

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT COLLINGBOURNE SCHOOL ON THURSDAY 6 MAY 2010

Present: Cllr M Cox (Chairman), Cllrs A Jones, Cllr G Chandler, K Pickis, K Rossiter, P Risborough, N Whinton and N Williams-

In Attendance: Mr P Gill (Clerk) and PCSO M Downham

1. **01.10 Election of the Chairman of the Parish Council:**
Cllr Cox was elected.
Proposed by Cllr Whinton seconded by Cllr Pickis. Agreed nem con.
Cllr Cox then signed the Declaration of Acceptance of Office.
2. **Apologies:** Cllr Bale, Cllr B Crompton, Wilts Cllr C Howard and P Sgt M Freeman.
3. **02.10 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 1 April 2010
The minutes were agreed as a true record.
Proposed by Cllr Chandler seconded by Cllr Whinton 1 Abstention.
03.10 Matters arising: None.
5. **04.10 Adoption of Standing Orders:** The Standing Orders as previously circulated and displayed on the Council's website were adopted. Members agreed that Cllr Cox should review the Financial Regulations and make recommendations at the next meeting.
Proposed by Cllr Cox seconded by Cllr Rossiter Agreed nem con.
Action: Cllr Cox
6. **05.10 Appointment of Committee Members**
Planning: Cllrs Whinton, Rossiter, Crompton and Williams.
Chairman and Vice Chairman to be on all committees.
Proposed by Cllr Cox seconded by Cllr Pickis. Agreed nem con.
7. **06.10 Election of Committee Chairmen**
Planning: Cllr Whinton was elected
Proposed by Cllr Cox seconded by Cllr Rossiter Agreed nem con.
8. **07.10 Appointment of Representatives:**
Member for Highway matters: Cllr Bale.
Proposed by Cllr Cox seconded by Cllr Whinton. Agreed nem con.
Member for Paths and Rights of Way: Cllr Rossiter.
Proposed by Cllr Cox seconded by Cllr Whinton. Agreed nem con.
Member for Police Liaison: Cllr Crompton.
Proposed by Cllr Cox seconded by Cllr Williams. Agreed nem con.
Representative to Village Hall Management Committee: Cllr Crompton
Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.
Transport representative: Cllr Chandler.
Proposed by Cllr Cox seconded by Cllr Rossiter. Agreed nem con.
Representative to Tidworth Area Board & TCAP: Cllr Cox.
Proposed by Cllr Rossiter seconded by Cllr Williams. Agreed nem con.
Representative to Community Emergency Committee: Cllr Williams.
Proposed by Cllr Cox seconded by Cllr Pickis. Agreed nem con.
Representatives to the Great Mere Conservation Group: Cllrs Cox and Pickis.
Proposed by Cllr Chandler seconded by Cllr Whinton. Agreed nem con.
Military Liaison Representative: Cllr Whinton.

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

9. **08.10 Disclosure(s) of Interest:** None declared.

10. **Adjournment for public comments/questions:** No public present.

11. **09.10 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 subsequent report the Members considered the internal audit to be effective and accepted the report at Section 4 of the Annual Report for FY09/10.

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

Annual Statement of Accounts: Approved by the Members for FY09/10.

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

Statement of Assurance: Approved by the Members for FY09/10

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

Insurance Status: Members reviewed the risk assessment and insurance levels for FY10/11 and agreed that they were appropriate. Members also agreed to accept the quote of £1757.66 from Community First.

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 – Mar 10) 476.76

Mr J Halfon - Litter Patrol - £180

WALC (Annual subscription). - £277.78

R Marsh (Re-seeding in burial ground) £58.75

Community First (Annual insurance premium) - 1757.66

Proposed by Cllr Cox seconded by Cllr Chandler.

Agreed nem con.

Precept. Receipt of 1st payment was noted.

12. **10.10 Planning Report:**

Cllr Whinton presented the planning report for April. To be displayed on the parish notice board.

E/10/0453/TCA- Works to trees at Bourne Works to comprise; removal of branches growing over the boundary to Ducis House with the reduction of the lower 2/3rds of the canopy by 20% on a Norway maple situated in the front car park. The crown reduction of the lower 2/3rds of the canopy by 20% on a second Norway maple situated in the front car park. The reduction of the lower 1/3rd of the canopy back to suitable growth points (the part of the canopy that grows over the office and flat building) on a silver birch and the height reduction of a Leyland cypress hedge to the same height as the adjacent hedge (approx 12ft) at Bourne Works, SN8 3EQ for Mr. A Watton. The Clerk had previously responded to the above application IAW his delegated powers stating that the Members agreed not to raise any comment and to defer to the Officers at Wiltshire Council.

Proposed by Cllr Williams seconded by Cllr Pickis

Agreed nem con.

Action Clerk

13. **11.10 Property Report:**

Burial Ground. Cllr Chandler informed Members that he had unable to obtain a third quotation for the repairs to the repair of the damage to the retaining wall. Members then agreed to accept a quote from A.G Builders for £374.40 + VAT and directed the Clerk to place the order.

Proposed by Cllr Williams seconded by Cllr Jones.

Agreed nem con

Action: Cllr Chandler & Clerk

Saunders Meadow: & Saxon Rise Play Areas. The Chairman reported that a meeting had taken place with Wiltshire Council representative who had agreed to research the transfer of ownership, associated funding maintenance issues. The Members noted the report and Cllr Cox agreed to keep on top of this matter.

Action: Cllr Cox

Recreation Ground. Having considered a quote from Bawdens for 650+ VAT to repair the goalmouths the Members agreed not to accept the quote. After discussion Members agreed that Cllr Chandler should approach Mr R Marsh and order the work if the estimate is less than £300 + VAT the Clerk is to order the work to be done.

Action: Cllr Chandler & Clerk

Recycling Skips: Skips for plastic and waste will be at Everleigh Road on Thursday 17th June – between 10.00am & 12.30pm. A full list of dates and times can be found at www.collingbourne-ducis.com/.

14. **12.10 Highway Matters.**

WCC Parish Steward Scheme: Next visit date is Tuesday 15th June, Cllr Bale to be notified of any work need in the parish as soon as possible.

15. **13.10 General Matters:**

Allotments. Cllr Chandler reported no further movement and Members agreed to remove this item from the agenda until there is some positive action to report.

16. **14.10 Co-option of Councillors:** One vacancy remains as a result of the resignation of Cllr Gilford and anyone interested in becoming a councillor should contact the Parish Clerk for details.

17. **Date of next meeting:** 1 July 2010 at 7.30 pm at Collingbourne School.

The meeting closed at 9.20pm