

Minutes of Meeting of
Heytesbury Imber & Knook Parish Council
Tuesday 30th June 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, Buttenshaw, Moore, Kennedy and Rickcord

Officers: None

Public and Press: Three members of the public present.

029. Apologies were received from Cllrs Dando, King, Morris, Riggs & Smith and the Parish Clerk. Reasons given.

030. Minutes (taken by Cllr Buttenshaw)

030.1 The minutes of the regular PC meeting held on Tuesday 26th May 2026, previously circulated were approved.

Proposed by Cllr. Kennedy; Seconded by Cllr. Rickcord. All in Favour.

030.2 **Matters arising** from the minutes of the meeting held on Tuesday 26th May 2026.

i) Parish Notice boards: Cllr Bond has reviewed the three noticeboards and recommends that the PC replaces the Heytesbury noticeboard that is showing wear and tear. After discussion it was decided to investigate the cost of an aluminium noticeboard. The other two noticeboards need some small refurbishment work.

ii) White lines on roads: the LHFIG has costed the painting of parking restriction white lines. Cllr Bond has been monitoring parking in Heytesbury, and it was decided not to spend money on white lines at present. Monitoring of parking will continue.

031. Declarations of Interest

None

032. Chairman's Announcements

To note any announcements made by the Chair

i) Cllr Bond announced that he will be attending the Warminster Area Board meeting at 7.00pm on 2 July in Warminster Library.

ii) Several parishioners have mentioned their concern regarding children playing near derelict buildings. On enquiry this proved to be a problem at the site of the demolished house in Greenlands. Also, the police have

been notified of anti-social behaviour reported at one of the barns on Rise Road.

- iii) Cllr Bond informed the meeting that the Parish Clerk has given a month's notice due to increased workload in her regular employment.

Standing Orders were be suspended to allow for public participation

033. Public Participation

033.1 **To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda. None.

033.2 **To receive** any petitions or deputations. There were none.

Standing Orders were be reinstated following public participation

034. Financial Information

034.1 **Balances of the Bank Accounts for noting:**

Treasurers Account on 23rd May 2026 £2809.19

Instant Access Account on 23rd May 2026 £19021.23

034.2 **To note bank reconciliation of May 2026 and monthly financial report**

034.3 **Payments made and for approval:**

To note payments as per attached reconciliation schedule:

01/05/26	Kennedys Law	£1155.00
14/05/26	Idverde	£159.80
15/05/26	SLCC	£126.00
22/05/26	Salary	£521.40
26/05/26	Charges	£4.25
26/05/26	Lebara Mobile	£5.00
29/05/26	Harling I.T.	£30.00
29/05/26	Zurich Insurance	£1099.65

034.4 **To note receipt of income**

Bank Interest 11.05.26 £7.58

035. Annual Internal Audit Report

035.1 Members to receive and Note the Annual Internal Audit Report.

Made by Jack Turner, Consultant Auditor for Auditing Solutions Ltd.

His conclusion was: "Maintains adequate and effective internal control arrangements and have acted upon points raised from the last review".

035.2 Annual Governance Statement – Section 1

Members to approve the annual statement as outlined in Section 1 of the Annual Return and minute accordingly. Cllr Bond then read out all the relevant sections from the Report. The Auditor reported No Issues with the following: Maintenance of Accounting Records & Bank Reconciliations; Review of Corporate Governance; Review of Payments; Assessment & Management of Risk; Budgetary Control & Reserves; Review of Income; Petty Cash Account; Salaries & Wages; Asset Registers; and Investment & Loans. Approval was Proposed Cllr Moore, Seconded Cllr Buttenshaw. All in Favour.

035.3 Members to approve the accounting statements outlined in Section 2 of the Annual Return and minute accordingly. It was noted that Digital Data & Compliance needs updating. Proposed Cllr Moore Seconded Cllr Buttenshaw. All in favour.

The Chairman and Clerk are required to sign the Annual Governance Statement and the Accounting Statements . Cllr Bond signed and will ensure that the Clerk signs also.

035.4 To note the commencement date for the exercise of public rights as Friday 26th June 2026 and ending on Friday 7th August 2026. Statements are on the Parish Noticeboards.

036. Planning Applications

Applications received and/or for comment:

Planning Application PL/2026/03339

Decision of No Objection by email from councillors has been registered on the Wiltshire Council Planning Website

No Objection to be ratified. Proposed Cllr Rickcord, Seconded Cllr Moore. All in favour.

It was noted that two other Planning Applications have been submitted after the agenda was published. Members to review those and let Cllr Buttenshaw know their decisions. In the absence of a Clerk, she will notify Wilts Council, and they will be ratified at the July PC Meeting.

037. Parish Community Awareness Session – after discussion it was proposed that Cllr Dando organise a session at a future meeting. All in favour.

038. Parish Steward – the PC have been informed that our present Parish Steward has resigned. Wiltshire Council are aware that our Parish Steward has been neglected over the last few months and will rectify the situation as soon as possible.

039. Emails shared with Councillors

16.06.26 - News from Cranborne Chase National Landscape - June 2026

23.06.26 - Free Community Awareness Sessions on Rogue Traders and Scams from Trading Standards

23.06.26 - Briefing Note 26-08: Crisis and Resilience Fund Update

25.06.26 - Notification of Variation of Wiltshire Council's Enhance Partnership Plan and Scheme

The Meeting Closed at 7.45pm.

Next Meeting: Tuesday 28th July 2026 at 7pm

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