

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT COLLINGBOURNE SCHOOL ON THURSDAY 14 MAY 2009

Present: Cllr M Cox (Chairman) Cllrs G Chandler, B Crompton, K Pickis, K Rossiter, N Whinton and N Williams.

In Attendance: Mr P Gill (Clerk) and 3 members of the public

1. **01.09 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 A Jones, Cllr P Risborough and Sgt M Freeman.
3. **02.09 Election of the Vice Chairman:**
Cllr Chandler was elected.
Proposed by Cllr Cox seconded by Cllr Williams. Agreed nem con.
4. **Minutes of last meeting** held on 2 April 2009.
The minutes were agreed as a true record.
Proposed by Cllr Cox seconded by Cllr Crompton 2 Abstentions.
03.09 Matters arising: None.
5. **04.09 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 Rossiter Agreed nem con.
6. **05.09 Appointment of Committee Members**
Finance & Property: Cllrs Bale, Williams, Pickis, Chandler and Rossiter.
Planning: Cllrs Whinton, Rossiter, Pickis, Jones and Crompton.
Chairman and Vice Chairman to be on all committees.
Proposed by Cllr Cox seconded by Cllr Pickis. Agreed nem con.
7. **06.09 Election of Committee Chairmen**
Finance & Property: Cllr Bale was elected
Planning: Cllr Whinton was elected
Proposed by Cllr Cox seconded by Cllr Crompton Agreed nem con.
8. **07.09 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 Jones.
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: 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 Crompton. Agreed nem con.

Military Liaison Representative: Cllr Whinton.

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

9. **Disclosure(s) of Interest:** Cllr Whinton declared an interest in planning application E/09/0528/FUL at item 12.

10. **Adjournment for public comments/questions:** 8.35 pm.

A member of the public raised a concern over the care taken by the contractor when cutting the grass in the Burial Ground. The Members agreed to again make representation to the contractor.

In response to a question from a member of the public the Chairman explained the rationale underpinning the charges raised against the School for use of the Recreation Ground .

11. **08.09 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 Chandler seconded by Cllr Rossiter Agreed nem con.

Statement of Assurance: Approved by the Members.

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

Insurance Status: Members reviewed the risk assessment and insurance levels for FY09/10 and agreed that they were appropriate. Members also agreed, having considered the quotes, to accept the quote of £1906.32 from Community First.

Proposed by Cllr Cox seconded by Cllr Chandler Agreed nem con

Action: Clerk

The following Bills and cheques were presented for payment:

Bawdens - Quote GEMQ-0274 – (Mini roundabout sightlines) £172.07

Bawdens – Quote GEMO-0272 Item 1 (Lifting of branches on recreation ground) works) £ 317.68

Bawdens – (Grass Cutting) 466.61

TDT (Litter Patrol Apr – Jun) £549.96

Wiltshire Assoc of Local Councils (Annual subscription) £265.98

Community First (Annual Subscription) - £36.00

Community First (Annual insurance premium) - £1906.32.70.

SLCC - Cemetery Management Course – £109.25

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

Tritax FC. Having considered a refund of £12.30 to Castledown Colts FC for a un-played game Members agreed not to authorise the refund.

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

Having considered the purchase of Arnold-Baker: Local Council Administration, 8th Edition Members agreed to authorise the purchase at a cost not to exceed £67.00 + VAT.

Proposed by Cllr Chandler seconded by Cllr Rossiter.

12. **09.09 Planning Report:**
 Cllr Whinton presented the planning report for April. To be displayed on the parish notice board. E/09/0528/FUL. Lounge extension, involving removal of polycarbonate roof and double glazing units from conservatory. Build up of existing dwarf walls in face brickwork to match existing. Form a pitched roof covered in stonewold conc slates grey finish at Tuxford, Cadley SN83EA for Mr. C. Ball. Having considered the application 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. **10.09 Property Report:**
Litter Patrol. Having considered the quotes received for the Litter Patrol Contract the Members agreed to accept the quote of £2772.00 submitted by Tidworth Development Trust.
 Proposed by Cllr Cox seconded by Cllr Chandler Agreed nem con.
Action Clerk
- Burial Ground.**
 Proposed charges. Having considered a table showing the comparison of the Church of England and other Parish's fees circulated by the Clerk the Members agreed to gradually raise fees where necessary to bring them into line with the Church of England fees by April 2013. The new table of fees will be published on the Notice Board and the Council's Website.
 Proposed by Cllr Cox seconded by Cllr Williams agreed nem con
Action: Chairman/Clerk
- Green Waste.** Having considered the bin requirement for the removal of green waste the Members agreed to hire a "Green Wheelie Bin" from Wiltshire Council at a cost not to exceed £35+VAT
 Proposed by Cllr Cox seconded by Cllr Pickis. agreed nem con
Action: Clerk
- Grounds Maintenance.** Having considered the lack of quotes received the Members agreed to defer the matter to the next meeting. **Action: Clerk**
 Proposed by Cllr Cox seconded by Cllr Rossiter.
- Saunders Meadow:** The Chairman reported No further movement.
- Saxon Rise.** The Chairman reported No further movement.
- Casual Play Space Maintenance.** The Members having considered a estimate of £300 +VAT submitted by Mr R Marsh for felting of the Teen Shelter agreed to accept the quote.
 Proposed by Cllr Cox seconded by Cllr Rossiter. Agreed nem con
Action: Clerk
- Recycling Skips:** Skips for plastic and waste will be at Everleigh Road on Wednesday 17th June – between 10.00am & 12.30pm. A full list of dates and times can be found at www.collingbourne-ducis.com/.
14. **11.09 Highway Matters.**
A338. The Members expressed their concern at the large number of potholes appearing across the county and requested Cllr Bale to report the large pothole on A338 at Redroofs. They also noted the poor state of Everleigh Road at its junction with the A338.
WCC Parish Steward Scheme: Next visit date is Tuesday 9th June, Cllr Bale to be notified of any work need in the parish as soon as possible.
15. **12.09 General Matters:**
Allotments. One of the owners of the land adjacent to Acorns has been identified and Cllr Chandler agreed to make contact.
Youth Working Group. The Chairman attended a meeting held by the Tidworth Development Trust at which a requirement for a "Youth Needs Analysis" was identified for which funding has yet to be found.

16. **13.09 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:** 11th June 2009 at 7.30 pm at Collingbourne School.

The meeting closed at 9.40pm