

## COLLINGBOURNE DUCIS PARISH COUNCIL

### MINUTES OF MEETING HELD AT COLLINGBOURNE DUCIS VILLAGE HALL ON THURSDAY 3 JANUARY 2008

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

**Apologies:** C. Cllr. R Hall. P. Gill, Clerk to CDPC.

- Chairman's announcements:** The Chairman had received a letter from Mouchel Parkman on behalf of Wiltshire Highways outlining expected Works at Houghomont bridge on the A338 just south of the A342 and asking for any factors they should consider.  
The Chairman then introduced Natalie Williams, who had volunteered for co-option into the vacant place on the Parish Council. He proposed that she was so co-opted: seconded Cllr. Rossiter, agreed nem con. N. Williams then signed the Declaration of Acceptance of Office.
- Minutes of the last meeting** held on 6 December 2007:  
Cllr. Jones noted that she had, in fact, been present at the meeting although not recorded as such. Cllr. Gilford noted that his name was mis-spelt in many places. With those minor amendments, the minutes were agreed as a true record. The Chairman undertook to update and sign the minutes.  
Proposed by Cllr. Risborough, seconded by Cllr. Jones. Agreed with one abstention.  
**1.08 Matters arising:** There were no matters arising not already on the agenda.
- Declaration(s) of Interest:** Cllr. Dowsett noted that he is a member of the Village Hall Trust management committee (item 3.08 below).
- Adjournment for public comments/questions –19.37.**  
D. Cllr. Howard briefed the meeting on current thinking on the composition of Wards in the proposed Wiltshire Unitary Authority. In general, those present considered Collingbourne Ducis should be part of a Ward with an essentially rural environment and not one which was overwhelmingly urban.  
The meeting reconvened at 19.54.
- 2.08 Finance Committee Report:**  
Cllr J Dowsett reported on the Finance & Property meeting which had met immediately before this meeting. That meeting had approved a draft Budget and proposed a Precept, both for approval by the Parish Council. The F&P Committee had also undertaken to review the Conditions of Service of the Clerk to ensure they continued to be in line with NALC recommendations.

#### **3.08 Precept 2008/2009:**

Copies of the draft Budget Forecast for 2008/09 were circulated and Cllr Dowsett presented these to the meeting. The main changes were as follows:

#### **Budgeted Expenditure:**

##### Donations and subscriptions changes from 2007/8:

The F&P committee recommended the budget for Donations be a single line of £1,400 rather than split out over possible grantees. This recommendation was accepted by the meeting without dissent.

Total Donations and Subscriptions forecast £1,720 (an increase of £20).

##### Administration changes from 2007/8:

- £1,000 Insurance (an increase of £50)
- £300 Audit fees (an increase of £25)
- £200 Village Hall Hire (an increase of 50)
- £3,500 Clerk's salary (an increase of £400)
- £150 Councillors' expenses (a decrease of £100)
- £150 Training/Publications (a decrease of £150)

- £200 Elections (a decrease of £400)
  - £250 Office equipment and software (an increase of £500)
- Total Administration forecast £9,631 (a decrease of £425).

Services changes from 2007/8:

- £1,200 General Maintenance (a decrease of £1,300)
  - £1,760 Litter patrol contract (an increase of £160)
  - £200 Servicing Parish Church Clock (an increase of £20)
- Total Services forecast £9,280 (a decrease of £1,120).

TOTAL FORECASTED EXPENDITURE £20,631.

TOTAL FORECASTED INCOME (excluding Precept) £5,131.

It was agreed that the Precept request be increased in line with inflation to £15,500 for the year 2008/2009. In the Clerk's absence, Cllr. Dowsett to complete the necessary paperwork and submit it to KDC.

Proposed by Cllr J Dowsett seconded by Cllr Pickis. Agreed nem con.

The Chairman noted that the litter patrol contract with the Tidworth Development Trust is due for renewal on 1<sup>st</sup> April 2008. He would ask the Clerk to include the litter patrol arrangements on the next meeting agenda.

**Action:** Cllr. Cox, Clerk.

**4.08 Authorisation of Cheques:**

The following cheques were authorised:

Insignia £2127.00 – Notice Board  
 Commercial Signs £78.14 – Play Area signs  
 M. Allcorn £37.12 – clerk's back pay  
 Kennet CAB £ 50 - donation  
 Shaw & Sons £175.59 – new burial register.  
 Landmarc (MoD) £10 – footpath licence

The meeting was unsure whether the SLCC £80.00 Annual Subscription was based on personal or Council membership and it was agreed to defer this item until the Clerk returned to the UK.

Proposed by Cllr. Dowsett, seconded by Cllr Pickis. Agreed nem con.

6. **Date of next meeting:** 7 February 2007 at 7.30 pm.

The meeting closed at 20.15.