

**Minutes of the Meeting of  
Heywood Parish Council  
at 7:00 pm, 9 July 2018  
at Heywood and Hawkeridge Village Hall**

Members present: Cllr J Masson            Cllr K Youngs            Cllr E Lock  
                         Cllr P Thompson        Cllr T Griffin  
                         Wiltshire Cllr D Jenkins

**Public forum:** none.

**32. Apologies for absence:** Cllr F Morland, Wilts Cllr J Wickham.

**33. Declarations of interest:** none.

**34. Minutes of                    Parish Council meeting held on 11 June 2018:** the minutes of the last meeting were approved and duly signed by the Chairman, Cllr Masson.

**35. Update on items outstanding from last meeting:**

35.1 The Clerk was asked to obtain 3 quotes for the replacement of the dog waste bin outside 7 Hawkeridge Park, both a dog waste and a regular waste bin, after the Council was informed that dog waste can now be left in a regular bin.

In addition, it may be possible for the Clerk to issue fixed penalty notices to dog owners under Part 6, Government & Public Involvement in Health Act 2007 ss 129-133: the Clerk will investigate and report back.

35.2 The Clerk confirmed that the laptop is now being backed up continuously to Google cloud, as well as periodic back ups to the portable hard disk drive.

**36. Co-option of Councillor:** as there is now a potential candidate, Mr S Heron, for co-option, the Clerk was asked to contact Wiltshire Council, NALC and SLCC to discover the correct procedure to be followed. Mr Heron was asked to attend the next meeting in September to finalise this.

**37. Planning Applications:**

37.1 18/03732/VAR Hawkeridge Mill Annexe – removal of condition to allow the property to be sold as separate accommodation: Cllr Masson proposed that the Council should raise no objection, seconded by Cllr Thompson, and vote was unanimous.

37.2 It was noted that application no 17/12342/OUT re land at Storridge Road has been refused by Wiltshire Council.

37.3 It was decided to defer any discussion about Briefing Note 349, Changes to Planning Legislation – Permission in Principle, until the next meeting. More information will be sought about its effect on Parish Council responses and on Neighbourhood Planning.

**38. Highways issues:**

38.1 The Clerk reported that the signs on the A350 will not be cleared until after nesting season, as it requires the use of a tractor and flail

38.2 The footpath along the A350 between Park Lane and Coach Lane has now been cleared.

38.3 The Parish Steward is to be asked to clear the traffic lights on the railway bridge on Church Road/Dursley Road in Heywood and to cut back hedges opposite the houses in Church Road.

**39. Clerk's report:**

39.1 The Council noted the advertisement for Westbury & District Link Scheme which is now displayed on the Parish Council website.

39.2 The website had 506 hits in June and has been updated several times.

39.3 The Clerk pointed out that hours worked average 24½ hrs per month, which exceeds the contracted time (4½ hrs per wk/19½ hrs per mth).

39.4 Re ICO complaint received from Mr A Watts: the Council has requested the ICO to provide copies

of all correspondence between it and Mr Watts so that the Council can respond to the complaint.

#### **40. RFO's report:**

- 40.1 The current year's financial statement was noted by the Council, and queries answered.
- 40.2 Two invoices and cheques were authorised, as listed on the Payment Schedule (see Annex A to these minutes).
- 40.3 The Clerk handed a sealed envelope to the Chairman containing the user id and account details for online access to the Parish Council's bank account. Cllrs T Griffin and J Masson will also apply to become online users to authorise any future payments made in this way.
- 40.4 The clerk confirmed that sums insured were adequate for the Council's assets; however this will be reviewed at the 2019 renewal.
- 40.5 The suggestion to earmark part of the Council's reserves for repair or replacement of assets was deferred for discussion at the next meeting.

#### **41. Neighbourhood Plan Steering Group (NPSG):**

- 41.1 Cllr Masson stated that the claim to Locality for a grant for the Neighbourhood Plan costs was still in progress.
- 41.2 To date, 82 completed questionnaires have been returned, which is approximately 12% of the Parish electorate. Councillors were reminded that the closing date for these is 7 September.
- 41.3 The next meeting of the Neighbourhood Plan Steering Group will be at 5 pm on Wednesday 12 September, at Cllr Masson's house.
- 41.4 The Clerk was asked to email Briefing Note 349 (see 37.3 above) to non-Council members of the NPSG.

#### **42. Glebe Land, Heywood:**

- 42.1 Cllr T Griffin is reported that 3 companies have agreed to cut the grass at the Glebe Land on Saturday 14 July, but that volunteers will be needed to rake up the cuttings for disposal.
- 42.2 Cllr Griffin has also arranged fund-raising coffee mornings to take place on the third Saturday of each month at Heywood & Hawkeridge Village Hall; the next 2 will be on 21 July and 18 August. There will also be "kiddie fun" events during the summer holidays, for children of primary school age.
- 42.3 Cllr Griffin will be able to claim expenses for expenditure on these events.

#### **43. Correspondence and publications:**

- 43.1 Councillors expressed interest in an invitation from Frome Town Council to an event on 16 July; the clerk will forward details to all.
- 43.2 The Council agreed to allow Age UK to put a notice on the Parish Council website.
- 43.3 Armistice Day Commemoration Silhouettes: the clerk was asked to find out if one could be obtained by the Council, to display in the Parish.
- 43.4 Wiltshire Council Waste Service changes: the Council agreed to post a banner on the website and social media.

**44. Date of next meeting:** it was confirmed that the next meeting of the Parish Council will be held at Heywood & Hawkeridge Village Hall at 7:00 pm on Monday 10 September 2018, there being no meeting in August.

#### **45. Matters for future consideration:**

- 45.1 Dog fouling fixed penalty notices;
- 45.2 Briefing Note 349, Changes to Planning Legislation – Permission in Principle;
- 45.3 Apportionment of reserves.

There being no further business, the meeting was closed at 8:35 pm.

# HEYWOOD PARISH COUNCIL

Annex A  
to  
HPC  
minutes

## Payments schedule

Parish Council  
meeting dated 9 July 2018

	Payee	Details	Invoice no	Cheque/ BACS	Chq no	Amount	Approved by 2 Councillors (initials)	
1	Mrs E A Bizeray	Admin to Parish Council		CQ	831	210.66	KY	PT
2	ICO	Registration (replacement for cancelled chq)		CQ	832	40.00	KY	PT
3						-		
4						-		
5						-		
Total payments						<b>317.66</b>		

Chairman's  
signature Jl Masson *(signed  
original)*

Date 9 July 2018

Online BACS payment(s)  
set up

Authorised  
on n/a