

COLLINGBOURNE DUCIS PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD AT COLLINGBOURNE VILLAGE HALL
ON TUESDAY 6 MAY 2025**

Present: Cllr J Wood (Chairman), Cllr P Knowlson, Cllr D Dennis, Cllr M-l Hayes, Cllr S Batley, Cllr D Ellston, Cllr J Leigh and Cllr A Green.

In Attendance: Mr P Gill (Clerk)

1. **01.25 Election of the Chairman of the Parish Council:**
There being no other nominations and all other Cllrs having signed their Declaration of Acceptance of Office Cllrs **RESOLVED** that Cllr Wood was elected as Chairman.
Cllr Wood then signed the Declaration of Chairman's Acceptance of Office.
2. **Apologies:** Cllr S Lyons,
3. **02.25 Election of the Vice Chairman:**
There being no other nominations Cllrs **RESOLVED** that Cllr S Lyons was elected.
4. **03.25 Minutes of last meeting held on Monday 10 March 2025**
Cllrs **RESOLVED** to agree the minutes as a true record.
04.25 Matters arising: None that do not appear on the agenda.
5. **05.25. Co-Options.** None.
6. **06.25 Appointment of Committee Members.** Having considered the appointment of committee members Cllrs **RESOLVED** that all Members be on the Planning, the Finance, Property and Environment. **Action: All Cllrs**
7. **07.25 Election of Committee Chairmen and Understudy.** Cllrs **RESOLVED** that Cllr Batley was elected as the Planning Committee Chairman with Cllr Green as Understudy; Cllr Ellston was elected as the Property Committee Chairman with Cllr Lyons as Understudy; Cllr Dennis was elected as the Finance Committee Chairman with Cllr Hayes as Understudy, Cllr Leigh was elected as the Environment Committee Chairman. **Action: All Cllrs named above**
8. **08.25 Appointment of Representatives and outline of resilience development plan.**
The Chairman outlined his vision for the development of a resilience plan in order to best prepare unforeseen events. After discussion, the following were nominated as representatives:
Member for financial oversight: **Cllr Dennis**
Member for Highways, Paths, and Rights of Way matters: **Cllr Dennis.**
Member for Police Liaison: **Cllr Lyons**
Representative to Village Hall Management Committee: **Cllr Green**
Appointment of member for Climate, Environment & Sustainability. **Cllr Leigh**
Representative to Tidworth Area Board: **Cllr Wood.**
Member to consult with Parish Steward. **Cllr Leigh**
Member for Digital Comms and Engagement. **Cllr Leigh**
Cllrs RESOLVED to appoint representatives as listed above. **Action All Cllrs: In line with the Chairman's vision for the development of a resilience plan Cllrs were requested to contact their respective bodies ASAP with a view to finding out dates of meetings etc and to prepare a brief on their roles and responsibilities for presentation at the next meeting.**
9. **19.25 Disclosure(s) of Interests and granting of dispensations:** None declared.

10. **10.25 Adoption of Standing Orders and Financial Regulations:** Having considered the previously circulated Standing Orders and Financial Regulations Cllrs **RESOLVED to readopt the current Standing Orders and Financial Regulations.** **Action: Clerk**
11. **11.25 Adjournment for public comments/questions: 7.50pm.** No questions asked. **Meeting reconvened at 7.51pm**
12. **12.25 Finance Report.**
 - 12.25.1** The Clerk presented the Income and Expenditure report for May along with Bank Reconciliations produced from the accounts package and the latest bank statements which the Cllrs noted.
 - 12.25.2 Internal Audit.** Having reviewed the effectiveness of the internal audit in line with the guidance set out in the “Practitioners’ Guide” and the report from the Internal Auditor the Cllrs considered the internal audit to be effective and **RESOLVED to accept the Internal Auditor’s Report for FY 24/25.**
 - 12.25.3 Statement of Assurance:** Having considered the Annual Governance Statement Cllrs **RESOLVED to approve the Annual Governance statement for FY 24/25. Action: Clerk**
 - 12.25.4 Annual Statement of Accounts:** Having considered the Annual Statement of Accounts for FY 24/25 Cllrs **RESOLVED to approve the Annual Statement of Accounts for FY 24/25. Action: Clerk**
 - 12.24.5 Internal Auditor.** Cllrs **RESOLVED to appoint Mr K Cockerton as the Internal Auditor for FY 25/26. Action: Clerk**
 - 12.24 6 Exercise of Public Rights.** Cllrs confirmed the dates for the Exercise of Public Rights as 3 June 25 to 14 Jul 25. **Action: Clerk**
 - Risk Assessment & Insurance Levels:** Cllrs reviewed the previously circulated risk assessment and **RESOLVED that the risk assessment and insurance levels were appropriate. However, Cllrs directed the Clerk to ensure that once the transfer of the Saunders Medow Play Area had been executed that he was to ensure that it was added to the asset register and the insurance schedule and that the funds from the transfer were to be held in a high interest account. Action: Clerk**
 - Confirm Cheque Signatories.** Having considered which Cllrs were to be signatories on the bank accounts Cllrs **RESOLVED that Cllrs, Dennis, Knowlson, Lyons, and Wood were to be the authorised signatories on the bank accounts. Action: Clerk**
 - Reserves.** Having considered setting the reserves for FY 25/26 Cllrs **RESOLVED to set the minimum reserves level at 100% of the Precept for FY 24/25 i.e., £32,753 Action: Clerk**
 - Appreciation.** Cllrs **RESOLVED to record their thanks to the Clerk for his excellent work over the last year.**
 - The following Bills and cheques were presented and authorised for payment:**
 - Bank Tfr Village Hall (Hall Hire 11 Mar 25) £36.00
 - Bank Tfr EDF (Final Rec Electric 11 Mar 25) £0.26 (VAT £0.001)
 - Bank Tfr P Gill (Parking 12 Mar 25) £3.00
 - Bank Tfr S Curr (High Trees WEBSITE & IT Svcs 20 Mar 25) £35.05 (VAT £5.84)
 - Lloyds Bank (Acct Svc Charge 18 Mar 25) £4.25
 - Bank Tfr D Dennis (Tipple Inn Litter Pick Food 26 Mar 24) £40.00
 - Bank Tfr J Leigh (Litter Pick Eqpt 28 Mar 25) £18.45 (VAT£3.08)
 - Bank Tfr Last Min Musicians Ltd (Band deposit 1 Apr 25) £200 (VAT £33.33)
 - Bank Tfr WALC (Annual Subs 1 Apr 25) £393.91 (VAT £65.65)
 - Bank Tfr Rialtas (Software Sp & Maint 7 Apr 25) 243.60 (VAT £40.60)
 - Bank Tfr Idverde (Idverde Gds Maint & Bins 7 Apr 25) £674.90 (VAT £112.48)
 - Bank Tfr P Gill (Clerk’s Sal & Exps 14 Apr 25) £526.45
 - Bank Tfr HMRC (Clerk’s PAYE £116.20 & Council’s NI £24.61- 14 Apr 25) £140.81
 - Bank Tfr Idverde (Idverde Gds Maint & Bins 22 Apr 25) £674.90 (VAT £112.48)
 - Bank Charge – (Acct Service Charge Apr 25) £4.25

Bank Tfr High Trees (WEBSITE & IT Svcs 24 Apr 25) £21.55 (VAT £5.84)
 Bank Tfr S Fixer (VE Day Band 28 Apr 25) £500.00
 Bank Tfr The Crossbar Inn Ltd (VE Day Food 29 Apr 25) £450.00
 Bank Tfr P Gill (Cutting of Spare Keys 2 May 25) £12.20 (VAT £2.03)
Cllrs RESOLVED to authorise bills and cheques for payment
Precept. Cllrs noted the receipt of 1st payment of Precept £16,376.50
VAT. Members noted the receipt of reclaim for FY 24/25 to a value of £3,872.80
Grants. No applications received.

13. **13.25 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. Cllrs noted the report. **PL/2025/03736.** Full planning permission. Construction of 3no dwellings, including access and landscaping TRACK EAST OF, CADLEY ROAD, COLLINGBOURNE DUCIS.
Having considered the above application Cllrs RESOLVED to raise no objections or complaints.

Action: Cllr Batley

Development Land to NW of Bourne Rise. Cllr Batley reported that no meeting had been held as there had been no contact from the developers. and closed this item.

Cllrs noted the report and closed the item

Wilts Council Local Plan. Cllr Batley reported that there was lots of policy to dig through. But in essence the commitment for development in our area has a shortfall of 5 houses.

Cllrs noted the report and closed the item

14. **14.25 Property Report & Maintenance Report.**

Communal and Play Area Safety Inspections.

Knowlson reported no change from last meeting.

Action: Cllrs Knowlson

D Day Soldier Silhouettes. Cllr Knowlson reported that a Pair of D Day Soldier Silhouettes have been purchased.

Cllr noted the report and closed the item.

General Maintenance. Cllr Lyons reported the following by email:

Parish Steward. Last visit was 10th April, carried out general clear up and dealt with 1 x request. Next visit is next week with no requests yet.

Planters. It's time to refresh the planters, if I have time next weekend I will be getting compost and summer bedding.

Action: Cllr Lyons

Spring Litter Pick . Cllr Woods reported that the litter pick had been well attended and a lot of litter was picked. Moreover, he thanked Cllr Leigh and all others concerned for their efforts.

Grass Cutting. The Clerk reported that he had given a copy of the cutting schedule to the grass cutting team leader which has resulted in contract working slightly better this season. However, there are still issues with the contract manager's poor communication skills and the cutting of the roadside verges of the River Bourne.

Action: Clerk

15. **15.25 HIGHWAYS & ROW.**

A346/A338 Church Street / High Street Junction. Cllr Knowlson reported no change from last meeting.

Action: Cllrs Knowlson

Church Bends. Cllr Knowlson reported that he and Cllr Dennis had today 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 the footpath on the Tipple Inn side of the A338 has been marked up ready for repairs to be carried out.

Action: Cllr Knowlson

16. **16.25 Speeding.** Cllr Wood reported that although 2 villagers had volunteered to become members of the Speedwatch Team more are required. However, he will try to press on with revitalizing the scheme. Cllr Wood volunteered to take on the movement of the mobile SIDs around the village.

Action: Cllr Wood

17. **17.25 Digital, Comms, IT and Engagement** Cllr Leigh reported that the information on website was fully up to date and the FB page is being monitored and information is being posted on it. The Clerk reported that post this meeting he will send Cllr Leigh all the Audit information required to be posted on the website as required by law. Following on from a recommendation by the Internal Auditor Cllrs directed Cllr Leigh to explore moving the Council Website and email Address to .gov.uk domains. **Action: Cllr leigh**
18. **18.25 Xmas Big Brunch.** Cllr Ellston reported that the Village Hall, Burger Man, Face Painting and Balloon lady had been booked and that he had received a copy of the lessons learnt from the 2024 event. **Action: Cllr Ellston**
19. **19.25 Village Hall.** Cllr Green reported that, due to a significant lack of management resources (Secretary, Treasurer and Development lead, Fund Raising Lead) the development of the Hall will not be made and sustaining the current service to the Village will be at significant risk. This issue was raised in the 2024 report but, sadly, no volunteers have been found to date. **Cllrs noted the report.**
20. **20.25. VE D Day Anniversary.** Cllr Wood tabled a draft planning check list for consideration comment. Following a lengthy discussion a number of revisions were made to the checklist and tasks allocated or reallocated after which Cllrs agreed that the revised checklist formed the basis of an executable plan for the event. **Action: Cllr Wood and all other Cllrs**
21. **21.25 Complaints.** Those received have been responded to.
22. **22.25 Date and location of next meeting.** The date of the next meeting was confirmed as Tuesday 24 June 2025 at 7.00 pm at Collingbourne Village Hall.

The meeting closed at 21.15.pm

Signed:

Chairman:

Date: