

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF MEETING HELD AT COLLINGBOURNE DUCIS VILLAGE HALL ON THURSDAY 6 JULY 2006

Present: Cllr M Cox (Chairman)

Cllrs B Bale, P Carter, P Cogdell, G Chandler, J Robinson, A Still, N Whinton
and no members of the public

1. **Apologies:** Cllrs C Price, A Stone and County Cllr R Hall.
2. **42.06 Casual Vacancy:** A Notice of Vacancy has been displayed on the parish noticeboard and if no notice of claim to an election is received from ten electors within the statutory 14 day period the Council will be free to co-opt.
3. **Chairman's announcements:**
 - WALC AGM and Parish Plans workshop:** This will take place on 13 July and will be attended by Cllrs Cox and Robinson.
 - WCC Mineral and Waste Planning:** Cllr Robinson to review the document which has been received.
 - Tidworth Area Festival:** This will take place on 30 July at Tedworth House between 11.00 am and 7.00 pm.
 - Library Service review:** A consultation document has been received from WCC. Cllr Cogdell to respond.
 - WCC Open Evening for Town and Parish Councillors:** These will take place at County Hall on 24 and 25 July.
 - KDC Alternate Weekly Collection:** The new system is now in operation.
 - Litter Patrol:** A temporary operative is now covering the job following the hospitalisation of the original. Cllr Cox to liaise with Mrs Hilary Hollingsworth from TDT.
 - Draft Regional Spatial Strategy:** A consultation document has been received and will be circulated to councillors.
4. **Minutes of the last meeting:**

The Minutes of the meeting held on 1 June 2006 were agreed as a true record subject to an amendment to Minute no 37.06 noting that for at least two weeks the TDT Litter Patrol operative's duties were not carried out due to illness.

Proposed by Cllr Robinson seconded by Cllr Bale. Agreed nem con.

43.06 Matters arising: Cllr Robinson Local Authorities Byelaws.
5. **Declarations of Interest:** None.
6. **44.06 Policing Issues:**

There was no police report at Sgt Porter was not present.
7. **Adjournment for public comments/questions 7.55 pm.**

District Cllr Still reported that Council Tax will increase by the same amount next year as this.

The meeting reconvened at 8.03 pm.
8. **45.06 Finance Committee Report:**
 - Annual Return - Internal Auditor's Report:** The Annual Internal Auditor's report for the year ended 31.3.06 was approved. Proposed by Cllr Cox seconded by Cllr Still. Agreed nem con. It was noted that Mr Basil Frost had written to the Clerk indicating that he would not be prepared to undertake this position next year.
 - Annual Return – Statement of Accounts:** The Annual Statement of Accounts for the year ended 31.3.06 was approved and signed. Proposed by Cllr Robinson seconded by Cllr Cox. Agreed nem con.
 - Annual Return – Statement of Assurance:** The Statement of Assurance for the year ended 31.3.06 was approved and signed. Proposed by Cllr Robinson seconded by Cllr Cox. Agreed nem con.

Licence for Play Area at Knapp Close: It was agreed that the council accept Sarsen Housing Association's offer to create a licence for the play area at Knapp Close on a 50/50 cost sharing basis as outlined in their letters of 17 and 31 May. The cost to the PC based on the assumption that there are no unforeseen complications will be £88.12 and the annual fee payable will be £5. Clerk to respond.

Proposed by Cllr Robinson seconded by Cllr Bale. Agreed nem con.

Review of Clerk's salary and conditions of service: The Clerk's annual salary increase based on the NALC 2006/7 National Salary Award for Local Council Clerks was approved.

Proposed by Cllr Robinson seconded by Cllr Whinton. Agreed nem con.

Purchase of computerised accounting software package/training: It was agreed that the Alpha Accounting Software package for the smaller council be purchased from RBS Software Solutions at a cost of £495 excluding VAT.

Proposed by Cllr Robinson seconded by Cllr Still. Vote 6 for 1 against 1 abstention. Carried.

The following cheques were authorised:

Clerk's quarterly salary £748.48 and expenses £132.00 (first quarter 2006/7).

J H Sedgwick £426.00 (Beech Wood 1st of 6 invoices for 2006 grass cutting season).

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

Cllr Robinson presented the monthly financial report for June 2006. As there was currently in excess of £8,000 in the Lloyds TSB account it was agreed to transfer the sum of £5,000 to earn higher interest with Scottish Widows.

Letter of thanks: A letter of thanks for the PC's donation has been received from St John Ambulance.

46.06 Planning Committee Report:

As Cllr Price was not present the Clerk read out her report for June 2006. To be displayed upon the noticeboard and the parish website: www.collingbourne-ducis.com.

39.06 Property Committee Report: Cllr Bale presented the report for June 2006.

Recreation Ground - Request from CDVH for cost sharing re commercial waste bin:

Following discussions with the PC the Village Hall Management Committee has withdrawn its request for a cost sharing arrangement.

KDC re-cycling skip service: Skips for re-cycled plastic and cardboard waste will be in the village at the following locations on the following dates:

Wed 26 Jul - Station Approach)	
Wed 20 Sep - Everleigh Rd/A338 Junction)	
Wed 29 Nov - Saxon Rise)	between 11.00 am and 1.30 pm.
Wed 24 Jan - Station Approach)	
Wed 21 Mar - Everleigh Rd/A338 Junction)	

Details will be displayed on the PC noticeboard and website.

Refuse bin: Cllr Cox to research costs of replacing the damaged bin at the Village Hall.

Noticeboards: Cllr Bale to investigate costs of replacing damaged noticeboards.

9. **48.06 General Matters:**

Emergency Planning: It was agreed that the PC participate in this year's Parish Exercises which are scheduled for the evenings of either 12 October and 9 November between 19.30 to 2100 hrs. Clerk to respond.

Training: Clerk to investigate available training in Burial Ground administration following the proposed inclusion of this responsibility in her job description.

10. **49.06 Highway matters:**

Cadley Road re-surfacing: Cllr Bale reported that the Cadley Road has now been patched.

11. **Date of next meeting:** 7 September 2006 at 7.30 pm.

The meeting closed at 8.48 pm.

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Chairman 7 September 2006