

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT COLLINGBOURNE DUCIS VILLAGE HALL ON THURSDAY 1 MAY 2008

Present: Cllr M Cox (Chairman) Cllrs G Chandler, J Dowsett, S Gilford, A Jones, P Risborough, K Pickis, K Rossiter, N Whinton and N Williams.

In Attendance: Mr P Gill (Clerk) and PC M Randle

1. **Apologies:** Cllr Bale, KDC Cllr Howard and Sgt M Freeman
2. **27.08 Election of the Chairman of the Parish Council:**
Cllr Cox was elected.
Proposed by Cllr Gilford seconded by Cllr Pickis. Agreed nem con.
Cllr Cox then signed the Declaration of Acceptance of Office.
3. **28.08 Election of the Vice Chairman:** Cllr Risborough was elected.
Proposed by Cllr Cox seconded by Cllr Whinton. Agreed nem con.
4. **Minutes of last meeting** held on 3 April 2008.
The minutes were agreed as a true record.
Proposed by Cllr Cox seconded by Cllr Gilford 3 Abstentions.
29.08 Matters arising: None.
5. **30.08 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 Williams. Agreed nem con.
6. **31.08 Appointment of Committee Members**
Finance & Property: Cllrs Bale, Williams, Pickis, Chandler and Rossiter.
Planning: Cllrs Whinton, Rossiter, Pickis, Jones and Gilford.
Chairman and Vice Chairman to be on all committees.
Proposed by Cllr Cox seconded by Cllr Risborough. Agreed nem con.
7. **32.08 Appointment of Committee Chairmen**
Finance & Property: Cllr Risborough
Planning: Cllr Whinton
Proposed by Cllr Cox seconded by Cllr Dowsett Agreed nem con.
8. **33.08 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 Gilford. 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 Jones.
Proposed by Cllr Cox seconded by Cllr Chandler. Agreed nem con.
Transport representative: Cllr Chandler.
Proposed by Cllr Cox seconded by Cllr Risborough. Agreed nem con.
Representative to SE Kennet Area Councillors' Forum: Cllr Cox.
Proposed by Cllr Rossiter seconded by Cllr Dowsett. Agreed nem con.

Representative to Community Emergency Committee: Cllr Gilford.
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 Dowsett seconded by Cllr Gilford. Agreed nem con.
Military Liaison Representative: Cllr Whinton.
Proposed by Cllr Cox seconded by Cllr Risborough. Agreed nem con.

9. **Disclosure(s) of Interest:** Cllr Gilford declared an interest in planning application K/58546/TR2 at item 12.

10. **Adjournment for public comments/questions:** 8.45 pm.
PC Randle asked that all incidents are reported as this helps to drive the allocation of resources. There were 21 logged incidents the most significant of which were four road traffic incidents, one sudden death, one domestic incident, one at Saunders Meadow Play area, two of damage to the village hall, one of damage to a fence of the high street, one theft of a mobile phone, one damage to a car which the perpetrator has offered to pay and theft of patio doors from the Riverbourne Road construction site.

The meeting reconvened at 8.56 pm.

11. **34.08 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 Auditor's Report: Accepted by the Members.

Annual Statement of Accounts: Approved by the Members.

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

Statement of Assurance: Approved by the Members.

Proposed by Cllr Risborough seconded by Cllr Dowsett. Agreed nem con.

The following cheques were issued since the last meeting:

M Cox (Pipe for Teen Shelter) -£202.31

Hopkins Concrete (Teen Shelter) - £274.95.

The Members noted the cheques.

The following Bills and cheques were presented for payment:

A&G Ludgershall (Timber for Teen Shelter) - £33.50.

TDT (Litter Patrol Apr – Jun) - £450.00

Wiltshire Assoc of Local Councils (Annual subscription). - £250.40

Community First (Annual Subscription) - £34.00

Community First (Annual insurance premium) - £799.70.

RBS – End of Year Closedown - £58.75.

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

12. **35.08 Planning Report:**

Cllr Whinton presented the planning report for April. To be displayed on the parish notice board and website. The following planning applications were considered:

K/58512/F- Installation of flue for wood burning stove at 10, Tidworth Road, SN8 3ER for Mr & Mrs R Jackson. Members agreed to make no comment.

K/58530/TR2 - Felling to ground level of various trees comprising yew, sycamore, thuja, bay laurel, laburnum, reduction of; yew and yew hedging, pollarding or re-pollarding of ;limes (plus some removal of epicormic growth) plus crown thinning, reduction and selected limb removal of ash trees and crown raising of yews at the Old Rectory, Church Street, SN8 3EL for Mr Haffenden. Members agreed to defer to the recommendations made by the Conservation Officer at KDC.

K/58546/TR2 - Works to trees in the rear garden of property to consist of; felling of one Leyland cypress leaning over the driveway, the reduction of three Leyland cypress to the height of the existing hedge/screen and felling of three Norway spruce trees including a broken/storm damaged tree at Chestnuts House, High Street, SN8 3EQ for Ms. K. Rudolph. Members agreed to defer to the recommendations made by the Conservation Officer at KDC.

K/58404/F - Use of site for storage of fireworks including the sitting of 30 no. steel containers. Creation of internal access roads at Hougoumont Farm for Mr S Martin. Members have already objected.

Proposed by Cllr Williams seconded by Cllr Pickis

Agreed nem con.

Action Cllr Whinton/Clerk

13. **36.08 Property Report:**

Litter Patrol: Members approved the revised contract and directed that it is to be signed by the Chair and returned to the contractor for their signature.

Proposed by Cllr Risborough seconded by Cllr Chandler

Agreed nem con.

Action Chair

Burial Ground: The Chairman spoke on the need to be sympathetic to the feelings of those people who have relatives interned in the burial ground. The Members agreed that work be planned for September and directed the Clerk to get a method statement from the contractors before work commences.

Action Clerk

Recreation Ground: The Members agreed to defer the "Plain English" version of the Byelaws and the draft version of the revised Conditions of Use to the next meeting. The Chairman agreed to post current copies on the notice board

Action: Chairman & Clerk

Teen Shelter: The Chairman reported that a letter of complaint had been received from a member of the public to which the he had replied on behalf of the Council. The concrete base has been laid. The Shelter is being constructed and should be ready by 10 May after which it will be reassembled on site. He asked approval for the allocation of £1500.00 to meet the costs of digging out the trench for the electric cable and for other ground works. Members agreed that a "Casual Play Space Project" heading be added to the annual budget and that £22,500 was to be allocated to the heading.

Proposed by Cllr Cox seconded by Cllr Risborough.

Action: Clerk to amend budget

Saunders Meadow: The Chairman reported that a letter of complaint had been received from a member of the public to which the he had replied on behalf of the Council. The "Harris" fencing and the existing play equipment have been removed and it is expected that the contractor will start work in the very near future. The design of the play area will be as agreed with the Council and will be funded by the contractor.

Cllr Chandler left the meeting at 9.25pm

Recycling Skips: Skips for plastic and waste will be at Everleigh Road on Wednesday 18th June – between 10.00am & 12.30pm. A full list of dates and times can be found at <http://www.collingbourne-ducis.com/>.

14. **38.08 Highway Matters.**

The Chairman and Cllr Bale attend WCC Highways briefing day and took the opportunity to get a firm commitment from the relevant head officer at WCC highways carry to the remedial works at the crossing on the A338 in the very near future.

WCC Parish Steward Scheme: Next visit date is Tuesday 10th June, Cllr Bale to be notified of any work need in the parish as soon as possible.

15. **39.08 General Matters:**

Great Mere: The Clerk confirmed that address on the possessionary title had been changed.

Riverbourne Fields issues: Cllr Williams will speak to the site foreman.

16. **Date of next meeting:** 5th June 2008 at 7.30 pm at the Village Hall.

The meeting closed at 9.35pm