

**COLLINGBOURNE DUCIS PARISH COUNCIL**

**MINUTES OF PARISH COUNCIL MEETING**

**AT 7.00 pm.**

**ON TUESDAY 4 JULY 2023**

**Present:** Cllr J Wood (Chairman), Cllr S Lyons (Vice Chairman), Cllr A Green, Cllr D Dennis, P Knowlson, Cllr S Batley and Cllr M-L Heys.

**In Attendance:** Mr P Gill (Clerk), Mr P Hartley (Speedwatch)

1. **Apologies.** Cllr T Earle, Cllr K Earle Wilts Cllr C Williams and A/P Sgt H Oakley.
2. ~~25.23~~ **Chairman's Announcements.** The Chairman made no announcements.
3. **26.23 Declarations of Interest and dispensation requests.** None declared.
4. **27.23 Co-Options.** None received.
5. **28,23 Minutes of the last meeting.** Having reviewed the minutes of the Annual Parish and Annual Parish Councils Meetings held on 18 May 2023 Cllrs **RESOLVED to accept the minutes as a true and accurate record which the Chairman then signed.** **Action: Clerk**  
**29.23. Matter arising.** None.
6. **30.23 Police Report and Policing Issues.** No police present. However, Cllrs noted the July email report from PCSO R Kaur for which she was thanked.
7. **31,23. Wilts Councillor Report.** Wilts Cllr C Williams is on holiday.
8. **Adjournment for public comments/questions: 7.10pm.** No members of the public in attendance. **The meeting reconvened at 7.11pm**
9. **32.23. 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.  
2068 Landmarc Sp Svcs(Court Farm ROW 1 Jun 23) £53.00  
2069 Community 1<sup>st</sup> Insurance 1 Jun 23) £1,178.76  
2070 P Knowlson (Tele Box Glass 26 May 23) £24.90 (VAT 4.15)  
2071 Idverde (Gds Maint & Bins Apr & May 23) £1349.80 (VAT £ 224.96)  
2072 JRC Svcs Ltd ( 30 May 23 ) £32.20 (VAT 5.37)  
2073 K Earle ( Website Hosting 24 May 23) £172.80 (VAT £28.80)  
Bank Tfr (Rrev Ltd rec Electric Report 1 Jun 23) £300.00 (VAT £ 50.00)  
DD Information Commissioner Registration 6 Jun 23) £35.00  
2074 Idverde (Gds Maint & Bins 21 Jun 23) £674.90 (VAT £112.48)  
2075 P Gill (Rec Electric 9 Jun 23) £7.88 (VAT £0.38)  
2076 P Gill (Clerk's Sal & Exps Jun 23) £470.87  
2077HMRC (Clerk's PAYE Jun 23) £103.60  
2078 G Groves (king's Coronation Band 20 May 23) £400.00  
Having considered the bills and cheques presented above **Cllrs RESOLVED to authorise them for payment.** **Action: Clerk**  
**Grant Requests.** None received.

10. **33.23 Planning Report:** Cllr Batley presented his report in a revised format which found favour with the Cllrs who then considered the following planning applications:

**PL/2023/03722.** Lawful development: Existing use. Certification of lawfulness for existing Interior partition stables erected in barn, Menage built on previous hard standing and 30 acres of permanent grassland now being used as grazing paddocks at Court Farm, Church Street, Collingbourne Ducis, Marlborough, SN8 3EN.

**PL/2023/00263.** Lawful development: Existing use Certificate of lawfulness for use of land as garden at 79 Sunton, Collingbourne Ducis, Marlborough, Wilts, SN8 3DZ.

**Having considered the above applications Cllrs RESOLVED to make no objection or comment.**

**Action: Cllr Batley**

**PL/2023/03592.** Full planning permission. Change of use to The Caribbean Food Shed Ltd for food preparation at Unit B1, Bourne Works, High Street, Collingbourne Ducis, SN8 3EH. Having considered the above application Cllrs RESOLVED that further clarification was required regarding disposal of food waste to prevent environmental issues. Moreover, that Cllr Green was to liaise with Cllr Batley on the wording of the Council's response to Wiltshire Council which is to be copied to the Clerk for filing.

**Action: Cllrs Batley & Green**

**Old Railway Station.** The Clerk informed Cllrs that he had received 2 emails regarding possible infringement of the use of land at the Old Railway Station and that he had replied indicating that as the Council had no enforcement powers then the senders of the emails should inform the Planning Enforcement Officer at Wilts Council. Moreover, the Clerk had invited one of the senders to attend this meeting but they did not attend.

**Item Closed**

11. **34.23 Property & Maintenance Report.**

**Communal Play Areas.** Cllr Knowlson apologised that he had not progressed the seating area replacement for the wooden shelter any further yet. He has spoken with two companies who have given options and prices as shared at last meeting. He now needs to measure the area to see what would be best suited. He will also look to put a grant request into TAB once we have agreed on the seating/shelter arrangement.

**Action: Cllr Knowlson**

**Defibrillator.** Cllr Knowlson reported this is still in hand.

**Action: Cllr Knowlson & Dennis**

**General Maintenance.**

Cllr Lyons reported that the Parish Steward is efficient and working to a high standard.

**Cllrs noted the report.**

**Action: Cllr Lyons**

**Bus Shelter.** Cllr Dennis agreed to get the broken window fixed ASP. **Action: Cllr Dennis**

**Phone Box.** Cllrs Knowlson & Dennis have repaired the broken window and spare panes of window glass are being held by Cllr Dennis.

**Item closed**

**Electric Power Box.** The electric power box on the Recreation Ground has been checked by a qualified electrician and certified as safe.

**Item Closed.**

**Garden Hedges.** Cllr Green raised the issue of overgrown garden hedges forcing pedestrians to walk on the edge of the footpath running alongside the A338 in the middle of the village coming from the direction of Collingbourne Kingston which has caused the pedestrians to be exposed to clear and present danger as they are being

forced to walk within 0.5 meters of large HGV vehicles and cars travelling at 30mph. The Clerk informed Cllrs that the Council has no enforcement powers on this subject as they sit with Wilts Council. However, explained that the then Chairmen had written to relevant hedge owners in Jul 08 and Sep 19 as follows: *"The Parish Council would ask in a spirit of communal wellbeing that you take steps to bring your hedges back into a well-kept condition thus allowing clear and unhindered passage on footpaths."* After discussion Cllrs RESOLVED that Cllr Knowlson was to raise ticket on the My Wilts App highlighting the clear and present danger to pedestrians as the overhanging hedges are forcing them to walk within 0.5 of meters of large HGV vehicles and cars travelling at 30mph. **Action: Cllr Knowlson**

**Grass Cutting Contract.** The Clerk briefed Cllrs on the ongoing issues/misunderstandings regarding the contractor's suboptimal delivery of the contract. The Contract Manager been made aware of the detail of the issues and misunderstandings on more than one occasion and has had a face to face on site meeting with Cllrs. However, issues and misunderstandings continue to be the cause of suboptimal delivery of the contract and have resulted in numerous complaints being raised to the Council by email and verbally e.g., low standard of maintenance of the Burial Ground, grass arisings not removed and failure to cut the grass on the Recreation Ground once every two weeks as set out in the contract. After much discussion Cllrs **RESOLVED to direct the Clerk to meet with the Contract Manager. The aim of the meeting was to go through the contract line by line with the Contract Manager with a view to resolving the issues and misunderstandings once and for all. Moreover, the PC is beginning to lose patience with the company's continuing suboptimal performance and is minded not to pay another invoice until these issues/misunderstandings have been resolved and that the contract is being fully complied with.**

**Action:**

**Clerk**

*Post meeting Note: The recreation Ground is to be mowed on Thu 6 Jul and a meeting has been arranged for 2.00pm on Mon 10 Jul and the company's manager who previously managed the contract has volunteered to attend the meeting to offer the current Contract Manger advice and support.*

12. **35.23 Speeding.**

**Speed Watch.** In the absence of Mr Hartley, no report was offered. However, it was noted that he has agreed to send data from the SIDs to Wilts Police. Moreover, Cllr Knowlson indicated that due to holidays and other reasons Speedwatch activity has been limited.

**Action: Cllr Knowlson**

13. **36.23. Highways & Row.**

**Local Highway Footway Improvement Groups (LHFIGs).**

**Road between Ducis & Kingston.** Cllr Dennis reported no update on the state of the road and verges 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**

**A346/A338 Church Street / High Street Junction.** Cllr Knowlson reported that The A338 / A346 junction drawings also not completed yet, for assorted reasons. Both drawings and footpath to be done before next meeting.

**Action: Cllrs Knowlson & Dennis**

**Church Bends.** Cllr Knowlson reported that he has raised a ticket on the MY Wilts App about the worsening condition of grass banks on Church Bends due to the lorries driving on the grass banks and has sent an email to Wiltshire highways engineer who attends the LFIG meetings. He also reported that ticket has been closed as the issue was deemed not to be serious enough to warrant action at this time. Cllrs **RESOLVED that they felt it was serious enough and that Cllr Knowlson was to email the Wilts Highways Engineer alerting him to clear and present danger to life and limb to both pedestrians and other road users.**

**Action: Cllrs Knowlson & Dennis**

**Virtual Footpath in Cadley Road.** Cllr Dennis reported by email that Cadley Road white line repaint on virtual footpath has been delayed due to contractual issues at Wilts Council.

**Action Cllrs Knowlson & Dennis**

14. **37.23. Digital, Comms, It and Engagement.** Cllr K Earle reported the following:

**General comms.** Website engagement and social media engagement continues to be positive and useful to residents, the performance report will be updated though delayed this month. **Cllrs noted the report.**

**Action: Cllr K Earle**

**Agreed Project Plan.** Cllr K Earle reported the following  
**My Wilts App.** Informative campaign will start in July and run through the remainder of the year, with regular informative social media posts directing people to the app  
**Village map and community board.** Awaiting information regarding size and specs for the board we can implement  
**Policies.** Review continues.  
**Cllrs noted the updates.** **Action: Cllr K Earle & Project lead Cllrs.**

15. **38.23 Environment.**

**No Mow May.** Cllr T Earle reported that he is thrilled that our “No Mow May” campaign has exceeded our expectations. By allowing specific areas to grow naturally without mowing, we have witnessed a remarkable increase in biodiversity throughout the village. Multiple comments were made via Facebook and email from people enjoying the additional wildlife. After discussion Cllrs decided that the pros and cons of “No Mow May” were to be reviewed at the next meeting. **Action: Cllr T Earle**  
**Bats, Birds and Bugs. Ahead** of these projects launching around September he is in the process of sourcing final suppliers for the bat boxes, bird houses, seed banks, and signage for bug hotels with an aim of getting the goods supplied by mid-August. **Action: Cllr T Earle**

16. **39.23. Complaints.** Members of the public have complained about the standard of grass cutting in and around the village. Where the complaints were received by email the Clerk has replied and copied Cllrs in on the replies. Moreover, these complaints have informed the action to be taken on these and other grass cutting issues as discussed earlier at **item 34.23.**

17. **40.23. 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. **41.23. Date of Next Meeting:** The date of the next meeting was confirmed as starting at 7.00 pm. on Tuesday 12 September 2023.

The meeting closed at 20.20.pm.

Signed: Chairman:

Date: