

# Minutes 8th Jan 2025

## Minutes of the East Knoyle Parish Council Meeting –

Wednesday 8th January 2025 at 7.30pm  
East Knoyle Village Hall

Councillors Present – Sue Entwistle (Chair), Neil Southerden, Ian Tait, Deb Bateman, Hugo Middleton, Rob McCarthy, Ann Ambrose, Garry Staunton.  
Clerk - Martin Brown.

Members of the Public present – None

1. Apologies for Absence – Cllr Ann White. (Note - WCC Cllr Bridget Wayman sent apologies)
2. Notices of Interest - None
3. Public Open Forum - n/a
4. Approval of minutes of Parish Council Meeting held on Wednesday 4 December 2025 – Proposed Cllr McCarthy / Seconded Cllr Tait - Approved and Signed as a true record.
5. Matters Arising -
  1. Cllr Wayman had offered to contact WC to ensure that the drains/ditches at the Turnpike lay-by were cleared. Awaiting update.
  2. Cllr Staunton/Clerk to investigate playground signage and costs - ongoing

**Actions – 1) Contact Cllr Wayman for update 2) Cllr Staunton/Clerk to get KHG signage recommendations for February Meeting**

1. Planning Applications:
  1. PL/2024/10691 - Lower Leigh Cottage, Leigh Lane, East Knoyle, Salisbury, Wilts, SP3 6AP. Lawful development: Existing use. Certificate of Lawfulness to confirm the use of land as residential curtilage - No Comment to be submitted

Note – Planning Applications and any comments submitted by East Knoyle Parish Council are available on the Wiltshire Council

website – under Planning and Building Applications.

2. Cllr Bridget Wayman's Report – Cllr Wayman was unable to attend, so no report
3. Key Activity Prioritisation, Actions and Ownership for 2025 –
  1. Online Accessibility and gov.UK website - Online Accessibility (WCAG2.2AA) is now a legal requirement for all local authorities and will be audited. Cllr McCarthy explained that the EK website is not a PC run site and that ensuring that PC materials met the criteria for accessibility it could not be fully compliant as well as creating a lot of work. Local authorities are being increasingly encouraged to take up the use of a gov.uk website and after discussion it seemed logical to investigate setting up a new PC specific website incorporating Accessibility compliance, while leaving the existing EK website as it is. Cllr Middleton agreed to lead this project, assisted by the Clerk.
  2. Annual Parish Meeting 6pm 2 April 2025 – It was agreed that the PC would invite the team responsible for the EK archives to display some items prior to the Annual Parish Meeting in the Village Hall. The display would be closed at 6pm to enable the Annual Parish Meeting to start. Cllr Bateman agreed to lead this project and publicise it via the Newsletter.
  3. May Elections – Cllr Tait agreed to liaise with all councillors and the new clerk regarding the forthcoming May elections, which require all councillors to resign and reapply.
  4. Wren's Shop Lease renewal – A subcommittee, working with a local resident legal expert, was set up consisting of Cllrs Entwistle and Staunton to review and make recommendations about the new lease terms needed for the Shop to ensure both the PC and Shop interests were updated and relevant.
  5. Accounting Software – the current accounts system is labour intensive and there are potentially options to improve efficiency, but this requires investigation to ensure it meets legal and audit requirements. Cllr Tait offered to assist in this research with the Finance Cttee. The new Clerk would also be consulted.

**Actions – 1) Online Accessibility and gov.UK website – Cllr Middleton and Clerk for February Meeting 2) Annual Parish Meeting 6pm 2 April 2025 – Cllr Bateman for inclusion in January EKN 3) May Elections – Cllr Tait 4) Wren's Shop Lease renewal –**

## Cllrs Entwistle and Staunton for March Meeting 5) Finance Cttee and New Clerk – No deadline

1. Highways – Cllr McCarthy
  1. Parish Steward missed programmed day in EK due to be taken away for weather related WCC duties – await new date,
  2. Ditch clearance at Sutton Bottom – WCC have responded to requests and are currently working on this as of 8 January.
2. Chairs Report – Cllr Entwistle
  1. Cllr Entwistle commented on the large presence of volunteers from EKPC/EK at the Age Concern Big Bash event held in December at the Nadder Centre, Tisbury.
  2. The resignation of Cllr John Tyson was confirmed.
3. Clerk Role – Cllr Entwistle
  1. Following the interviews in December Mr Peter Dean has been appointed as Clerk. He will start in this role on 1st April 2025.
4. Councillor Recruitment Update - Clerk
  1. There are now 2 councillor vacancies. The latest vacancy is subject to the legal requirements determined by the May Elections, but EKPC can still advertise the vacancies and co-opt if required.

## Action 1) Clerk to update notice board adverts and place in next EKN

1. Finance:
  1. Cash Book reconciliation – Clerk presented and highlighted key areas
  2. Payments due for approval – Proposed Cllr Tait / Seconded Cllr Entwistle. Approved after vote – Proposed Cllr Tait / Seconded Cllr Southerden – Vote recorded – 7 approved / 1 Against (objection to Hall Hire Charges noted)
  3. 2025/26 Precept Request confirmed as submitted to WC.
2. Village Hall -
  1. Cllr Ambrose had no updates since last VH Cttee meeting. Next VH Cttee is scheduled for Thursday 6th February.
  2. Councillors commented on concerns received from groups and individuals using the VH, as well as their own experiences. These included how the recent hire charges have been communicated and implemented, bookings, local groups deciding not to use the VH now, reviewing the role of the VH in providing local facilities as determined in the Deeds and accounts management. It was proposed that EKPC Chair meets with the EKVH Chair soon to discuss these various issues. Proposed Cllr Southerden / Seconded Cllr Bateman.

Action – Cllr Entwistle to arrange meeting with EKVH Chair and report back at February PC meeting.

1. Common Lands - Cllr Ambrose

1. Windmill View and maintenance – This has been deferred and will be reviewed with the objective of carrying out the work over the winter 2025/26. Issues with obtaining quotes means that a decision cannot be made before the onset of the bird nesting season, when no work can be carried out.
2. Funding forms for replacement trees near The Green were completed and submitted, but the actual work involved in this project, both short term and long term is very complicated (for example – there are power cables over the area which involves liaising with SSE, clearing the site, etc.). Cllr Ambrose will review the viability of this site in conjunction with CLAROW members)

Actions 1) Windmill Quotes to be submitted for approval by Autumn 2025.

1. Post Office & Village Shop – Cllr Ian Tait

1. The loyalty card scheme is now up and running, aimed at generating more footfall and increasing spending to ensure the Shop continues to operate.
2. Rota – Now seeing full rotas on a regular basis and increased numbers of new volunteers
3. Permission to build a stub wall required to be constructed behind the shop to stop earth falling onto the path area by the bins was received. Proposed by Cllr Ambrose / Seconded Cllr McCarthy – approved unanimously.

Action – 1) Clerk to inform Wren's Shop that permission approved for stub wall.

1. KHG/Playground – Cllr Staunton

1. Three Quotes for the work around the Hedges and overgrown boundaries of KHG were presented. It was proposed to proceed with the most suitable and cost-effective quote. Proposed Cllr McCarthy / Seconded Cllr Middleton. Approved unanimously.

Actions 1) Clerk to respond to tenders and inform successful supplier. 2) Cllr Staunton to continue to

liaise on site with supplier during the maintenance work

1. Correspondence Received

1. EK Litter Pick 2025 – Clerk informed the PC that Mr Kevin Stow (organiser) had requested that we support the annual litter pick as usual. This was approved by councillors via online communication prior to the meeting and Mr Stow informed. Clerk has liaised with WC to ensure that the rubbish is collected from outside KHG promptly, as well as them supplying black bags this year. Mr Stow has also been informed that WC state that there can be no litter picking by volunteers alongside A roads.
2. Request for Financial Support for Essential Shaftesbury Lido Upgrades - Request rejected unanimously.

**Actions - 1) Clerk to inform insurers of date of event 2) Clerk to get formal confirmation from organiser regarding no collecting on A roads 3) Clerk to reply to Lido request**

1. Urgent Items - None submitted
2. Date of the next meeting – Wednesday 5th February @ 7.30pm East Knoyle Village Hall

Meeting Closed at 8.58pm.

Signed as a true Record .....Chair

Date .....

Martin Brown, Clerk to the Council  
Oak Dell, The Green, East Knoyle, SP3 6BN  
clerkeastknoylepc@gmail.com