

COLLINGBOURNE DUCIS PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING TO BE HELD IN COLLINGBOURNE DUCIS VILLAGE HALL ON THURSDAY 18 MAY 2023 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. **01.23 TO ELECT A CHAIRMAN OF THE PARISH COUNCIL AND SIGN DECLARATIONS OF ACCEPTANCE OF OFFICE.** Chairman
2. **TO CONSIDER APOLOGIES** Chairman
3. **02.23 TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL** Chairman
4. **03.23 TO APPROVE THE MINUTES OF MEETING - held on 13 March 2023**
04.23 Matters arising – for information only.
5. **05.23. TO CONSIDER CO-OPTION APPLICATIONS RECEIVED.**
6. **06.23 TO APPOINT COMMITTEE MEMBERS TO FINANCE, PROPERTY AND PLANNING COMMITTEES.** Chairman
7. **07 .22 ELECTION OF COMMITTEE CHAIRMEN** Chairman
8. **08.23**
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 for Website, Internet & IT matters.
Appointment of member to liaise with Parish Steward.
9. **09.23 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. **10.23 TO ADOPT STANDING ORDERS & FINANCIAL REGULATIONS** Chairman
11. **11.23 TO ADJOURNMENT FOR PUBLIC COMMENTS/QUESTIONS.** Chairman
12. **12.23 TO RECEIVE FINANCE REPORT**
12.23.1 To receive Current Liquidity statement and bank reconciliation.
12.23.2 To receive Internal Auditor's Report and review effectiveness of internal audit for FY 22/23.
12.23.3 To consider and approve Annual Governance Statement for FY 22/23

12.23.4 To consider and approve Accounting Statements for FY 22/23.

12.23.5 To appoint Internal Auditor for FY 23/24

12.32.6 To confirm the period for the exercise of public rights as 5 June 23 to 14 Jul 23.

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

2051 Collingbourne Ducis VHT (Hall Hire 13 Mar 23) £12.00

2052 Idverde Ltd (Gds Maint & Bins 220 Mar 23) £570.88 (VAT £95.15)

2053 The Courier (Flyer Printing 23 Mar 23) £14.00

DD PWLB (Loan Interest 31 Mar 23 £1,328.31

2054 Creative Capers (Coronation Event Balloons 10 Par 23) £150.00

2055 AbFab Loos (Coronation Event Toilets 12 Apr 23) £220.00 (VAT £44.00)

2056 P Gill (Clerk's Sal & Exps 14 Apr) £471.07

2057 HMRC (Clerk's PAYE 14 Apr 23) £103.40

2058 Mrs S Rose (Coronation Event Face Painting 17 Apr 23) £120.00

Bank Tfr (Tipple Inn Coronation Event Food 24 Apr 23) £1000.00

2059 EDF (Rec Gd Electric 12 Apr 23) £14.91 (VAT £0.70)

2061 P Knowlson (Plastic Glasses for Coronation 24 Apr 23) £35.99 (VAT £6.00)

2062 WALC (Annual Subs 1 Apr 23) £351.07 (VAT £58.51)

2063 Rialtas (Software Sp & Maint 28 Apr 23) 209.99 (VAT £35.00)

Precept. To note receipt of 1st payment of £13,054.61

VAT. To note receipt of £3745.47 - reclaim for FY 22/23

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

Grant Requests. To consider as received.

13. 13.23 PLANNING REPORT

Planning Chair

To consider planning applications as received from Wiltshire County Council.

PL/2022/07915. Listed building consent (Alt/Ext). Change of use and conversion of granary into 1 no. dwelling with associated access, parking, landscaping and private amenity space. Formation of cycle storage/bin store at Granary (68m south of Sunton House), Sunton Farm, Collingbourne Ducis, SN8 3DY.

PL/2022/07671. Full planning permission. Change of use and conversion of granary into 1 no. dwelling with associated access, parking, landscaping and private amenity space. Formation of cycle storage/bin store at Granary (68m south of Sunton House), Sunton Farm, Collingbourne Ducis, SN8 3DY.

PL/2023/02721. Listed building consent (Alt/Ext). Removal of existing dilapidated thatch element to existing garage. Replacing thatch with tiles to match existing. Repair existing render wall beneath Chestnuts House, 55 High Street, Collingbourne Ducis, SN8 3EQ.

PL/2023/03369. Full planning permission. Construction of stable block (retrospective).
Land At Rectory Lane, Collingbourne Ducis, Wilts

14. 14.23 PROPERTY AND MAINTENANCE REPORT

Property Chair

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

Defibrillator. To receive update on installation from **Cllr Knowlson**.

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

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

15. 15.23 SPEEDING. To receive report from Mr P Hartley.

Cllr Knowlson

16. 16.23. DIGITAL, COMMS, IT AND ENGAGEMENT. To receive update from Cllr K Earle.

17. 17.23 HIGHWAYS & ROW.

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

Road between Ducis & Kingston. To receive update from **Cllr Dennis/Knowlson**.

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

Virtual Footpath in Cadley Road. To receive update from **Cllr Dennis/Knowlson**.

- Saxon Rise Road.** To receive update from **Cllr Dennis/Knowlson.**
18. **18.23 Coronation Celebrations.** To receive post event report from **Cllr Dennis.**
19. **19.23 XMAS BIG BRUNCH.** To receive update from **Cllr Lyons.**
20. **20.23 Environment, Climate and Sustainability.** To receive update from **Cllr T Earle**
- 21 **21.23 Policies Subcommittee. To receive update from Cllr K Earle**
- 22 **22.23 Community Emergency Contacts.** To consider participating in a new “Wiltshire and Swindon Prepared Scheme.” **Chairman**
- 23 **23.23 COMPLAINTS.** To consider as received.
24. **24.23 TO SET DATE OF NEXT MEETING:** Confirm as Tuesday 4th July 2023 at 7.00 pm.

Philip Gill

Parish Clerk
9 May 2023

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.