

**Minutes of the Parish Council Meeting of
Heywood Parish Council at 19.00,
Monday 11th May 2020**

Members present: Cllr J Masson Cllr K Youngs
Cllr S Heron Cllr P Thompson
Wiltshire Unitary Cllr C King
Wiltshire Unitary Cllr S Wickham

38. **Chairman's opening remarks:** The Chairman confirmed that the meeting was being held electronically under the provisions of The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.
Minutes of the meeting will be displayed on the Council's website and signed at a future face-to-face meeting when restrictions on meetings have been lifted.
In accordance with the Regulations there will be no annual parish meeting for the present and current appointments will continue until the next annual meeting.
The date for the Council's draft accounts for the financial year 2019-2020 to be signed by the parish Council has been extended to 31st August 2020.
It was agreed that the Chairman would act as temporary Parish Clerk and RFO until a new Parish Clerk has been appointed.
39. **The Apologies for absence:** Cllr E Lock and Cllr F Morland. It was agreed that both Councillors should be granted leave of absence until after the next Parish Council meeting and that meanwhile the Council would explore ways of enabling both councillors to participate in future remote meetings.
40. **Declarations of interest:** none
41. **Minutes of the last Parish Council meeting held on 9th March 2020 will be signed by the chairman at the next face-to-face meeting.**
42. **Suspension of meeting for Unitary Councillor's reports at 7.18 pm**
- 42.1 Councillor King referred to the email from Phil McMullen, the Neighbourhood Plan Co-ordinator of Westbury Council, regarding The Glenmore Farm site and noting that they had been contacted by a possible developer of the site. Cllr King requested that a declaration of interest be noted as Mr McMullen is the administrator of the BA13 Partnership and she is the Chair.

- 42.2 Councillor Wickham informed the meeting that Wiltshire Council's income has reduced dramatically due to the coronavirus pandemic with no income coming from car parks, leisure facilities etc and that the Council's outgoings have increased have also increased due to the steps being taken by the Government to counter the pandemic. Wiltshire Council has introduced a programme of prompt payment to support some 350 local firms. Wiltshire Council is carrying out a financial review at present.
- 42.3 The letter from Gladman Developments Limited offering their assistance in preparing the Neighbourhood Plan was discussed and it was agreed that it should be passed to the head of Planning at Wiltshire Council for their information. Cllr Heron volunteered to draft a reply to Gladman on behalf of the Council.

The meeting reconvened at 7.31 pm.

43. **Planning Applications received:**

No applications were received.

44. **Planning decisions made by Wiltshire Council since last meeting:**

20/01687/FUL	Kingsbridge House, 1 Norleaze, Heywood, Westbury BA13 4LQ	Two storey extension and alterations	Approved with conditions
20/01682/DOC	Plot 289, land west of Cory Way, West Wilts Trading Estate	Discharge of condition 6 of 17/037764/FUL	Approved
20/00712HRN	Glenmore Farm, 25 The Ham, Westbury BA13 4HQ	Removal of 54m of hedgerow	Refused

45. **New Premises Licence application - 8 Commerce Business Centre, West wilts Trading Estate:** The Council agreed that it had no objection to the application.
46. **Rural and Open Space and Green Infrastructure Survey:** The Chairman confirmed that the Survey had been completed and submitted.
47. **Recruitment of new Parish Clerk:** It was agreed that the Council would advertise the vacancy on it's website, local social media and the WALC website.
48. **Confirm the closure of the Hawkeridge Park playground until further notice due to the Coronavirus pandemic:** It was noted that a sign confirming the closure has been posted by Wiltshire Council at the entrance.

49. Neighbourhood Plan update: The chairman confirmed that there had been two public meetings to present the first draft of the neighbourhood plan and that the feedback from both meetings was being taken into account in the preparation of the second draft. It was noted that as part of the Coronavirus 2020 Regulations there will be no public referendums on neighbourhood plans until May 2021.

50. **Clerk and RFO's Report:**

50.1 The Council noted the financial statement for the year 2019-2020.

50.2 The Council noted the current year's financial statement to date.

50.3 The Council approved invoices and authorised payments as listed on the payments schedule (see annex to these minutes)

The Council authorised the Chairman to act on its behalf and renew the insurance. Cllr Youngs requested that as part of the renewal clarification should be sought regarding the insurance of the Hawkeridge Park play area.

51. **Correspondence:** nothing to discuss.

52. **Date of next meeting:** It was confirmed that the next meeting of Heywood Parish Council will be on Monday 8th June at 7.00 pm.

53. **Matters for future consideration:** none.

HEYWOOD PARISH COUNCIL

Annex A
to
HPC
minutes

Payments schedule

Parish Council meeting 11th May 2020
dated

	Payee	Details	Invoice no	Cheque/ BACS	Chq no	Amount	Approved by 2 councillors (initials)
1	Heywood & Hawkeridge Village Hall			Chq	884	16.00	
2	Heywood & Hawkeridge Village Hall			Chq	885	32.00	
3	Hazel Bardsley	Clerks wages and expenses March 2020		Chq	886	65.59	
		Total payments				113.59	

Chairman's signature *J Masson*
11th May 2020