

	definition of boundaries with the item classified as in progress,	
7.	<p>Maintenance, with review of WPC Maintenance Log (ML) (seasonal, scheduled, and reactive maintenance) to include items as below:</p> <p>Parish Steward (PS): consideration of jobs for next visit – the Council reviewed the works undertaken by the PS from the last visit which included pothole repairs at Down Barn Road and the Portway. Note was made of the next visit day (23rd November 2022) with encouragement from Council members to report any items to be considered to add to the remit to Cllr R Judd and ideally two weeks before the visit date.</p> <p>Community day event(s), to include report from recent event (15/10/2022) – the Council perused a written report provided by Cllr N Palmer following the event held on 15th October 2022 with agreement to hold the next event on 19th November 2022.</p> <p>The Council updated its ML with agreement:</p> <ul style="list-style-type: none"> • Fly tipping incidence by the entrance to Summerlug (issue numbers 00058050 and 00063997) – note made yet not cleared – Clerk confirmed matter referred to Wiltshire Council customer services with copy supplied to the Unitary Councillor Andrew Oliver. • Annual Footpath Walk – a list of those jobs identified at the event to be added to the ML (Cllr Penn). • St Edward’s Churchyard – a detailed maintenance plan for the site would now be developed (following clarification with the PCC, see agenda item 6 in relation to). • Tree obstructing WINT9 – Council confirmed that the tree in question has now been removed - remove item from ML. • Parish salt bins – Council confirmed it had checked with the parish maintenance contractor with confirmation of sufficient salt stock levels – remove item from ML. 	<p>Cllr Penn</p> <p>Cllr Penn</p> <p>Clerk</p> <p>Clerk</p>
8.	<p>Planning and to consider those applications listed below</p> <p>PL/2022/07419 – Bridge Cottage, Morgans Lane, Winterbourne Dauntsey, Salisbury SP4 6ET – T1 Willow – Seasonal trim and crown reduction by 20%. T2 Leylandii – Reduce height by 1 metre om all trees plus remove dead off shoots and branches. T3 unknown species – Seasonal trim and crown reduction by 30%. T4 Laurel – remove fallen tree. T5 unknown species – Fell. T6 unknown species – seasonal trim and crown reduction by 50%. The Council considered the application with agreement of no objection to the application.</p>	Clerk
9.	<p>Finance</p> <p>Approval of WPC September 2022 banking financial statement with accounts listed up to and including 30/09/2022 along with financial summary sheet - the Council resolved to approve the WPC September 2022 banking financial statement with accounts listed up to and including 30/09/2022 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: Hurdcott Landscapes INV7586 £392.99 (September parish maintenance contract). Wicksteed Leisure Ltd INV0000819173 £8931.96 (round closed goal with 3m high panels plus installation), Oxarix Ltd £75.00 INV: WPC-OXA-002 (hosting, editing and maintenance of parish website quarter 01/07/2022 to 30/09/2022).</p> <p>Budget planning for 2023/2024 - the Council noted its budget planning for 2023/2024 with encouragement to Councillors to propose a work plan and budget for their respective portfolios and if not having already done so. Confirmation given that the Clerk had provided a budget template and budget figures for standing income and expenditure with a full draft first budget to be made for presentation at the November 2022 meeting of the Council. The Council agreed to add a budgetary amount/allocation for the ad-hoc work of all footpaths cutting.</p>	Full Council/ Clerk
10.	<p>Amenities including Allotment site at Down Barn Road</p> <p>Amenity fencing gates, to consider quotations – the Council considered two quotations for fencing to be erected at the amenity area in the parish with agreement of quotation 2243761 H S Jackson & Son (Fencing) Ltd. Council made note that a third quotation was unable to be sourced and provided due to insufficient suppliers who could meet the Council’s specification).</p> <p>QEII field – new basketball facility, update of works following installation – the Council</p>	

	<p>confirmed the satisfactory installation of the new basketball facility, and which was noted as having been very favourably received by facility users.</p> <p>The erection of white barriers adjacent to the footpath at the Glebe Hall, update – the Council considered the erection of white barriers with agreement to allocate an amount in the forthcoming budget to cover the cost of barriers or alternative measures.</p> <p>Allotments – to consider and agree the 2023/2024 rental fee – the Parish Council considered the 2023/2024 rental fee with agreement that there would be no increase in 2023/2024 (fee remains the same as 2022/2023) Cllr R Judd proposed, Cllr J Harrison seconded, all in favour.</p>	Cllr Palmer, R Judd
11.	<p>Governance</p> <p>To consider and agree the 2023 Winterbourne Parish Council meeting dates – the Parish Council considered and agreed the 2023 WPC meeting dates. In addition, the Council referenced a need to allocate a day for the Annual Parish Meeting with agreement to check (Clerk) with the Glebe Hall booking Clerk the availability for the main hall for an evening in April 2023.</p> <p>Winterbourne Parish Council grounds maintenance plan policy – to conduct an annual review of, consider and agree updates to the policy – the Council reviewed the policy as part of an annual review with agreement (i) to update Annex E (Cllr N Palmer) in regard to the Risk Assessment for Volunteers on Community Days and (ii) as part of the parish maintenance contract tendering process (next due in 2023) to incorporate into the contract: specifications/terms of reference for the ad-hoc work of all footpath cutting.</p>	Clerk Cllr N Palmer/Clerk
12.	<p>Winterbourne Parish Council Parish Clerk and Responsible Financial Officer – to agree and confirm (i) to advertise the position (ii) form a recruitment panel in relation to with discussion and agreement of panel members</p> <p>The Council (i) confirmed and agreed to advertise the position of Parish Clerk and Responsible Financial Officer and (ii) form a job evaluation & recruitment panel comprising of at least three councillors drawn from Cllr N Palmer, Cllr C Penn, Cllr R Judd, Cllr C Bruce White and Cllr P Biggins with plan to advertise the position in or by early November 2022 with expenditure for advertising of the post allowed up to and including £500.00 (excluding VAT).</p>	
13.	<p>Correspondence</p> <p>There were no items of correspondence to consider.</p>	
14.	<p>Confirmation of date of next meeting: the date of the next meeting was confirmed as to be held on November 16th, 2022.</p>	
15.	<p>To close the meeting</p> <p>The meeting concluded at 8.46pm.</p>	