding Tytherington's entry to the competition.

10. Planning Applications

PL/2026/01070

1 Greenlands, Heytesbury BA12 0EJ

Demolish outbuilding and erect single storey extension.

No objections. Proposed by Cllr Buttenshaw, 2nd Cllr Rickcord. All in Favour.

11. War Memorial Roses

Update by Cllr Buttenshaw. Fantastic job, all roses still alive were distributed around the village. New Edith Cavell Roses planted with new topsoil and manure. PC proposed to give a grant for this community project. Invoice for £313.23 including VAT received. Cllr Bond proposed, 2nd Cllr Riggs. All in Favour.
Cllr Bond and Cllr Kennedy will rejuvenate the inscriptions on the War Memorial at a later date.

12. Clean Up Day held on 28th March.

Village clean-up/Litter Pick Day - splendid job, 15 villagers came to help. Thank you to everyone who got involved.

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

31st March 2026

Meeting ended at 19:40hrs.

Next meeting of the Parish Council will be on Tuesday 28th April 2026 at 7 pm.