

Heytesbury, Imber and Knook Parish Council
Minutes
Tuesday 25th July 2017 @ 7-15pm

Councillors: D Bond (Vice Chairman), S Buttenshaw, P Dale, T Eastman, P Fellowes, L Gould, D Hiscock, S King, A Moore, A Perry, (Chairman) V Sturmeay

Present: Cllrs Bond, Buttenshaw, Dale, Eastman, Fellowes, Gould, Hiscock, Moore, Perry and Sturmeay.

Officers: H Parks, Locum Clerk & C Reade, RFO

Public and Press: There were 10 members of the Public and no press.

PC/17/052 Apologies

PC/17/052.1 Cllr King (Unwell)

PC/17/052.2 Apologies accepted for the reasons given.

PC/17/053 Minutes

PC/17/053.1 Councillor Sturmeay proposed acceptance of the rewritten minutes of the Parish Council meeting held on 16th May 2017, Seconded Councillor Gould. Councillor Moore proposed acceptance of the minutes of the 27th June 2017 with amendments to PC/17/044 to replace *management in standing orders with Raymond Trust*, and, PC/17/047 add in *or money* raised by Villagers. Seconded Councillor Buttenshaw. Voting unanimous in favour.

PC/17/053.2 None

PC/17/054 Declarations of Interest

Councillor Hiscock declared an interest in Planning application 17/03610/FUL 6 Little London and he declared he would leave the room and not take part in the discussion or vote.

PC/17/055 Chairman's Announcements

The Chairman personally thanked, on behalf of the Parish Council and expressed its gratitude to Catherine Reade the outgoing Clerk who was now handing over all RFO responsibilities to the Locum Clerk. Catherine was thanked for her sterling work for the Parish in the last four years and all members wished her well in retirement from the role.

Standing Orders were suspended to allow for public participation

PC/17/056 Public Participation

Mr A Wilson Bunters Heytesbury spoke on the Raymond Trust and said he would not be pursuing his FOI request any further.

Mr G Lewis High Street Heytesbury congratulated the Parish Council on the cleanliness of the footpaths in the village.

Standing Orders were reinstated following public participation.

PC/17/057 Reports from Unitary Authority Members

None

PC/17/058 Financial Information

PC/017/058.1

001129: RFO - July £62.66

001130: RJ Print -stationery £13.20

001131 & 1133: Heytesbury School -July EXO & July meeting £20.00

001132: RFO - stamps £29.25

001134: - Locum Clerk £481.90

001135: - Warminster Town Council £12.34

Councillor Buttenshaw proposed acceptance of the cheques issued, Seconded Councillor Gould. Voting unanimous in favour.

PC/017/058.2

Councillor Gould proposed acceptance of the RFO report, which is attached to these minutes, Seconded Councillor Hiscock. Voting unanimous in favour.

PC/017/058.3

Following discussion and an amendment to Councillor Sturmey's proposal it was resolved that the old HSBC account balance would be transferred into a new account with current bankers Lloyds, with the same signatories as present for the Parish Council. The account would be entitled Heytesbury, Imber & Knook Parish Council Village Hall Fund.

PC/17/059 Planning Applications

PC/17/059.1

17/05818/FUL Councillor Buttenshaw proposed No objection to the plans. Seconded Councillor Perry. Voting unanimous in favour.

Councillor Hiscock left the room at 7.55pm

17/03610/FUL Councillor Dale proposed to make no comment, Seconded Councillor Fellowes. Voting in Favour 5, Against 4. Proposal carried.

Councillor Hiscock returned to the meeting at 8.05pm

PC/17/059.2 Planning Applications - decision made by Wiltshire Council the Planning Authority

None

PC/17/059.3 Members noted the letter received from Wiltshire Council outlining the proposals for plans to be sent electronically from 31st July 2017. Members wished to take up the offer of training and the Locum Clerk would arrange.

PC/17/060 Knook Working Party

No report. This item would in future come under the Outside Spaces Working Group. (OSWG)

PC/17/061 Heytesbury Playing Field

No report. This item would in future come under the OSWG

PC/17062 Footpaths

Members received the report on Highway Maintenance and resolved to ask the OSWG to discuss this at their meeting with a report brought back to the Parish Council at a future meeting.

PC/17/063 Highways

Councillor Gould reported on her meeting with the Area Highway Engineer. A Wiltshire Council tractor would come through the village to clear weeds. She would also report any work required of the Parish Steward on the official Wiltshire Council form which required submission to the Area Highway Engineer. He is expected in the Parish on 26th and 27th July. He has made a start outside the school. Ragwort is an issue across the bypass. Councillor Gould asked for member input on the issues requiring attention and should email or telephone her.

The issue of long vehicles in Park Lane is to be reported to the CATG, it was proposed by Councillor Buttenshaw, Seconded Councillor Dale that the item should be reported but also that further evidence is collected from the local resident, with photographs and dates of incidents to highlight the problem.

PC/17/064 Constitution

It was proposed by Councillor Dale and Seconded by Councillor Buttenshaw, that the Standing Orders, Tor's, Complaints, and FOI policy be adopted en-bloc by the Parish Council. Voting unanimous in favour.

PC/17/065 Parish Council Website

Councillor Eastman proposed and Councillor Dale Seconded, that a working group be set up with a membership of five to investigate the provision of a new or updated website for the Parish. Membership to be Councillors Sturmeay, Eastman, Perry, and Dale plus the Locum Clerk. Voting unanimous in favour.

PC/17/066 Meetings

PC/17/066.1

Councillor Buttenshaw proposed and Councillor Perry Seconded that the next Parish Council meeting would be held on Tuesday 12th September 2017 at Heytesbury School.

PC/17/066.2 Members reviewed the information provided on alternative venues for meetings but wished to remain at the School for the foreseeable future. It was noted that the venue should be made more accessible for the public and additional signage would be prepared and used to direct attendees. Councillor Gould propose remaining at the School, Councillor Buttenshaw Seconded. Voting unanimous in favour.

PC/17/067 Imber Village

Councillor Hiscock proposed, Councillor Eastman Seconded that Councillor Sturmeay start a dialogue with Neil Skelton at Imber Church as well as the Friends of Imber Church regarding access limitations for August. There was concern for local relatives not being able to access the church. Councillor Sturmeay is to report back to the Parish Council. Voting unanimous in favour.

PC/17/068 Issue of Agendas and Minutes to the Public

Noted

PC/17/069 Raymond Trust

Members Noted the letter issued to Mr A Wilson and were pleased to hear that he would be withdrawing his complaint to the ICO.

It was resolved that The Trustee would meet on 6th September at Heytesbury School, 7pm. This would be a meeting of the trustee only and the annual report would be prepared in readiness for the annual trustee meeting to be held on 28th September 2017.

PC/17/070 Grants

It was proposed by Councillor Perry and Seconded by Councillor Moore that a grant of £50 be made to CAB. Voting in Favour 8, Against 2. Proposal carried.

PC/17/071 Items for a press release or statement from the Parish Council

Members agreed for the Locum Clerk to prepare a statement on:

- Catherine Reade's retirement
- Website working group
- Trust meeting
- Parish Steward work
- Notice of the Annual Trustee meeting on 28th September 2017.

The Locum Clerk to prepare and submit to the PCC editor by 10th August 2017.

PC/17/072 Correspondence

Noted.

Meeting Closed 8.55pm

The next meeting of the Parish Council will be held on Tuesday 12th September at Heytesbury School at 7-15pm.

All minutes can be downloaded from www.heytesburyparish.co.uk

RFO REPORT 25 JULY 2017.

CATHERINE READE RFO TO HEYTESBURY, IMBER & KNOOK PARISH COUNCIL:

ACCOUNT LEDGER BOOK RECONCILIATION FOR HANDOVER/TAKEOVER

Total Income to date £24674.29

Total Expenses to date £6397.36

Cash book balance from 27 June 2017 mtg £8274.36

Deposit Account to date £10783.53

o/s cheques from 27 June 2017 mtg £780.96

BANK FIGURES FOR JULY 2017

As at 25 July 2017 the Current Account stood at £7493.40 at 25 July 2017 the Deposit Account stood at £10783.53

PAYMENTS Cheques for July 2017:

001129: RFO for July £62.66

001130: RJ Print for stationery £13.20

001131: Heytesbury School for July meeting £20.00

001132: RFO for stamps £29.25

AUDIT RECOMMENDATION FOR INVOICES WEF JUNE 2017

On each invoice the **Clerk or RFO** initials to confirm receipt of goods or services, plus the arithmetical accuracy of the invoice

Cheque signing Councillors to initial the invoices or other supporting documents to prove they examined the documents and the accuracy of the cheque issued and the cheque no and payment data all match up.

M&G CHARIBONDS

The RFO stated the M&G Investment stood at £177,428.63 as at 30 June 2017

RFO HANDOVER/TAKEOVER. Catherine Reade RFO to Heytesbury Imber & Knook Parish Council hands over to Locum Clerk Heather Parks with effect from 25 July 2017