

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

AT 7.00 pm.

ON MONDAY 30 OCTOBER 2023

Present: Cllr J Wood (Chairman), Cllr D Dennis, P Knowlson, Cllr S Batley, Cllr T Earle, Cllr K Earle. Cllr A Green.

In Attendance: Mr P Gill (Clerk), Wilts Cllr C Williams and one member of the public

1. **Apologies.** Cllr M-L Heys, Cllr S Lyons (Vice Chairman), and PCSO J Kinge
2. **60.23.Chairman’s Announcements.** The Chairman announced that there was a full agenda however the intention is to finish the meeting by 9.00pm.
3. **61.23 Declarations of Interest and dispensation requests.** None declared.
4. **62.23 Co-Options.** None received.
5. **63.23 Minutes of the last meeting.** Having reviewed the minutes of the Annual Parish and Annual Parish Councils Meetings held on 12 September 2023 Cllrs **RESOLVED to accept the minutes as a true and accurate record which the Chairman then signed.** **Action: Clerk**
64.23. Matter arising. None.
6. **65.23 Police Report and Policing Issues.** No police present. However, Cllrs noted the September email report from PCSO Kinge for which she was thanked. Cllrs noted that the report was very generic and lacked detail and requested that that more Collingbourne Ducis specific detail and data regarding should be included in future reports. Moreover, the Council would like to report the damage to 2 windows in the Everleigh Road Bus stop and damage to ornaments left on a child’s grave in the Burial Ground.
Action: PC Kinge
7. **66.23. Wilts Councillor Report.** Wilts Cllr C Williams reported that since the last meeting, I have attended several events and meetings including Overview and Scrutiny, Cabinet, Full Council and have chaired a Southwest Armed Forces Covenant Partnership meeting. Items at Full Council included a report on Corporate Parenting Strategy 2023-26, an update to the Council’s response to the Climate Emergency and revised Environmental Policy, Community Governance Review and some proposed changes to the Constitution affecting the Code of Conduct. Further information regarding all these items and more can be found on the Wiltshire Council website. At a more local level, the Tidworth Community Area Health and Wellbeing Group met online on 12th October, mainly consisting of updates from the various local organisations, but also received an excellent presentation from Jo Hillier from Warm & Safe Wiltshire, which is a service provided by both Wiltshire and Swindon Councils in partnership with the Centre for Sustainable Energy. Warm and Safe Wiltshire provides in-depth telephone support and home visits to help people save money on their gas and electricity bills, and to get funding for heating and insulation improvements in their homes. .

More information is at www.warmandsafewiltshire.org.uk

Noting that there is the possibility that 30 hoses may be built in Collingbourne Ducis The Local Plan event for our community area was held in the TLC library and there is more information regarding the consultation online and paper documents can be found in the Tidworth library. Closing date for comments is 5pm on Wednesday 22 November 2023. Tidworth Area Board will meet on Monday 6th November, 6.30 for 7pm at the Ludgershall Memorial Hall and there is still funding in the grant pots with only one more meeting in this financial year on Monday 18th March in the Civic Centre, Tidworth.

After a question and answer session The Chairman thanked Wilts Cllr Williams for his report.

8. **Adjournment for public comments/questions: 7.14pm.** A member of the public asked about HGV's over 7.5 T using the Ludgershall Road. Wilts Cllr Williams and other Cllrs outlined the history to this issue and that enforcement does take place by the Police. However, the way to get most effective action is to take photos of any overweight HGVs using the Ludgershall road and to forward them to the police.
The meeting reconvened at 7.25pm.

9. **67.23. Finance Report.**

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

Bank Tfr EDF (Rec Electric 18 Sep 23) £7.88 (VAT £ 0.38)

2093 Idverde (Gds Maint & Bins 26 Sep 23) £434.90 (VAT £72.48)

2094 Playsafety Ltd (Annual RoSPA Insp 26 Sep 23) £222.00 (VAT (37.00)

2095 CDVHT (Hall Hire 29 Sep 23) £12.00

Bank Tfr PBWL Interest (Interest 2 Oct 23) £1328.13

Bank Tfr Idverde Ltd to replace cheque 2091 (Gds Maint & Bins Aug 23 – 12 Sep 23) £674.90 (VAT £112.48)

Bank Tfr Guardian Angel PC Sp SW (Cyber Security Oct 23) £35.00 (VAT 5.83)

2096 P Gill (Clerk's Sal & Exps Oct 23) £471.07

2097 HMRC (Clerk's PAYE Sep Oct 23) £103.40

2098 Mr F Andrews (Wooden Crosses 10 Oct 23) £50.00

2099 Mr R Dance (Remembrance Wreath 19 Oct 23) £20.00

Bank EDF (Rec Electric 19 Oct 23) £7.61 (VAT £ 0.36)

2100 Idverde (Gds Maint & Bins 26 Sep 23) £434.90 (VAT £72.48)

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

FY 24-25 Cllrs noted the requirement to set the Budget and Precept demand for FY 24-25 at the Jan 24 Council Meeting. **Action: All Cllrs**

Grants.

Cllr M-L Heys Report. Although Cllr M-L Hays was not in attendance she had previously circulated a report outlining possible funding opportunities for projects and events. Having considered the report Cllrs **RESOLVED the budget line 4244 in FY 23/24 was to be renamed New Shetler and reduced to zero and that the Budget line 4244 in FY 24/25 was to be set at £10,000.** Cllrs thanked Cllr M-L Hayes for her very helpful report. **Action: Cllr Knowlson & Clerk**

Collingbourne CC. Given that Collingbourne CC as still awaiting planning permission Cllrs **RESOLVED to defer this application to a later date.** **Item closed**

Shared IT Equipment. Having considered reimbursing Everleigh PC for its 20% share of a computer and its 50% share of a printer Cllrs **RESOLVED to reimburse Everleigh PC by £75.00 for its 20% share of a computer and its 50% share of a printer.** **Action: Clerk**

10. **68.23 Planning Report:** Cllr Batley presented his previously circulated planning report and then briefed Cllrs on those applications that had been Determined or were awaiting a decision. No new applications were presented for consideration. Cllrs noted the report. **Action: Cllr Batley**

11. **69.23 Property & Maintenance Report.**

Communal Play Areas. Cllr Knowlson reported that the latest RoSPA Report had been received with only minor comments which can be attended to next spring. However, there is a need to get the Pirate Boat Roof repaired in the very near future. **Action: Cllrs Knowlson, T Earle & Green**
Defibrillator. Cllr Knowlson reported that he is going to contact a different contractor to see if we can get the ground works carried out soon for the defib positioning.

Action: Cllr Knowlson & Dennis

Bus Shelter. Cllr Dennis reported that he had been contacted by Andover Glass Bus shelter and the glass is all ordered and hopefully will be in place soon. **Action: Cllr Dennis**

Garden Hedges. At the last meeting Cllr Knowlson offered his apologies in that he thought this issue was being raised by Cllr Green on the MyWilts App as he brought it up at the last meeting. Cllr Knowlson agreed that he or Cllr Green would take a photo and report the issue. **Post the meeting an email was received from a resident regarding this issue which has been circulated to the Cllrs for consideration with a recommendation from the Clerk that the Chair replies to the email having consulted with the other Cllrs.** **Action: Chair**

General Maintenance. Cllr Lyons reported that **Litter pick** is going ahead as planned. 10am @ the village hall. On this occasion, the Tipple Inn won't be providing refreshments. I have been looking for **Planters** and found a couple of designs that whilst are a bit more expensive than what we budgeted for, as we are only going for 3 rather than 5 the costs should equal out.

A lady called Kate Schembrucker has volunteered to look after one of the planters and has come up with some really good ideas for planting and I am also going to contact the gardening club. Cllrs agreed that Cllr Lyons should move this project ahead in line with his report. **Action: Cllr Lyons**

The Parish Steward last visited on 4/10. He concentrated on the path as requested between the Bourne going up towards the school, cleared some drains, filled in some potholes and cleared the cycle path on Cadley road. After discussion Cllrs **RESOLVED that the Parish Steward tasking needs to be more focused and to that end Cllrs were to make sure that they report issues to Cllr Lyons on a regular basis and that the Chair in his next Courier article was to mention the reporting of issues to Cllr Lyons by villagers.** **Action: Cllr Lyons**

Grass Cutting Contract. Following on from Cllr Lyons the Clerk briefed Cllrs on the ongoing issues/misunderstandings regarding the contractor's suboptimal delivery of the contract. The Communication situation is much improved and the contractor is now fulfilling their contract obligations. Moreover, they continue to cut the grass in Sutton at no cost and to date have reimbursed the Council by £400.00 for work that had not been carried out. **Item closed**

12. **70.23 Speeding.** Cllr Knowlson reported that there had been a drop off in the level of activity due to the weather and a lack of team members coming forward to man the speed guns. Moreover, he is still researching the costs etc of an auto SID and associated paraphernalia and intends to bring a fully costed proposal to the next meeting. Cllr Wood said that he would get all of the trained team members together with a view to re-energising the manning of the speed guns. **Action: Cllrs Knowlson & Wood**

13. **71.23. Highways & Row.**

Local Highway Footway Improvement Groups (LHFIGs).

Road between Ducis & Kingston. Cllr Dennis reported that The road between Ducis and Kingston continues to be patched on a regular basis, apparently it is on the works list to be resurfaced sometime in 2024. **Action: No further action at this time. Item closed**

A346/A338 Church Street / High Street Junction. Cllr Knowlson reported that 2 sets of drawings had been received from Wilts Council which had been previously circulated to Cllrs for consideration at this meeting. for consideration by the Council. After consideration **Cllrs RESOLVED that the Senior Engineer at Wilts Council was to be invited to brief Cllrs via Zoom on the 2 sets of drawings in order that Cllrs could look to make a reasoned decision on a way ahead at the next Council meeting. In the meantime Cllr K Earle is to publish the options on the website and to invite villagers to make comment on the Options to the Clerk** **Action: Cllrs Knowlson & Dennis**

Church Bends. Cllr Knowlson reported that following WCC closing the MyWilts Case ID, he emailed WCC Senior Engineer directly who has reported back to him that she did raise this at the last LhFIG with the maintenance team, who were going to investigate the matter for potential verge replacement/kerb improvements. **Action: Cllrs Knowlson & Dennis**

Virtual Footpath in Cadley Road. Cllr Dennis reported that the virtual footpath has been repainted. **Item closed**

Main A338 Footpath. Cllr Dennis reported that at the last LHFIGs meeting the group had agreed to fund repairs to the surface of this footpath.

14. **72.23. Digital, Comms, It and Engagement.** Cllr K Earle reported the following:

FYI upcoming dates:

- Autumn litter pick is schedule on the website for **5 Nov - has been circulated on social media**
- Xmas brunch scheduled for **10 Dec - promotion begins following the litter pick**

Agreed project Plan. Having received update from lead Cllrs on the progress of projects identified in the Project Plan as agreed at the 5 May 23 PC Meeting ([Please see council plan for all projects and accountability](#)) After discussion Cllrs **RESOLVED that the project plan lead Cllrs and an assistant Cllrs were to update their projects at least once a month in order that funding requirements can be fed into the calculations for the FY 24/25 Budget.**

Action: Project Lead Cllrs & Assistants

Cllr K Earle's projects:

- Informative campaign to MyWilts app - **started and ongoing**
- Community board and village map - **awaiting costs with Cllr Dennis**
- Communicate role of parish steward - **complete**
- Improving our communication - **ongoing**
- Event publication - **ongoing**
- Council policies review - **in progress which can be reviewed at**
 - [Grants awards policy](#)
 - [Complaints procedure](#)
 - [Freedom of information](#)

After discussion Cllrs **RESOLVED that as these updated policies are to be published to the website and that all councillors are to review the updated policies and forward any comments to Cllr K Earle before Monday 6 November after which they will be published as adopted policies.**

Action: All Cllrs

15. **73.23 Environment.** Cllr T Earle reported that he was still working towards timelines set out in the proposal document that was sent out for the last meeting bar the Bug project which will need to be pushed back to either Christmas time or the New Year as he is still waiting on dates from charities. I have reached out to various groups about the pruning of the fruit trees and am waiting for responses Cllrs noted the report

Action: Cllr T Earle

16. **74.23. Complaints.** None that have not been resolved satisfactorily.

17. **75.23. Council Emergency Contacts Organization.** Cllr Wood asked for this item to be deferred to the next meeting to which Cllrs agreed.

Action: Cllrs Wood & Dennis

18. **76.23. Xmas Big Brunch.** Cllr Lyons reported no change as everything is booked

Action: Cllr Lyons

19. **77.23. Date of Next Meeting:** The date of the next meeting was confirmed as starting at 7.00 pm. on Tuesday 16 January 2024.
The meeting closed at 20.50.pm.

Signed: Chairman:

Date: