

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD AT COLLINGBOURNE SCHOOL
ON THURSDAY 3 MAR 2012

Present: Cllr M Cox (Chairman), A Ahl, R Haverson, G Chandler and N Williams.

In Attendance: Mr P Gill (Clerk) and wilts Councillor C Howard and one member of the public.

1. **01.12 Election of the Chairman of the Parish Council:**
Cllr Cox was elected.
Proposed by Cllr Ahl seconded by Cllr Williams Agreed nem con.
Cllr Cox then signed the Declaration of Acceptance of Office.
2. **Apologies:** Cllr M Catton and K Pickis
Absent: None
3. **02.12 Election of the Vice Chairman:**
Cllr Ahl was elected.
Proposed by Cllr Cox seconded by Cllr Williams. Agreed nem con.
4. **Minutes of last meeting** held on 1 March 2012
The minutes were agreed as a true record.
Proposed by Cllr Chandler seconded by Cllr Williams 1 Abstention.
03.12 Matters arising: Item 58.11 Diamond Jubilee & Olympic Events.
Cllr. Cox reported that planning was progressing nicely. Musicians are booked (two groups). The clerk has arranged insurance cover and TENs have been approved. Planning for children's games and a bring your own food street style party was progressing well. Commemorative mugs for parish children had been delivered. St. John's had quoted for first aider cover and it was agreed this was necessary. Souvenir programmes are being drafted by Cllr Haverson ready for printing in mid-May for distribution during the third week of May. Flyers in the Courier have been booked for June and July issues though it was noted the June flyer will be very late. To date planned spending remains within budget.
5. **04.12 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 Chandler Agreed nem con.
6. **05.12 Appointment of Committee Members.** Given the low number of Councillors the Members agreed that it was not practical to set up committees.
Proposed by Cllr Cox seconded by Cllr Haverson Agreed nem con.
7. **06.12 Election of Committee Chairmen.** As no committees were set up there was no requirement to elect chairmen.
8. **07.12 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 Ahl
Proposed by Cllr Cox seconded by Cllr Chandler Agreed nem con.
Member for Police Liaison: Cllr Haverson
Proposed by Cllr Cox seconded by Cllr Williams. Agreed nem con.
Representative to Village Hall Management Committee: TBC
Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.
Representative to Tidworth Area Board & TCAP: Cllr Cox.

Proposed by Cllr Ahl seconded by Cllr Williams. Agreed nem con.

Representative to Community Emergency Committee: Cllr Williams.

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

Military Liaison Representative: Cllr Cox

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

9. **08.12 Disclosure(s) of Interest:** Cllrs Cox and Williams declared an interest in item 09.12 – **Scamps (Mum and child group)**. Consider grant request.

10. **Adjournment for public comments/questions: 8.20pm**

A member of the public spoke in support of the SCAMPS grant request.

Meeting reconvened at 8.25pm

11. **09.12 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 FY11/12

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 11/12 Members agreed to approve them.

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

Statement of Assurance: Having considered the Statement of Assurance the members agreed to approve the statement for FY11/12.

Proposed by Cllr Haverson seconded by Cllr Williams. Agreed nem con.

Internal Auditor. Member agreed to appoint Mr J Robinson as the Internal Auditor for FY12/13.

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 FY12/13 and agreed that they were appropriate. Members also agreed to accept the insurance quote of ££1481.83 from Community First for Y 12/13 and use Community First for FY 13/14 and 14/15 in order to gain a 5% discount.

Proposed by Cllr Cox seconded by Cllr Chandler Agreed nem con

Action: Clerk

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

Wiltshire Council (litter Contract) £519.64

Wiltshire Council (Grass Cutting) £1049.34

Southern Electric (Recreation Ground) £19.70

Mr P Gill (Asknet File Backup) £9.95

Impact China (Jubilee Mugs) £307.14

Mr M Cox (Temporary Event Notices) £42.00

Courier (Events Flyer) £19.00

First Clean Services (War Memorial Power Wash) £84.00

Community First (Annual insurance premium) - £1481.83

Mr P Gill (Salary & Expenses) £567.08

HM Revenue & Customs (Tax & NI) £141.60

Proposed by Cllr Cox seconded by Cllr Chandler.

Agreed nem con.

Precept. Receipt of 1st payment of £8713.50 was noted.

LGA 1972 Sect 137. Members noted the increase for 2011-2012 (£6.44) by the percentage increase in the Retail Prices Index between September 2010 and September 2010 (of 5.2%), in accordance with Schedule 12B to the 1972 Act.

Play equipment. Cllr Ahl reported that action on this item remains outstanding.

Grants.

St John Ambulance. Having considered a donation request Members agreed to make a donation of £100.
Wiltshire Music Trust Having considered a donation request for £ 100.00 the Members agreed to make the donation.

Proposed by Cllr Cox seconded by Cllr Chandler.

Agreed nem con.

Scamps (Mum and child group). Having considered a donation request for £ 100.00 the Members agreed to make the donation.

Proposed by Cllr Chandler seconded by Cllr Ahl

Agreed 2 Abstentions

Recreation Ground. Cllr Cox reported that little progress had been made on a full review of hire fees and proposed a simple increase in line with inflation (5.2%) for the coming year. A full review is however still necessary.

Proposed by Cllr Williams seconded by Cllr Haverson

Agreed nem con.

12. **10.12 Planning Report:**

Cllr Williams presented the planning report for April.

E/2012/0421/FUL. New lean-to single storey extension to form utility room. New sliding folding doors on south side of kitchen Ducis House, High Street, Collingbourne Ducis. Having considered the application Members agreed to raise no comment.

E201220290TCA. Ash trees (T1 & T2) – fell Ash tree (T3) - removal of one limb at Pennybourne 99 Sunton Collingbourne Ducis SN8 3DZ. Noted this has now been approved by the Planning Officers at Wiltshire Council.

E20120449S73. Variation of condition No 8 of E/2011/1113/FUL to allow minor alterations to the following: creation of bays windows to drawing room and master bedroom at Herridge Racing Stables Herridge Collingbourne Ducis SN8 3EG. Having considered the application Members agreed to raise no comment.

Proposed by Cllr Williams seconded by Cllr Cox

Agreed nem con.

Action: Clerk

13. **11.12 Property Report:**

Recreation Ground. Cllr Cox reported that he had produced a draft tenancy agreement for bookings which was to be circulated to users for comment. There was no progress to report on prioritising bookings and guidance for the clerk.

Action: Cllr Cox

14. **12.12 Highway Matters.** Having considered allocating £2000.00 to help fund the improvements to the traffic calming measures at the Sunton Junction in Cadley Road the Members agreed to allocate the £2000.00 and directed the Clerk to inform Wilts Council.

Proposed by Cllr Ahl seconded by Cllr Haverson

Agreed nem con.

Action: Clerk

15. **13.12 General Matters:**

Clerk's Terms & Conditions. The Chairman briefed the Members that review remains outstanding and members agreed that Cllrs Cox and Williams, with Cllr. Ahl as a substitute if necessary, conduct the review at a time and date to be agreed with the Clerk.

Action: Cllrs Ahl, Cox and Williams

Allotments. No report presented.

Speedwatch. Cllr Chandler reported that training was ongoing and that the Scheme Co-ordinator, Gordon Smith, was looking for more volunteers. The Gun has now been returned but is underused due to the low numbers of volunteers.

16. **14.12 Co-option of Councillors:** Having met the statutory (LGA 1972 Sect 79 & 80) eligibility requirements Jeff Mason was co-opted as a Member of the Council. The Chairman welcomed Cllr Mason to the Council and directed the Clerk to inform Cllr Mason that he is required to sign the Declaration of Acceptance of Office (LGA 1972 Sect 83) before he can take part in Council business and that he must complete the Members Register of Interests Form and send it to Wiltshire Council within 28 days of signing the Declaration. The Clerk informed Members that he had received a letter of resignation from Cllr K Pickis which means that 4 vacancies exist as a result of this and earlier resignations and anyone interested in becoming a councillor should contact the Parish Clerk for details. Members agreed to produce a recruitment flyer for the June Courier (for which a slot is already booked) printed by Mick The Print to try to attract more councillors.

Action: Cllr Mason and Clerk

17. **Date of next meeting.** The date was confirmed as 12th July 2011 at 7.30 pm at Collingbourne School.

The meeting closed at 9.25pm