

The Minutes of the meeting of Winterbourne Parish Council (WPC) held on June 15th, 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 R Judd, Cllr C Bruce-White, Cllr N Palmer, Cllr A Burrows

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

		<b>Action</b>
1.	<p><b>Apologies – to receive and accept apologies:</b> Apologies were received and accepted from Cllr P Biggins, Cllr C Judd and Cllr J Harrison.</p>	
2.	<p><b>Declarations of Interest</b> There were no declarations of interest to receive.</p>	
3.	<p><b>Minutes:</b> To approve as a correct record, the minutes of the meeting held on 18<sup>th</sup> May 2022 – Resolved (without amendment) and signed by the Chairman Councillor Charles Penn.</p>	
4.	<p><b>Questions from the public</b> There were no members of the public present.</p>	
5.	<p><b>Reports from:</b> Unitary Councillor Mr Andrew Oliver – Cllr Oliver provided a verbal report in regard to Wiltshire Council matters which included note of the identified Southern Wiltshire Area Board priorities, Salisbury-Amesbury via Porton Cycle Route Project update. The Parish Council made reference to Cllr Oliver of (i) the Wiltshire Council Briefing Note No22-13 – Area Board arrangements, May 2022 (see item 13) where it is understood to be the case that Parish Councils are no longer eligible for capital grants by the Area Board – in light of this the Parish Council asked if Cllr Oliver (i) could clarify what applications would be eligible and (ii) to request the relevant Wilts Council department(s) to investigate and respond on CIL payments due to the parish as the Parish Council believed at least one such payment is overdue. <b>ACTION:</b> Cllr Penn to follow up with Cllr Oliver in regard to the two latter items raised.</p> <p>Clerk – Winterbourne Parish Council Use of Glebe Lands policy – monthly summary of bookings – Council noted the summary with note of new format/layout as organised by the Clerk with agreement of (reference May 2022 WPC meeting).</p> <p>To receive up to date meetings schedule – Council noted the schedule.</p> <p>Cllr Penn, 19/05/2022 – Salisbury-Amesbury via Porton Cycle Route Project meeting – Cllr Penn provided a verbal report following his attendance at the meeting on behalf of the Council with note and agreement by the Council to endeavour to attend any future meetings arranged in regard to the item by Wiltshire Council and with updates to be provided at Parish Council meetings accordingly.</p> <p>Southern Wiltshire Area Board - 26/05/2022. Note was made that no Parish Councillor could be present, but that the meeting minutes had now been published with note that Unitary Councillor Richard Rogers is now the Area Board Chairman, with Unitary Councillor Oliver elected Vice Chairman.</p>	Cllr Oliver/ Cllr Penn
6.	<p><b>Matters Arising</b> Community Speed watch – Parish Council made note that a new team leader had not as yet been identified with agreement that Cllr Penn would seek to liaise with the community speed watch/police liaison officer assigned to this area in regard to the item.</p> <p>Winterbourne parish community website progress – Cllr Penn provided a verbal report with note that the website is now accessible via the domain of <a href="http://thewinterbournes.org.uk">http://thewinterbournes.org.uk</a>. Cllr Penn encouraged contribution from Council members and the parish for relevant items to be included on the website.</p> <p>Confirmation of insurance renewal: the Council and Clerk confirmed insurance renewal (quotation 496693387) for the time period 01/06/2022 to 31/05/2023.</p> <p>Highways improvement request Hurdcott bus stops and WINT28 – Cllr Penn confirmed submission of an application to Wiltshire Council for a highways improvement request re: Hurdcott bus stops and WINT28 and is currently awaiting answers from Wiltshire Council in regard to a definitive map/statement on WINT28.</p>	Cllr Penn

7.	<p><b>Maintenance, with review of WPC Maintenance Log (ML) (seasonal, scheduled, and reactive maintenance) to include items as below:</b></p> <p>Parish Steward: consideration of jobs for next visit and weed killing exercise update – Council agreed to add to the PS remit (i) the clearance of excess vegetation to the footpaths/pavement below the area of The Bank, Winterbourne Dauntsey (note made if the PS cannot undertake then to contact the parish maintenance contractor in order to schedule and as a matter of priority) (ii) clearance of footway vegetation alongside A338 from Winterbourne Earls to Hurdcott footpaths and (iii) the clearance of excess vegetation to any 30mph signage throughout the parish. The Parish Council agreed to contact the parish maintenance contractor to enquire when the twice yearly weed killing exercise (contract terms) at the Glebe Hall car park is due to take place.</p> <p>The Parish Council was advised that general highways/footways weedkilling could not be undertaken until the Parish Steward had received the necessary training.</p> <p>Community day event(s), to include report from event held on 28/05/2022 – the Council perused a written report which had been distributed prior to the meeting. The Council confirmed the date of the next event to be held on 9<sup>th</sup> July 2022 with any jobs to be included for the event to be forwarded to Cllr N Palmer. Council agreed to add an item to the July 2022 WPC meeting agenda to discuss the item of community day volunteering in the parish.</p> <p>Update on planned tree works – Council reported that the Parish Council planning applications (trees in conservation area TCA) had now been approved by Wiltshire Council. Cllr Judd had consequently advised the contractor that the agreed tree works could now proceed.</p> <p>The Council updated its ML with agreement that:</p> <ul style="list-style-type: none"> <li>• Matting repair at playground site in QEII field – Cllr N Palmer to contact playground manufacturer to enquire/source possible patch repair kit.</li> <li>• Remove the items/reports identified from September 2021 re: problems with stiles WINT10 (Tanners Lane) as the items are now rectified.</li> <li>• Add item of possibility of rerouting WINT5 footpath – Cllr Penn and Cllr R Judd to liaise with the relevant landowner in the first instance.</li> <li>• Add the items raised and discussed with Wiltshire Council to the ML of: Gaters Lane, state of footways throughout the settlement (surfaces, overgrowth), Downbarn road drainage, Gomeldon road drainage, Portway road surface issues.</li> <li>• Add the state of the path in Kingsbourne Close to the ML – now referred to Wiltshire Council with Parish Council to monitor (see item 15).</li> </ul>	<p>Cllr R Judd</p> <p>Clerk</p> <p>Clerk Cllr N Palmer</p>
8.	<p><b>Planning and to consider those applications listed below</b></p> <p>PL/2022/03952 – 1 Earls Rise, Winterbourne Earls SP4 6HA – Demolition of existing conservatory; construction of single storey side extension; conversion of garage to living accommodation and construction of single storey link to house – the Parish Council discussed the application with resolve of no objection to the application.</p> <p>PL/2022/03853 – Myrtle Cottage, Winterbourne Gunner SP4 6EE – Single storey rear/side extension – the Parish Council discussed the application with resolve of no objection to the application.</p>	<p>Clerk</p> <p>Clerk</p>
9.	<p><b>Winterbourne Parish Council fixed asset record of costs register – to agree and confirm:</b> Resolved.</p>	
10.	<p><b>To review the internal audit accounts for 2021/2022 Winterbourne Parish Council</b></p> <p>The Council reviewed the internal audit accounts for 2021/2022 Winterbourne Parish Council with no items of note.</p>	
11.	<p><b>To complete and approve the Annual Governance Statement for 2021/2022</b></p> <p>The Parish Council considered and resolved to approve the annual governance statement for 2021/2022. (Councillor Roy Judd proposed, Councillor Charles Penn seconded, all in favour)</p>	<p>Clerk</p>
12.	<p><b>To approve the Winterbourne Parish Council annual accounts for 2021/2022</b></p> <p>The Parish Council reviewed the accounts following the internal independent audit and resolved to approve the 2021/2022 annual accounts with dispatch to the external auditor of the relevant documentation/form (Part 3) agreed to be undertaken accordingly. (Councillor Roy Judd proposed, Councillor Charles Penn seconded, all in favour).</p>	<p>Clerk</p>
13.	<p><b>Finance</b></p> <p>Approval of WPC May 2022 banking financial statement with accounts listed up to and including</p>	

	31/05/2022 along with financial summary sheet – Resolved.	
	Invoices to be considered and accepted for approval: The Parish Council considered, accepted the following invoices, and authorised each for online payments of: Julie Bailey £210.00 (internal audit fee, accounts 2021/2022), Arthur Gallagher Insurance £1095.50 (annual insurance renewal, quotation reference 496693387), Bawden Contracting Services Limited £225.00 INV-26183, Speedyprint INV46145 £27.50 (Printing), Samantha Lush £00.18p (reimburse overpayment of allotment rental 2022/2023), Hurdcott Landscapes £392.99 INV7403 (maintenance), Katie Mckernan £1.00 (reimburse overpayment of allotment rental 2022/2023), Mr Peter Biggins (Councillor) £170.38 (expenses IRP kit items), Maureen Atkinson £34.12 (parish Platinum Jubilee expenses), Mr Roy Judd (Councillor) £33.07 (parish expenses).	Clerk
	Invoices to be considered for issue by Winterbourne Parish Council: Winterbourne Glebe Hall committee £391.50 reference WG126 Winterbourne Village Hall: Council agreed to issue the invoice to the Winterbourne Glebe Hall committee for £391.50 reference WG126 Winterbourne Village Hall.	Clerk
	Wiltshire Council Briefing Note No22-13 – Area Board arrangements, May 2022 – see item 5. Parish Council to seek clarification from Unitary Cllr Oliver what applications would be eligible regarding capital applications to the Area Board (in consideration of information in the briefing note), and for help in securing due CIL payments which are of increased importance in the absence of area board grants.	Cllr Penn
14.	<b>Amenities including Allotment site at Down Barn Road</b> Amenity fencing gates, to consider quotations – Council classified the item as ongoing.  QEII field, proposal of a new noticeboard – further to (item from May WPC 2022 meeting) – the Council discussed the type of noticeboard for the proposal with agreement to have a non-lockable type with a full proposal/quotations to be presented at a future meeting of the Council.	Cllr R Judd
15.	<b>Correspondence</b> Parishioner communication re: footpaths obstructed by vegetation – Parish Council discussed the communication with Cllr Penn to reply to the parishioner on behalf of the Parish Council.  Parishioner communication re: Kingsbourne Close path – Council confirmed it had brought the matter to the attention of Wiltshire Council with the Parish Council to add to the ML in order to monitor (Clerk to reply to the parishioner to update).  Parishioner email re: Glebe Hall noticeboard – Parish Council discussed the communication with the Council to address the item.  Parishioner communication re: concern of speeding on Downbarn Road – Council discussed the communication with a reply confirmed as having been dispatched to the parishioner (Cllr Penn).  Parishioner communication re: highways, footpath on roadside from the footpath from Hurdcott into the village, village signs – Council discussed the communication with a reply confirmed as having been dispatched to the parishioner (Cllr Penn).	Cllr Penn  Clerk
16.	<b>Confirmation of date of next meeting:</b> July 20 <sup>th</sup> , 2022: Resolved.	
17.	<i>In accordance with the Public Bodies (Admissions to Meetings) Act 1960, the Council resolved to exclude the public and press from the following agenda item for the reason of terms of service.</i> <b>To consider and agree to review the job description/specification for the Parish Clerk with arrangements of:</b> Resolved (Councillor C Penn proposed, Cllr A Burrows seconded, all in favour) with the Council to provide and document the job description/specification.	Cllr Penn/ Clerk
18.	<b>To close the meeting:</b> the meeting closed at 8.34pm.	