

COLLINGBOURNE DUCIS PARISH COUNCIL

MINUTES OF MEETING HELD IN COLLINGBOURNE PRIMARY SCHOOL ON THURSDAY 7 MARCH 2013 AT 7.30pm

Present: Cllr M Cox (Chairman), Cllr N Williams, Cllr Dean and Cllr Haverson.

In Attendance: Mr P Gill (Clerk), Wiltshire County Cllr C Howard, the Chairman of Collingbourne Cricket Club and 2 members of the public.

1. **Apologies:** Cllr A Ahl (Vice Chairman), Cllr M Catton and Wiltshire Constabulary.

Absent: Cllr J Mason.

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

3. **Minutes of last meeting:**

The minutes of the Council Meeting held on 3 January 2013 having been previously circulated were agreed as a true record.

Proposed by Cllr Williams seconded by Cllr Haverson

Agreed nem con

48.12 Matters arising. None not on this agenda

4. **Declarations of Interest:** Cllr Haverson declared an interest as a neighbour in planning application E/2013/0165/FUL.

5. **49.12 Policing Issues:** A summary of a report submitted by email was read out by the Chairman which included the following: Overnight 19/20 Feb - Cadley Road, burglary from domestic garage, padlock forced, nothing taken. 20 Feb – Church Street, youth in parked car found to be in possession of Cannabis, Street Warning. Overnight 27/28 Feb – Spring Meadow, criminal damage to parked car, side panel dented by kicking. 4 Mar – A338, , an Asian male stood by a car with foreign plates, flagged down a motorist, pretended to be German, said he needed money for petrol; offered dubious rings of yellow metal in return for cash to be redeemed by calling a mobile phone number which number is not connected. Also, lost near Collingbourne Ducis on 20 Feb, a black and white Lurcher dog, answers to the name of “Jess”, police have contact details for the owner.

6. **Adjournment for public comments/questions: 7.25pm.**

A Member of the public asked questions regarding the possibility that someone is living in the ATAS building in Bourne Valley Works in response to which Wilts Cllr Howard agreed to inform the Planning Enforcement Officer at Wiltshire Council. The same person then asked questions on the effectiveness of Cadley Road traffic calming measures, condition of the road surface on Everleigh Road and speeding in the village to which the chairman replied. The Chairman of Collingbourne Cricket Club asked questions on the changes to the Agreement for the Regular Use of the Recreation Ground and the revision of hire fees. To which the Chairman replied and invited the Chairman of Collingbourne Cricket Club to remain with a view to hearing his input when the matters were discussed latter in the agenda. Wilts Cllr C Howard provided a report which included the following salient points of the Wiltshire Council Budget for FY13/14: The Wiltshire Council element of Council Tax will remain unchanged, with the amount payable for a Band D properties set at £1222.43. This will be the fourth successive year that Council Tax has remained frozen. The Council will increase spending by £8.6 million on vulnerable children and adults out of a total increase in spending in various areas of £17.8 million. Savings will amount to £27.6 million, mainly from procurement and service efficiencies. Capital spending on maintaining and improving our highways will be £21.4 million compared to £18.7 million in 2012/13. We will also increase spending on housing and provision of improved Broadband speeds across the county. Further details of your Council's budget are available on the Wiltshire Council website, and the annual summary that is issued with Council Tax bills. One further point on the budget is that it is now possible to pay your Council Tax by twelve instead of ten monthly instalments without any interest charge. He also explained the Council's policy on pothole repairs is as follows: Dangerous holes will be filled on a temporary basis as soon as possible. Permanent repairs will be carried out in the spring and summer. The reason why they will not be done immediately is that if they are repaired now and we have some more bad weather, the repairs will have to be done again and this would be a waste of money.

The meeting reconvened at 7.55.

7. **50.12 Finance Report:**

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

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

Mr P Gill (Verio Website & Domain Name) £130.25

Mr S Gilford (Sand & Sandbags) £150.90

Wiltshire Council (Litter Contract & RoSPA Inspections) £545.62

Wiltshire Council (Grass Cutting Contract) £1049.34

Wiltshire Council (Cadley Road improvements contribution) £2,000.00

Mr P Gill (Salary & Expenses) £566.88

HM Revenue & Customs (Tax & NI) £141.80

Mr P Gill (Printer Cartridges) £44.00

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

Recreation ground play areas.

Cllr Cox tabled a previously circulated discussion document that set out the present costs and charges structure and proposed a revised structure based on an hourly charge. After hearing from the public and having had a lengthy and detailed discussion the Members agreed that the principle underlying the annual charging structure for regular users was in future to be that of an hourly rate based on the number of hours confirmed or anticipated at the time of the meeting setting the charge. After further discussion on how to implement this without steep step increases in charges for some, the Chairman of the Collingbourne Cricket Club said that the club would undertake the cutting of the grass on the whole of the recreation ground on alternate weeks from 1 April 2014. On that premise, Members agreed to set a rate of £2.25 per hour for the next year and that the parish council would take the resulting one-off financial hit. The Members also agreed that the normal charge for Adhoc users would be £15.00 per hour up to a max of 8 hrs @£75.00.

Proposed by Cllr Cox seconded by Cllr Dean

Agreed nem con

Action: Clerk

Burial Ground. Having noted the considerable rise in Church of England Burial Fees to which the Council's fees have been linked the Members agreed to not raise the fees in line with the Church of England but to raise the single space interment fee from £185.00 to £200.00, the double space interment fee to from £235.00 to £250.00 and the interment of ashes from £81.00 to £100 with other fees to be raised in line with these fees.

Proposed by Cllr Haverson seconded by Cllr Williams.

Action: Clerk

Grant. Having considered an application from Collingbourne Primary School for a grant of £200.00 toward the cost of a windbreak the Members agreed to make a grant of £150.00 and suggested Collingbourne Kingston Parish Council were approached for the remainder.

Proposed by Cllr Cox seconded by Cllr Dean.

Action: Clerk

Bluebell Run. Having considered an application to waive the fee for the use of the Recreation Ground on Sun 21 Apr 13 for an Annual Bluebell Run the Members agreed to waive the fee on the proviso that the run organisers make a donation to "Lucy's Day Out" Charity at least equivalent to the hire fee of £45.00.

Proposed by Cllr Cox seconded by Cllr Williams

Action: Clerk

Reference Book. Having considered the Clerk's request for authorisation to pre order The Arnold-Baker Local Council Administration Ninth Edition for delivery in Dec 13 at a cost of £75.00 the Members agreed the authorisation.

Proposed by Cllr Haverson seconded by Cllr Williams.

Action: Clerk

8. **51.12 Property Report:**

Recreation ground play areas. Cllr Cox tabled a previously circulated 4th draft of the Agreement for the Regular Use of the Recreation Ground. After hearing from the public and having had a lengthy and detailed discussion the Members agreed to delete the pro rata half rate clause and an editorial correction (uses to bookings in para 7) and that the agreement come into effect with the issuing of the FY 13/14 invoices, the current agreement having by then been terminated.

Proposed by Cllr Cox seconded by Cllr Haverson

Action: Clerk

Jubilee Sign. The Clerk reported that repairs remain outstanding due to inclement weather and an injury to the metal smith but has been assured by the metal smith that the repairs will be conducted by 31 Mar 13.

Action: Clerk

Grass Cutting & Litter Contracts. The Members noted that the current contract is due to end in March 2014 and noted that after the earlier discussion of the Recreation Ground charges in this meeting Members agreed that as the Cricket Club would be cutting the grass on the whole of the ground on alternate weeks from 1 April 2014 the tender schedule to be issued in early Autumn 2013 should be amended to reflect this. It was further agreed that the Clerk draw up a draft tender letter and list of contractors to be invited to tender for consideration at the July meeting.

Proposed by Cllr Haverson seconded by Cllr Cox.

Action: Clerk

CPS Shelter. Cllr Cox reported that the repairs have now been completed.

9. **52.12 Planning Report:**

E/2013/0165/FUL. Construct a Garage extension to form garage and store at Pollys Patch, Sunton, Collingbourne Ducis SN8 3DZ. Having considered the application Members agreed to defer to the Planning Officer at Wiltshire Council.

Proposed by Cllr Williams Seconded by Cllr Dean.

Action: Clerk

10. **53.12 Highway Matters:** Cllr Haverson reported:

Everleigh Road between the A338 and the entrance to Sunnyhill is badly potholed and poses a potential threat to cyclists. This stretch was repaired last summer. It requires urgent attention.

The footpath alongside the A338, between the Cadley Road Junction and Victoria House is still in a poor state. Graham Axel's report that the weed affected area does not have the potential to trip pedestrians is disputed. From personal experience travelling along this stretch in a wheelchair is difficult and uncomfortable. When the weeds grow again the footpath will again be unsafe.

Through the autumn and winter this stretch of footpath was made extremely slippery by the accumulation of leaves. It would appear that footpaths are no longer swept.

Wheelibins continue to cause a problem to pedestrians, prams and wheelchair users. They block the footpath and are left out for a long period of time. Having tried squeezing by them my chair slipped off and onto the highway. Fortunately there was no traffic. The problem also exists on the narrow part of the pavement along the high street

A complaint has been received from a wheelchair user about the new pavement from the Village Shop to the entrance to Sunton (East). The access to the pavement is good; the problem is the overhanging hedge. **(Full details of this report including photographs can be obtained from the clerk.)** Members agreed that Cllrs Haverson, Dean and Wilts Cllr Howard would take these matters forward.

Action: Cllrs Haverson, Dean & Wilts Cllr Howard.

Controlled Crossing. Cllr Dean reported that a footfall survey was due to take place in early April which was unsuitable given the difference in the Hants and Wilts half term holidays and she agreed to try to get the date changed.

Action: Cllr Dean

A338 Working Group. Wilts Cllr Howard informed Members that although a lot of back ground work has gone on the matter is on hold until after the May elections.

Speedwatch. Cllr Dear reported that this remains stalled but that Wilts Constabulary have agreed to conduct safety checks in the village in the very near future.

11. **54.12 General Matters:**

Thematic Groups. Cllr Cox reported that a very productive Youth and Young Persons Meeting had been held on 7 Mar 13. Cllr Haverson reported that other groups appear to be in Limbo however details of the thematic groups can be found on the website at <http://www.tidworthcommunityarea.info/>

Parish Council Elections. The Chairman reminded Members that the elections are due to be held on Thursday 2 May 2013 and that all Members must stand down and may apply for election by completing and submitting a proposed and seconded nomination form to the Returning Officer at Wiltshire Council. If there is an equal or lower number of candidates than vacancies (11) the candidates will be duly elected unopposed. The Clerk informed Members that on request he would supply Electoral Numbers to those persons who propose and second a nominee.

Further details can be found on the Wiltshire website at <Unitary and Parish Elections | Wiltshire Council>. The Chairman reminded Members present that he does not intend to stand at the next election.

Action: All Members

Standing Orders & Financial Regulations. Cllr Cox informed Members that he and the Clerk had separately reviewed Standing Orders and Financial Regulations and had found them fit for purpose. On that basis Members agreed that no changes were required at this time but that they should be reviewed by the new council in October 13.

Proposed by Cllr Haverson seconded by Cllr Williams

Clerk's Terms and Conditions of Service. Having reviewed the Clerk's Terms and Conditions of Service Members agreed to move the Clerk to NALC Spinal Point 23 and to increase the Clerk's hours from 28 to 32 per month and increase his allowances in line with inflation all with effect from 1 Apr 13 and that Cllr Cox and the Clerk sign the revised contract by that date.

Proposed by Cllr Haverson seconded by Cllr Dean.

Action Cllr Cox and Clerk

12. **Date of Next Meeting:** The date of the next meeting was confirmed as Thursday 9th May 2013 following the Annual Parish Meeting

The meeting closed at 21.10pm.