

Heytesbury, Imber & Knook Parish Council

Annual General Meeting

MINUTES

Tuesday 26th May 2026 at 7.00pm

Present: Cllr Bond, Cllr Riggs, Cllr Moore, Cllr Buttenshaw, Cllr Rickcord, Cllr Morris, Cllr Dando, S Vesey-Thompson (Clerk)

Public Attendance: 2 members of the public in attendance

1. ELECTION OF A CHAIRMAN FOR 2026-2027

Cllr Buttenshaw proposed Cllr Bond as Chairman, Cllr Rickcord seconded. Voting unanimous. Cllr Bond was duly elected Chairman for the ensuing year.

2. ELECTION OF A VICE CHAIRMAN FOR 2026-2027

Cllr Rickcord proposed Cllr Riggs as Vice-Chairman. Cllr Dando seconded. Voting unanimous. Cllr Riggs was duly elected Vice Chairman for the ensuing year.

3. APOLOGIES

Cllr Kennedy, Cllr King and Cllr Smith sent their apologies to the Chairman, reasons noted.

4. DECLARATION OF INTEREST

To receive declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.

No declarations received.

5. TO APPROVE THE MINUTES OF THE MEETING ON 28TH APRIL 2026

To approve as correct, record the minutes of the regular PC meeting on 28th April 2026 previously circulated. Minutes proposed as a correct record by Cllr Buttenshaw and seconded by Cllr Morris. All in favour.

6. MATTERS ARISING FROM THE MINUTES

To note any matters arising from the minutes of the last meeting held on 28th April 2026.

Wiltshire Council, road markings outside the school. Cllr Bond has assessed

Planning Application – PL/2026/02266, Land South of Park Street, Heytesbury. 50 objections received via the Wiltshire Council website including the objection from the Parish Council.

7. CHAIRMANS ANNOUNCEMENTS

To note any announcements made by the Chair.

Planning Department – the Wiltshire Council Local Plan has now been withdrawn.

The Angel – Cllr Bond has sent an email to the Wiltshire Council Enforcement Officer and is awaiting a reply.

Refurbishment of Noticeboards – the noticeboards are showing signs of wear and tear and are in need of repair/spruce up. Cllr Bond to have a look into this.

Standing Orders were suspended to allow public participation

8. PUBLIC PARTICIPATION

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda. To receive any petitions or deputations.

No public participation noted.

Standing Orders were reinstated following public participation

9. FINANCIAL INFORMATION

Balances of the Bank Accounts for noting:

Treasurers Account on 28.04.2026 £5540.06
Instant Access Account on 28.04.26 £14005.10

To Note Payments Made

20/04/2026	Service Charge	4.25
21/04/2026	Microsoft Subscription	84.99
21/04/2026	Roses Invoice	313.23
24/04/2026	Clerk	418.32
27/04/2026	Mobile	5.00
28/04/2026	To Savings Account	7,500.00
28/04/2026	WALC	357.89
28/04/2026	Hospital of St John	20.00
30/04/2026	Peninsula	245.70

To Note Receipt of Income

20.04.2026	Interest	4.25
21.04.2026	Precept P1	10,800.00
24.04.2026	VAT Return	2,556.93

10. PARISH STEWARD & REPORT FROM CLLR RIGGS

No contact has been received from the Parish Steward.

Cllr Riggs has been in contact with Wiltshire Council to arrange a road sweeper to visit.

11. PLANNING APPLICATIONS

Planning Application No: PL/2026/03339, Wyllye Barn, Tytherington Road, Heytesbury.
Received on 26th May 2026 –Cllrs will assess and reply by email.

12. LHFIG WHITE LINE MARKINGS

Cllr Bond received an update from Bill Parks, Lead Councillor – LHFIG and correspondence from Sarah Deardon regarding the road markings and mappings. It was agreed to pause the request for white line markings. Residents to be reminded of the Parking regulations as laid down in the Highway Code. Cllr Bond to continue to monitor the parking around the village.

13. KNOOK ALLOTMENTS MEETING REPORT

A meeting was held at Knook allotments with Den Pictor, Mary Russell, Cllr Bond and Cllr Smith in attendance. Wessex Water are in the process of providing mains water to the site which will be metered. An inspection of the trees was also discussed at the meeting, Cllr Bond will provide an update report. Also discussed fencing along the roadside boundary to screen the allotments and a site for a shed for PC to store equipment.

14. RENEW OR CANCELLATION OF HR CONTRACT

With the 90 day deadline for cancellation being 2nd July it was agreed to go ahead and not renew the HR Contract with Peninsula when it expires in October. Cllr Morris and Clerk to prepare an email to this effect.

15. HMRC PAYMENT

Meeting held with Cllr Buttenshaw, Cllr Morris and Clerk with further investigation into HMRC payments and statements to be carried out with the previous locum clerk and directly with HMRC.

16. PAYMENT TO UPPER WYLYE VALLEY PARISH NEWS

Cllr Buttenshaw proposed that Upper Wyle Valley Parish News receive payment for their various services to the Parish Council. Seconded by Cllr Morris. All in favour. The clerk will contact them to retrieve their bank details to pay them £100.00.

17. EMAILS SHARED TO COUNCILLORS: -

12.05.2026	Wiltshire and Swindon Road Safety Seminar
13.05.2026	Days to go until the Health and Wellbeing Day 15 th May – Chippenham Town Hall
13.05.2026	SLCC Weekly News Digest - 11/05/2026
15.05.2026	Fire and Rescue proposed closures

The meeting ended at: 19:40hrs

Cllr D. Bond, Chairman
28th May 2026