

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT COLLINGBOURNE SCHOOL ON THURSDAY 12 MAY 2011

Present: Cllr M Cox (Chairman), Cllrs A Jones, G Chandler, P Risborough and N Williams.

In Attendance: Mr P Gill (Clerk) and PCSO P Royston and two Members of the Public.

1. **01.11 Election of the Chairman of the Parish Council:**
Cllr Cox was elected.
Proposed by Cllr Chandler seconded by Cllr Williams Agreed nem con.
Cllr Cox then signed the Declaration of Acceptance of Office.
2. **Apologies:** Cllrs K Pickis, R Haverson and M Catton.
Absent: Cllr Bale. The members noted that this was Cllr Bale's 4th consecutive absence.
3. **02.11 Election of the Vice Chairman:**
Cllr Chandler was elected.
Proposed by Cllr Jones seconded by Cllr Williams. Agreed nem con.
4. **Minutes of last meeting** held on 18 March & 5 May 2011
The minutes were agreed as a true record.
Proposed by Cllr Chandler seconded by Cllr Williams 1 Abstention.
03.11 Matters arising: None.
5. **04.11 Adoption of Standing Orders:** The Standing Orders as previously circulated and displayed on the Council's website were adopted.
Proposed by Cllr Cox seconded by Cllr Risborough Agreed nem con.
Action: Cllr Cox
6. **05.11 Appointment of Committee Members**
Planning: Cllrs Williams, Risborough and Catton.
Chairman and Vice Chairman to be on all committees.
Proposed by Cllr Cox seconded by Cllr Jones Agreed nem con.
7. **06.11 Election of Committee Chairmen**
Planning: Cllr Williams was elected
Proposed by Cllr Cox seconded by Cllr Risborough Agreed nem con.
8. **07.11 Appointment of Representatives:**
Member for Highway matters: Cllr Haverson
Proposed by Cllr Cox seconded by Cllr Williams Agreed nem con.
Member for Paths and Rights of Way: Cllr Risborough
Proposed by Cllr Cox seconded by Cllr Chandler Agreed nem con.
Member for Police Liaison: Cllr Chandler
Proposed by Cllr Cox seconded by Cllr Williams. Agreed nem con.
Representative to Village Hall Management Committee: Cllr Catton (TBC)
Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.
Transport representative: Given that there is very little work for this representative and that most of the information required is available via the internet it was agreed that there no representative was required.
Proposed by Cllr Cox seconded by Cllr Chandler Agreed nem con.
Representative to Tidworth Area Board & TCAP: Cllr Cox.
Proposed by Cllr Risborough seconded by Cllr Williams. Agreed nem con.

Representative to Community Emergency Committee: Cllr Williams.
 Proposed by Cllr Cox seconded by Cllr Jones Agreed nem con.
Representatives to the Great Mere Conservation Group: Cllrs Cox and Pickis.
 Proposed by Cllr Chandler seconded by Cllr Williams Agreed nem con.
Military Liaison Representative: Cllr Cox
 Proposed by Cllr Chandler seconded by Cllr Williams. Agreed nem con.

9. **08.11 Disclosure(s) of Interest:** Cllr Risborough declared an interest in item 09.11 - Donation to Collingbourne School and Cllr Cox declared an interest in item 10.11 – Planning Application E/11/0429/FUL.

10. **Adjournment for public comments/questions:** 8.15pm

In reply to a question regarding the need for planning permission to install solar panels Wilts Cllr Howard agreed to investigate and report back. **Action: Wilts Cllr Howard**
 In reply to a question regarding the costs to repair the Teen shelter the Chairman confirmed the costs fell to the Parish Council.
 Wilts Cllr Howard encouraged all Villagers to respond to the broadband speeds survey being conducted by Wilts Council the details of which can be found on <http://www.wiltshire.gov.uk>. He also drew attention to an extraordinary meeting of Tidworth Area Board to be held on at 7.00 pm on Monday 6 June in the Ludgershall Memorial Hall to discuss the possibility of locating a Waste Transfer Site on the Ludgershall Business Park.

Meeting reconvened at 8.30pm

11. **09.11 Finance Report.**

The Clerk presented the Income and Expenditure report for April along with Bank Reconciliations produced from the accounts package and the latest bank statements which the Members noted.
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 Members considered the internal audit to be effective and accepted the Internal Auditor’s Report for FY10/11
 Proposed by Cllr Cox and seconded by Cllr Williams. Agreed nem con
Annual Statement of Accounts: Having considered the Annual Statement of Accounts for FY 10/11 Members agreed to approve them.
 Proposed by Cllr Chandler seconded by Cllr Jones Agreed nem con.
Statement of Assurance: Having considered the Statement of Assurance the members agreed to approve the statement for FY10/11.
 Proposed by Cllr Risborough seconded by Cllr Williams. Agreed nem con.
Internal Auditor. Member agreed to appoint Mr J Robinson as the Internal Auditor for FY11/12.
 Proposed by Cllr Cox and seconded by Cllr Chandler Agreed nem con
Risk Assessment & Insurance Levels: Members reviewed the risk assessment and insurance levels for FY11/12 and agreed that they were appropriate. Members also agreed to accept the insurance quote of £1656.11 from Community First for FY 11/12
 Proposed by Cllr Cox seconded by Cllr Chandler Agreed nem con
Action: Clerk

The following Bills and cheques were presented and authorised for payment:

Bawdens – (Grass Cutting – IV 7810) 486.90
 Southern Electric (Recreation Ground) £27.01
 Bawdens (grass Cutting IV 7832) £486.90
 Mr P Gill (Stamps) - £15.36
 WALC (Annual Subscription). - £292.06
 Community First (Annual insurance premium) - £1656.11
 Gillett & Johnston (Church Clock Servicing) £218.40
 Wilts Council (Green Bin) £41.32

Smiths Gore (Church Farm ROW) £30.00
Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.

Precept. Receipt of 1st payment was noted.

Donation. Having considered making a donation to support youth activities being run by Collingbourne School for the benefit of the village youth Members agreed to make a donation of £180. Following on from this the Members discussed sponsoring a Climbing Wall for the children at the Village Show and agreed not to do so this year.

Proposed by Cllr Cox seconded by Cllr Williams. 1 Abstention

Contracts: The Clerk asked Members to note commencement of FY 2011-2014 Grass Cutting & Litter Contracts which the Members duly noted.

PAYE. The Clerk briefed Members on the revised PAYE guidelines issued by HMRC which the Members noted. **Action: Clerk**

12. **10.11 Planning Report:**

Cllr Williams presented the planning report for April.

E/11/0429/FUL Little Cadley, Cadley Road, Collingbourne Ducis, insertion of clear glazing replacing opaque panels in east elevations of dormer window. Having previously considered the application the Members raised no objections and directed the Clerk to respond IAW with his delegated powers.

Proposed by Cllr Williams seconded by Cllr Jones

1 Abstention

Action: Clerk

13. **11.11 Property Report:**

Football Pitch. Cllr Chandler reported that the matter of patching up of goal mouths is in hand and he will follow it up with Mr R Marsh. **Action: Cllr Chandler**

Recycling Skips: Skips for plastic and waste will be at Station Approach on Wednesday 27 April 2011 between 09.00am & 11.30pm. A full list of dates and times can be found at www.collingbourne-ducis.com/.

14. **12.11 Highway Matters.**

WCC Parish Steward Scheme: The Steward now operates on a “find & fix” basis; in the meantime villagers should inform Wiltshire Council as soon as possible of any work needed in the parish via CLARENCE on 0800 232323 or email clarence@wiltshire.gov.uk.

15. **13.11 General Matters:**

Clerk’s Terms & Conditions. The Chairman briefed the Members on the outcome of the review which has led to mutually agreed reduction in the Clerk’s hours to 28 per month and some minor increases to the Clerk’s allowances.

Proposed by Cllr Cox and seconded by Cllr Risborough.

Agreed nem con

Action: Clerk

Collingbourne School. Having considered a request to support grant bids from the School to TAB to assist with the provision within the School of a Community Library and Study Facility, and Free Internet and Computer use for the Community the Members agreed to support the bids.

16. **14.11 Co-option of Councillors:** Two vacancies exist as a result of resignations and anyone interested in becoming a councillor should contact the Parish Clerk for details.

17. **Date of next meeting:** 7th July 2011 at 7.30 pm at Collingbourne School.

The meeting closed at 9.00pm