

Minutes of the meeting of Winterbourne Parish Council held on September 22nd, 2021, in the main hall of the Glebe Hall, Winterbourne Earls, Salisbury SP4 6HA at 7.30pm

In attendance: Cllr C Penn (Chairman), Cllr M Atkinson, Cllr R Judd (Vice-Chairman), Cllr A Burrows, Cllr J Harrison, Cllr C Bruce White, Cllr N Palmer, Cllr C Judd
Present: Mrs M Thomas (Parish Clerk)

		Action
1.	<p>Apologies – to receive and accept apologies Apologies were received and accepted from Cllr Biggins.</p>	
2.	<p>Declarations of Interest Councillor Charlie Bruce White for planning application PL/2021/07436 (item 9). Councillor Maureen Atkinson (as WGHMC treasurer) for request for funding from Winterbourne Glebe Hall Management Committee.</p>	
3.	<p>To consider application(s) received and the co-option for the vacant Parish Councillor position The Parish Council considered an application for the vacant position of Parish Councillor from Mr Christopher Judd with resolve by the Parish Council to accept the application. Mr Christopher Judd signed a declaration of acceptance of office in the presence of the Clerk and was welcomed by the Council members.</p>	
4.	<p>To approve a as correct record, the minutes of the meeting held on July 21st 2021, and the extraordinary meeting held on 6th August 2021 - Resolved.</p>	
5.	<p>Questions from the public There were no members of the public present.</p>	
6.	<p>Reports from: The Parish Council noted Cllr Oliver’s apologies for not being able to attend the meeting with a report not provided.</p> <p>Southern Wiltshire CATG meeting - 04/08/21 – Cllr Penn referred to his written report and other correspondence distributed prior to the meeting (following his attendance at the meeting on behalf of WPC) with note that the CATG had agreed to take the allotment entrance onto its project list with the first step identified as a topographical survey (see item 13).</p> <p>Southern Area Board meeting – 09/09/2021 – Cllr Atkinson referred to her written report (following attendance at the meeting on behalf of WPC) with particular note that Wiltshire Council have published a list of highway improvement schemes to be considered in its 5 year plan commencing in 2022. The Parish Council requested that prior correspondence concerning the degradation of Gaters Lane caused by heavy construction traffic during 2020/2021 is forwarded to the Principal Technical Officer at Wiltshire Council with the request that the state of the lane is reviewed and remedial work scheduled as may be required.</p> <p>Southern Area Planning meeting - 19/08/2021 – Cllr Penn provided a report following his attendance at the meeting on behalf of WPC with note that the planning application PL/2021/05288 had been refused by Wiltshire Council.</p> <p>Clerk – Winterbourne Parish Council Use of Glebe Lands policy – monthly summary of bookings was received and noted by the Parish Council. Parish Council made note of the Legofest event planned to be held on 16/10/2021 with request that the Clerk note to the organiser that use of the Glebe field for vehicle parking will be weather dependent.</p> <p>Councillor training event September 2021 – Cllr Atkinson noted that she had attended the event with a written report provided prior to the meeting.</p> <p>To receive up to date meetings schedule – Parish Council noted the meetings schedule with confirmation that Cllr Penn would attend all future Area Board, and CATG meetings. Cllr Penn will</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Penn</p>

	<p>also attend the next Winterbourne Glebe Hall Management committee meetings on behalf of the Council as Cllr Burros is unavailable.</p> <p>Annual Parish Footpath Walk held on 05/09/2021 with review and consideration of any action points – Parish Council made note of the walk held on 05/09/2021 with a written report to be provided at the October 2021 WPC meeting.</p>	Cllr Atkinson
7.	<p>Matters arising from previous meetings: Wiltshire Council MyWilts reporting system – Parish Council classified the item as ongoing.</p> <p>Royal Mail postal late collection service – Parish Council classified the item as ongoing with a reply to date not received from Royal Mail.</p> <p>idverde follow up re: Wildflower massacre - Cllr Atkinson informed the Council that she had provided Wiltshire Council with a list of the parish flower tubs with a request of what plants are required (in compensation) and following liaison with the Horticultural Society.</p> <p>Wiltshire Council PEAS 2021 – 22: Parish Council confirmed its submission for the scheme to Wiltshire Council and by the stated deadline.</p> <p>To confirm Wiltshire Council applications for highway vehicle crossing & Area board grant (allotment site) – the Parish Council confirmed that applications had been made to Wiltshire Council (see item13).</p> <p>Nationwide tree planting project to mark the 2022 Queen Platinum Jubilee (parishioner enquiry) – Parish Council classified the item as ongoing.</p> <p>WPC COVID-19 risk assessment for face-to-face WPC meetings: the Parish Council noted the assessment which will be reviewed prior to each meeting as necessary. All future WPC meetings will be held in the Ron Burton room (unless otherwise specified).</p> <p>Compilation of all new properties/residences built since 2013 (re: July WPC item pertaining to Wiltshire Council CIL and Section 106 funding reports pertaining to the parish) actioned for Cllr Bruce White and classified as ongoing/presentation of item at a future WPC meeting.</p>	<p>Cllr Atkinson</p> <p>Clerk</p> <p>Cllr Bruce White</p>
8.	<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 27/09/2021 – the Parish Council reviewed the jobs from the last visit with confirmation that a list of jobs for the next visit had been submitted to Wiltshire Council.</p> <p>Community day event(s) – the Parish Council noted the date of the next community day will be 09/10/2021.</p> <p>Grounds Maintenance policy (last update 2019) – to review – the Parish Council reviewed its policy with note and addition of several items (to include Glebe field hedge, Figsbury road side) with Cllr Judd to update accordingly and distribute to the Parish Council.</p> <p>Glebe Hall car park - maintenance and upkeep of – Parish Council confirmed that a weed killing exercise had taken place with report of this to be made to the Chairman of the Winterbourne Glebe Hall Management Committee. The Parish Council made note that a budget provision would be added to the forthcoming 2022/2023 budget for the maintenance and upkeep of the car park.</p> <p>To consider and agree to the cost of materials for painting the White Bridge, Winterbourne Gunner – Cllr Atkinson made note of the withdrawal of this item as the responsibility of the bridge painting lies with Wiltshire Council and not the Parish Council. The Parish Council agreed to clean up the railings</p>	Cllr Judd

	<p>on the north side of the A338 at a future Community Day and apply primer to the small areas of all rails on north and south sides of the A338 which are showing bare metal.</p> <p>The Parish Council updated the ML with agreement/note of:</p> <ul style="list-style-type: none"> • Tree obstructing WINT9 – response received, WPC needs to verify works have been done. • Wooden posts alongside car park to QEII field – WPC agreed to monitor (not replace). • Filing cabinet at the Glebe Hall – CP to source copy keys and WGHMC to clean the cabinet. • Parish weedkilling exercise – WPC to receive confirmation from WC that this has been completed (Clerk written to WC, awaiting reply). 	
<p>9.</p>	<p>Planning and to consider those applications listed below</p> <p>PL/2021/07511 – Windmill Ridge, Down Barn Road, Winterbourne Gunner SP4 6JN – Variation of condition 15 (removal of permitted development rights) on application 17/06469/FUL (Construction of one detached dwelling with disabled annexe, including work space for lifelong living and outside space for supported horticultural activities) – the Parish Council discussed the application with resolve of object to the application with reasons being: the site is situated within a sensitive location, close to a grade II listed windmill and is visible from far reaching landscape views as well as the village allotments. The extent of potential changes that could be undertaken under permitted development rights are quite extensive and could potentially significantly alter the character and appearance of the dwelling to the detriment of its sensitive setting. Therefore, it is considered that the restrictions on permitted development rights are still justified. The views of the Conservation Officer are endorsed.</p> <p>PL/2021/07436 – Erect two dwellings and form new vehicular access – Land at the Portway, Winterbourne Gunner SP4 6JL – the Parish Council discussed the application with resolve of support to the application.</p> <p>PL/2021/08492 – The Grange, Gaters Lane, Winterbourne Dauntsey, Salisbury SP4 6ER – Construction of habitat pond - the Parish Council discussed the application with resolve of no objection to the application with comment (to be conveyed to Wiltshire Council) of (i) it would seem appropriate that the Environment Agency are consulted (they do not appear on the list of consultees). It is important that the development does not compromise the function of the flood plain and that the development does not increase the risk of flooding elsewhere and (ii) there does not appear to be any ecological assessment submitted with the application in order to ensure that the construction process does not harm existing wildlife interests.</p> <p>PL/2021/09060 – Box Cottage, Main Road, Winterbourne Dauntsey SP4 6EH – Erection of a 1.8m high close boarded fence to enclose rear garden – the Parish Council discussed the application with resolve of no objection to the application.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>10.</p>	<p>Finance</p> <p>Approval of WPC July and August 2021 banking financial statement with accounts listed up to and including 31/08/2021 along with financial summary sheet: Resolved.</p> <p>Invoices to be considered and accepted for approval: The Parish Council considered and accepted the following invoices and authorised each for online payments: Hurdcott Landscapes INV6925 £327.49 (July parish maintenance), T Signs Ltd £288.00 INV47645 (allotment signage), idverde Limited £222.14 INV10812260 (bin emptying at Winterbourne Gunner), Proline Fencing and Decking Ltd £700.00 (25% deposit for final quote 1071), PKF Littlejohn LLP £240.00 (reference WI0256) external audit fee for accounts 2020/2021, WALC £36.00 (training course) INV: WWALC00190, Elizabeth Penn £40.00 (expenses Village Link summer edition), Hurdcott Landscapes Ltd £327.49 INV6981 (August maintenance), Parish Magazine Printing £498.00 (Summer edition of the Village Link printing) INV7551, Strutt and Parker £450.00 (WG125 play area – Winterbourne, rent from 29/1/2021 to 28/9/2022), HMRC (quarter payment) £42.33, Clr Atkinson Community Days expenses £41.69.</p>	

	<p>Budget planning – to agree timetable and actions for development of 2022/2023 budget – the Parish Council agreed (i) that all portfolio leads would prepare a workplan and budget for 2022/2023 and which would be sent to the Chairman by 09/10/2021 with a composite workplan and budget to be reviewed and agreed at the October 2021 meeting (ii) a first complete draft 2022/2023 budget including portfolio budgets would be presented at the November 2021 meeting (Clerk).</p> <p>To consider contributing to the provision of a community defibrillator to be sited at the Glebe Hall, Winterbourne Earls – this item was not considered as the Winterbourne Glebe Hall Management committee withdrew the request.</p>	Full Council
11.	<p>Governance Winterbourne Parish Council standing orders: the Parish Council reviewed an outline of the Council standing orders as part of a revision by Cllr Penn. The Parish Council including the Clerk were requested to provide any feedback each may have to Cllr Penn by 26th September 2021 so that a full working draft of the standing orders can be presented to the Council at the October 2021 meeting.</p>	Full Council
12.	<p>Publications Website development – update on development – Cllr Penn noted that the weblink for the new site had been distributed to WPC members with request for all present to provide any feedback they may have by 1st October 2021.</p> <p>Village Link – to consider (i) magazine format and publication schedule 2022 onwards and (ii) future policy. The Parish Council considered the 2022 format and publication and future of the Village Link with agreement that (i) the November 2021 edition would be the last in its current format (ii) there was a need to maintain some printed information (iii) WPC members to now consider the future management of information and a proposal to be put forward (to include identification of necessary resources).</p>	Full Council Full Council
13.	<p>Amenities including Allotment site at Down Barn Road Proposal for QEII playground – the Parish Council considered a proposal for the QEII playground with agreement (i) determine whether planning permission is required for any installation (ii) consider alternative site for skateboard ramp (iii) undertake a structured and quantifiable community consultation (iv) reconsider the item at the October 2021 meeting considering outcome from items outlined in (i) and (ii) above.</p> <p>Allotment site entrance – Parish Council confirmed that this was now a CATG project and that the Parish Council will be expected to contribute 25% of the costs. The Parish Council noted the next steps being a topographical survey to be undertaken, request for a spot traffic survey (CP), matter of planning permission to await outcome of design of works. In the meantime, the Parish Council agreed to consider temporary measures to improve safety (Councillor Judd to action).</p> <p>Amenity car park – the Parish Council noted that the amenity ground car park is apparently being used as a drop off/pick-up for car sharing. The Council agreed to collate a notice and place on those vehicles parked in the amenity area to state that while WPC supports the principle of car sharing, the use of the amenity field car park for this purpose is not appropriate and requests that an alternative (such as a free to use Park and Ride facility is used).</p>	Cllr Palmer Cllr Penn/ Judd Clerk
14.	<p>Risk register - to review this month: 19-8 – Community support and interest – the Parish Council updated its risk register in relation to 19-8 with note of (i) VL published on schedule (ii) remaining Parish Councillor vacancy filled (iii) website development underway (iv) plans for autumn parish meeting. 20-2 COVID-19 – the Parish Council updated its risk register in relation to 20-2 with note that it had updated its risk assessment in relation to WPC meetings with risk assessments for the QEII field equipment and community days to be undertaken.</p>	Cllr Atkinson
15.	<p>Parish meeting – to consider and agree on convening a parish meeting The Parish Council considered convening a parish meeting with agreement (i) to hold a meeting in November 2021 (ii) Cllr Palmer and Harrison to organise (ii) Cllr Penn to formulate the agenda.</p>	Cllr Palmer/ Penn/

		Harrison
16.	<p>Correspondence</p> <p>SLCC – Clerk membership renewal 2021/2022: the Parish Council considered and agreed to the renewal with a pro-rata payment to be made upon receipt of an invoice.</p> <p>Parishioner email of 28/08/2021 entitled “Road markings” – Parish Council noted that Wiltshire Council has already responded to the individual, confirming the information already provided by Cllr Penn with the matter classified as closed.</p> <p>Wiltshire Council – Consultation on draft Climate Strategy and “Our “Natural Environment Plan” – Parish Council noted the consultation with confirmation that the details are displayed on the main parish board and website with encouragement to WPC members to complete on an individual basis if they wished.</p> <p>Letter to Chairman dated 17/09/2021 in relation to The Bourne Valley Alliance of Parish Councils – Parish Council noted that there was insufficient information in the letter to consider the item with Cllr Penn to follow up as appropriate.</p>	<p>Clerk</p> <p>Cllr Penn</p>
17.	The date of the next meeting was confirmed as 20/10/2021 in the Ron Burton Room, Glebe Hall.	
18.	The meeting closed at 9.23pm	