

Minutes of the meeting of Winterbourne Parish Council (WPC) held on May 18th, 2022, in the Glebe Hall, Winterbourne Earls, Salisbury SP4 6HA at 7.30pm

In attendance: Cllr C Penn (Chairman), Cllr R Judd (Vice-Chairman), Cllr J Harrison, Cllr C Judd, Cllr C Bruce-White, Cllr N Palmer, Cllr P Biggins, Cllr A Burrows

Present: Parish Clerk, M Thomas, one member of the public, Unitary Councillor Andrew Oliver

		Action
1.	To elect the Chairman of the Council and to receive the Chairman Declaration of Acceptance of Office - The Parish Council resolved to elect Councillor Charles Penn as Chairman (Cllr R Judd proposed, Cllr P Biggins seconded, all in favour) with a Declaration of Acceptance of Office signed.	
2.	To appoint the Vice-Chairman of the Council and to receive the Vice-Chairman Declaration of Acceptance of Office - The Parish Council resolved to appoint Councillor Roy Judd as Vice-Chairman (Cllr P Biggins proposed, Cllr N Palmer seconded, all in favour) with a Declaration of Acceptance of Office signed.	
3.	Apologies – to receive and accept apologies: there were no apologies to receive.	
4.	Declarations of Interest There were no declarations of interest to receive.	
5.	Minutes: To approve as a correct record, the minutes of the meeting held on 20 th April 2022 - Resolved (without amendment) and signed by the Chairman Councillor Charles Penn.	
6.	Questions from the public There were no questions from members of the public.	
7.	<p>Reports from: Unitary Councillor Mr Andrew Oliver – Cllr Oliver provided a verbal report detailing Wiltshire Council matters and in relation to the parish which included note that Unitary Councillor Andrew Oliver is now Chairman of the Southern Area Planning committee.</p> <p>Clerk – Winterbourne Parish Council Use of Glebe Lands policy – monthly summary of bookings – Council noted the monthly summary, with request that the format/content is reviewed for clarity of presentation.</p> <p>To receive up to date meetings schedule – noted with Council agreement that Cllr Penn would attend the next meetings of the Southern Wiltshire Local Highways and Footways Improvement Group (LHFIG) and Glebe Hall management committee.</p> <p>Glebe Hall Annual General Meeting and committee meeting 24/03/2022 – Cllr Burrows provided a brief verbal report following his attendance at the meeting on behalf of the Council.</p> <p>Cllr Penn, 04/05/2022 Southern Wiltshire Local Highways and Footways Improvement Group (LHFIG) meeting – Cllr Penn provided a brief verbal report following his attendance at the meeting on behalf of the Council.</p> <p>Town & Parish Clerk meeting of 06/05/2022 – Council noted Parish Clerk attendance at the meeting.</p>	Clerk
8.	<p>Matters Arising Community Speedwatch – Council noted that the current team leader is retiring from the role with agreement that the Council would follow up the item (Cllr Biggins/Penn).</p> <p>Winterbourne parish community website progress – Cllr Penn provided a verbal report of progress to date regarding the community website with note that a SSL certificate for web domain thewinterbournes.org.uk needs to be purchased (see item 13).</p> <p>CBRN contact (Cllr Penn) re: September 2021 meeting alternative site for skateboard ramp item – the Council agreed to contact CBRN to try and organise a meeting between Cllr Penn and the Commandant as a general follow up meeting from the last meeting between Cllr Penn and the Commandant.</p>	Cllr Penn/ Biggins Clerk
9.	<p>Maintenance, with review of WPC Maintenance Log (ML) (seasonal, scheduled, and reactive maintenance) to include items as below: Parish Steward: (i) consideration of jobs for next visit and review of jobs from last visit – Council made note that the Parish Steward does not visit in the month of May. The Council reviewed its list of jobs for inclusion for the month of June 2022 with agreement that it would enquire when a weedkilling</p>	Cllr R Judd

	<p>exercise may take place in the parish (Cllr R Judd).</p> <p>The Council updated its ML with agreement that:</p> <ul style="list-style-type: none"> • Cllr Penn and Cllr R Judd would seek to liaise with the relevant landowners re: stiles at the locations of WINT7 and WINT10. • Cllr Judd would obtain quotation for replacement of posts for the noticeboard in St Edwards Churchyard. • The request to reinstate footpath WINT28 will be incorporated onto a highway's improvement request (for LHFIG) covering safe access to the Hurdcott bus stops. <p>Community day event(s), to include report from event – Council made note that a Community Day event had not been undertaken since the April 2022 WPC meeting with the next event planned to be held on 28th May 2022. Jobs considered for inclusion as part of the event was considered with agreement to add cleaning of the parish noticeboards.</p> <p>Update on planned tree works – Cllr R Judd provided a verbal report regarding tree works undertaken to date with note that WPC is currently awaiting the result of two applications it had made to Wiltshire Council in relation to.</p> <p>Refuse bin in Hurdcott – update on land ownership – the Council noted that it had received information from Wiltshire Council following its enquiry as to land ownership at a specified site with agreement to write to the landowner in question to enquire and seek written permission for the placement/installation of a refuse bin (general waste) by WPC at the site.</p>	<p>Cllr R Judd/ Cllr Penn</p> <p>Cllr R Judd Cllr Penn</p> <p>Clerk</p>
<p>10.</p>	<p>Planning and to consider those applications listed below</p> <p>Application for Amendment to existing Street Trading Consent (in Winterbourne Gunner) – Wiltshire Council – the Council considered the consultation with agreement to reply to Wiltshire Council to state the Parish Council consider that the hours of operation should be limited to the evenings only when demand for vehicles using the layby is more limited, so as to prevent a conflict of uses during daytime hours which could be detrimental to site safety. The layby is not particularly large, but is well used, including by large HGVs as well as for car parking by the congregation of the nearby church, the latter predominantly on Sunday mornings. As such the only increase in hours that the Parish Council could accept is for Sunday 17:00 – 23:00.</p> <p>PL/2022/03188 – Land adjoining Winterbourne Arms car park, Main Road, Winterbourne Dauntsey – T19 Oak – reduce and reshape by 20% remove deadwood T21 – Ash Pollard at 10m T23 – Willow – Pollard T24 – Ash – Remove fallen tree – the Parish Council considered the application with resolve of support to the application.</p> <p>PL/2022/03189 – Notification of proposed works to trees in a conservation area – Lane East of Grange Cottage, Gaters Lane, Winterbourne Dauntsey, Salisbury SP4 6ER and Corner of Glebe Hall Car Park – T1 Lime Tree – Crown reduction of 20%, remove deadwood T3 yew Tree – Reduce and reshape, remove and reduce lateral limbs to reduce damage - the Parish Council considered the application with resolve of support to the application.</p> <p>PL/2022/03084 – The Grange, Gaters Lane, Winterbourne Dauntsey, Salisbury SP4 6ER – Demolition of the existing gazebo and its replacement with a timber framed open garden structure and associated elevated timber walkway and landscape works – the Council considered the application with agreement of no objection to the application but note that the application includes no flood risk assessment (to consider possible effects of the development upon flooding elsewhere in the local area) or ecological survey (given proximity of the development on a river bank).</p> <p>PL/2022/03563 – Cemetery, Gaters Lane, Winterbourne Dauntsey SP4 6ER – Notification of proposed works to trees in a conservation area – T1 – Yew tree – crown reduction of 2m-3m – the Council considered the application with agreement to support the application.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>11.</p>	<p>Winterbourne Parish Council asset register – to review and agree current register – the Council noted and agreed a register of community assets (as of 31 March 2022) for reference of insurance purposes (separate to the fixed asset record of costs).</p>	
<p>12.</p>	<p>Governance</p> <p>Review of delegation arrangements; the Council reviewed its current list of delegation arrangements</p>	

	To consider new equipment for the amenity site – the Parish Council discussed the possibility of purchasing new equipment for the amenity site with agreement to undertake research in the first instance with report to a future meeting of the Council for consideration.	Cllr Palmer
	To consider a pétanque pitch on the QE11 field – Council discussed this with the request that the pétanque club should be involved in further discussion that should also take into account the future status and use of the existing pitch (Cllr Palmer).	Cllr Palmer
16.	Initial Response and Community Resilience Plan (IRCRP) Updated Plan (2022 version) - (i) to provide a progress report from Councillor Biggins (ii) to consider and agree inclusion of any necessary items (including purchase(s) of) for the Incident Control Equipment (ICE) kit – Cllr Biggins provided a progress report regarding the IRCRP with note that a draft of the plan had now been made. The Council considered what items it considered necessary to be included in the ICE kit following check of the current contents with agreement of expenditure up to and including £250.00 (exc. VAT) for the purchase of new equipment (Cllr Biggins to collate the list).	Cllr Biggins
17.	To confirm Winterbourne Parish Council insurance renewal 01/06/2022 (quotation reference 496693387) – Resolved with acceptance of quotation reference 496693387.	Clerk
18.	Correspondence Wiltshire Council, Southern Wiltshire Area Board - Rural Youth Outreach Project – Council agreed that the Wiltshire Council officer(s) implementing the project should be encouraged to contact local youth groups and organisations directly, as a more effective means of communication than working through Bourne Valley parish councils. Cllr Penn would respond accordingly.	Cllr Penn
19.	Platinum Jubilee celebrations (2022) – WPC further consideration of in the parish – the Council reported on planned parish celebrations to date with note of recent events held.	
20.	Confirmation of date of next meeting: June 15th, 2022: Resolved.	
21.	To close the meeting: the meeting closed at 9.07pm.	