

**Heytesbury Imber and Knook Parish Council
Minutes
Tuesday 28th November 2017 @ 7-15pm**

Councillors: A Perry (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

Present: Cllrs Buttenshaw, Colvin, Eastman, Gould, Hiscock, Moore, Morris, Perry and Sturmeay.

Officers: H Parks

Pubic and Press: There was 1 member of the public and no press.

PC/17/103 Apologies

Councillors Bond and Fellowes – ill.

PC/17/104 Minutes

PC/17/104.1 The minutes of the meeting held on 24th October 2017 were approved and signed by the Chairman.

PC/17/104.2 None

PC/17/105 Declarations of Interest

None

PC/17/106 Chairman's Announcements

The Chairman announced that an Extraordinary Parish Council meeting will be held on Thursday 7th December 2017 to debate planning application 17/11163/FUL Erection of a Village Hall at Land at Park Street Heytesbury. The meeting will be held at Heytesbury School starting at 7-15pm.

Standing Orders were suspended to allow for public participation at 7.19pm

PC/17/107 Public Participation

PC/17/107.1 None

PC/17/107.2 None

Standing Orders were reinstated following public participation at 7.20pm

PC/17/108 Financial Information

PC/17/108.1 Payments for approval:

001151 Wiltshire Council £50

001152 Heytesbury Firework Fund Min PC/17/095.5 £250

001153 Wiltshire Council £875

001154 Grant Thornton LLP £120

001155 HMRC Oct PAYE £62.40

001156 H Parks Oct Payroll £249.60

001157 H Parks Nov Payroll £249.60

001158 HMRC Nov PAYE £62.40

Members to approve the payment of the Clerks Salary for December which will be £249.60 and £62.40 to HMRC and issued on 27th December 2017. Cheques issued will be reported in the January 2018 meeting.

Councillor Buttenshaw proposed and Councillor Gould Seconded approval of all payments. Voting unanimous in favour.

PC/17/108.2 Balances of the Bank Accounts for noting:

Treasurers Account £4811.67

Bus Instant Access £6188.52

Village Hall Fund £4596.81

Balances @ October 2017

Noted

PC/17/108.3 Monthly financial report:

Members received the monthly report which outlines the current position of spend against budget allocated year to date and includes the monthly reconciliation. Councillor Sturmey signed the reconciliation.

PC/17/108.4 Precept 2018/2019

Members discussed the precept and were keen to draw down the same sum as 2016/2017 financial year. This amounts to £9050. Work to continue on the following:

- The OSWG to work on a specification for contract work required in the village during 2018/2019.
- Policy required for Grant funding local organisations and this is to be written by the Clerk.
- Increase the training budget to £300.
- Seek costs from WALC about bringing training directly to the Parish.

Draw on reserves to balance the expected annual budget.

The budget to be brought back to the January 2018 meeting for final approval.

Proposed by Councillor Hiscock, Seconded Councillor Perry. Voting unanimous in favour.

PC/17/109 Planning Applications

17/10386/FUL & 17/10665/LBC

Councillor Hiscock proposed and Councillor Eastman Seconded, No Objection. Voting unanimous in favour.

PC/17/110 Outside Spaces Working Group

PC/17/110.1 Members adopted the notes taken at the recent working group meeting held on 7th November 2017, (The agenda outlines incorrectly these minutes were dated 4th October) previously circulated, and agreed the following recommendations, proposed by Councillor Gould and Seconded by Councillor Colvin with members voting unanimous in favour.

- The Parish Council to provide the sum of £50 to complete the tasks recommended in the ROSPA report.

- Noted the new ownership of the school field.
- Knook Community Land: The council should inform Selwood of the plan for the site as referred to in their sewage plant easement sec 8 (if it is still applicable). Further information to be gathered on the utilities on the land. The Clerk to investigate. Contact should be made with Mr Duff ref water supply agreement. Ask the Clerk to formulate an agreement and risk assessment based on the National Allotment Association templates. Arrange for quotations to remove the Ash Trees from a qualified tree surgeon, three quotes in all. The working group to arrange. The Clerk to obtain a copy of the transfer deed and title. Delay grant applications until all quotations and costs have been established.
- Ask Phil Dale to make two further boxes to be placed in Tytherington with pick up after your dog signs. Cost £10. Ask Susan King to stock the boxes once completed. Councillor Sturmeay to arrange.
- The Clerk gave a copy of the asset register to the OSWG. This is to be updated with original purchase costs and date of purchase. Photos to be taken to add to the register.
- Councillors Perry, Colvin, Eastman, and Morris to form a small working group to deal with the preparation of the Emergency Planning template with local information.

PC/17/110.2 Fencing Play Area – The Clerk can confirm that fencing is not required to separate the two types of equipment.

PC/17/111 Highways

Issues submitted for the Parish Steward Noted

PC/17/112 Heytesbury War Memorial

Members discussed the report from Historic England and had no further comment to make. The Clerk is to search title records to establish ownership. Proposed Councillor Buttenshaw, Seconded Councillor Sturmeay. Voting unanimous in favour.

PC/17/113 Website Working Group

Noted

PC/17/114 Training

See Precept discussions.

PC/17/115 General Data Protection Regulations (GDPR)

Noted

PC/17/116 World War One commemorative tree planting project.

Members approved three trees to be planted within the Parish to commemorate the end of World War 1. Crab Apple x 3. To be planted at Knook Community Garden, Tytherington Common Land, High Street Heytesbury. All three sites to be inspected before final planting which will be in November 2018. The Clerk to liaise with Wiltshire Council. Proposed Councillor Perry, Seconded Councillor Gould. Voting unanimous in favour.

PC/17/117 Items for a press release or statement from the Parish Council.

Trees to be planted.

War Memorial

PC/17/118 Correspondence Issued to members.

Noted.

Meeting Closed 8.47pm.

Next two meetings booked to take place at Heytesbury School.

7th December 2017 – Extraordinary meeting

16th January 2018- Normal Parish Council meeting.

DRAFT