

COLLINGBOURNE DUCIS PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD AT COLLINGBOURNE DUCIS VILLAGE HALL
ON THURSDAY 10 MAY 2007**

Present: Cllr M Cox (Chairman)
Cllrs Bale, Chandler, Risborough, Whinton
and Dist Cllr C Howard

1. **Apologies:** Cllr Rossiter and PC Mark Randle.
2. **25.07 Election of the Chairman of the Parish Council:**
Cllr Mike Cox was elected.
Proposed by Cllr Bale seconded by Cllr Whinton. Agreed nem con.
Cllr Cox then signed the Declaration of Acceptance of Office and welcomed the council members who also signed their Declarations of Acceptance of Office.
3. **26.07 Election of the Vice Chairman:** Cllr Paul Risborough.
Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.
4. **Minutes of last meeting** held on 5 April 2007.
The minutes were agreed as a true record.
Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.
27.07 Matters arising: None.
5. **28.07 Adoption of revised Code of Conduct:**
The new Code of Conduct which came into force on 3rd May 2007 under The Local Authorities (Model Code of Conduct) Order 2007 was adopted to include a preamble outlining the ten general principles governing the conduct of members of local authorities. Copy attached hereto.
Proposed by Cllr Cox seconded by Cllr Bale. Agreed nem con.
6. **29.07 Amendment of Standing Orders:**
The Council's Standing Orders were amended to reflect the changed date for the Code of Conduct (above), to change the wording in Item 3 to correct the grammar, to change the wording in Item 13 to show that Committees *shall consist of not less than 5 councillors including the Chairman and Vice Chairman of the Parish Council*, and in Item 19 to show that at all meetings of the Council and its committees the public *may be invited to speak during the Adjournment for public comments/questions*.
Proposed by Cllr Cox seconded by Cllr Bale. Agreed nem con.
A copy of the amended Standard Orders was given to each councillor and is attached hereto.
7. **30.07 Appointment of Representatives:**
Member for Finance matters: Cllr Cox.
Proposed by Cllr Chandler seconded by Cllr Whinton. Agreed nem con.
Member for Planning matters: Cllr Whinton.
Proposed by Cllr Cox seconded by Cllr Bale. Agreed nem con.
Member for Property matters: Cllr Risborough.
Proposed by Cllr Bale seconded by Cllr Whinton. Agreed nem con.
Member for Highway matters: Cllr Bale.
Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.
Member for Paths and Rights of Way: Cllr Rossiter.
Proposed by Cllr Cox seconded by Cllr Bale. Agreed nem con.

Member for Police Liaison: Cllr Chandler.

Proposed by Cllr Cox seconded by Cllr Bale. Agreed nem con.

Representative to Village Hall Management Committee: Cllr Chandler.

Proposed by Cllr Cox seconded by Cllr Whinton. Agreed nem con.

Transport representative: Cllr Chandler.

Proposed by Cllr Bale seconded by Cllr Whinton. Agreed nem con.

Representative to SE Kennet Area Councillors' Forum: Cllr Cox.

Proposed by Cllr Chandler seconded by Cllr Whinton.

Representative to Community Emergency Committee: None. This matter was deferred until the next meeting.

It was also noted that the council must have two representatives on the Great Mere Community Conservation Group steering committee. This matter was deferred until the next meeting.

8. **Disclosure(s) of Interest:**

None.

9. **Adjournment for public comments/questions: 9.10 pm.**

The meeting reconvened at 9.11 pm.

10. **31.07 Finance Report:**

The Chairman invited the Clerk to present the report for April which she did. (Copy attached hereto.) It was agreed that as the first instalment of the Precept has now been received bringing the balance in the Lloyds Bank account to £9,359 the sum of £6000 be transferred to the Scottish Widows higher interest account.

Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.

Requests for donations:

Collingbourne Ducis Village Hall: A request for a donation for the previous financial year from the Village Hall was read out and after discussion it was agreed to give a donation of £75 (a reduction of the budgeted amount of £150).

Proposed by Cllr Cox seconded by Cllr Chandler. Vote 4 for 1 against. Carried.

Wiltshire Air Ambulance Appeal:

A request for a donation for the previous financial year from the WAA was read out and it was agreed to give a donation of £200, the budgeted amount.

Proposed by Cllr Bale seconded by Cllr Whinton. Agreed nem con.

Litter Patrol: It was agreed that following its largely successful experimental year the litter contract with Tidworth Development Trust be renewed for the year April 2007 to March 2008 for four hours per week for 49 weeks as per the schedule agreed in the contract at a cost of £1,716.

Proposed by Cllr Cox seconded by Cllr Bale. Agreed nem con.

Grass cutting: The revised Burial Ground schedule from Beechwood Gardening Service was reviewed and it was agreed to accept it. It was further agreed to accept the total maintenance contract charge for 2007 of £2761.00. This will be the final year of the rollover contract.

Proposed by Cllr Bale seconded by Cllr Chandler. Agreed nem con.

The following cheques were authorised:

Community First £34 (annual subscription 2007/8).

Wiltshire Association of Local Councils £251.59 (annual subscription 2007/8).

Community First £838.32 (annual insurance premium).

Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.

11. **32.07 Planning Report:**

Cllr Whinton presented the planning report for April. To be displayed on the noticeboard and the parish website.

12. **33.07 Property Report:**
War Memorial: Following the Property Committee meeting on 1 May it was agreed to accept the quotation of £728.50 from James Long (Masons) Ltd. for cleaning the war memorial and repairing the lettering.
Proposed by Cllr Bale seconded by Cllr Cox. Agreed nem con.
Notice board: Cllr Cox explained the necessity for Insignia's revised quotation following an onsite meeting with himself, their representative and Mr Roger Kimber. It was agreed to accept the revised quotation of £2127 excluding VAT (£1642 notice board, £135 self healing pin board, £350 installation).
Proposed by Cllr Cox seconded by Cllr Whinton. Agreed nem con.
13. **34.07 Registration of land at The Mere:**
Cllr Cox updated the meeting on the background to The Great Mere and reported that the Parish Council now has possessionary title. It was agreed to authorise payment of the sum of £456 to Parkes Browne to cover the solicitor's fee and Land Registry fee.
Proposed by Cllr Cox seconded by Cllr Whinton. Agreed nem con.
14. **35.07 Co-option of Councillor(s):**
The co-option of councillor(s) to fill vacancies as a result of the recent election was deferred until the next meeting. Anyone interested in becoming a councillor should contact the Parish Clerk.
15. **Date of next meeting:** 7th June 2007 at 7.30 pm at the Village Hall.