

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

AT 7.00 pm.

ON TUESDAY 16 JANUARY 2024

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

In Attendance: Mr P Gill (Clerk).

- 1. Apologies.** Wilts Cllr C Williams and PCSO R Rupinder.
- 2. 78.23.Chairman’s Announcements.** The Chairman wished everyone a Happy New Year and drew attention to the recent flooding in the village and that there had been a terrific display of community spirit and announced that there was a full agenda however the intention is to finish the meeting by 9.00pm.
- 3. 79.23 Declarations of Interest and dispensation requests.** None declared.
- 4. 80.23 Co-Options.** None received.
- 5. 81.23 Minutes of the last meeting.** Having reviewed the minutes of the Annual Parish and Annual Parish Councils Meetings held on 30 October 2023 Cllrs **RESOLVED to accept the minutes as a true and accurate record which the Chairman then signed.** **Action: Clerk**
82.23. Matter arising. None.
- 6. 83.23 Police Report and Policing Issues.** No police present. However, Cllrs noted the December email report from PCSO Rupinder for which she was thanked. Having noted that the last time that the Police attended a meeting was the Annual Parish Meeting and that the Clerk sends agendas to the Police at the same time as Cllrs and has given them provisional dates for future meetings Cllrs **RESOLVED to authorise the Chairman to write to the Local Police Insp regarding the lack of attendance at Council Meetings.**
Action: Chairman
- 7. 84.23. Wilts Councillor Report.** Wilts Cllr C Williams reported by email that although he did not have a detailed report to offer, he did inform Cllrs that it was likely that Wilts Council would raise the Council Tax for FY 24/25 by 4.9%. In response to a question from Cllr Waight about the clearance of Right of Way (RoW) 15. Cllr Bottomley will seek an update from the Wilts Council RoW Officer.
The Chairman thanked Wilts Cllr Williams for his report and wished him a speedy recovery.
- 8. Adjournment for public comments/questions: 7.14pm.** No public in attendance
The meeting reconvened at 7.15pm.
- 9. 85.23. 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)
2101 Everleigh Parish Council (Reimbursement for shared IT Eqpt 31 Oct 23) £75.00
Bank Tfr Creative Caper (Ballon services 9 Nov 23) £115.00
2102 P Gill (Clerk’s Sal & Exps Nov 23) £498.60
2103 HMRC Clerk’s PAYE Nov 23) £110.40
2104 D Dennis (Litter Pick Food) £100.00 (VAT £20.00)
Bank Trf JRC Cleaning Svcs (Bus Shelters 29 Nov 23) £32.00 (VAT £5.37)

Bank Tfr S Rose (Xmas Brunch Face Painting 29 Nov 23) £120.00
Bank Tfr EDF (Rec Gd Electric 29 Nov 23) £8.01 (VAT £ 0.38)
2105 S Lyons (Plants & Timber 29 Nov 23) £696.86 (VAT £ 79.99)
2106 T Earle (2x Email renewals 27 Nov 23) £71.76
Bank Tfr D Ahmet (Xmas Brunch Food 10 Dec 23) £500.00
Bank Tfr Idverde (Gds Maint & Bins 14 Dec 23) £674.90 (VAT £ 112.48)
2107 P Gill (Clerk's Sal & Exps Dec 23) £498.73
2108 HMRC Clerk's PAYE Dec23) £110.40
Bank Tfr Andover Glass (Bus Shelter Windows 19 Dec 23) £825.08 (VAT £137.52)
2109 S Lyons (Xmas Bruch Exps 21 Dec 23) 296.31 (VAT £17.30)
2100 S Lyons (Plants 21 Dec 23) £78.96 (VAT ££2.08)
Bank Tfr Idverde (Gds Maint & Bins 20 Nov 23) £674.90 (VAT £ 112.48)
2111 P Gill (Clerk's Sal & Exps Jan 24) £498.73
2112 HMRC Clerk's PAYE Jan 24) £110.40
Bank Tfr Bank Tfr EDF (Rec Gd Electric 29 Nov 23) £17061 (VAT £ 0.81)

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

Action: Clerk

Village Hall. Cllr Green reported that he was able to confirm that the VHT has made proper provision for the payment of its loan owing to the Council.

Action: Clerk

- **Grants.** Although no applications were received Cllr K Earle raised the possibility funding of a pump for use by the flood warden. Cllr Earle agreed to ask the Flood Warden to submit a bid for a grant. Moreover, Cllr Heys was asked to research if there are grants available to support communities and homes with recent flooding.

Action: Cllrs K Earle & Heys

FY 24-25. Having considered and scrutinised in detail a draft budget prepared and previously circulated by the Clerk **Cllrs RESOLVED that based on the now agreed Budget for FY 24/25 that the Precept for FY 24/25 be set at £30,259.87. This is an increase in the Precept of 16.41.% (£11.07) for Band D) on FY 23/24 which above with the RPI for September 2023.**

Action: Clerk

- 10. 86.23 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. Cllrs noted the report.

Applications for consideration.

PL/2023/09197 Full planning permission

Address FARRIER HOUSE, SUNTON, COLLINGBOURNE DUCIS, SN8 3DY

Proposal: Change of use of agricultural land to residential to provide additional private amenity space to Farrier House, including formation of pond for ecological benefit

Consultation Deadline Date: 18/01/2024

Application Link:

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001BtFn0/pl202309197>

Having considered the above application Cllrs RESOLVED to raise no objections or complaints.

Action: Cllr Batley

- 11. 87.23 Property & Maintenance Report.**

Communal Play Areas. Cllr Knowlson reported that there are a large number of general maintenance tasks that require action and that these will be addressed by a works party next spring which may be on the same day as the Village litter Pick Sunday 24 March. However, there is a need to get the Pirate Boat Roof repaired in the near future.

Action: Cllrs Knowlson, T Earle & Green

Defibrillator. Cllr Knowlson reported this is now on hold pending the possible change of ownership of the Village Shop.

Action: Cllr Knowlson & Dennis

General Maintenance.

Discretionary Gully Sucker. Cllr Knowlson agreed that the next LHFIFG meeting he would request a visit by the Gully Sucker. **Action: Cllr Knowlson**

Litter Pick. Cllr Lyons reported that Litter pick went well but with fewer participants. The next pick is scheduled for Sun24 March and may be combined with a play area works party. It was agreed that getting a flyer out by the end of this month would assist with participation.

Action: Cllrs Lyons & K Earle

Planters. The planters in are position and planted up for the spring however, there is scope to purchase more as currently a budget underspend. **Action: Cllr Lyons.**

Parish Steward. He has now been redeployed to other winter weather tasks for the time being. After discussion Cllrs **RESOLVED** again 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 & Chairman**

12. **88.23 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. 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. Having considered the costs of an Auto SID and associated paraphernalia Cllrs **RESOLVED** not to get an Auto SID. **Action: Cllrs Knowlson & Wood**

13. **89.23. Highways & Row. Local Highway Footway Improvement Groups (LHFIFGs). A346/A338 Church Street / High Street Junction.** Cllr Knowlson reported that meeting with Senior Engineer at Wilts Council has yet to take place however, he will raise this item at the next LHFIFG Meeting on 24 January. **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 & Earle**

14. **90.23. Digital, Comms, It and Engagement.** Cllr K Earle reported the following:

a. Engagement.

- i. 7 submissions to Parish Steward survey
- ii. Good engagement and feedback online for Christmas Brunch and Cllrs agreed that the date for the next Brunch as Sunday 15 and that Cllr Lyons was to produce an revised event planning Check List and to pass it on to the Cllr who takes on the lead for the next brunch.

Action: Cllr Lyons

b. Website.

- i. Website image was refreshed for autumn and just recently for winter
- ii. Next image refresh in spring

c. Continuous website improvements:

- i. user experience and on page accessibility.
- ii. content design and page layouts.
- iii. overall design look and feel

Action: Cllr K Earle

d. All Council Project Plan.

- i. Please see council plan for all projects and accountability
- ii. Since review at last meeting, the new Grants Awards, Complaints procedure and Freedom of Information policies are now included in the website with outstanding policy reviews to be conducted in slow time.

Action: All Cllrs

15. **91.23 Environment.** Cllr T Earle reported that he is still working towards timelines set out in the proposal document that was sent out for the last meeting bar the Bug project which has been pushed back

till early spring as he was still waiting on dates from charities. He has reached out to various groups about the pruning of the fruit trees and compiling costs and will supply them at the next meeting in March. It is worth noting the local flooding and the Bourne reaching its highest level since recording at Tidworth Manor Bridge which from an environmental perspective events like this will only become more regular as time progresses. We should look at natural measures to prevent flooding in the future such as growing trees along the river to increase water removal and also strengthen the banks. **Action: Cllr T Earle**

16. **92.23. Complaints.** None that have not been resolved satisfactorily.
17. **93.23. 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. **94.23. D Day Anniversary.** Cllrs agreed that Cllr Knowlson was to approach the Beer Fest Committee with a view to holding a joint event. **Action: Cllr Knowlson**
19. **95.23. Date of Next Meeting:** The date of the next meeting was confirmed as starting at 7.00 pm. on Thursday 7 March 2024.
The meeting closed at 20.35.pm.

Signed: Chairman:

Date: