

WINTERBOURNE PARISH COUNCIL (WPC), Friday 16<sup>th</sup> September 2022

Dear Councillor, you are summoned to attend a meeting of Winterbourne Parish Council (WPC) on **Wednesday 28th September 2022 at 7.30pm** to transact the following business at the location of the Glebe Hall (Ron Burton room) Winterbourne Earls, Salisbury, Wiltshire SP4 6HA. Yours faithfully, M Thomas, Parish Clerk

1.	<b>Apologies – to receive and accept apologies</b>
2.	<b>Declarations of Interest</b>
3.	<b>Minutes:</b> To consider and approve as a correct record, the minutes of the meeting held on July 20th 2022
4.	<b>Questions from the public</b>
5.	<b>Reports from:</b> <ul style="list-style-type: none"><li>(i) Unitary Councillor Mr Andrew Oliver</li><li>(ii) Clerk – Winterbourne Parish Council Use of Glebe Lands policy – monthly summary of bookings</li><li>(iii) To receive up to date meetings schedule – Clerk</li><li>(iv) Councillor Penn for LHIFG 17/08/2022</li><li>(v) Southern Wiltshire Area Board – Cllr Penn</li><li>(vi) Winterbourne Glebe Hall Management Committee Quarterly Meeting 08-09-22</li></ul>
6.	<b>Matters Arising</b> <ul style="list-style-type: none"><li>(i) Community Speedwatch – Cllr Penn/Biggins</li><li>(ii) Parishioner email communication re: Bus services – update Cllr Harrison</li><li>(iii) Community Engagement – engaging the community in maintaining parish amenities/facilities, and in caring for the environment</li></ul>
7.	<b>Maintenance, with review of WPC Maintenance Log (ML) (seasonal, scheduled, and reactive maintenance) to include items as below:</b> <ul style="list-style-type: none"><li>(i) Parish Steward: consideration of jobs for next visit – Cllr R Judd</li><li>(ii) Community day event(s), to include report from recent event – Cllr Palmer</li><li>(iii) Update following an audit of the parish salt bins in order to determine which ones require refilling or replacing due to damage (reference Wiltshire Council, Winter preparations 2022/2023) – Cllr Biggins</li></ul>
8.	<b>Planning and to consider those applications listed below</b> <ul style="list-style-type: none"><li>(i) PL/2022/05861 – Larkrise, Down Barn Road, Winterbourne Gunner SP4 6JN – Retrospective replacement of dwelling following approval PL/2021/04895</li><li>(ii) PL/2022/04622 – Windmill Ridge, Down Barn Road, Winterbourne Gunner SP4 6JN – Part retrospective application to legitimise an existing shed and separate chicken coop with run, the removal of an unauthorised shed and its surrounding fencing to be replaced with a Covered Eating Area adjacent to the house plus the erection of low retaining walls around the northwestern pathways and the erection of a brick wall around the driveway to replace an existing fence</li><li>(iii) PL/06667 – St Marys Church Policemans Corner, Winterbourne Gunner SP4 6JG – T1 – mature multi-stemmed Ash – Fell to ground level. Tree is multi-stemmed with heavily leaning stems towards adjacent property, Church and Church grounds. Considerable movement has been noted by the PCC.</li><li>(iv) PL/2022/06811 – The Vicarage, Winterbourne Earls SP4 6HA – T3 – semi mature Maple – fell to ground level G1 – 2 dead Cherry trees - Fell</li><li>(v) PL/2022/06768 – The Vicarage, Lane between Church and School, Winterbourne Earls SP4 6HA – T1 – Sycamore on side boundary – remove epicormic growth from main stem. T2 – Mature Copper Beech – Reduce canopy over drive towards property by 2m, back to suitable growth points. Crown thin remaining canopy by 20% and crown raise over grassed area to 4m.</li></ul>
9.	<b>Finance</b> <ul style="list-style-type: none"><li>(i) Approval of WPC July and August 2022 banking financial statement with accounts listed up to and including 31/08/2022 along with financial summary sheet</li><li>(ii) Invoices and payments to be considered and accepted for approval: M Thomas £119.40 (Clerk travel expenses 2021/2022), Hurdcott Landscapes Ltd £392.99 INV7492 (July maintenance), Bawden Contracting Services £2550.00 INV26466 (tree works reference 2022-1420), M Thomas £42.04 (Clerk expenses), Strutt and Parker £450.00 (rent demand notice in respect of WG125 play area – Winterbourne), Cestrian Signs £267.59 (noticeboard), Hurdcott Landscapes £512.99 INV7537 (grounds maintenance contract plus variation order work, cut hedge at churchyard), PKF Littlejohn LLP £240.00 INV SB2022013 (external audit 2021 2022), Speedyprint £9.60 INV46253 (community day and Annual Parish Walk printing)</li></ul>

	<ul style="list-style-type: none"> <li>(iii) Budget planning – to agree timetable and actions for development of 2022/2023</li> <li>(iv) WI0256 2021/22 AGAR Section 3 External Auditor Report &amp; Closure Letter PKF Littlejohn LLP– to note and confirm receipt of</li> </ul>
<b>10.</b>	<p><b>Amenities including Allotment site at Down Barn Road</b></p> <ul style="list-style-type: none"> <li>(i) Amenity fencing gates, to consider quotations – Cllr R Judd</li> <li>(ii) QEII field, new noticeboard, to confirm purchase of with discussion of publications for the board – Cllr Palmer/R Judd</li> <li>(iii) QEII field – new basketball facility, update of – Cllr Palmer</li> <li>(iv) To consider the erection of white barriers adjacent to the footpath at the Glebe Hall – Cllr Palmer</li> </ul>
<b>11.</b>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>(i) To finalise &amp; adopt the Winterbourne Parish Council Document Retention and Publication Policy</li> <li>(ii) To receive the 21/08/2022 audit report of Winterbourne Parish Council records and archives and to consider and agree the list of documents no longer needed to be retained in accordance with the Winterbourne Parish Council Document Retention and Publication Policy</li> </ul>
<b>12.</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>(i) Strutt &amp; Parker reference JB/WBC – letter dated 15/07/2022 – Salisbury Diocesan Board of Finance WG126 Winterbourne Village Hall – Rent Review – to agree and confirm in line with the rent review lease clause 2.3</li> <li>(ii) Communication dated 12/08/2022 entitled “Option to opt out of the SAAA central external auditor appointment arrangements” – Smaller Authorities Audit Appointments Limited - Smaller Authorities Audit Appointments Limited</li> </ul>
<b>13.</b>	<b>Confirmation of date of next meeting:</b> October 19th 2022
<b>14.</b>	<b>To close the meeting</b>