

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

AT 7.00 pm.

ON MONDAY 13 MARCH 2023

Present: Cllr J Wood (Chairman), Cllr S Lyons (Vice Chairman), Cllr D Dennis, , Cllr S Batley, Cllr T Earle, and Cllr K Earle.

In Attendance: Mr P Gill (Clerk) Cllr C Williams, M-L Heys (co-optee), Mr P Hartley (Speedwatch) Insp R Lee (Wilts Police)

1. **Apologies.** P Knowlson. .
2. **96.22.** The Chairman reminded Cllrs that they were dealing with a very full agenda and thanked everyone for the early submission of their reports to the Clerk and that this should now be adopted as standard practice as this will make meetings more effective.
3. **97.22 Declarations of Interest and dispensation requests.** None declared.
4. **98.22 Co-Options.** Having considered an application from M-L Heys and having confirmed that they met the statutory (LGA 1972 Sect 79 & 80) eligibility requirements Cllrs **RESOLVED** to Co-opt M-L Heys as Members of the Council. Cllr M- L Heys then signed their Declarations of Acceptance of Office (LGA 1972 Sect 83). The Clerk then informed Cllr M-Heys of the legal requirement to complete a Register of Interests Form on Wiltshire Council's Website within 28 days of signing the Declaration of Acceptance.
Action: Cllr ML-Heys & Clerk.
5. **99.22 Minutes of the last meeting.** Having reviewed the minutes of the Meeting of the Parish Council held on 3 November 2022 Cllrs **RESOLVED to accept the minutes as a true and accurate record which the Chairman then signed.**
Action: Clerk
100.22. Matter arising. None.
6. **101.22 Police Report and Policing Issues.** Insp Ricky Lee introduced himself and gave a precis of his career to date and then outlined his vision for his tenure in office. Cllrs noted the latest police report and thanked Insp for attending and that they looked forward to working with him and his new team.
7. **102.22 Wilts Councillor Report.** Wilts Cllr Williams reported that Wiltshire Council's proposed budget has gone through a detailed programme of overview and scrutiny and was finally approved by the Full Council on Tuesday 21 February. Wiltshire Council's budget for 2023/24 stands at £465m - it is legally obliged to set a balanced operating budget and the budget planning is intended to ensure there is a strong financial foundation in place over the coming years given the economic challenges and high levels of inflation. The most significant spending in 2023/24 will be on: Whole life pathway (mental health, autism spectrum conditions and learning disabilities support services) - £96m, an increase of £11m. Living and ageing well (adult care) - £83m, an increase of £15m. Families and children - £63m, an increase of £2m. Environment (which includes waste and recycling services) - £48m, an increase of £4m. Highways and transport - £41m, an increase of £3m. Education and skills - £29m, an increase of £6m. The council's last reported budget gap for 2023/24 to 2025/26 in November 2022, stood at £45m, but following confirmation of the Government's financial settlement this was reduced to £33m. Delivering on efficiencies means that budget for this three-year period, does not require the council to use reserves to fund ongoing service delivery. The council is also able to release £13 million of reserves to spend on business priorities, particularly in supporting housing provision during the cost-of-living crisis. Therefore, Wiltshire Council is proposing a 2.99% general increase for the council's element of council tax, plus a 2% levy to be spent solely on adult social care. This will mean an increase of £1.57 per week for those in a Band D property. A number of other measures are proposed including an increase in fees and charges for some council services such as leisure and garden waste collection; making better use of

the council's own buildings; and a more streamlined Street Scene service. However, despite the challenges, the council will continue to invest in the improvement and maintenance of the county's infrastructure, with almost £200m due to be spent on capital projects in 2023/24.

Future meetings:

Mon 20 March Tidworth Area Board, Memorial Hall Ludgershall 7pm. Neighbourhood Police quarterly update – TEAMS meeting Thursday March 16, 6pm

Cllr Williams then answered questions and the Chairman thanked him for his report.

8. **Adjournment for public comments/questions: 7.30pm.** No members of the public in attendance.
The meeting reconvened at 7.31pm

9. **103.22 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 (Stocksigns Ltd 19 Dec 22) £528.00 (VAT (88.00)

Bank Tfr Idverde Ltd (Gds Maint & Bins 21 Nov 22) £570.88 (VAT £95.15)

Bank Tfr Idverde Ltd (Gds Maint & Bins 26 Jan 23) £570.88 (VAT £95.15)

Bank Tfr Idverde Ltd (Gds Maint & Bins 24 Feb 23) £570.88 (VAT £95.15)

Bank Trf JRC Cleaning (Bus Shelters 24 Feb 23) £32.20 (VAT £5.73)

Bank Tfr Wilts Council (LHFIG Survey 6 Mar 23) £500.00

Bank Tfr Wilts Council (LHFIG Survey 6 Mar 23) £250.00

2047 P Gill (Clerk's Sal & Exps Mar 23) 459.30

2049 HMRC (Clerk's PAYE Mar 23) £101.60

2050 P Knowlson (Defib Maint Parts 7 Mar 23) £515.79 (VAT £56.63) Having considered the bills and cheques presented above **Cllrs RESOLVED to authorise them for payment.** **Action: Clerk**

Grant Requests. None received.

10. **104.22 Planning Report:**

Planning Applications determined:

PL/2023/00385. - Prior notification: Development by telecoms operators at Mount Orleans Farm, Cadley Road, SN8 3EF. **Decision: Prior Approval Not Required**

PL/2022/07220 - Removal or Variation of a Condition at Jonahs, Sunton, Collingbourne Ducis, Marlborough, SN8 3DY **Decision: Approve with Conditions**

PL/2022/06792 - Full Planning Permission at Land at Rectory Lane, Collingbourne Ducis, Marlborough, SN8 3FN. **Decision: Approve with Conditions**

PL/2022/08953 - Proposed Works to Trees in a Conservation Area at THE WILLOW, LUDGERSHALL ROAD, COLLINGBOURNE DUCIS, MARLBOROUGH, SN8 3EJ. **Decision: No Objection**

PL/2022/09402 - Extension to existing garage to create an additional 1 no. parking space at THE OLD RECTORY, CHURCH STREET, COLLINGBOURNE DUCIS, MARLBOROUGH, SN8 3EL.

Decision: Approve with Conditions

PL/2022/08295 - Proposal: Erect a wooden shed structure that will serve as a hobby/workroom and potting shed/garden room at LITTLE BARN COTTAGE, 92 SUNTON, COLLINGBOURNE DUCIS, MARLBOROUGH, SN8 3DZ **Decision: Approve with Conditions**

PL/2022/05622 - Change of use of paddock into residential garden, erection of a new workshop, summerhouse and proposed internal alterations to first floor layout of the existing dwelling Full Planning Permission. at Cobblers Cottage, 79 Sunton, Collingbourne Ducis, Marlborough, SN8 3DZ. Proposal:

Decision: Withdrawn by Applicant

PL/2022/05936 - . Proposal: Internal alterations to first floor layout of the existing dwelling to create ensuite bathroom in master bedroom. Works to a Listed Building. At Cobblers Cottage, 79 Sunton, Collingbourne Ducis, Marlborough, SN8 3DZ. **Decision: Approve with Conditions**

PL/2022/08296 Proposal: Insertion of a rear facing dormer window to create an additional bedroom over the garage, installation of a wood burner stove flue and light tunnel to the roof of the dwelling at 1 WEST

FARM CLOSE, COLLINGBOURNE DUCIS, MARLBOROUGH, SN8 3DU.

Decision: Approve with Conditions

PL/2022/09768 - Proposed Works to Trees in a Conservation Area, at Address: RECTORY COTTAGE, CHURCH STREET, SN8 3EL. Proposal: 2 Apple Trees - Reduce by 25% and reshape.

Decision: No Objection

Cllrs noted the determinations.

Applications Considered.

PL/2022/07915 & (amended 9 Mar 23)- Listed building consent (Alt/Ext) & Full planning permission. Address: Granary (68m south of Sunton House), Sunton Farm, Collingbourne Ducis, SN8 3DY. Proposal: 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
Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001984o5AAA>
Notes – Comments made on behalf of CD PC before original Consultation Deadline of 18/01/2023, now amended to 23 Mar 23. Decision deadline dates set at 21/04/2023.

PL/2022/07671. Full planning permission (Amended). 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.
Notes – Comments made on behalf of CD PC before original Consultation Deadline of 18/01/2023, now amended to 23 Mar 23. Decision deadline dates set at 21/04/2023.

Having considered both these amended applications Cllrs RESOLVED to make the same comments as previously made on the original applications. **Action: Cllr Batley**

PL/2023/01822. Proposed Works to Trees in a Conservation Area
Address: 18 SAUNDERS MEADOW, COLLINGBOURNE DUCIS, SN8 3FA
Proposal: G1 - 3 x Conifer trees – fell **.Consultation Deadline - 28/03/2023**

Application Link:

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019rZmeAAE>

Having considered this application Cllrs RESOLVED not to raise any comments.

Action: Cllr Batley

11. 105.22 Property & Maintenance Report.

Communal Play Areas.

Cllr Knowlson reported by email that following the last meeting's decision to demolish the shelter at the recreation ground this has been done and the area made safe. Thanks to those Councillors and other members from the village who helped with removal and disposal. Next steps now to agree to some seating to go in its place. I think maybe the seating needs to come forward more so it's not under the trees. After consideration Cllrs **RESOLVED to take no further action at this time other to request that Cllr Knowlson arranges for the electric power supply box to have a safety check ASP.**

Action: Cllr Knowlson

Defibrillator. Cllr Knowlson reported by email that aside from the Defib update about purchasing new pads / batteries etc, we are waiting for the Grounds Contractors to give a date and carry out the work to install the sleepers outside Cllr Wood's for the new defib to be placed. Electrician all lined up, quote An installation quote for £400.36 has been received which Cllrs **RESOLVED to accept.**

Action: Cllr Knowlson & Dennis

General Maintenance. Cllr Lyons reported that the parish Steward. As I reported at the last meeting, The steward has been on secondment to highways filling in potholes and carrying out highways road maintenance. The good news is he is back in the village on Wednesday the 15th March to get things back to normal. Cllr Lyons further reported that after Cllr Batley had raised the issue of the narrowing of the Knapp Hill Footpath, he requested this back in December and that he will remind him. On Wednesday. Hopefully we can get the suggestions part of the website up and running as help with efficiency and resident engagement. **Cllr Action: Cllr Lyons**

Spring Clean. Cllr Lyons reported that The Great British spring clean this year is 17th March - 2nd April. Suggested that we align our first litter pick with this event as we did last year. Once registered I believe I can apply for FOC equipment. After consideration Cllrs RESOLVED that the Spring Clean was to be held on Sunday 2 April and run on similar lines to previous litter Picks. **Action: Cllr Lyons.**

Great Mere. The Clerk reported that the PC now has "Title Absolute" of the great Mere under HM Lang Registry Title WT256799 and that The Great Mere has been added to the PC's Asset Register. Cllrs noted the report. **Item Closed.**

12. **106.22 Speeding.**

Speed Watch. Mr P Hartley reported It has been a year since the PC chose to invest in and install a Speed Indicator Device in the village and, with its ability to capture data, we are now able to examine and share the impact of the Road Safety measures that have been put in place, namely the SID installation and the Village Speedwatch. In 2019, when the PC decided to investigate the Speed issues through the Village a Metro Count was conducted. It concluded that the Speed 85th percentile (the speed at which or below 85% of vehicles passing through the village) was 39.6 mph and the Average Speed was 33.8 mph. Our SID data over the last year has confirmed that the 85th percentile has dropped to 34.9 mph and the Average speed reduced to 31.4 mph. Whilst we cannot confirm whether this is primarily due to the SID deployment or the proactive work of the Speedwatch, what we can deduce from these figures is that the combination of both these actions and investments by the PC to improve road safety has delivered a tangible positive impact. On the Speedwatch front, Wiltshire Police are being more proactive in providing data and feedback and from the latest batch of Wiltshire results we can see that, of those caught speeding through villages in Wiltshire, over 80% are 1st time offenders and very few are 2nd or 3rd time offenders, reinforcing the view that Villages with active speed watches are having a positive deterrence effect on speeding. With this in mind, the key challenge for the CD Speedwatch is to recruit more members beyond the current number of 9. With more members, we can have more time out on task and amplify effects further. Whilst the detail above is a good news story, we must ensure that, as a community we do not become complacent - speeding continues to be an issue, and we remain proactive in continuing to suppress it to avoid tragic incidents from occurring. Without Community support, in the form of additional members, the Speedwatch could quickly become unviable to run and the positive road safety gains made to-date, quickly eroded. After discussion Cllrs RESOLVED that Mr Hartley was to create a flyer for the next Courier and submit to the PC through you for approval and which the printing of the PC would fund. Cllrs thanked Mr Hartley for his work **Action: Mr P Hartley**

13. **107.22 Digital, Comms, It and Engagement.**

General Update. Cllr K reported that the latest data for the website and social media is in the reporting deck. Events agreed in the last meeting have been added to the website calendar, need to confirm timings Spring and Autumn litter Picks were confirmed as Sunday 26 March & Sunday 5 November 2023. No Mow May – continuous' Coronation Event - Saturday 6 May 2023 (Post meeting note. Date is the same as Everleigh's event) Xmas Big Brunch, Sunday 10 December 2023 (Once updated, we'll write a blog post about upcoming events and promote to Facebook.) We have not run the recruitment campaign. Recommend I work with Cllr Knowlson on his ideas for flyers and blog posts, and we run the event in April or before the May meeting (**confirmed as 1900 on Thu 27 Apr 23**). The new parish steward informative webpage and resident request form are both drafted and currently being reviewed. Expect these will go live within the next two weeks Cllrs noted the update. **Action: Cllr K Earle**

Agreed Project Plan. Agreed projects in the doc. Expectation is that most projects have lightly begun but are formally moving from the beginning of the new financial year. Have begun a draft document to communicate our plans to the community. Having considered the report Cllrs RESOLVED that Cllr Earle was to circulate the agreed project list to Cllrs in order that they could review and update their specific projects. Moreover, it was further agreed that Project Lead Cllrs are to provide written update reports to the Cllr K Earle and the Clerk prior to each PC meeting.

Action: Cllr K Earle & Project lead Cllrs.

14. **108.22 Highways & Row.**

Road between Ducis & Kingston. Cllr Dennis reported no update now on the state of the road between Ducis & Kingston, although this has been raised by many people in Ducis & Kingston. Gareth Rodgers at Wiltshire council has been contacted directly to try to expedite some urgent repairs. **Action: Cllr Dennis**
Local Highway Footway Improvement Groups (LHFIGs).

A346/A338 Church Street / High Street Junction.

Cllrs Dennis reported that the Group agreed that a preferred design of T-Junction to be drawn up and passed to us at CDPC following the recent safety assessment. After receiving and reviewing with Cllrs we can then consult with the village.

Action: Cllrs Knowlson & Dennis

Virtual Footpath in Cadley Road. Cllr Dennis reported by email that Cadley Road white line repaint on virtual footpath should happen before next meeting (March) however this is all weather dependant.

Action Cllrs Knowlson and Dennis

Church Bends. Cllr Dennis reported that the work is now in the long term Highways Repair Plan.

Item closed.

Solstice Park. Cllr Dennis reported that the first meeting with TJ Morris at Amesbury went well, they advised that they look into reducing some of the traffic that is routed through the villages. They also advised that they are currently well underway with a new distribution centre in Warrington, which will serve the Midlands area. This will reduce the northwards deliveries from Amesbury, as it is having to utilise the southern distribution centre now because Liverpool is at capacity. This should be online in around a year, however I drove past the new building a few weeks ago and it is looking like the shell of the building was already up. **Cllrs noted the report.**

Action: Cllr Dennis

Saxon Rise. Having previously considered an email received from a resident regarding Saxon Rise road repairs and play area issues Cllrs noted the resident's concerns but believed it is a matter for Wilts Council as it "owns" the road and the play area and to that end the resident's email was forwarded to Wilts Cllrs Williams.

Play Area. Today Wilts Cllr Williams has rereported that the playpark is covered by WC but not owned. From the records, this was a planning issue with the Council looking after the area. There is no funding for the maintenance, hence the condition is maintained at a health and safety standard. If the H&S standard were to fall below the ROSPA guidance, the area would be made safe and seek external funding or transfer the asset (with the consent of the PC) to the PC. The area is inspected weekly to ensure safe, but sadly the standard is the standard and was last inspected on the 9th March 2023 with the inspector noting a number of issues, but currently the risk is such that it should not be closed. It is worth noting that the PC has the possibility of taking areas like this within its current project plan.

Saxon Rise Road. Today Wilts Cllr Williams reported that if Highways have been out to it and said it does not meet intervention levels, then there is not a lot that can be done at present. Having considered the reply Cllrs **RESOLVED that the matter was too be raised to the next LHFIG meeting by Cllr Dennis & Knowlson and that Cllr Lyons was to task the Parish Steward to see if he could repair any of the potholes.**

Action: Cllrs Dennis, Knowlson & Lyons

15. **109.22 Coronation Celebrations.** Cllr Dennis reported that Plans are well underway with the assistance of Cllr Lyons & Knowlson. Plans are well underway with the assistance of Cllrs Lyons & Knowlson. Details to be discussed at the meeting, but it looks like the best venue will be the garden at the Tipple Inn, as there is Cricket on the afternoon of the Coronation on the recreation ground. Plan is to have afternoon tea, sandwiches, cake (Competition), face painting Etc then the evening entertainment will be a band and some warm food, Curry & Chilli as well as some buffet food. **Action: Cllr Dennis**
16. **110.22. Xmas Big Brunch Sun 10 Dec 22.** Cllr Lyons reported that the Village Hall, burger van, face painting and balloon modelling has already been booked for 10th December. Cllr K Earle asked if it was possible to have a vegetarian option available. **Action: Cllr Lyons**

17. **111.22 Environment, Climate and Sustainability.** Cllr T Earle reported:
No Mow May: With No Mow May just around the corner I will need to work with Cllr K Earle on our communication plan for the village. Alongside posts on the council website and social media, we will place a flyer in the Courier, and I would ask the Chairman if he would include a note in his next Courier article - I can provide content for that note which outlines what participation we're asking for from residents and a list of the Council-owned areas that we will not be mowing for the month. We will also need to advertise the campaign with eco-friendly flyers in key places around the village. We will also place No Mow May signs in the Council-owned areas where we've agreed to not mow; these will be made from reclaimed wood in keeping with the aesthetic of the village. Cllrs noted the report.
Action: Cllr T Earle
- Birds/Bees/Bats/Bugs:**
Bugs - Now that the weather is beginning to clear and warm up, we will be creating the "bug hotels" in the previously agreed locations. We will create reclaimed wood signs to mark these locations as intentional, and not just random wood piles. This activity will start in April, any Councillor is welcome to support it. Once created, we will promote the project on the website and social with pictures and information. Cllrs noted the report.
Action: Cllr T Earle
- Birds/bats** - I've begun researching costs and researching charity organisations that might be able to **provide** educational talks, which we could run in the Village Hall. My plan is to purchase materials in autumn and run a campaign of information posts and educational talks. Research suggests that many birds will enter nestboxes during the autumn and winter, looking for a suitable place to roost or perhaps to feed. They often use the same boxes for nesting the following spring. Cllrs noted the report.
Action: Cllr T Earle
- Bees** - I think we need to reconsider our plan and approach regarding providing bee boxes. Having recently begun a bee-keeping course myself it now appears impractical to offer Bee Hives to residents as they require regular maintenance, formal registration with the government, and significant education. With the time and energy commitment, I would not expect many, if any, residents to take up the offer, particularly where the entry costs for an interested hobbyist individual are quite low. I recommend we could reinvest this budget towards the Seed Libraries previously suggested by Cllr Lyons - one towards each end of the village could be a great motivator for residents to keep pollinator-friendly plants or seeds. Having considered the report and Cllr T Earle's recommendation Cllrs **REOLVED that two Seed Libraries (one towards each end of the village) be created for residents to keep pollinator-friendly plants or seeds.**
Action: Cllr T Earle
18. **112.22. Policies Subcommittee.** Cllr K Earle reported that she has continued work on this and will have shareable content for the committee throughout April. Moreover, Cllr M-L Heys was appointed to the Policy Sub Committee.
Action: Cllr K Earle & Policy Subcommittee
19. **113.22 Complaints.** None that have not been had a response.
20. **114.22. Date Of Next Meeting:** The date of the next meetings were confirmed as the APM & AMPC were confirmed as starting at 7.00 pm. on Thursday 18 May 2023.

The meeting closed at 21.15.pm.

Signed: Chairman:

Date: