

**COLLINGBOURNE DUCIS PARISH COUNCIL**

**MINUTES OF MEETING HELD IN COLLINGBOURNE PRIMARY SCHOOL  
ON THURSDAY 4 NOVEMBER 2010 AT 7.30pm**

**Present:** Cllr M Cox (Chairman), Cllr G Chandler (Vice chairman), Cllr K Rossiter Cllr N Williams and Cllr P Risborough,

**In Attendance:** Mr P Gill (Clerk), PCSO P Royston and two Members of the public.

1. **Apologies:** Cllr A Jones, Cllr K Pickis and Wiltshire County Cllr C Howard.

**Absent:** Cllr B Bale.

2. **Chairman's announcements:** The Chairman drew attention to the following:  
Wiltshire Council Open Spaces Study to which he will respond.  
The resignation of Cllr Crompton in early September.

3. **Minutes of last meeting:**

The minutes of the Meeting of the Parish Council held on 1 September 2010 having been previously circulated were agreed as a true record with an amendment to the day of the meeting.

Proposed by Cllr Cox seconded by Cllr Risborough.

**Agreed nem con**

**32.10 Matters arising.** None that do not appear on the agenda.

4. **Declarations of Interest:** Cllr Cox as a Church Warden declared an interest in the Church Grant at item **34.10**, and Cllr Chandler as a Member of the Collingbourne Cricket Club declared an interest in the Grass Cutting Contract at item 36.10.

5. **33.10 Policing Issues:** PCSO Royston reported on incidents that had occurred since the last meeting the most significant of which were a personal assault, several of RTCs, 2 x vehicle thefts, attempted theft of a water pump, hare coursing, non suspicious barn fire, 2 x domestic disturbances and an arrest for driving with excess alcohol. Cllr Chandler then briefed Members on the meeting of the PC Transport Working Group in particular the arrangements for the setting up of a Community Speed Watch Scheme and the need for volunteers to join the scheme. Cllr Chandler agreed to place a flyer on the Parish Council's Notice board giving further details of the scheme. **Action: Cllr Chandler**

6. **Adjournment for public comments/questions: 7.40pm.**

A Member of the public complained about the lack of notification of the change of date of the September meeting for which the Chairman apologised. The same Member had reported a paint spill in the village to the Environment Agency without any action being taken to address the spill. The Members directed the Clerk to report the spill to Wilts County.

**Action: Clerk. (Reported on 5 November Ref No 476400)**

In the absence of Wilts County Cllr Howard the Chairman read out a report a summary of which follows:  
"There is some good news to report in that it seems probable that there will be no increase in the Council Tax payable to Wiltshire Council next year, but final confirmation of this will not be available until the Council's budget is set early next year.

There have been recent cases in this area where building and other work has been carried out without planning permission. It is in order to carry out works that require planning permission and then request retrospective permission, but the danger there is that planning permission may not be granted, with the result that the works may have to be dismantled with all the cost, controversy and other grief that this involves. The Wiltshire Council planning department at Devizes (01380 724911) is happy to provide advice and assistance. If in doubt ask first.

Work on improving the signs and road layout at the junction of the A342 and the A346 at Shaw Hill. This work was as suggested by Basil Frost, and carried out at my instigation. I am well aware that there is still scope for further improvements to the road layout, but regret that these will have to wait until further funds are available. Moreover, I have requested that the surface of Cadley Road in the area of Sally Lunn's should be repaired. County Highways have inspected that part of the road and have told me that they have made arrangements to carry out repairs. No date given and I will monitor progress."

**The meeting reconvened at 7.55pm**

7. **34.10 Finance Report:**

The Clerk presented the Income and Expenditure report along with Bank Reconciliations produced from the accounts package and the latest bank statements.

Having considered moving the Clerk's pay cycle Members agreed to move to a 2 monthly cycle.

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

Bawden Ltd (Grass Cutting IV 7239) £476.76

Southern Electric £24.40

Oxenwood – (Climbing Wall) £175.00

Mr J Halfon (Litter Contract – (Oct) - £180.00

PWLB – (VHT) £1328.13

Bawden Ltd (Grass Cutting IV 7321) £476.76

Mr M Cox (Topsoil) £12.00

Bawden Ltd (Crown Lifting IV 7377) £517.00

Clerks Salary & Expenses. £900.66

Playsafe – (RoSPA Inspection) £155.10

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

**Budget.**

FY 10/11. Having noted some under spends and overspends in the budget to date Members agreed to authorise the Clerk to make balancing veriments to the current budget.

Proposed by Cllr Cox seconded by Cllr Williams.

**Agreed nem con**

**Action: Clerk**

FY 11/12. Having considered requirement to present a Draft budget and Precept recommendation for consideration at the PC meeting in January 2011 Members agreed that the work be carried by Cllr Cox, Williams and Chandler.

**Action: Cllrs Cox, Williams & Chandler**

**Youth Development.** Cllr Risborough reported on an aspiration to run a youth development programme for the children in Collingbourne School for which the instructors would give their time for free and requested a commitment in principle from the Council to meet some of the programme costs up to a maximum of £250 to which the Members agreed.

**CCE Link Scheme.** Having considered a request for a donation the Members agreed to make a donation of £200.

Proposed by Cllr Cox seconded by Cllr Chandler.

**Agreed nem con**

**Action: Clerk**

**Village Hall Trust.** Having considered a request to waive hire fee for the Recreation Ground for use on 5 November 2010 Members agreed to waive the hire fee.

Proposed by Cllr Cox seconded by Cllr Rossiter.

**Agreed nem con**

**Action: Clerk**

Bluebell Run 2011. Having considered a request to waive hire fee for the Recreation Ground for use on 15 May 2011 Members agreed to waive the hire fee.

Proposed by Cllr Cox seconded by Cllr Risborough.

**Agreed nem con**

**Action: Clerk**

**Church Grant.** Having note the issuing of practical completion certificate for the St Andrews Toilet Project on Friday 15th October Members agreed to the release of the second part of the PC's grant to the project (£2.5K) as agreed at item 117.08 of the PC meeting held on Thursday 2 April 2009.

Proposed by Cllr Chandler seconded by Cllr Risborough.

**1 Abstention**

**Action: Clerk**

8. **35.10 Planning Report:** Cllr Williams the Chairman presented the planning report (Copy attached and to be displayed on the notice board).

E/10/1417/TCA. Work to Trees on the field boundary with number 7 Gilberts Piece to consist of: a 15% crown reduction of a mature sycamore tree, a height reduction by 20% and reshaping of a semi mature cherry tree and the felling of two semi mature ash trees, (for which replacement planting is proposed).

Having considered the application Members agreed to defer to the decision of the planning Officers at Wiltshire Council.

Proposed by Cllr Cox, seconded by Cllr Rossiter that the report be accepted.

**Agreed nem con  
Action: Clerk**

9. **36.10 Property Report:**

**Grass Cutting Contract 2011-14.** Having considered the four tenders received against the grass cutting schedule Members agreed in principle, but subject to clarification, to accept Wiltshire Council's Tender for the option including the burial ground and weekly cuts of the recreation ground as offered best value for money. The Members directed the Clerk to arrange a walk through with the Officer from Wilts Council and the Chairman to clarify tasks and procedures. If the walk through proved to be satisfactory the Clerk is to write to Wilts Council to confirm acceptance of their tender and to the other tenderers to inform them that they were unsuccessful.

**1 Abstention**

**Action: Cllr Cox & Clerk**

**Play Areas.**

Having considered the future of the ownership of Saxon Rise and Saunders Meadow play areas Members noted that the matter had stalled and the Chairman agreed to chase it up with Wilts Council.

**Action: Cllr Cox**

**RoSPA Report.** Having considered and accepted the Annual RoSPA report which highlighted a small number of low or medium risks the Members directed the Clerk to have the repairs carried out to mitigate the risks and the Chairman agreed to speak to the landowner regarding a small strip of barbed wire.

Proposed by Cllr Chandler seconded by Cllr Rossiter.

**Action: Cllr Cox & Clerk**

**Land Registration.** Having considered the Land Registration Act 2002 Members agreed that no action was required at this time.

**Recycling skips:** Skip lorry for plastic & cardboard waste will be at Station Approach on Wednesday 15 December and at Everleigh Road on Wednesday 23 February 2011 between 10.00am & 12.30pm. A full list of future dates has been posted on [www.collingbourne-ducis.com](http://www.collingbourne-ducis.com).

10. **37.109 Highway Matters:**

**WC Parish Steward Scheme.** The Steward will now operate on a "find & fix" basis; however it is anticipated that the Steward will be in the village on 6&7 December; in the meantime villagers should inform Wiltshire Council as soon as possible of any work needed in the parish via CLARENCE on 0800 232323.

11. **38.10 General Matters:**

**Village Show.** The Chairman reported that the show had been a very good and that it had been well supported by the Council. However, Members noted with some disappointment that the Council's name did not appear on the list of sponsors.

**Recreation Ground.** The Clerk confirmed to Members that he seen satisfactory evidence that the Village Hall Trust firework display organisers had appropriate and adequate insurance in place and that he had been assured by the Named Safety Supervisor, Mrs Linde Rogers, that an appropriate and adequate safety plan was in place. On that basis Members then authorised the use of the Recreation Ground for a Fireworks Display on 5 November 2010.

**Resignation.** The Chairman informed Members that Cllr K Rossiter had decided to resign from the Council due to the fact she has other commitments and that she now lived outside the village. The Member recorded their thanks to Mrs Rossiter for all that she had done during her time as a Councillor.

**Authorised Signatory:** Given Cllr Rossiter's resignation Members then agreed that Cllr Williams be added to the list of authorised signatories.

12. **39.10 Co-option of Councillors:** Four vacancies exist as a result of the 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 6<sup>th</sup> January 2011 at 7.30 pm. The meeting closed at 20.50pm.