

The Minutes of the meeting of Winterbourne Parish Council (WPC) held on July 20th, 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 C Bruce-White, Cllr N Palmer, Cllr C Judd, Cllr J Harrison, Cllr P Biggins.

Present: Parish Clerk, M Thomas

		Action
1.	Apologies – to receive and accept apologies Apologies were received and accepted from Cllr A Burrows.	
2.	Declarations of Interest There were no declarations of interest to receive.	
3.	Minutes: To consider and approve as a correct record, the minutes of the meeting held On June 15th, 2022. The Parish Council considered and approved (without amendment) the minutes of the Winterbourne Parish Council meeting held on June 15 th 2022, and which were signed by the Chairman Councillor Charles Penn as a correct record.	
4.	Questions from the public There were no members of the public present.	
5.	Reports from: Unitary Councillor Mr Andrew Oliver – as Councillor Oliver was not present at the meeting, a verbal report was unable to be provided. Clerk – Winterbourne Parish Council Use of Glebe Lands policy – monthly summary of bookings – Council noted the summary of bookings. To receive up to date meetings schedule – the Parish Council noted the schedule. Councillor Penn for 23/06/2022 CBRN – Councillor Penn provided a verbal report following his attendance at a meeting CBRN and on behalf of the Parish Council.	
6.	Matters Arising Community Speedwatch – the Council classified the item as ongoing.	
7.	Maintenance, with review of WPC Maintenance Log (ML) (seasonal, scheduled, and reactive maintenance) to include items as below: Parish Steward: consideration of jobs for next visit – the Council reviewed the jobs from the last visit and considered jobs for the next visit (09/08/2022) with agreement to add vegetation cutting back at (i) Black Horse Lane (encroachment on the carriageway) and (ii) ground vegetation encroaching Portway footpath. Community day event(s), to include report from recent event – the Council received a verbal report from Cllr N Palmer in relation to the community day held on 09/07/2022 with the next event agreed to be held on 17/09/2022. Update on planned tree works – Cllr R Judd reported that the planned tree works had now been completed. To consider and agree to undertake an audit of the parish salt bins to determine which ones require refilling or replacing due to damage (reference Wiltshire Council, Winter preparations 2022/2023) – the Council agreed to undertake an audit of the parish salt bins to determine which ones require refilling or replacing due to damage. The Council updated its ML with agreement that (i) items to be raised with Wiltshire Council are to be itemised in the ML (Cllr Penn to supply the list of items to the Clerk in order to include in the ML) (ii) remove the item of repainting of the Green Bridge (railings in Tanners Lane) (iii) remove matting repair needed in playground as works	Cllr R Judd Cllr Biggins/ Clerk

	<p>now complete (iv) remove Footpaths item of tree obstructing WINT22 as relevant works now complete (v) remove Wiltshire Council issue number 00058050 as works now complete (vi) the Council agreed to allocate a day in the month of August via its parish maintenance contractor, for additional footpath cutting, with a single day rate invoice to be submitted to the Parish Council in September 2022.</p>	
8.	<p>Community Engagement – discussion on engaging the community in maintaining parish amenities/facilities, and in caring for the environment</p> <p>The Parish Council discussed how to engage the community in maintaining parish amenities/facilities with suggestion of amongst others:</p> <ul style="list-style-type: none"> • have a fixed schedule (3rd Saturday in month) • wider publicity on forthcoming community days, including description of tasks/theme • provision of refreshments to volunteers (Clerk to check what scope there is available for the Council to provide refreshments). • The Council also agreed to extend the contract with the maintenance contractor to include ad hoc “person days” to undertake maintenance work on behalf of the parish. The Council agreed to one such day in August, with a schedule & costs to be brought to Parish Council in September 2022. 	<p>Clerk</p> <p>Cllr R Judd</p>
9.	<p>Planning and to consider those applications listed below</p> <p>PL/2022/03520 – Land east of Salt Lane, Winterbourne Gunner, SP4 6LW – Use of the land for the siting and storage of caravans and containers – the Parish Council considered the application with resolve of no comment to the application.</p> <p>PL/2022/04622 – Windmill Ridge, Down Barn Road, Winterbourne Gunner SP4 6JN – Erection of a covered eating area adjacent to house, erection of low retaining walls, the erection of a brick wall around the driveway to replace an existing fence - the Parish Council considered the application with resolve of no objection to the application.</p> <p>PI/2022/05113 – Cemetery, Gaters Lane, Winterbourne Dauntsey, SP4 6ER – T1 – Yew tree – crown reduction by 1.5m – 2m and remove failed limbs – Notification of proposed works to trees in a conservation area - the Parish Council considered the application with resolve of support to the application.</p>	
10.	<p>Finance</p> <p>Approval of WPC June 2022 banking financial statement with accounts listed up to and including 30/06/2022 along with financial summary sheet – the Council resolved to approve the WPC June 2022 banking financial statement with accounts listed up to and including 30/06/2022 along with the financial summary sheet.</p> <p>Invoices to be considered and accepted for approval: The Parish Council considered, accepted the following invoices, and authorised each for online payments of: M Thomas £560.83 (expenses include: £350.00 2021/2022 contract allowance terms and £99.96 2021/2022 communication costs, other £110.87 stationery, printing, office expenses), Mr Peter Biggins (Councillor) £55.96 (expenses for the Incident Control Equipment (ICE) kit), HMRC quarter payment £47.22, idverde £222.14 (refuse bin emptying annual charge June 2022 to May 2023) INV10847526, Hurdcott Landscapes INV7441 £392.99 (grounds maintenance), Oxarix Limited £75.00 (website works), Mr Roy Judd (Councillor) £116.40 (expenses, wet pour repair kit), Bawden Contracting Services Limited INV26940 £1,020.00 (tree works completed as per quotation 2022-1445), Bawden Contracting Services Limited INV26941 £1,020.00 (tree works completed as per quotation 2022-1442).</p> <p>As the contracted tree works had now been completed, final invoices(s) from Bawden could be paid up to the total quoted for and previously agreed by the Council.</p>	<p>Clerk</p>
11.	<p>Amenities including Allotment site at Down Barn Road</p>	

	<p>Amenity fencing gates, to consider quotations – the Parish Council considered quotations in relation to replacing the vehicle and pedestrian gates at the amenity site with agreement by the Parish Council to allow for expenditure up to and included £2,500.00 excluding VAT for the replacement as outlined above.</p> <p>QEII field, consideration of quotations for a new noticeboard – Council classified the item as ongoing.</p> <p>To consider the purchase of two kissing gates to replace stiles on WINT10 (Tanners Lane) – the Council considered and agreed to the purchase of two kissing gates to replace the stiles on WINT10 (Tanners Lane) with the Council to try to arrange the installation through Wiltshire Council and South Wiltshire Ramblers.</p> <p>Allotment site inspection and to consider any actions arising from the inspection – Cllr R Judd and Cllr Penn provided a verbal report to the Council following an annual inspection of the site with. The Council considered and agreed to write to some tenants in regard to the use of their allotment gardens this year following note at the inspection visit.</p>	<p>Clerk/Cllr Judd</p> <p>Cllr Penn</p> <p>Cllr Judd/Clerk</p>
12.	<p>Initial Response and Community Resilience Plan (IRCRP) Updated Plan (2022 version) – (i) to provide a progress report from Councillor Biggins (ii) note of the items purchased to date for the Incident Control Equipment (ICE) kit and storage of</p> <p>The Council received a progress report from Cllr Biggins in relation to the provided IRCRP draft copy with agreement to accept the draft copy as provided as the final version. The Council made note of the ICE items purchased to date with agreement (i) that Cllr Biggins would collate and provide an itemised list of the items with then deposit of the items in the Parish Council filing cabinet located in the Glebe Hall with further consideration to be given to storage of the items and so that they may be more accessible in times of need (iii) Cllr Penn to provide a parish map for inclusion as part of the ICE items.</p>	Cllr Biggins
13.	<p>Correspondence</p> <p>Parishioner email communication re: Bus services – the Parish Council considered the correspondence with agreement to contact the bus company and Wiltshire Council highways to establish what options were available and permissions needed to relocate the bus stop to the wider pavement by the Nursery School where seating and/or a shelter might be possible.</p> <p>Wiltshire Council - Area Board Funding to Mark International Day for the Elderly – to consider grant application in relation to – Parish Council noted the correspondence with agreement to distribute to any relevant organisations within the parish which it considered may be interested in the information.</p>	Cllr Harrison/ Clerk
14.	<p>Confirmation of date of next meeting: September 2022 – the Parish Council agreed and confirmed the next meeting to be held on 28/09/2022.</p>	
15.	<p>To close the meeting – the meeting concluded and closed at 8.40pm.</p>	