

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

HELD AT 7.00 pm.

ON TUESDAY 24 JUNE 2025

Present: Cllr J Wood (Chairman), Cllr S Batley, , Cllr P Knowlson, Cllr M-L Hey and Cllr A Green

In Attendance: Mr P Gill (Clerk) Wilts Cllr C Williams 2 members of the public and an agent acting for the owners of Westhill Farm.

1. **Apologies.** Cllr D Dennis, Cllr J Leigh, Cllr D Ellston, Cllr S Lyons (Vice Chairman) and PCSO Rupinder Kaur.
2. **23.25 Chairman's Announcements.** The Chairman said that there was a busy agenda and asked the members of the public the agent for the owners of Westhill Farm to introduce themselves.
3. **24.25 Declarations of Interest and dispensation requests.** None.
4. **25.25Co-Options.** No applications received.
5. **26.25 Minutes of the last meeting.** Having reviewed the minutes of the Annual Parish and Annual Parish Council Meetings held on 6 May 2025 Cllrs **RESOLVED to accept the minutes of both meetings as a true and accurate records which the Chairman then signed.** **Action: Clerk**
27.25. Matters arising. None
6. **28.25 Police Report and Policing Issues.** The Chair drew the attention of the Cllrs to the May generic Police Report which Cllrs noted. **The Chairman thanked PCSO Rupinder for the report and said that he would write again to the local Inspector regarding the lack of Police presence at Council meetings.** **Action: Chair**
7. **29.25. Wilts Councillor Report.** Wilts Cllr C Williams reported that a very different Wiltshire Council meeting took place on 20 May with no political party gaining a majority after the recent election. Cllr Laura Mayes was elected as Chairman of the Council for the forthcoming year with Cllr Ruth Hopkinson as Vice-Chairman. There is now a liberal democratic leader, Cllr Ian Thorn, with the cabinet made up of liberal democrats and an independent. Annual updates from Committees were then reported on highlighting the activity and key issues dealt with or covered at various council committees throughout the council year and there was a report on a new Overview and Scrutiny Committee structure, with the proposal of a Finance and Procurement Select Committee. This would be instead of a finance task group. Directly after the full council meeting, the area boards met to select the chair and vice chair for the coming year. Cllr Dave Lumsden (Tidworth North & Ludgershall South) was elected AB Chair, me as Vice Chair and Cllr Keith Allen (Tidworth North & West) as LHFIFG Chairman. LHFIFG meeting took place on 4th June, the agenda and minutes have now been circulated and any proposals from this meeting will form part of the Tidworth Area Board agenda which will meet on Monday 23 June, 7pm in the Tedworth Hall, Tidworth Civic Centre. The Tidworth Area Board Health and Wellbeing group met on Teams on Monday 16 June and I have attached the minutes of this meeting to the report.
The Chairman thanked Wilts Cllr Williams for his report.
8. **30.25 Adjournment for public comments/questions: 7.10pm.**

A Member of the public spoke about the parking situation on the Knapp Estate and asked for help in contacting the various landowners with a view to resolving the parking issues. Cllr Batley who lives on the estate volunteered to lead on this issue and to that end he will try to get a map of the land ownership.

Action; Cllr Batley

Another member of the public spoke on the issue of discarded dog poo in the area at the end of Cadley Road and the track adjacent to the Shears Inn. After discussion Cllrs decided that Cllr Ellston should look at this with a view to waste bins be installed in this area.

Action; Cllr Ellston

The agent of the owner of Westhill Farm then spoke on the possible development of land to the NW of Bourne Rise. After asking a number of questions Cllrs then decided that as this was at a very early stage with no firm plans on numbers of houses that it would note the possibility of the development and that the Chair of the Planning Committee Cllr Batley was to act as the agent's POC for further communications with the Council and that in the meantime Cllr Batley was to draw up a list of questions resulting from the possible development. All communications between the agent and Cllr Batley are to be copied to the Clerk for filing.

Action: Cllr Batley

The meeting reconvened at 20.20.

9. 31.25 Finance Report.

The Clerk presented the Income and Expenditure report for **March** along with Bank Reconciliations produced from the accounts package and the latest bank statements. **Cllrs noted the report and reconciliations.**

Bank Tfr The Crossbar Inn Ltd (VE Day Food 2nd half 12 May 25) £450.00

Bank Tfr DIO (Court Farm ROW Rent 12 May 25) £53.00

Bank Tfr P Gill (Clerk's Sal & Exps 12 May 25) £526.44

Bank Tfr Bank Tfr HMRC (Clerk's PAYE £116.20 & Council's NI £24.61- 12 May 25) £140.81

Ban TFR S Lyons (Plants & Compost 14 May 25) £104.98 (VAT £17.49)

Bank Tfr D Dennis (VE Day Misc. Items 14 May 25) £52.84

Bank Tfr Hightrees Org Ltd (Website & IT Sp 9 Jun 25) £21.55 (VAT £ 3.59)

Bank Tfr JRC Cleaning Svcs (Bus Shelters 9 Jun 25 25) £32.20 (VAT £ 5.37)

Tfr Idverde (Gds Maint & Bins 9 Jun 25) £674.90 (VAT £ 112.48)

Tfr ICO (Registration 9 Jun 25) £47.00

Bank Charge (Acct Svc Charge 19 May 25) £4.25

Bank Tfr Pozitive Energy (Rec Electric 10 Jun 25) £108.63 (VAT £5.17)

Bank Tfr P Gill (Clerk's Sal & Exps 12 Jun25) £526.45

Bank Tfr HMRC (Clerk's PAYE £116.20 & Council's NI £24.61- 12 Jun 25) £140.81

Bank Tfr Community First (Insurance 16 Jun 25) £1,239.97

MI W-Heys D Day Anniversary Event (Kids Toys & Gifts 16 Jun 25) £200.42 (VAT £16.57)

Bank Charge (Acct Svc Charge 17 Jun 25) £4.25

Having considered the bills and cheques presented above **Cllrs RESOLVED to authorise them for payment.**

Action: Clerk

Grants. No applications received.

Wiltshire Independent Remuneration Panel (IRP) - Scheme of city, town and parish allowances.

Having considered the Wilts Council IRO report Cllrs **RESOLVED to not have a basic allowance as they believed it undermined one of the founding principles that Cllrs work on behalf on the electors without any expectation of financial remuneration. However, they are to be reimbursed for any reasonable expenses that they incur in the conduct of their official duties.** **Item Closed.**

10. 32.25 Planning Report: Cllr Batley presented the previously circulated planning report and then briefed Cllrs on those applications that had been determined or were awaiting a decision.

Cllrs noted the report.

PL/2025/03965. Full planning permission. The extension and conversion of existing outbuilding to ancillary residential use. (Retrospective) at Long Thatch, 9 Church Street Collingbourne Ducis, Marlborough SN8 3EL

PL/2025/04793. Householder planning permission. Revamp Your Tank Scheme - replacement of septic tanks with treatment plants. Rectory Cottage, Church Street, Collingbourne Ducis, Marlborough, SN8 3EL

PL/2025/05085. Notification of proposed works to trees in a conservation area. T1 Leylandii tree to be felled to ground level. G1 Group of 3 Beech trees to be reduced to previous points (6 meters) to height of Lime trees in same area. OLD LIME FARM, HIGH STREET, COLLINGBOURNE DUCIS, MARLBOROUGH, SN8 3EQ

Having considered the above applications **Cllrs RESOLVED to raise no objections or complaints.**

Action: Cllr Batley

PL/2024/07166 - Bourne Works, High Street, Collingbourne Ducis, Hampshire, SN8 3EQ.

APP/Y3940/W/25/3365871.

Cllrs noted that this application was under appeal.

Development Land to NW of Bourne Rise. New agent has been appointed by landowners and see item 30.25. **Cllrs noted the report.**

Local Homes for Local People - An offer for Local Councils. Cllr Batley reported that this was not of interest unless we want to create a community group to build houses. **Cllrs noted the report.**

11. 33.25 Property & Maintenance Report.

Communal And Play Areas. In the absence of Cllr Elston no report was offered.

Saunders Meadow. The Clerk reported that the incentivised financial offer from Wilts Council to have the Saunders Meadow Play Area transferred to the Parish Council is nearing completion with the final documentation to be issued in the very near future.

Action: Clerk

Bus Shelter Cleaning. Cllr Ellston reported that he had spoken to the company that cleans them, and they have only been contacted to clean the Perspex and glass and the roof of all 3 and they had done this a few weeks ago. However they do not do the seat or the sides. The Bus shelter top of Tidworth Road is the worst one also the hedge around it needs to be cut back and bus stop sign is in the hedge and very visible. They did not know about the wooden shelter at the bottom of Tidworth road. After consideration **Cllrs RESOLVED that Cllr Ellston was get the seats and sides cleaned to have the wooden shelter added to the contract. Moreover, that he was to look at alternative providers as a matter of urgency.** **Action: Cllr Ellston**

Dog Poo Bins. See item 30.25.

Action: Cllr Ellston

General Maintenance: Cllr Leigh reported by email that grass cutting in the village seems to have improved as many of the verges have been strimmed, but I believe areas are still being missed and the service is unreliable and requested that the Clerk arrange a meeting between him, the Contract Manager, his one up, and I to discuss.

Action: Clerk

Parish Steward. Parish Steward visited the village on the 11 June and did a good job of clearing vegetation (including by the roundabout) and gullies. Cllr Batley requested that the Parish Steward be tasked to clear the footpaths in the Knapp Estate.

Action: Cllr Leigh

- 12. 34.25 Speeding.** Cllr Wood reported Mr Hartley is leaving the village and that he will arrange a handover between himself and Mr Hartley. After discussion Cllr Wood agree that he would run a rota of Cllrs to move the SIDs around the village and to charge the batteries. **Action: Cllr Wood**

13. 35.25 Highways & RoW.

Local Highway Footway Improvement Groups (LHFIGs).

A346/A338 Church Street / High Street Junction. Cllr Knowlson reported that the final plan had been submitted for inclusion in Wilts Highways Capital Project list but had not been accepted for funding at

this time however it may receive funding if the Council is prepared to meet a larger part of the costs. As the costs are not clear Cllr Knowlson agreed to find out the costs and the size of the Council's required contribution.

Action: Cllr Knowlson

Church Bends Damage. Cllr Knowlson reported that on 6 May he and Cllr Dennis had met with the Highway Officers of Wilts Council and the outline plan is for bollards and a 3 step kerb to be installed along with white lining and improved signage. Moreover, it may be that the road will be resurfaced but this is subject to confirmation.

Action: Cllr Knowlson

Footpath repair. Cllr Knowlson reported that that the footpath on the Tipple Inn side of the A338 has been repaired.

Item closed

14. **36.25. Digital, Comms, IT And Engagement.** Cllr Leigh reported by email that the Website is up to date, including all financial records and that our email management is already in accordance with Practitioners' Guide 2025 as it's hosted on an authority owned domain (i.e. name@collingbourne-ducis.com) - we now just need to be better at using them. We have a choice on whether we wish to move our website and email address domains to .gov.uk. However, this would require us to purchase a gov.uk domain with the following stated benefits:

- the trusted and professional .gov.uk brand that people will recognise
- increased transparency and security compared to personal email accounts
- the ability to manage email accounts by removing staff when they leave
- easy access to staff email accounts to fulfil FOI obligations
- continuous central government monitoring for potential security vulnerabilities
- better legal protection because it is based in a UK jurisdiction.

After consideration **Cllrs RESOLVED that Cllr Leigh was to explore this option, including confirming costs.**

Action: Cllr Leigh

15. **37.25. Xmas Big Brunch.** In the absence of Cllr Ellston no report was offered. **Action: Cllr Ellston**

16. **38.25 Village Hall.** Cllr Green reported that The Village Hall Trust Committee remains short of key personnel (Treasurer and Secretary) and this is preventing the advance of key projects such as Village Hall Extension, Village Hall Long Term Maintenance Planning, Financial Review. That said key activities such as the Bourne Café, Short Mat Bowling, Table Tennis, Cricket, Film Club to name but a few continue to thrive.

Cllrs noted the report

- ~~17.~~ **39.25 VE Day 80th ANNIVERSARY.** Cllr Wood reported that the event was a fantastic team effort and thanked everyone who helped to make the celebration a great success and also raised a significant amount for The RBL and The Not Forgotten Charities.

Item Closed

18. **40.25 PROJECTS.** Having considered projects for completion in FY 25/26 Cllrs **RESOLVED that the following were to be the Council's major projects for completion in FY 25/26:**

- **Increased number of litter Bins.**
- **New Bus Shelter on the High Street.**
- **Redevelopment of Saunders Meadow Play.**
- **Repair of River Bourne Footpath.**

Lead: Cllr Ellston

Lead: TBC

Lead: Cllr Wood

Lead: Cllr Dennis

19. **41.25 Complaints.** None that have not been resolved satisfactorily.

20. **42.25 Date of Next Meeting.** The date of the next meeting was confirmed as 7.00pm on Thursday 4 September 2025.

The meeting closed at 21.20 pm.

Signed: Chairman:

Date: