

JANUARY 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD IN THE PORTAKABIN ON 19 JANUARY 2009

Present : Rev.Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Mrs Perry, Messrs: Sincok, Reynolds, Hiscock, Bond, Lewis

Apologies : Mrs Hicketts (chairman), Mr Hillier, WCllr Newbury

1 member of the public

Cllr Sincok took the chair and opened the meeting at 7.15pm by welcoming Sarah Buttenshaw, who proceeded to complete and sign the Register of Interests, Trustee Acceptance forms and Declaration of Acceptance of Office. She had been given the Model Code of Conduct, guidance leaflets and Standing Orders. The clerk to send the Register of Interests and Declaration to WC.

It was agreed that she take on the role of transport representative and that Cllr Sturmeay undertake playground development and community planning.

PUBLIC PARTICIPATION

There was none.

DECLARATIONS OF INTEREST

Prejudicial interest was declared by Cllr Reynolds in planning item 3D.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

PLAYBUILDER SCHEME

David Whiteside of Playdale Playgrounds showed members the plans for Heytesbury and Knook play areas. Although the first grant application had been declined, further funding was available. Cllr Sturmeay would ascertain the date by which the application must be made. The PC may also need to commit a sum to the project. Mr Whiteside expounded on the properties of the equipment and safety surfaces proposed. The plans had also been on display in the PO.

The chairman thanked Mr Whiteside for the presentation.

PLANNING

1. Refusal to to:
 - A) Mrs Sinha for first-floor extension over garage to side of property and a single-storey and two-storey extension to rear at 5 Greenlands.
 - B) Mr Katon for detached dwelling in the grounds of Brindle House, Mantles Lane, using existing access jointly.
 - C) Mr Pulvertaft for replacement building to form residential annexe at Woodside Cottage, East Hill.

2. Permission to:
 - A) Mr Piechowski for first-floor side extension at Drove House, Newtown.
 - B) Mr Lester-Card for erection of replacement porch at Mayo House, Tytherington.
 - C) Mrs Boon for pruning and crown reduction of 2 Acers at Peveril, Newtown.
3. Applications by:
 - A) Mr Atkins-Berry for orangery to rear of Chancel End House, Tytherington Road. No objections.
 - B) Mrs Ewart to fell Eucalyptus at 66 High Street. No objections.
 - C) Downlands Arboricultural Services to fell Acer at Church House, 53a High Street. No objections.
 - D) Mrs Sinha for first-floor extension over existing garage to side of property, single-storey extension to rear and detached garage to rear garden at 5 Greenlands. Members objected as the front façade with the bay window would be out of keeping with the terrace and street scene. Additionally, the new application did not appear to overcome the reasons for refusal quoted by WC for the previous plans ie. Overbearing and dominant impact and sense of overlooking the neighbouring garden.
4. Interim change to planning scheme of delegation to officers due to the ongoing service review.
5. Minor amendment to allow installation of solar panels on south and west roof slopes at Old Forge Close.
6. Cllr Hiscock asked to be informed of interim planning applications despite having no email address – agreed.

MATTERS ARISING FROM THE MINUTES

Trees at Roundabout

The clerk had received no reply from Interroute regarding the cutting back of trees at the roundabout in order to improve visibility, therefore Cllr Sincoc would ask the steward if he could tackle this.

CORRESPONDENCE

1. WC:
 - A) Driving in bad weather leaflets and Wiltshire magazines– passed to the PO.
 - B) Speed limit review – passed to Cllr Buttenshaw.
 - C) Info on casual vacancies.
 - D) WC would not recharge parishes for the cost of their elections.

- E) Access to West Farm Barns from B390: concealed access signs were not prescribed and junction warning signs not provided for private access points. Visibility could be greatly improved by clearing vegetation to create a visibility splay.
- 2. M&G investment: £1788.02 distributed on 15 December 2009.
- 3. Ministry of Justice info on war memorials.
- 4. Advice by email to Cllr Sturmeay from WCllr Newbury on WWDC indemnity for Knook sewage system.
- 5. WALC literature.
- 6. RJ Print invoice for £45.90 – payment agreed.

SPORTS PITCHES PURCHASE

The Charity Commission replied that the charity's capital could only be expended towards the cost of purchasing land for purposes of a village hall and none of the funds towards any costs associated with a compulsory purchase order. Any accumulations of annual income may be applied towards charitable purposes benefiting the inhabitants of the area and provision of recreational facilities such as playing fields and sports pitches were valid charitable purposes, provided that their use was open to all members of the public in the area and not reserved or restricted in favour of particular clubs.

The value of the fund at 12 January 2010 stood at £118,601.49 and the capital investment at 27 July 1982 at £8,676.09.

Trevor Slack did not recommend any amendments or additions to the PC's draft submission for compulsory purchase. To date, costs of £550 had been incurred and further costs in connection with acquisition of the land would be in the region of £800. The final figure could be affected eg. By a public enquiry, however, he would inform the PC if a significant uplift in the costs became likely.

Cllr Lewis proposed, Cllr Perry seconded and it was resolved (with 2 abstentions) that the submission for compulsory purchase of the Heytesbury sports pitches be forwarded to Ian Gibbons, WC solicitor.

Cllr Reynolds asked about Trustees' liability. The clerk replied that she awaited the insurance company's estimate for indemnity.

DATE OF NEXT MEETING

Due to the clerk's unavailability on 23 February, it was agreed that the meeting be held on 16 February.

ITEMS FOR REPORT

- 1. Cllr Sincock:
 - A) asked members to consider the PC chairmanship in the light of Cllr Hicketts' resignation as from May.

- B) said that the steward could not come to the parish until March. The Tytherington Road bridge and sign were in need of repair and Cllr Sincock had reported these.

The Westover House hedge had been cut, but the prickly cuttings had not been cleared – the clerk to write to the owners.

2. Cllr Hiscock said that the 2 flashing speed signs on the A36 near Knook did not work, also a reflector post was missing. The clerk to report these to Balfour Beatty.

3. Cllr Bennett-Shaw would try to organise a litter pick for mid to end February – to be discussed at the next meeting.

4. Cllr Sturmeay complained of potholes in Knook – Cllr Sincock to report these.

5. Cllr Buttenshaw said that dog-fouling was rife – the chairman recommended speaking to the dog-owners responsible and/or noting names, addresses, times and places and reporting them to WC so that fines could be imposed.

6. Cllr Perry said that:

- A) Neighbourhood Watch could train people to use speed guns in the parish – she would bring info to the next meeting.

- B) straw and leaves clogged Imber Road and the grit bin had been stolen. She would continue to try to get a replacement.

After signing the following cheques, the chairman closed the meeting at 8.35pm

Cheques: clerk's salary: £259.25

RJ Print: £45.90

FEBRUARY 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE PORTAKABIN ON 16 FEBRUARY 2010

Present: Rev.Bennett-Shaw, Mrs Sturmev, Ms Buttenshaw, Mrs Perry, Messrs: Sincok, Reynolds, Hiscock, Bond, Lewis

1 member of the public

Apologies: Mrs Hicketts (chairman), Mr Hillier, WCllr Newbury

Cllr Sincok took the chair and opened the meeting at 7.15pm.

PUBLIC PARTICIPATION

Nikki Stratton said that, although the Playbuilder scheme had ended, a WC representative was due to hold a meeting at the school regarding funding for sport, play and equipment and she had therefore passed the paperwork to the school. She and Cllr Sturmev would try to attend the school meeting, when the WC rep would also inform them of any other possible funding. HYPO funds were also available.

The chairman thanked Ms Stratton.

DECLARATIONS OF INTEREST

There were none.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

PLANNING

1. Permission to:
 - A) Mrs Ewart to fell Eucalyptus at 66 High Street.
 - B) Downlands Aboricultural Services to fell Acer at Church House, 53a High Street.
 - C) Mr&Mrs Farrell for front, side and rear extension at Long Acre, Newtown.
 - D) Mr Eastman for demolition of existing conservatory and erection of new 2-storey extension at Raven Cottage, 41 High Street.

MATTERS ARISING FROM THE MINUTES

1. Trees at Roundabout

Cllr Sincok reported that the steward was unable to trim the trees as they were the responsibility of the HA.

2. **Litter Pick**

Cllr Bennett-Shaw had arranged it for 27th February and would place a notice in the PO. Cllr Sincock offered to collect the equipment from WC. She hoped members would attend.

3. **Knook Potholes**

Cllr Sincock had reported these.

4. **Speed Guns**

Cllr Perry would bring more info to the next meeting.

5. **Speed Limit Review**

Cllr Buttenshaw reported that nothing in the review affected this parish. She would reply to the WC response letter.

6. **Trustee Indemnity Insurance**

Cllr Perry would copy the info from AON (paper copy to Cllr Hiscock) and email it to all members to enable a decision to be taken at the next meeting.

CORRESPONDENCE

1. WC:

- A) Wilts Wayfarer – passed to the PO.
- B) Grit bin survey – passed to Cllr Buttenshaw to complete and return.
- C) Single point of contact at WC for military and defence matters.
- D) Waste site allocation – Cllr Sincock wished to complain about the new Warminster public facilities and would draft a letter for the clerk to send.

2. M&G investment: £116,800.46 as at 31 December 2009.

3. Community First transport scheme – leaflets passed to the PO.

4. Best Kept Village competition – it was decided not to enter, as members believed the marking system to be unfair.

5. Wilts Air Ambulance asked if a recycling clothing and shoe bank could be placed in the parish. The clerk to reply that it could be placed with the other bins in the recycling area.

6. A) WC invoice for £10 for lease of playground.

B) clerk's expenses of £25.59 - payment agreed for both

7. Donation request from Victim Support - £25 agreed.

8. Copy of a solicitor's letter sent to Newtown residents with frontage onto the unadopted road, outlining the legal background. Heytesbury Estate had funded repairs

in autumn 2009 and did not intend to pay for further repairs, but to ask the householders to contribute. It was felt that the PC could do little further to assist the residents of Newtown.

9. Cllr Sincock had attended a meeting with the Rector and churchwardens to discuss the possibility of creating a parish area in the church. A relevant questionnaire and covering letter would be sent with the PN to all households in the parish.

SPORTS PITCHES PURCHASE

WC had received the PC's submission for compulsory purchase on 22 January 2010. Jackie Tilley had succeeded Trevor Slack as Principal Property Solicitor and had submitted the papers to Ian Gibbons, as Head of Legal and Democratic Services. She would confirm the date of the submission as soon as she had heard from him.

Copy of the cricket club's objections to several of the clauses in the landlord's draft licence, along with thanks for the PC's donation and assurances that the club was dedicated to promoting cricket in Heytesbury. To that end they had invested a large sum of money in new changing facilities.

BANK FIGURES

The clerk reported that, as at 22 January, the current account stood at £5,338.79 and as at 9 December 2009, the deposit account at £11,366.36.

ITEMS FOR REPORT

1. Cllr Sincock said that the steward was due in March. The Tytherington Road bridge and sign had been attended to.

2. Cllr Hiscock said that:

A) a skip was blocking the pavement outside 14 Newtown. The clerk to ask for it to be moved.

B) he had been verbally abused when asking football players/supporters to move their cars, which had been double-parked near the portakabin. He said that he would call the police if it happened again. Cllr Bond agreed that littering and double-parking was a regular occurrence, which would hinder any emergency vehicles that tried to pass. The clerk to write to the football club, with copies to be sent by them to those sub-letting.

3. Cllr Bennett-Shaw asked that:

A) the potentially dangerous uneven pavement between West End House and the school be reported to WC again – agreed.

B) Hills Housing reinstate the Mantles Lane grass verge and the damaged Park Street grass verge. The clerk to write to Hills.

C) said that Cllr Riggs had given her the old gardening club minutes book. It was agreed that she send it to the Wilts Record Office.

4. Cllr Perry said that:

A) there would be no Easter Imber opening due to a big Army exercise.

- B) the Heytesbury Park grit bin had been replaced.
- C) the NTG intended to carry out a campaign against dog-fouling and flytipping.

After signing the following cheques, the chairman closed the meeting at 8pm.

Cheques: clerk's salary: £259.25	clerk's expenses: £25.59
Victim Support: £25 (S.137)	WC: £10

MARCH 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE PORTAKABIN ON 30 MARCH 2010

Present: Mrs Hicketts (chairman), Rev.Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Mrs Perry, Messrs: Sincock, Reynolds, Hiscock, Lewis

PCSO Wright

Apologies: Mr Bond, Mr Hillier, WCllr Newbury

The chairman opened the meeting at 7.15pm.

PUBLIC PARTICIPATION

There was none.

DECLARATIONS OF INTEREST

Cllr Perry declared a personal interest in planning applications 1A and 1C.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

PLANNING

1. Applications by:
 - A) Mr Dale for reduction of height of Aesculus by 25% at the 10 Stables, Heytesbury Park. No objections.
 - B) Mr Burgess for wooden storage shed to house oil tank and storage area at 2 Railway Cottages, Station Road. No objections.
 - C) Mr Wilkinson for works to sycamore and ash trees at the Coach House, Heytesbury Park. No objections.
 - D) Mrs Marment for proposed internal alterations at the Old Estate House, Park Street. No objections.
 - E) Mr Venning to fell 2 beech trees at land to rear of the Little House, High Street. No objections.
2. Permission to Mrs Sinha for first-floor extension over existing garage to side of property, single-storey extension to the rear plus detached garage to rear garden at 5 Greenlands.
3. Mr Atkins-Berry for orangery to rear of Chancel End House – withdrawn.
4. Notice of planning appeal for replacement building to form residential annexe at Woodside Cottage, East Hill. The PC's previous objections would be passed to the Planning Inspectorate by WC.

5. Interim applications:
 - A) Mr Pottow for construction of dirty water lagoon at land north-east of Ansty Cottage, Chitterne Ansty, Knook. No objections.
 - B) Mr Pottow for proposed slurry lagoon 27mx17m for purpose of storing slurry/dirty water at land east of 26 Knook. No objections.

MATTERS ARISING FROM THE MINUTES

1. Grit Bins

Cllr Buttenshaw had completed and returned the survey. WC may provide an extra bin at the Mantles Lane/Mill Street junction.

2. Litter Pick

Cllr Bennett-Shaw thanked everyone involved for their help.

3. Playground

Cllr Sturmeay reported that WC grants were available. As village support was crucial, she would place a notice in the PO, school newsletter and the PN. She had written to WC regarding the playground entrance. The £1200 in the HYPO account could be put towards playground funds; the chairman asked Cllr Sturmeay to take this on. The clerk was asked to contact Hills Housing and Selwood for financial support/ sponsorship.

4. Community Speedwatch

PCSO Wright explained the format and agreed to place a speed strip near Greenlands. Any parishioner could volunteer for training with the speed gun.

CORRESPONDENCE

1. WC:
 - A) Wiltshire magazines – passed to the PO.
 - B) Flood info – passed to Cllr Sincok.
2. M&G investment: £1815.73 transferred on 28 February 2010.
3. WALC literature.
4. Notice of audit from Mazars for year ended 31 March 2010. Cllr Bennett-Shaw proposed, Cllr Sincok seconded and it was agreed that Auditing Solutions be reappointed as internal auditor.
5. AONB management plan 2009-2014.
6. Plain Action open day on 15 April and booklets – passed to the PO.
7. Donation thanks from Victim Support and from Wilts Air Ambulance Appeal for permission to site the textile bank at the recycling facility.
8. Gorilla Gala 8 May – info placed on the noticeboard.

FINANCIAL REGULATIONS AND STANDING ORDERS

Amended copies of the financial regulations were given to members. Amended copies of the new model standing orders would be distributed to members; both to be brought to the April meeting for consideration and adoption.

TRUSTEE INDEMNITY INSURANCE

Cllr Perry had sent copies of the policy to members. The chairman proposed, Cllr Sincok seconded and it was agreed that the premium of £174.10 for £100,000 cover be paid to AON.

SPORTS PITCHES PURCHASE

Cllr Reynolds reported that the cricket club had agreed terms with the trustees for licensing arrangements on the basis of a 7-year lease, which they were about to sign. The chairman said that the football club did not wish to agree terms at present. Members believed that the two clubs should communicate as much as possible.

ITEMS FOR REPORT

1. Cllr Buttenshaw said that the High Street building works had been causing problems by reducing road width and parking spaces. She had been advised that the works at Cobblers should be finished by end May (and the skip gone by end April) and the works at Highway Cottage by end April.
2. Cllr Hiscock said that the flashing speed warning signs on the A36 between Heytesbury and Knook had not been repaired. As this had been reported to Balfour Beatty without success, the clerk to ask WCllr Newbury to attempt to secure action, along with repair of the potentially dangerous uneven pavement near West End House, which had been reported to Clarence several times.
3. Cllr Bennett-Shaw reported that:
 - A) the Angel bus shelter was filthy and weeds were growing there. The clerk to report this to Clarence.
 - B) the bulb display in the village was good this year and it was agreed that she could purchase more bulbs in the autumn.
4. Cllr Perry said that:
 - A) the Imber Road litter bin was now being emptied and WC may provide a larger bin.
 - B) Nigel de Foubert, due to retire at the end of March, thanked all for their support.
5. Cllr Sturmey said that the wooden bridges in Knook were slippery. She would bring a note of those that needed wiring to the April meeting in order that Cllr Bond could be asked to effect repairs.
6. The chairman said that she was resigning from the PC as she was living outside the parish. She asked members to consider nominations and asked that anyone interested in chairmanship call her to discuss the matter.

After signing the following cheques, the chairman closed the meeting at 8.25pm.

Cheques: clerk's salary: £259.25

AON: £174.10

APM MAY 2009

MINUTES OF THE ANNUAL PARISH MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD IN THE PORTAKABIN ON 26 MAY 2009

Present : Mrs Hicketts (chairman), Mrs Perry, Mrs Sturmey, Messrs: Hillier, Bond, Lewis, Hiscock, C.Cllr Davis

Apologies : Rev.Bennett-Shaw, Brig.Sincock, Mr Reynolds, D.Cllr Newbury

1 member of the public

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

MATTERS ARISING FROM THE MINUTES

There were none.

PARISH ACCOUNTS AND ANNUAL RETURN

A copy of the annual accounts was given to each member in attendance. Approval of the accounts, Annual Return and Statement of Assurance was proposed by Cllr Bond, seconded by Cllr Sturmey and agreed. The clerk reported that the Charibond account stood at £104,713 at 31 March 2009, the HSBC village hall fund at £4,581 and at 30 April 2009 the current account balance was £3,187 (before the precept) and the deposit account at £11,161.

RISK ASSESSMENT

A copy was given to each member in attendance and approval was proposed by the chairman, seconded by Cllr Hiscock and agreed (to include retention of the level of fidelity guarantee at £2,000).

CHAIRMAN'S REPORT

Cllr Hicketts thanked all the councillors for their commitment and for trying hard to make our parish one of the best in the area in which to live. She also thanked the clerk for her support.

The PC had worked hard to ensure the repair and upkeep of community property and to keep footpaths clear to enable all to enjoy the beauty we have come to expect from our surroundings.

Sadly the last plans submitted to the old WWDC for the village hall and 12 houses were refused. She thanked the village hall committee for all their efforts in trying to push these plans through.

Unfortunately, due to other commitments, Cllr Gross had to resign and the chairman took this opportunity to thank her for all her work in improving the playground

VIEWS OF THE PUBLIC

Mrs Girard expressed the concerns of Heytesbury Park residents about the MoD application for change of use from agricultural/forestry to military training at land northeast of Heytesbury House. WWDC had posted a notice on a gate near the A36, where it was unlikely to be seen. Other concerns included possible noise pollution, dangers posed by a new vehicle crossing on Imber Road, which also appeared to incorporate 10-20 yards of footpath 20 and ambiguity in the plans whereby it seemed likely that, after 5 years, military use of the pastureland could be applied for. The chairman replied that it would require another change of use application at the time. The clerk would clarify the footpath situation with the RoW warden. Residents should address their objections to WC. The chairman replied that the PC had listened to the presentation by Nigel de Foubert and the Defence Land Agent; had duly considered all aspects of the plans on their merits and stood by the decision to support the application.

She thanked Mrs Girard for attending.

The chairman closed the meeting at 7.59pm.

APRIL 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE PORTAKABIN ON 27 APRIL 2010

Present : Mrs Hicketts (chairman), Rev.Bennett-Shaw, Mrs Sturmey, Ms Buttenshaw, Mrs Perry, Messrs: Sincock, Reynolds, Hiscock, Lewis, Hillier

Apologies : Mr Bond, WCllr Newbury

The chairman opened the meeting at 7.15pm.

PUBLIC PARTICIPATION

There was none.

DECLARATIONS OF INTEREST

There were none.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

PLANNING

1. Permission to:
 - A) Mr Dale for reduction of height of Aesculus by 25% at the 10 Stables, Heytesbury Park.
 - B) Mr Burgess for wooden storage shed to house oil tank and storage area at 2 Railway Cottages, Station Road.
 - C) Mr Wilkinson for works to sycamore and ash trees at the Coach House, Heytesbury Park.
2. Application by Mr Tansy to install air source heat pump at rear of 14 Newtown. No objections.

MATTERS ARISING FROM THE MINUTES

1. Grit Bins

Cllr Sturmey said that the Knook grit bin was empty and Cllr Hiscock that the Chapel Road grit bin lid was broken. The clerk to report both to Clarence

2. Knook Bridges

Cllr Sturmey said that the surface of the wooden bridge near the Manor and that near the stables needed netting. The clerk to report them to the bridge warden.

3. Playground

Cllr Sturmey reported that Selwood would consider the PC's funding request at a meeting to be held at the end of April. Hills replied to the clerk's letter that the landfill

fund may donate £12000-£15000; Cllr Sturme y to obtain 3 quotes and evidence of consultation. As WC had not replied, the clerk to contact Colin Brown. Cllr Sturme y would again speak to Mrs Gross regarding the HYPO fund. The chairman thanked her.

CORRESPONDENCE

1. WC:
 - A) info re village design statements – passed to Cllr Sturme y as it could be useful in respect of the playground.
 - B) Community speedwatch leaflets – passed to the PO.
 - C) Parliamentary election notices – displayed.
2. Donation request from Youth Action Wilts - £25 agreed.
3. WALC literature.
4. VAT refund for 2009/10: £230.18.
5. AON insurance premium: £896; WALC invoice: £236.82; RJPrint invoice: £32.21; invoice from Nigel Still for grasscutting (split payment): £100. All payments were agreed.

DONATIONS AND RENT

Heytesbury Football Club for use of the portakabin: £250; Heytesbury Cricket Club: £150; Heytesbury PCC for churchyard grasscutting: £350; Heytesbury FC: £150. Cllr Sincock proposed, Cllr Lewis seconded and it was agreed that all the above payments be made and that the donations of £150 each to the cricket and football clubs be made annually, in addition to the annual rent of £250 to the football club.

Cllr Hiscock complained about inconsiderate parking by footballers/supporters and the chairman asked that he note the registration numbers of offending vehicles together with the dates and times of incidents.

Cllr Buttenshaw complained of litter on the pitch.

FINANCIAL REGULATIONS AND STANDING ORDERS

Amended copies of the new model standing orders had been given to members. The chairman proposed, Cllr Hiscock seconded and it was agreed that the new model standing orders, as amended, be approved and adopted.

Amended copies of the financial regulations had been given to members. The chairman proposed, Cllr Sturme y seconded and it was agreed that the financial regulations, as amended, be approved and adopted.

SPORTS PITCHES PURCHASE

The WC solicitor could no longer act on behalf of the PC regarding the compulsory purchase order due to a possible conflict of interest. The bill incurred was £550, but due to possible duplication, WC requested a payment of £350. The chairman proposed, Cllr Sincock seconded and it was agreed that the payment be made. Cllr Perry to scan the

letter and send it to all members, along with a copy of the Charity Commission email. Both to be considered at the next meeting.

Copy of a letter sent by the cricket club to the trustees' solicitor regarding details of the contract.

ITEMS FOR REPORT

1. Cllr Sincock said that the parish steward had not yet been to Heytesbury this year. The system was changing, in that WC would detail tasks and the PC rep would be told the date of the next visit so that he could pass on the parish job requests.
2. Cllr Hiscock said that a van had recently parked on the pavement near the church. Cllr Bennett-Shaw was asked to pass on the request that anyone parking for a function at the church be more considerate.
3. Cllr Bennett-Shaw reported that:
 - A) the Westlands grassed area "no ball games" sign had been torn down and replaced by WC.
 - B) the seat at the Tytherington Road grassed triangle needed varnishing. The clerk to contact Jack of All Trades.
4. Cllr Perry said that the parish website was getting approximately 1000 hits per month.

After signing the following cheques, the chairman closed the meeting at 8pm.

Cheques: clerk's salary: £259.25	WALC: £236.82	RJ Print: £32.21
Heytesbury PCC: £350 (S214)	Heytesbury FC: £250	Youth Action Wilts: £25 (S137)
Heytesbury CC: £150 (S137)	WC: £350	AON Ltd: £896
N.Still: £100	Heytesbury FC: £150 (S137)	

MAY 2010

MINUTES OF THE ANNUAL GENERAL MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE PORTAKABIN ON 25 MAY 2010

Present: Mrs Hicketts (chairman), Rev.Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Mrs Perry, Messrs: Sincock, Reynolds, Lewis, Hillier, Bond, WCllr Newbury

PCSO Wright

Apologies: Mr Hiscock

The chairman opened the meeting at 7.25pm following the Annual Parish Meeting.

ELECTION OF CHAIRMAN 2010/11

Cllr Perry was proposed by Cllr Hicketts, seconded by Cllr Bennett-Shaw and all were in favour. Cllr Perry was duly elected. She took the chair and thanked the council.

ELECTION OF VICE-CHAIRMAN 2010/11

Cllr Sincock was proposed by Cllr Bennett-Shaw, seconded by Cllr Hicketts and all were in favour. He thanked the council and said that he intended to retire in one year.

CHAIRMAN'S ALLOWANCE

As budgeted, £200 was proposed by Cllr Sincock, seconded by Cllr Bennett-Shaw and agreed.

PUBLIC PARTICIPATION

There was none.

DECLARATIONS OF INTEREST

Cllr Buttenshaw declared a personal interest in planning application 1C.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

ALLOCATION OF RESPONSIBILITIES

The following responsibilities were agreed:

Cllr Perry (chairman): Army liaison; website maintenance and co-ordinator; Police/Neighbourhood Watch liaison.

Cllr Sincock (vice-chairman): emergency planning; parish steward co-ordinator; milestone maintenance; seat and war memorial annual inspections.

Cllr Bennett-Shaw: footpath representative; monitoring of footpaths, grasscutting and recycling area; village clean-up.

Cllr Reynolds: Parish News reports; waste representative.

Cllr Bond: monitoring of footpaths and grass verges; arranging annual playground inspection.

Cllr Lewis: booking of tables and chairs; annual Blind House inspection.

Cllr Buttenshaw: transport representative.

Cllr Sturmev: community planning and playground development.

Cllr Hiscock: health/safety and fire representative.

PLANNING

1. Applications by:

- A) Mr Montague-Smith for works to trees at land to rear of Little House, High Street. No objections.
- B) Selwood Housing Society for works to silver maple at land west of West End House, High Street. No objections.
- C) Mrs Scott for new dwelling at land to rear of 2 Victoria Gardens, High Street. It was agreed that no objections be raised, subject to the condition that the owner be required to make a financial contribution to repair of the unadopted road fronting the property. Increased traffic caused by a new dwelling would erode the road surface even further.

Copy of a letter sent by Mr&Mrs Tubbs to WC stating their objections.

2. Permission to:

- A) Mrs Marment for proposed internal alterations at the Old Estate House, Park Street.
- B) Mr Pottow for construction of dirty water lagoon at land north-east of Ansty Cottage, Chitterne Ansty, Knook.
- C) Mr&Mrs Venning to fell 2 beech trees at land to rear of Little House, High Street.
- D) MoD for change of use from agricultural/forestry use to military training land north-east of Heytesbury House, Heytesbury Park.

3. Proposed slurry lagoon at land north-east of 26 Knook – withdrawn.

4. Interim applications:

- A) Erection of canopy with polycarbonate roof supported on steel posts and frame at Heytesbury School. No objections.
- B) Various works to one ash and one conifer at West End House, High Street. No objections.

MATTERS ARISING FROM THE MINUTES

1. Grit Bins

The clerk reported that WC would fill all bins in November and a programme of repairs would commence this summer.

2. Knook Bridges

WC had advised Cllr Sturmeay that the use of wire netting on surfaces was no longer recommended due to safety issues. A WC representative would inspect the bridges and speak to Cllr Sturmeay.

3. Playground

Colin Brown of WC had agreed to see Cllr Sturmeay. She and Mrs Stratton had become joint signatories on the HYPO account. She had set up a blog and chat facility link to the PC website to involve young people, as well as placing posters in the village. The clerk reported that Selwood had agreed to contribute £2000, provided that the required funding was raised to complete the project and that they were informed of all details of other grants obtained.

4. Parking outside church

Cllr Bennett-Shaw reported that apologies had been passed on by the organizer of the recent event held at the church.

5. High Street footway

WC had identified that an old utility reinstatement had settled over time, presenting a longitudinal edge to the trench. "Trips" were identified that could cause a problem and repairs immediately instructed. As a more permanent solution a works order to overlay the entire trench with tarmac was issued. Although there were many similar sites within the area but with higher authority, Heytesbury remained on the list of works. WC were unable to supply the PC with a start date, but have asked Mr Whyte to make contact when the date was known.

CORRESPONDENCE

1. WC wished to be informed of the landowners adjacent to Heytesbury 4th, a bridge on Tytherington Road. The clerk to advise WC that the relevant owners were the Trittons and Underwoods.

2. Donation request from Bobby Van Trust - £25 agreed.

3. Donation thanks from Heytesbury CC, FC, PCC and Youth Action Wilts.

4. Thanks from Heytesbury FC for the rent payment and from WC for the legal fees for compulsory purchase.

5. Invoice of £180 from Dave Bond for footpath cutting: payment agreed.

6. Community First News – passed to the PO.

SPORTS PITCHES PURCHASE

Cllr Bennett-Shaw requested more time to consider the next step. A copy of the letter from the WC solicitor was given to WCllr Newbury, who agreed to investigate the matter in order to offer guidance to members. Cllr Hicketts said that the FC had signed a contract.

To be placed on the next agenda.

ITEMS FOR REPORT

1. Cllr Hicketts reported that two-thirds of the grassed area of public open space at Westlands owned by Selwood was due to be licensed as garden to 4 Westlands and fenced off. There had been no local consultation and neighbours were very upset. Selwood had since agreed to write to neighbours. They had told Cllr Hicketts that no change of use was required. The clerk to inform the WC enforcement officer of the situation, to which the PC and neighbours objected, and to ask if planning permission was necessary for the change of use. (Copy to Tim Parkin of Selwood).

2. Cllr Sturmeay wished to contact the Warminster&Villages Community Partnership on behalf of the PC regarding financial contributions to facilities for young people. This was agreed.

3. Cllr Bennett-Shaw advised members that the June issue of the PN contained a personal report by Neil Clough regarding insufficient attendance by parish councillors at the Bonfire and recent May Day event.

4. Cllr Reynolds apologised for not placing a report in the May PN, as there had been so little of note at the previous meeting.

5. Cllr Bond:

A) asked if the Tytherington Road grassed triangle was being cut. Cllr Bennett-Shaw replied that nobody wished to do it, however, Cllr Bond agreed to trim around the seat.

B) reported that the undergrowth in Park Lane needed cutting. The clerk to contact Jason Lewis.

C) said that the church meeting about the community area had been well supported and questionnaires had been circulated in the village.

D) complained of constant litter in the football field. Cllr Hicketts said that Heytesbury FC had written to the suspected culprits.

6. Cllr Hicketts tendered her resignation. The clerk to inform WC of the casual vacancy.

The chairman thanked her for her patience, hard work and many years of service both as parish councillor and as chairman.

The clerk to send her a letter of thanks to this effect.

After signing the following cheques, the chairman closed the meeting at 8.40pm.

Cheques: clerk's salary: £259.25

Bobby Van Trust: £25 (S.137)

A.Perry £200

D.Bond: £180

JUNE 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE PORTAKABIN ON 29 JUNE 2010

Present: Mrs Perry (chairman), Rev.Bennett-Shaw, Mrs Sturmeay, Messrs: Lewis, Bond, Hiscock

Apologies: Ms Buttenshaw, Mr Reynolds, Brig.Sincock, Mr Hillier, W.Cllr Newbury

The chairman opened the meeting at 7.15pm by welcoming Katherine Dew of WC, who explained the proposals for reduction of street lighting. The PC needed to identify areas suitable for switching off or dimming, then specific columns, the proposals for which could then be set out in leaflets to be sent to villagers for consultation. They would be able to send their comments direct to the lighting engineers. Lights would be switched off from midnight-0530 and 0100-0630 BST. Criteria for retention of all-night lighting included main traffic routes (but dimmable), locations where elderly or vulnerable people lived and 30mph limits, where a minimum of 2 lights in any 200 yard section should remain on. Mrs Dew would send a village map and advise on who to contact regarding the leaflets. It was agreed that the PC would decide on the columns to be turned off or dimmed and the matter to be placed on the July agenda.

The chairman thanked Mrs Dew.

PUBLIC PARTICIPATION

There was none.

DECLARATIONS OF INTEREST

Cllr Hiscock declared a personal interest in planning application 2C.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

PLANNING

1. Permission to:
 - A) Mr Montague-Smith for works to trees at land to rear of Little House, High Street.
 - B) Selwood Housing Society for works to silver maple at land west of West End House, High Street.
 - C) Mrs Scott for new dwelling at land to rear of 2 Victoria Gardens, High Street.

Copy of a second letter sent by Mr&Mrs Tubbs to WC stating their objections.
 - D) Mr Tansy for installation of an air source heat pump to rear of 14 Newtown.

2. Applications by:
 - A) Mr Dixon for installation of an external flue at 3 West Farm Barns. No objections.
 - B) Mr Grist for front extension at Teal Hatch, Mill Street. No objections.
 - C) Mr Farrell for rear extension (revised proposal) at Long Acre, Newtown. No objections.

3. Application for certificate of existing lawful use for residential use as 2 separate dwellings at 123 Park Lane. Before WC could issue a certificate, the planning officer needed to be assured that the use had been carried out on the site continuously for more than 4 years. Cllr Bond confirmed that this was so and the clerk would inform WC.

MATTERS ARISING FROM THE MINUTES

1. Playground

Cllr Sturmev had met with Colin Brown of WC, who said that work needed to be carried out at the entrance to the playing field, responsibility for which had to be established. She had thanked Selwood for the promise of a donation and assured them that she would update them on progress. The HYPO website had received 250 visits, but to date no offers of prospective committee members. She intended to contact the Warminster Community Partnership for sources of funding and application advice. The schoolchildren had produced drawings of what they would like (28 out of 50 lived in the parish) and she had received 40 comments from the public consultation, most positive. She had met with the headmistress and WC representative of the leasing dept; they had agreed to provide an extra parcel of land nearer the river for an item of equipment in order to reduce noise nuisance to the houses. The education dept had no objections to the plans, although pp may be necessary, depending on the equipment size. Cllr Sturmev asked the clerk to ascertain: A) Selwood's intentions regarding the construction of its sewage system on the Knook field and B) WC's proposals for leasing the Knook field to the PC.

Cllr Sturmev would bring 3 quotes to the next meeting: to be placed on the July agenda. The chairman thanked her.

2 Land adjacent to 4 Westlands

The clerk reported that the WC enforcement officer was unable to take any action until the land had actually been annexed. PP was needed for the change of use. The clerk had forwarded the officer's comments to Tim Parkin of Selwood, but had received no reply.

CORRESPONDENCE

1. WC:
 - A) Wilts magazines – passed to the PO.
 - B) Standards committee leaflets.
 - C) Copy of statutory notice to enable WC to undertake its street-naming and numbering powers.

- D) Invoice of £10 for lease of land at Heytesbury school – payment agreed.
 - E) As 10 electors had not called for an election, the PC was able to co-opt a councillor to fill the casual vacancy, which would be advertised on the website, in the PN and on the noticeboard.
 - F) Guides to bus services – passed to the PO.
2. Donation thanks from Bobby Van Trust.
 3. Warminster Town Council Annual Report and invitation to the PC to maintain a web presence within their website. Members considered this unnecessary.
 4. WALC literature, including a coalition programme for Government and 2 website addresses for guidance to charitable trustees (to be passed on by the clerk to Cllrs).
 5. Internal audit report 09/10. No issues were identified, although the auditor commented that excessive reserves should not be retained unless earmarked for specific projects and that the clerk's salary should be reassessed to ensure that she is again paid in accordance with the NJC spinal column points. It was agreed that the invoice of £146.88 be paid.
 6. Recycling site payment of £125 from Hills.
 7. M&G village hall fund: £1843.96 was transferred on 31/5/10.
 8. Wilts Music Centre booklet – passed to the PO.

SPORTS PITCHES PURCHASE

The chairman reported that W.Cllr Newbury had told her that the PC had a case for compulsory purchase, but would first have to establish a need for the village. He would provide more information in due course. It was agreed that the matter be considered when he had passed on the info and when more members were present. The clerk pointed out that any fees incurred by the purchase must come from the precept as the Charity Commission had decreed that the fund money could not be used for payment of fees.

To be placed on the next agenda.

ITEMS FOR REPORT

1. The chairman reported on matters arising from the Area Board meeting:
 - A) The core strategy to 2026 had noted that 900 homes were needed in the area. At the meeting Heytesbury was mentioned as a possible location for affordable housing. Cllr Sturmeay had been told at the Board meeting in November that there were no plans for the village and that the PC would be consulted at a future date regarding the village policy limit.
 - B) Kerbside collections for plastic and cardboard were proposed.
 - C) Plain Action had funds available for projects.
2. Cllr Sturmeay said that the chains on the baby swing in the playground needed attention. Cllr Bond offered to inspect them.

3. Cllr Hiscock said that grasscuttings from around the Mantles Lane seat had been placed on the riverbank, causing effluent. He would discuss this with Cllr Sincock.

4. Cllr Bond asked if the steward could clear the 2 large mud mounds from the road from the Mill (near the Pottow's new cattle shed) and if he could paint the railings of the first bridge on Tytherington Road (near the church). The clerk to contact Cllr Sincock.

5. Cllr Bennett-Shaw said the Tytherington Road seat and that opposite St Johns needed attention. Cllr Bond agreed to inspect all the seats and report back at the next meeting.

After signing the following cheques, the chairman closed the meeting at 9pm.

Cheques: clerk's salary: £259.25 Auditing Solutions Ltd: £146.88 WC: £10

JULY 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE PORTAKABIN ON 27 JULY 2010

Present : Mrs Perry (chairman), Rev.Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Messrs: Bond, Hiscock, Reynolds, Hillier, W.Cllr Newbury

Apologies : Brig.Sincock, Mr Lewis

2 members of the public and the Playline representative.

The chairman opened the meeting at 7.15pm.

PUBLIC PARTICIPATION

Denis Johnson explained that his planning application for Raymond Hall sought to replace the asbestos roof tiles with natural slate tiles, on the straight part of the roof only. He anticipated that the work would be carried out in approximately 3 weeks during August.

The chairman thanked Mr Johnson for attending.

DECLARATIONS OF INTEREST

There were none.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

PLANNING

1. Applications by:
 - A) Mr Johnson for replacement of roof tiles at Raymond Hall, High Street. No objections.
 - B) Mr Pottow for proposed slurry lagoon 27mx17m for purpose of storing slurry/dirty water at land east of 26 Knook. No objections.
 - C) Mr Pottow for demolition of 2 old agricultural buildings and replacement with 2 portal-type cattle housing buildings and new portal-type parlour buildings at land east of 26 Knook. No objections.
2. Permission to:
 - A) Heytesbury School for erection of canopy with polycarbonate roof supported by steel posts and frame.
 - B) Mr Dipper for various works to 1 ash and 1 conifer at West End House.
 - C) Mr Farrell for rear extension (revised proposal) at Long Acre, Newtown.
3. Withdrawn: installation of an external flue at 3 West Farm Barns.

4. Interim application by Mr Scard to fell one sycamore and spruce at 55 High Street. No objections.

MATTERS ARISING FROM THE MINUTES

1. Seats

Cllr Bond reported that Jack of all Trades had attended to the 3 seats that had shown signs of wear after the refurbishment of last year. It was agreed that replacement of the seat near Westlands be considered at the budget provision.

2. Land adjacent to 4 Westlands

Tim Parkin of Selwood reported that they had decided not to pursue the extension of the garden at this time as pp was needed. The tenants would erect a 1.8m close-boarded fence on the original boundary line.

CORRESPONDENCE

1. WC:

- A) Local transport plan draft consultation – WC had asked individual cllrs to respond.
- B) Parish newsletter.
- C) Agenda document for western area planning committee
- D) Emergency planning service newsletter – passed to Cllr Sincock.

All the above forwarded to members by email.

- E) Parish Improvement Grant Scheme.
 - F) Temporary closure of C272 Tytherington Road (part) – to be placed on the website, noticeboard and PN. It involved closure of the culvert bridge, not the bridge near the church and it would be possible to turn left out of the Parsonage area.
 - G) Info re equipment loan for forthcoming events – to clear litter.
2. Donation request from St John Ambulance - £25 was agreed.

3. Sarah Cutler complained of speeding in Park Lane, often by youngsters heading for the Mill pond. She had noted a registration number. The chairman had forwarded her email to PC Pegrum, who would make enquiries regarding the vehicle details. It was agreed that the chairman ask PC Pegrum to monitor speeding in Park Lane and activities at the Mill pond.

4. WALC literature, including notification of Wilts Community Plan 2011-2026: the clerk to send the email link to members, who can respond by 20 August.

5. John Hutton requested that the PC ask Selwood to trim 6 High Street lime trees. He had arranged a meeting on 3 August with his tree surgeon and Chris Kirk of WC, as he owned 2 of the 8 High Street limes. It was decided that the PC await the result of this meeting.

6. PC Pegrum reported that a flasher had been seen on Cotley Hill and asked that any further incidents be reported to the police.
7. AONB poster and response slips and sowing seeds local action group meeting at Dinton village hall on 9 September, which Cllr Sturmeay would try to attend. Posters to be displayed.
8. Invoice from Cllr Bond for £150 for second cut of footpaths: payment agreed.
9. Mouchel info on attachment of items to street light columns.
10. Defra: being a good employer booklet.
11. Friends of Great Wishford school – notice displayed re fundraising runs.
12. War Memorials Trust bulletin – passed to Cllr Sincock.

CASUAL VACANCY

Philip Dale attended the meeting as an observer, as he had expressed an interest in becoming a parish councillor. It was agreed that the matter be placed on the next agenda, when other candidates may be proposed. The chairman thanked him for attending and he would be advised of the outcome when agreed.

STREET LIGHTING

As the chairman and clerk were due to attend a meeting in Urchfont on 29 July, it was decided that the item be placed on the next agenda.

PLAYGROUND

Cllr Sturmeay introduced the Playline rep, who explained the features, and showed photos of, equipment to include:

- A) Knook: a nest swing, goal, ball hoop and 2 fresh air fitness units
- B) Heytesbury: a ball unit, 6-unit fitness trail (3 yrs upwards), a multi-use play unit (5-13 yrs) and 2 fresh air fitness items.

The chairman thanked him for attending.

Cllr Sturmeay said that she had obtained 4 quotes to compare prices and plans. It was agreed that she ask Playline if there was a local installation that members could look at. She would obtain the dimensions of the larger items from Playline and Playforce and ascertain if pp would be necessary.

WC explained that a 125-year lease for nil premium at a peppercorn rent without review could be obtained via a Community Asset Transfer. The main PC liabilities would be maintenance to whatever standard the PC wished (WC would only impose an obligation for the PC to keep it in a clean and tidy state), not to do anything that would cause a nuisance to neighbours and to provide an indemnity against third-party claims. It would be possible to ask for a transfer of the freehold after a specific period, say one year. The clerk to ask again if WC would provide the secure fencing, as suggested by Colin Brown of WC when he met Cllr Sturmeay on 1st June and if WC would continue to cut the grass once a lease had been agreed.

The proposed Selwood soakaway would not interfere with the proposed play area, nor would Selwood charge any homeowners. The EA had consented to discharge. However, as Cllr Sturmev was not satisfied with the groundwater issue, she would pursue the matter.

SPORTS PITCHES PURCHASE

W.Cllr Newbury had met Jackie Tilley, the WC solicitor who had replaced Trevor Slack. She had explained the conflict of interest and had given him written guidance on the general power of compulsory purchase. She advised that the PC needed a much stronger case, to include a compelling case for purchase in the public interest and public consultation. If WC was unwilling to approve a CPO, it was possible for the PC to write directly to the Secretary of State at DCLG. The chairman asked if registering the land as a village green could be another way forward, but W.Cllr.Newbury replied that it would be difficult to get the land registered unless it had been used by the public say for 20 years without permission, which was not the case in Heytesbury. He advised letting the CPO matter lie rather than completely voting against ever considering it. It was agreed that the chairman investigate the guidance and report back to the August meeting, when Cllr Reynolds asked that a vote be taken to resolve the matter.

ITEMS FOR REPORT

1. The chairman asked if Imber Road could be swept and the weeds cleared – the clerk to contact WC.
2. Cllr Sturmev expressed interest in a village design statement for Heytesbury.
3. Cllr Bennett-Shaw asked:
 - A) if the Westlands bungalows beech hedge on the inside of the pedestrian footpath could be cut back. The clerk to contact WC.
 - B) about the provision of the pedestrian crossing warning sign on the bypass. The chairman said that she was still pursuing this and would forward the email address of the HA contact to members so that they could also request the sign individually and on a regular basis.

After signing the following cheques, the chairman closed the meeting at 9.03pm.

Cheques: clerk's salary: £259.25 St.John Ambulance: £25 (S.137)
Dave Bond: £150

TRUSTEES' MEETING

The clerk reported that, as at 26 July 2010, the Raymond Hall fund stood at £122,470.22.

The meeting closed at 9.05pm.

AUGUST 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE PORTAKABIN ON 31 AUGUST 2010

Present : Mrs Perry (chairman), Rev.Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Messrs: Lewis, Reynolds

Apologies : Brig.Sincock, Mr Hillier, Mr Bond, Mr Hiscock, W.Cllr Newbury

The chairman opened the meeting at 7.15pm.

PUBLIC PARTICIPATION

There was none.

DECLARATIONS OF INTEREST

The chairman declared a personal interest in planning application 1A.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

PLANNING

1. Applications by:
 - A) Mr Philip Dale to convert existing roof space into bedroom with ensuite, install new staircase and balustrade, insert 2 conservation rooflights, remove existing roof space partition and remake stable doors and fit double glazing into glazed screens at 10 the Stables,Heytesbury Park. No objections.
 - B) Mr Jonathan Lord for 2-storey extension and landscaping to include retaining walls at 23 Little London. No objections.
 - C) Mr Peter Dixon for installation of external flue to new woodburning stove at 3 West Farm Barns. No objections.
2. Permission to:
 - A) Mr Denis Johnson for replacement roof slates at Raymond Hall.
 - B) Mr P.Grist for front extension at Teal Hatch, Mill Street.
 - C) Works to trees (D/D/D) at Heytesbury House, Heytesbury Park.
3. Withdrawn: Mr Timothy Etchells for residential use as 2 separate dwellings at 123 Park Lane.

MATTERS ARISING FROM THE MINUTES

1. Seats

Kevin Holton (Jack-of-All-Trades) believed that Coke or a similar sticky substance had been spilled on the 3 seats. He had cleaned them off, sanded and revarnished and sent an invoice for £20 to cover materials only, for which payment was agreed.

2. Village Design Statement

Having received the VDS info, members decided that it would be useful to invite a WC representative to a PC meeting – the clerk to arrange this.

3. Lime Trees

The chairman had attended a meeting as an observer at Mr Hutton's property to discuss the 8 High Street lime trees, 2 of which belong to Mr Hutton. The meeting was attended by 2 Glebelands residents, Mark from Selwood and Mr Hutton's tree surgeon. Mark had in his possession a tree report dated December 2009 and reported that last week the tree surgeon had been back to inspect the trees, his opinion being that the trees are good specimens, healthy and in need of only light remedial work, for which Selwood would apply for pp.

CORRESPONDENCE

1. BY EMAIL:

- A) WC consultation on street naming and numbering – members wished to opt for option B ie. To require applicants/developers to reach an agreement with Town and Parish Councils in advance of a formal application. The clerk had replied to this effect.
- B) Parish newsletter.
- C) Agenda document for western area planning committee.
- D) Notification of closure of Wilts safety camera partnership, however, the Community Speedwatch and Speed Indicator Devices would continue.
- E) Wilts&Swindon minerals site options report – comment period ends 30 September.
- F) Area Board agenda – meeting at 7pm on 2 September at Kingdown.
- G) Art workshops and community arts training info.
- H) NALC info on community right to build.
- I) Living River project meeting 4 October at Wilton.

2. Donation thanks from St John Ambulance.

3. Charity Commission News.

4. WC leisure facilities questionnaire – to be passed to Cllr Hiscock (health rep) for completion.

5. Selwood Housing:
 - A) trespass and tampering with rural sewage treatment plants – info had been published on the PC website.
 - B) work to rural sewage treatment plants – a survey would begin in September, followed by a 3-year programme of work. A newsletter had been sent to tenants and customers, outlining the programme and payment options.
6. Community First AGM at 5pm on 6 October, Corn Exchange, Devizes.
7. Card of thanks from Dawn Hicketts for the PC gift.
8. Invoice from Cllr Bennett-Shaw for £25.45 for purchase of bulbs: payment agreed.
9. Letter from Mrs Whitcombe, in which she requested that the wooden kissing gate on the Knook-Heytesbury path (8) be removed and the iron gate replaced by a latch gate in order to allow ease of use by bikes and pushchairs. The clerk to inform her that our path representative, Cllr Bennett-Shaw, had been asked to investigate the matter and to report back to the September meeting.

BANK FIGURES

The clerk reported that, as at 29 July 2010, the current account stood at £9,925 and at 9 June the deposit account stood at £11,599.

CASUAL VACANCY

The chairman proposed that Philip Dale be co-opted as a Parish Councillor; seconded by Cllr Sturmeay and all were in favour. The clerk to inform Mr Dale and WC that he had been duly co-opted.

STREET LIGHTING REDUCTION

The chairman and clerk had attended a meeting in Urchfont on 29 July, where councils were advised to appoint a project manager. Members agreed that the PC continue with the plans and to ask Mr Dale, when in office, to undertake the task.

PLAYGROUND

Cllr Sturmeay showed members 2 plans and had sent 2 quotes to members. Cllr Bennett-Shaw proposed, Cllr Lewis seconded and it was agreed that the Playline quote for Heytesbury be accepted. The details must be decided upon prior to a planning application.

Cllr Sturmeay reported that Mark Gunter would charge £30 per fortnightly cut of the Knook recreation area. She had also been offered use of a ride-on mower. Selwood had employed a consultant to carry out the final detailed design of the soakaway. The chairman suggested, and it was agreed, that the Knook playground be kept on hold until the groundwater and grasscutting issues had been completely resolved and that the Heytesbury play area concentrated upon in the meantime.

The chairman thanked Cllr Sturmeay for all her hard work.

SPORTS PITCHES PURCHASE

The chairman had passed the Compulsory Purchase Order information to members, who felt that due to potential costs involved and the fact that both sports clubs had signed leases to secure use of the pitches for a reasonable period, the CPO should not be pursued. Cllr Bennett-Shaw proposed, Cllr Lewis seconded and it was unanimously agreed that a CPO should not be undertaken for the foreseeable future.

ITEMS FOR REPORT

1. Cllr Buttenshaw said that the lavender hedge outside 69 High Street encroached upon the public highway, forcing pedestrians into the road. Cllr Bennett-Shaw agreed to ask the owners to trim it back.

2. Cllr Sturmeay said that Robert Pottow had complained of restricted visibility at the A36/Heytesbury junction due to overgrown vegetation. The chairman had already written to the HA.

3. Cllr Bennett-Shaw believed that the parish steward scheme would no longer continue, although Cllr Sincock would have to confirm this.

After signing the following cheques, the chairman closed the meeting at 8.10pm.

Cheques: clerk's salary: £259.25 K.Holton: £20 Anne Bennett-Shaw: £25.45

SEPTEMBER 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE PORTAKABIN ON 28 SEPTEMBER 2010

Present: Mrs Perry (chairman), Rev.Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Messrs: Lewis, Reynolds, Bond, Hiscock, Dale

Apologies: Mr Hillier, W.Cllr Newbury

The chairman opened the meeting at 7.15pm by welcoming Richard Nash of WC, who gave an overview of Village Design Statements. A VDS was not statutory, but was used to influence the planning system by ensuring that new development was harmonious with the village landscape. It was not used to allocate potential sites or uses. A VDS would include all forms and scale of development in order to manage change in the village, offering creative involvement to parishioners, a recognised voice in the planning process, a means of empowering the PC and of reducing conflict. A VDS should be carried out by a group of villagers rather than PC-led. WC would liaise and assist the process and the Area Board could be approached for any necessary financial aid. Examples could be viewed on the WC website. Tytherington and Knook could be included or could be the subjects of individual statements.

The chairman thanked Mr Nash for attending and it was agreed that the subject be mentioned in the PN and info placed on the website in order to gauge interest from parishioners. Cllrs would consider the literature and the item placed on the next agenda.

DECLARATION OF ACCEPTANCE OF OFFICE

The chairman welcomed Philip Dale, who signed the Declaration and trustee acceptance forms. The clerk to send the completed Register of Interests forms to WC.

PUBLIC PARTICIPATION

There was none.

DECLARATIONS OF INTEREST

The chairman and Cllr Dale declared a personal interest in planning application 2C and Cllr Bond in application 2A.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

PLANNING

1. Permission to:
 - A) Mr Pottow for proposed slurry lagoon at land east of 26 Knook.
 - B) Robin Scard to fell a sycamore and a spruce at 55 High Street.
 - C) Mr Peter Dixon for installation of external flue to new woodburning stove at 3 West Farm Barns.

2. Applications by:

- A) Mr Harvey for change of use of land to garden use for growing fruit and vegetables at land rear of 27B Little London. No objections.
- B) Mr Katon to remove 2 dying apple trees at Brindle House, Mantles Lane. Members supported the application subject to the condition that the trees were professionally inspected and if removed, that they be replaced.
- C) Mr Wilkinson to replace existing faulty rooflights with conservation rooflights and change bathroom fittings at the Coach House, 11 Heytesbury Park. Supported.
- D) Mr Haines to remove 1 hedge at Saddlestones, 69 High Street. Members supported the application on condition that the applicant provided proof of ownership of the land on which the hedge was located, as it was a boundary hedge.

MATTERS ARISING FROM THE MINUTES

1. **Knook-Heytesbury Footpath (8)**

Cllr Bennett-Shaw reported that the land belonged to Mrs Downes, who asked that the wooden kissing gate and the iron gate (which had been repaired) be retained as it was a footpath only and too narrow and unsuitable for cyclists. Members agreed and the clerk would write to inform Mrs Whitcombe.

2. **A36**

The chairman reported that WC Highways had inspected the verge vegetation by the junction and that the HA had agreed to inspect the verge and the signage.

3. **High Street Lavender Hedge**

Cllr Buttenshaw said that the hedge had been trimmed.

CORRESPONDENCE

1. **BY EMAIL:**

- A) WC grit bin allocation priorities: the PC had requested a new bin on the corner of Mill Street/Mantles Lane, but as WC funding was low, it was agreed that the clerk inform WC that request was withdrawn.
- B) Parish newsletter.
- C) Agenda document for western area planning committee on 6 October.
- D) 2011 census info – to be placed in the PN.
- E) Wilts&Swindon minerals site options consultation – comment period extended to 31 October.
- F) Draft minutes of Area Board meeting on 2 September.
- G) Info on proposed federation of Heytesbury and Crockerton CofE schools.

2. Donation request from Vitalise: £25 agreed.
3. Completion of audit and Mazars invoice for £141: payment agreed.
4. WC Flood Awareness event at Salisbury City Hall on 19 October.
5. Resignation letter from Peter Sincock, who was willing to continue with the war memorial inspection and milestone maintenance. He would meet with the chairman to discuss his other responsibilities. The clerk to send him a letter of thanks and to inform WC of the casual vacancy.
6. Warminster Town Council CCTV Annual Report.
7. WALC literature.
8. M&G Village Hall Fund: £1872.62 transferred on 31 August.

STREET LIGHTING REDUCTION

The chairman would pass on all info to Cllr Dale, who had agreed to undertake the role of project manager.

PLAYGROUND

Cllr Sturmeay had contacted landfill funding and had sent plans and the lease to WC. As pp was required, she would meet with Playline and WC to obtain full plans and alteration to the lease. She had asked the school and preschool for donations: the school had been unable to help and she awaited a reply from the preschool. WC would investigate a possible leasing arrangement for the Knook site.

The chairman thanked Cllr Sturmeay for all her hard work.

ITEMS FOR REPORT

1. Cllr Buttenshaw said that the footbridge approach on the Heytesbury-Knook path (8) needed hardcore. Cllr Bond agreed to inspect it.
2. Cllr Sturmeay reported that :
 - A) the baby swing was broken.
 - B) the noticeboard door was difficult to use.

Cllr Bond offered to inspect both items.

3. Cllr Bennett-Shaw said that:
 - A) the finger post at the Mill road to footpath 7 was broken. The clerk to report this to the RoW warden.
 - B) the overgrown vegetation at Park Lane had not yet been trimmed. The clerk to report this again to Jason Lewis at Smiths-Gore.
 - C) The Angel bus shelter had not yet been cleaned. Cllr Sturmeay said that the Knook shelters were also dirty. The clerk to report this to Clarence.

D) she would like help with bulb-planting on 23/30 October.

After signing the following cheques, the chairman closed the meeting at 8.20pm.

Cheques: clerk's salary: £259.25 Mazars: £141 Vitalise: £25 (S137)

OCTOBER 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT THE PORTAKABIN ON 26 OCTOBER 2010

Present: Mrs Perry (chairman), Ms Buttenshaw, Messrs: Reynolds, Bond, Hiscock, Dale

Apologies: Rev.Bennett-Shaw, Mrs Sturmeay, Mr Hillier, Mr Lewis, W.Cllr Newbury

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

Cllr Buttenshaw declared a personal interest in planning application 1D.

PUBLIC PARTICIPATION

There was none.

ELECTION OF VICE-CHAIRMAN

The vacancy arose due to the resignation of Peter Sincock. Cllr Bond was proposed by Cllr Reynolds, seconded by Cllr Hiscock and all were in agreement. Cllr Bond was duly elected vice-chairman.

PLANNING

1. Applications by:

- A) Rev.Robin Hungerford for erection of side porch and internal alterations to include first-floor bathroom, second-floor staircase and repositioned attic bedroom at Church House, High Street. No objections.
- B) Mrs Thornett for erection of a conservatory at Gibbs, Church Road, Tytherington. No objections.
- C) Mrs Sitwell for various works to 1 silver birch and 1 hazel at 64 High Street. The application was supported on condition that the work was deemed necessary by a tree surgeon.
- D) Mr Lumley to remove a group of 8 trees (6 ash, 1 beech and 1 elder) and crown thin and clean 1 apple tree at York House, High Street. The application was supported only on condition that the trees were deemed too unhealthy to survive by a tree surgeon. Members would approve pruning. Should removal be necessary, the PC requested that 4 replacement trees (of any species) be planted.

2. Permission to:

- A) Mr Dale to convert existing roof space into bedroom with ensuite, install new staircase and balustrade, insert 2 conservation rooflights, remove existing roof space partition and remake stable doors and fit double-glazing into glazed screens at 10 The Stables, Heytesbury Park.
- B) Mr Lord for 2-storey side extension and landscaping to include retaining walls at 23 Little London.
- C) Mr Pottow for demolition of 2 old agricultural buildings and replacement with 2 portal-type cattle housing buildings and new portal-type parlour building at land east of 26 Knook.

3. Appeal decision for Mr Pulvertaft at Woodside Cottage, East Hill:

- A) application for costs: dismissed.
- B) application for a replacement building to form a residential annexe: dismissed.

MATTERS ARISING FROM THE MINUTES

1. **A36**

The chairman had asked the HA to repaint the double white lining, to increase the cutting area for the A36/village junction to improve visibility and again for improved safety measures. The HA had replied that they would investigate cutting the grass back further, there was no plan to repaint the lining at present and that the Heytesbury junction did not merit high priority.

2. **Grit Bins**

The clerk had requested replacement of the damaged Knook grit bin. Cllr Hiscock reported that the Chapel Road/Newtown bin had been replaced.

3. **Footbridge (path 8), Noticeboard and Baby Swing**

Cllr Bond had placed hardcore at the footbridge approach, he had not found any faults with the swing and deemed the noticeboard door too heavy. He would inspect the board again to try to find a solution.

4. **Bus Shelter**

Cllr Bond reported that the Angel shelter had been cleaned.

5. **Flood Awareness Event**

The chairman had attended the event. She said that the parish had no emergency plan in place. Cllr Dale volunteered to produce a community flood plan to be distributed to vulnerable properties and also a general community emergency plan. He was willing to be the emergency planning contact and representative but pointed out that another person would be needed as a back-up.

CORRESPONDENCE

1. BY EMAIL:

- A) temporary closure of C271 Station Road (part) level crossing, Codford and C 280 Water Street/Manor Road (part) level crossing, Upton Lovell. Notices to be displayed on the board and website.
- B) Parish newsletter.
- C) Agenda document for western area planning committee on 27 October.
- D) Local transport parish workshops – Cllr Buttenshaw to attend on 1st November.
- E) Agenda document for Cllr development event on 18 November.
- F) Notice of casual vacancy (Knook ward) due to the resignation of Peter Sincock: placed on the noticeboard.

2. Cllr Bennett-Shaw agreed to be the parish steward contact.

Other correspondence:

3. Donation thanks from Vitalise.

4. Invitations from:

- A) Selwood Housing Association celebration event on 9 November.
- B) Rural Housing Association open day on 18 November.

5. Invoice for £70 from N.Still Garden Maintenance for grasscutting: payment agreed. This was a part payment as £100 was paid in April 2010.

6. Donation request from Heytesbury Village Bonfire committee. Payment of £40 was agreed and members would try to support the event.

7. WALC literature.

8. M&G Village Hall Fund: the investment stood at £127,593.32 at 30 September 2010.

VILLAGE DESIGN STATEMENT

The chairman proposed that this should be left on the back burner as another village initiative could conflict with the church proposals at present as they have also been seeking volunteers.

PC MEETING PLACE

The clerk had booked the school for the meeting on 30 November at a cost of £10. The chairman proposed, Cllr Dale seconded and all were in agreement that future meetings should be held there. Notification to the football club to be discussed at the next meeting.

STREET LIGHTING REDUCTION

Cllr Dale had surveyed the village and produced a plan based on members' previous surveys. The chairman thanked him and would pass on any info about the pilot scheme publicity to him for further development.

PLAYGROUND

Cllr Sturmey had emailed info and plans to members and WC, who she had asked to amend the Heytesbury lease to enable the PC to proceed with the planning application.

ITEMS FOR REPORT

1. Cllr Buttenshaw had been asked about the peeling varnish on the seat outside the west end of the church. As this had been donated to the church, it was actually church property.

2. Cllr Bond said that Barry Bligdon had voiced concerns about the structure of the main Tytherington Road river bridge, which he would inspect. The clerk had reported the pothole on the bridge to WC.

3. Cllr Reynolds said that:

- A) a large tree had been cut down at Duck Cottage, Park Lane. This was outside the conservation area.
- B) the new build at Mill Lane had no safety fencing and materials were being stored on a slope, causing a potential hazard. Cllr Bond offered to talk to the builder and if no measures were taken, the clerk would write a follow-up letter.

4. The chairman wished to initiate a discussion on raising awareness in the community about PC activities: to that end the Parish News would be placed on the next agenda.

After signing the following cheques, the chairman closed the meeting at 8.43pm.

Cheques: clerk's salary: £259.25 N.R.Still: £70
Heytesbury Village Bonfire: £40 (S137)

NOVEMBER 2010

MINUTES OF THE MEETING OF HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL HELD AT HEYTESBURY SCHOOL ON 30 NOVEMBER 2010

Present: Mrs Perry (chairman), Rev Bennett-Shaw, Mrs Sturmeay, Ms Buttenshaw, Messrs: Reynolds, Hillier, Hiscock, Dale

Apologies: Mr Bond, Mr Lewis, W.Cllr Newbury

The chairman opened the meeting at 7.15pm.

MINUTES OF THE LAST MEETING

The minutes of the last meeting were confirmed and signed by the chairman.

DECLARATIONS OF INTEREST

Cllr Buttenshaw declared a personal interest in planning application 2B and Cllrs Perry and Dale a personal interest in application 2A.

PUBLIC PARTICIPATION

There was none.

PLANNING

1. Permission to:
 - A) Mr Wilkinson to replace existing faulty roof lights with conservation roof lights and change bathroom fittings at the Coach House, 11 Heytesbury Park.
 - B) Mr Katon to remove 2 dying apple trees at Brindle House, Mantles Lane.
 - C) Mrs Sitwell for various works to 1 silver birch and 1 hazel at 64 High Street.
 - D) Mr Lumley to remove a group of 8 trees (6 ash, 1 beech and 1 elder) and crown thin and clean 1 apple tree at York House, High Street.
2. Applications by:
 - A) Mr&Mrs Andrews for installation of solar PV panels to outbuilding's south-facing roof. Panels to be installed within 180mm roofline; overall size of solar array to be 8mx3.4m at Dovecot House, 12 Heytesbury Park. No objections.
 - B) Sophia Lawson to replace rear extension and to include the new staircase proposal as approved, replace existing rear lean-to extension to form new kitchen extension with views towards rear garden and some internal alterations at York House, High Street. No objections.
 - C) HZ Development for amendment to planning permission in order to enclose the carport to create a kitchen at land adjacent to the Coach

House, Mantles Lane. Supported subject to the condition that car parking was provided within the curtilage of the property.

MATTERS ARISING FROM THE MINUTES

1. **Transport Workshop**

Cllr Buttenshaw had attended the workshop; a consultation on public transport, freight and road safety. Public consultation was available on the WC website. A strategy would be produced in 2011.

2. **Grit Bin**

The clerk would again request replacement of the damaged Knook grit bin.

3. **Mill Lane New Building**

Cllr Dale reported that the site had been made safe.

4. **Bus Shelters**

Cllr Bennett-Shaw reported that all the shelters had been cleaned.

CORRESPONDENCE

1. **BY EMAIL:**

WC:

- A) new waste collection and recycling service to be introduced.
- B) Parish newsletter.
- C) Minutes document for western area planning committee on 6 October.
- D) Agenda document for Warminster Area Board meeting on 11 November.

2. NTG November minutes.

3. Cllr Sturmeay advised that there was a WC notice on the Knook crossroads re the closure of the footpath between the piscatorial car park and steps by the Heytesbury kissing gate for 5 days due to tree-felling. PP was not required as the area was outside the conservation area, also the highways dept would not need pp in any case.

4. The police advised that the 30mph wheelie bin stickers sold by them to the PC were actually illegal, due to the use of the warning triangle. WC had produced a free replacement and the clerk asked for 100 to replace the previous stickers. She also requested an apology and compensation for the wasted £132 of parishioners' money.

Other correspondence:

5. Donation thanks from Heytesbury Bonfire Committee.

6. WC:
 - A) complaints re the Knook casual vacancy from a parishioner, who had sent 10 Heytesbury signatures to request an election. As the vacancy was in Knook, the request was invalid and due to the complaints, the vacancy was re-advertised. The cost of a Knook election would be £2000. Should Cllr Sturmey wish to officially represent Knook, she would have to stand for election or co-option, then resign from her previous position.
 - B) Public open space study of all open spaces free to use by members of the public, regardless of ownership. The clerk to complete and return the form.
 - C) Don't drink and drive campaign – poster displayed.
 - D) Info on parish elections and co-option.
 - E) Planning enforcement strategy.
7. Invoices from Playsafety (playground inspection) for £74.03 and RJPrint for £22.76: payment for both agreed.
8. AONB autumn walks – poster displayed.
9. WALC literature and Annual Report.
10. EH public access declaration: completed and returned by the clerk.
11. Charity Commission Annual Return: completed and returned by the clerk.
12. War memorial bulletin – clerk to pass this to Peter Sincock.
13. Affordable Rural Housing – a practical guide for PCs.
14. Project 65 veterans' charity – info to be placed in the PN and HYPO site.
15. Wilts Police Authority public consultation and PC questionnaire – to be completed and returned by Cllr Hiscock.
16. A letter from Mrs Gordon-Duff in which:
 - A) she asked that street light no 3 be kept on: agreed.
 - B) she noted that large services and events at the church often resulted in the parking of large vehicles right up to the High Street alongside the wall by the war memorial and asked the PC to erect a No Parking sign on the church wall. Cllr Bennett-Shaw said that this was unnecessary as cones were always put out when such large events were scheduled.
 - C) she asked that the 30mph sign be moved further down Tytherington Road to include the entrance to the Parsonage Farm development. It was agreed that the clerk contact WC highways and see Mrs Gordon-Duff re all the points raised.

BANK FIGURES

The clerk reported that, as at 9 September, the deposit account stood at £11,365 and at 29 October the current account at £8761.

BUDGET PROVISION AND PRECEPT

The budget provision was given to each member present and every likely item of expenditure discussed. Exceptional items included £1500 for the playground. Although the total budget came to £9951, it was agreed that the precept be held at £9400, the same as for this financial year, and any additional requirements funded from the deposit account and any surplus in the current account. It was also agreed that the clerk advise the football club that the PC would not continue to rent the portakabin for meetings after March 2011. Cllr Bennett-Shaw proposed, Cllr Buttenshaw seconded and all were in agreement that the budget provision be accepted and the precept set at £9400. The clerk to inform WC.

STREET LIGHTING REDUCTION

Cllr Dale had produced and delivered plans and letters to all Heytesbury residents, having asked PC Pegrum for comments. The scheme would be taken to the area board on 13 January for funding.

The chairman and members thanked him for his excellent project management.

PLAYGROUND

Cllr Sturmeay had set the Heytesbury Playline site plan to members, the school and WC, all of whom were happy with the plan. WC would amend the lease to include the extra space, Playline would fill in the technical aspects of the planning application and Cllr Sturmeay and the clerk to complete it. Cllr Sturmeay would apply to more funding sources. Selwood had tested the Knook sewage system and she would request updates.

PARISH NEWS

The chairman proposed that the PC produce a quarterly, one-sheet headlining newsletter for Heytesbury, Tytherington & Knook to raise awareness of PC activities, public consultations etc. Cllr Reynolds was happy to write it, Cllr Bennett-Shaw to arrange delivery with the PN and Cllr Hillier to place sheets in the PN, therefore members agreed to the proposal.

DATE OF NEXT MEETING

It was decided that the next meeting take place in the school on 18th January 2011.

ITEMS FOR REPORT

1. The chairman reported that:
 - A) Neil Clough had asked how the royal wedding would be marked in the parish. To be placed on the next agenda.
 - B) the Rector had asked her to meet with him and the churchwardens. She had offered to meet them accompanied by the vice-chairman and clerk and had asked if they would rather attend a PC meeting instead.

2. Cllr Bennett-Shaw said that:

- A) owners were responsible if their trees fell onto the public highway (noted in the PN).
- B) the PC should consider a 2012 street party.
- C) the Park Lane trees and undergrowth had not yet been trimmed. The clerk to contact Smiths-Gore again.
- D) the parish steward had carried out a list of tasks.

3. Cllr Hiscock said that:

- A) he had been asked about affordable housing in Heytesbury – to be placed on the next agenda.
- B) some of the winterbournes in Heytesbury were unusually dry – the clerk to ask the EA to investigate the cause.
- C) he had received complaints about the Woolley&Wallis sign on the bypass and the studio signs on the A36, village sign and roundabout, as all were distracting to drivers. It was agreed that the clerk contact the agents and speak to Mrs Duggan.

4. Cllr Sturmey said that traffic signs in and out of Knook were obscured by brambles and trees. Cllr Bennett-Shaw to ask the parish steward to clear them.

After signing the following cheques, the chairman closed the meeting at 9.07pm.

Cheques: clerk's salary: £518.50 (Nov&Dec) RJPrint: £22.76 Playsafety Ltd: £74.03