

**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 Aboricultural 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 Sturmeay 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 Sturmeay 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 Sturmeay 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