

## COLLINGBOURNE DUCIS PARISH COUNCIL

### MINUTES OF MEETING HELD IN COLLINGBOURNE PRIMARY SCHOOL ON THURSDAY 1 MARCH 2012 AT 7.30pm

**Present:** Cllr M Cox (Chairman), Cllr G Chandler (Vice chairman), Cllr R Haverson, Cllr N Williams,

**In Attendance:** Mr P Gill (Clerk), Wiltshire County Cllr C Howard, PC M Bayliss and one Member of the Public

1. **Apologies:** Cllr A Ahl and Cllr M Catton.

**Absent:** Cllr K Pickis

2. **Chairman's announcements:** None made.

3. **Minutes of last meeting:**

The minutes of the Meeting of the Parish Council held on 5 January 2012 having been previously circulated were agreed as a true record.

Proposed by Cllr Haverson seconded by Cllr Chandler

**Agreed nem con**

**52.11 Matters arising.** None

4. **Declarations of Interest:** Cllrs Cox and Williams declared a prejudicial interest in item 54.11 Scamps grant request and Cllr Chandler similarly declared an interest in items 54.11 and 56.11 Recreation Ground Working Groups.

5. **53.11 Policing Issues:** PC M Bayliss reported on the recorded crimes that had taken place over the last two months the most significant of which were a RTA on the road near the Shears Pub during the last cold spell, attempted theft of an outside letter box, a makeshift camp in Collingbourne Woods which on investigation proved to be of no consequence, sighting of a suspect transit van, theft of a water pump from a barn and homophobic comments made by a property landlord to a tenant. PC Bayliss then answered questions from the Councillors. Cllr Haverson informed Members that he would be attending the TTG meeting on 16 March to set the policing priorities for the next three months.

The Chairman thanked PC Bayliss for attending.

6. **Adjournment for public comments/questions: 7.48pm.**

The secretary of the Village Hall Trust said they have an interest in how recreation ground and village hall booking are co-ordinated and asked that they be involved in the discussions of the Working Groups looking at the Recreation Ground Tenancy Agreements and Hire Fees where appropriate. The Members noted the request.

Wilts Councillor C Howard provided a report a précis of which follows:

The Council's Budget for 2012/13 was approved at a full meeting of the Council on 28<sup>th</sup> February, and the main points are: Council Tax payable to the Council remains unchanged, as does the amount payable to the Police Authority and to Wiltshire Fire and Rescue. This gives a total Band D charge for the year of £1,442.58. The only minor increase is in the precept of some Parish Councils.

The amount of Council Tax payable is being held at last year's level despite a decrease of £3.2 million in the Formula Grant from central government and despite the decrease the Council is **increasing** expenditure in the coming year on Care of old and vulnerable people by £9.7 million and Children's services by £4.9 million. Moreover, Highway maintenance from £18.3 million to £18.7million: much remains to be done, but the backlog of work is expected to be reduced by a further 10% this year.

He also informed Members that the footpath between the Collingbournes would be resurfaced in two phases between March and April 2012 and of his correspondence with a Parishioner on the subject of the condition of the Reactive Speed Sign on the north side of the village.

The chairman thanked Wilts Cllr Howard for his report.

**The meeting reconvened at 8.15pm**

7. **54.11 Finance Report:**

The Clerk presented the Income and Expenditure report along with Bank Reconciliations produced from the accounts package and the latest bank statements and drew attention to some probable over and under spends at year end.

The following cheques were noted and/or presented for authorisation as per approved contracts or IAW Standing Orders:

Mr P Gill (Salary & Expenses Nov – Dec less Tax) £573.08

HM Revenue & Customs (Tax) £143.40

Mr P Gill (VERIO) £19.50

Mr P Gill (VERIO) £127.40

First Clean Services (Bus Shelters) £24.00

Wilts Council (Grass & litter) £1,568.98

New Rigg music (Jubilee Band deposit) £ 150.00

Community First (Jubilee Insurance) £63.00

**Proposed by Cllr Cox seconded by Cllr Chandler that the report as presented be accepted and the cheques as presented be noted or authorised.** **Agreed nem con**

**Play equipment.** In the absence of Cllr Ahl no report was offered and the item was deferred to the next meeting. **Action: Cllr Ahl**

**Bluebell Run.** Having considered a request to waive Recreation Ground hire fees for 29 April 2012 Members agreed to waive the fees.

**Proposed by Cllr Haverson seconded by Cllr Williams** **Agreed nem con**

**Scamps (Mum and child group).** As Cllrs Cox and Williams had declared a prejudicial interest in the item the meeting was inquorate and the item was deferred to the next meeting.

**Recreation Ground.** Cllr Cox informed Members that although the full Hire Fees Working Group had not yet met some preliminary work had been carried out the results of which were shown to the Members who agreed that this preliminary work should form the basis of the Working Group's discussions and that the Working Group makes recommendations at the next meeting.

**Action: Chairman & Working Group Members**

8. **55.11 11Planning Report:** Cllr Williams presented the planning report.

**E/2012/0016/FUL.** Demolition of existing garage and erection of three bay car port with ancillary residential accommodation above Herridge Racing Stables Herridge Collingbourne Ducis SN8 3EG. The Members have already commented and the application has been granted.

**E/2012/0067/TCA.** Work to Trees in a Conservation Area to fell Cypress tree (T1) and 2 No Ash trees (T7 & T8) at West Farm House Sunton Collingbourne Ducis SN8 3DZ. The Members have already commented and the application has been granted.

**E/2012/0139/FUL** Ground floor single storey extension to form 4 rooms and lounge and conversion of owners accommodation to 4 x close care units at West Farm House Care Home Collingbourne Ducis Marlborough SN8 3DZ. Having considered the application the Members made the following comments:

- The proposed development sits in the heart of the Conservation Area and significantly reduces the size of one of the few green areas.
- There is strong possibility that there will be an increase in traffic entering and leaving the site by West Farm Close.
- There will be an increase in the use of a very limited and potentially dangerous route where there is no footpath to the local shop, bus stop and other facilities.
- Should planning permission be granted then Members would strongly urge that a condition of the permission should be that the developer makes funds available to assist with the proposed traffic management amendments in Cadley Road.

Proposed by Cllr Haverson, seconded by Cllr Chandler that report as presented be accepted.

**Agreed nem con**

**Action: Clerk**

9. **56. 11 Property Report.**

**Recreation Ground.** Cllr Cox informed Members that although the full Tenancy Agreements and Policy and Priorities Working Group had not yet met some preliminary work had been carried out the results of which were shown to the Members who agreed that this preliminary work should form the basis of the Working Group's discussions and that the Working Group makes recommendations at the next meeting.

**Action: Chairman & Working Group Members**

**War Memorial.** Cllr Cox reported that the Memorial required cleaning and Members agreed that 1st Clean Services be asked to carry out the cleaning at a cost not to exceed £100+VAT.

Proposed by Cllr Cox, seconded by Cllr Haverson.

**Agreed nem con**

**Action: Cllr Cox**

**Litter Contract.** Members noted the increase in the contract price of 5% to £1,818.73 for FY 12-13 and agreed that it still represented good value for money. **Action: Clerk**

10. **57.11 Highway Matters:**

Cllr Haverson reported that he had not been advised of any new issues. He has again delayed an update on the Refuse Collection issue (Wheelie Bins) as there are still changes to collection times which have yet to come into force. Moreover, a few households continue to leave bins out for several days after the collection day, and often at weekends. **Action: Cllr Haverson**

**Cadley Road.** Donna Kelly, Senior Traffic Technician from Wilts County Highways had conducted a survey of Cadley Road speed humps the results of which Cllr Cox presented to the meeting. After discussion the Members agreed that the proposed alterations are what the Members would like with a preference for the more expensive proposal but with one minor alteration. Cllr Howard agreed that he would take the matter forward for consideration at the CATG meeting on 12th March and would inform the meeting that the sum of circ £5,000 is being held by Wiltshire Council to the credit of the Parish Council as the remaining proceeds of sale of the old station yard and which should be used to help offset the cost of the proposed alterations. Members noted there was likely to be a budgetary shortfall in funding the project and an additional PC contribution might be necessary above the £5,000 being held by Wiltshire Council. **Action: Wilts Cllr Howard**

11. **58.11 General Matters:**

**Diamond Jubilee & Olympic Events.** Cllr Cox reported that the bid submitted to TAB for consideration at its January meeting has been approved. He also reported that a number of planning meetings had taken place with the interested parties and that there is now a sound basis for a plan for both events. After discussion the Members agreed that the PC should meet the costs of the Temporary Events Notices for both events at a cost of £21.00 each and the cost of the entertainment up to a maximum of £1,000.00 with the grant being used to fund other aspects of the events. In the interests of gaining best value for money Members authorised Cllr Cox to make purchases using his credit card and to then reclaim the monies on productions of invoices and credit card payments.

**Proposed by Cllr Haverson seconded by Cllr Williams.**

**Agreed nem con  
Action: Cllr Cox**

**Thematic Groups.** Cllr Haverson reported that the Communications Group which he chairs has not met since the last PC meeting. The next meeting of the Health & Social Care Group is due to be held on Thursday 29 March which he will be attending.

**Action: Cllr Haverson**

**Clerk's Terms and Conditions.** Members agreed that Cllrs Cox and Williams would conduct the appraisal before the next meeting at a time and date to be agreed with the Clerk.

**Action: Cllrs Cox & Williams**

**Standing Orders and Financial regulations.** The Clerk reminded the Members that it was good practice to review the Standing Orders and Financial Regulations on an annual basis and to that end the Members agreed to carry individual reviews and to bring any comments or amendments to the next meeting.

**Action: All Members**

**Localism Act 2011 - New Standards Framework.** The Clerk briefed the Members on the current situation with regard to the implementation of the revised Code of Conduct and Members agreed in principle to fall in line with the initial recommendations of Wilts Council.

**Presentation.** As Claire Litchfield on Great Western Hospital NHS Foundation Trust - Membership and Engagement Project failed to attend the meeting therefore no presentation was made. However, Cllr Haverson agreed to approach Salisbury NHS foundation with a view to inviting them to make a presentation to the Members in the near future.

**Action: Cllr Haverson**

**Speedwatch.** Cllr Chandler reported that a speed gun was now shared between the two Collingbournes but stated that there was a need for volunteers to operate the gun. He also reported that further to Wilts Cllr Howard's correspondence with a Parishioner regarding the reactive Speed Sign it is understood that it although Wilts Council have the matter in hand it may be some time before the sign is back in operation. Moreover he confirmed that he would be attending a Seminar on Traffic Planning for Rural Villages to be held on 13<sup>th</sup> March at 7.00pm in Kennet Valley Hall, Lockeridge. **Action: Cllr Chandler**

**Allotments.** Cllr Chandler reported that he had made contact with the mentor at the Allotments Regeneration Initiative who advised that the best way forward was for the PC to facilitate a meeting with a view to getting those persons interested to form an Allotments Association. The Association could then carry out the groundwork required to develop a plan that could be put to the PC in due course. Cllr Chandler agreed to lead on the setting up of the meeting and the Members agreed that the PC would meet the costs of flyer to go out with the Courier at a cost not to exceed £10.00 + VAT.

**Proposed by Cllr Cox seconded by Cllr Williams.**

**Agreed nem con**

**Action: Cllr Chandler**

12. **59.11 Co-option of Councillors:**

There are now four vacancies as a result of resignations and anyone interested in becoming a councillor should contact the Parish Clerk for details.

13. **Date of Next Meeting:** The date of the next meeting was confirmed as the Annual Parish Meeting on Thursday 3 May 2012 at 7.30pm to be followed by the Annual Meeting of the Parish Council.  
The meeting closed at. 21.25pm