

COLLINGBOURNE DUCIS PARISH COUNCIL

**ANNUAL PARISH COUNCIL MEETING TO BE HELD IN COLLINGBOURNE DUCIS
VILLAGE HALL ON TUESDAY 7 MAY 2024 AT APPROXIMATELY 7.30 pm FOLLOWING
THE APM**

Members of the Public who wish to ask questions regarding items on the agenda are to notify the Clerk in writing at parishclerk@collingbourne-ducis.com at least 96 hours before the meeting.

Moreover, it would be appreciated if attendees could notify the Clerk of their attendance at parishclerk@collingbourne-ducis.com at least 48 hours before the meeting.

AGENDA

1. **01.24 TO ELECT A CHAIRMAN OF THE PARISH COUNCIL AND SIGN DECLARATIONS OF ACCEPTANCE OF OFFICE.** Chairman
2. **TO CONSIDER APOLOGIES** Chairman
3. **02.24 TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL** Chairman
4. **03.24 TO APPROVE THE MINUTES OF MEETING** - held on 7 March 2024
04.24 Matters arising – for information only.
5. **05.24. TO CONSIDER CO-OPTION APPLICATIONS RECEIVED.**
6. **06.24 TO APPOINT COMMITTEE MEMBERS TO FINANCE, PROPERTY AND PLANNING COMMITTEES.** Chairman
7. **07.24 ELECTION OF COMMITTEE CHAIMEN** Chairman
8. **08.24**
TO APPOINT REPRESENTATIVES AND TO OUTLINE RESILIENCE DEVELOPMENT PLAN:
Appointment of member for financial oversight.
Appointment of member for Highway matters.
Appointment of member for Paths and Rights of Way
Appointment of member for Police Liaison.
Appointment of representative to Village Hall Management Committee
Appointment Tidworth Area Board representative
Appointment of member to liaise with Parish Steward.
Member for Digital Comms and Engagement.
Appointment of member for Climate, Environment & Sustainability.
9. **09.24 DISCLOSURE(S) OF INTEREST AND GRANTING OF DISPENSATIONS**
To receive any declaration of interest by a member in relation to matters to be considered at this meeting, as defined by the Code of Conduct adopted by the Council on 12 July 2012 in accordance with the provisions of the Localism Act 2011 and to consider requests for dispensations.
10. **10.24 TO ADOPT STANDING ORDERS & FINANCIAL REGULATIONS** Chairman
11. **11.24 TO ADJOURNMENT FOR PUBLIC COMMENTS/QUESTIONS.** Chairman

12. **12.24 TO RECEIVE FINANCE REPORT**

- 12.24.1 To receive Current Liquidity statement and bank reconciliation.
- 12.24.2 To receive Internal Auditor's Report and review effectiveness of internal audit for FY 23/24.
- 12.24.3 To consider and approve Annual Governance Statement for FY 23/24
- 12.24.4 To consider and approve Accounting Statements for FY 23/24.
- 12.24.5 To appoint Internal Auditor for FY 24/25.
- 12.24.6 To confirm the period for the exercise of public rights as 3 June 24 to 12 Jul 24.

To review risk assessment and insurance levels. **Clerk**

To confirm cheque signatories. **Clerk**

Reserves. To consider setting General Reserves level at a minimum of 60% of the Precept.

Authorise bills and cheques for payment: **Chairman**

- Bank Tfr EDF (Rec Gd Electric 15 Mar 24) £7.35) (VAT £0.35)
- Bank Tfr Collingbourne Cricket Club (Garage Door Grant) £1000.00
- Bank Tfr PPC of CD & Everleigh (Clock Repair Grant) £2000.00
- Bank Tfr PBWL (Loan Interest 22 Mar 24) £1328.13
- Bank Tfr P Knowlson (Defib Batteries & Pads 22 Mar 24) £26.1.00 (£52.20)
- Bank Tfr T Earle (Bat Boxes 26 Mar 24) £199.80 (VAT £ 33.30)
- Bank Tfr T Earle (Bird Boxes 26 Mar 24) £226.20 (VAT £ 37.70)
- Bank Tfr P Knowlson (Cleaning Material 23 Mar 24) £20.00
- Bank Tfr D Dennis (Tipple Inn Litter Pick Food 24 Mar 24) £90.00
- Bank Tfr Rrev Ltd (Defib Install 26 Mar 24) £195.02 (VAT £ 32.51)
- Bank Tfr Rialtas (Software Sp & Maint 1 Apr 24) 230.40 (VAT £38.40)
- Bank Tfr P Gill (New Printer 3 Apr 24) 44.99 (VAT £7.50)
- Bank Tfr P Gill (Clerk's Sal & Exps 16 Apr 24) £498.73
- 2115 HMRC (Clerk's PAYE 16 Apr 24 £110.40
- Bank Tfr WALC (Annual Subs 1 Apr 24) £364.36(VAT £60.73)
- Bank Tfr EDF (Rec Gd Electric 22 Apr 24) £10.70) (VAT £1.05)
- Bank Tfr P Knowlson (RBL Statute & Signs 27 Apr 24) £462.99 (VAT ££77.01)

Precept. To note receipt of 1st payment of £15,129.94

VAT. To note receipt of £1,878.53 - reclaim for FY 23/24

Defibrillator. To receive update from **Cllr Knowlson** on installation of new defibrillator

Grant Requests. To consider as received. **Cllr M-I Hayes**

13. **13.24 PLANNING REPORT** **Planning Chair**

To consider planning applications as received from Wiltshire County Council.

PL/2024/03490. Householder planning permission. Proposed two storey extension to front elevation, reposition main front entrance with new PVC door design at Little Acre, Cadley Road, SN8 3EA

14. **14.24 PROPERTY AND MAITENANCE REPORT**

Property Chair

Communal Play Areas. To receive report from **Cllr Knowlson** on the condition of communal and play area safety inspections.

General Maintenance. To receive update from **Cllr Lyons** to include Parish Steward taskings.

Spring Clean. To receive post event update from **Cllr Lyons**.

15. **15.24 SPEEDING.** To receive report from Cllr Knowlson. **Cllr Knowlson**

16. **16.24 HIGHWAYS & ROW.**

To consider maintenance issues for raising to Highway Footway Improvement Groups (LHFIG's).

A346/A338 Church Street / High Street Junction. To receive update from **Cllr Dennis/Knowlson.**

17. **17.24 XMAS BIG BRUNCH.** To receive update from **Cllr Green**

18. **18.24. DIGITAL, COMMS, IT AND ENGAGEMENT.** To receive update from **Cllr K Earle.**

19. **19.24 POLICIES SUBCOMMITTEE.** To receive update from **Cllr K Earle**

20. **20.24 ENVIRONMENT, CLIMATE AND SUSTAINABILITY.** To receive update from **Cllr T Earle**
21. **21.24 COMMUNITY EMERGENCY CONTACTS.** To consider participating in a new “Wiltshire and Swindon Prepared Scheme.” **Chairman**
22. **22.24. D Day Anniversary.**
To receive update on joint event with Beerfest. **Cllr Knowlson**
To consider invite from a community group in Collingbourne Kingston. **Chairman**
23. **23.24 Signage.** To consider commissioning a review of signage through the village. **Chairman**
24. **24.24 COMPLAINTS.** To consider as received.
25. **24.25 DATE AND LOCATION OF NEXT MEETING:** To confirm as Tuesday 4th July 2024 at 7.00 pm.

Philip Gill

Parish Clerk
1 May 2024

Note: Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Freedom of Information, Crime & Disorder, Health & Safety and Human Rights.