

The Minutes of the meeting of Winterbourne Parish Council (WPC) held on September 28th, 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 P Biggins, Cllr A Burrows.

Present: Parish Clerk, M Thomas

		Action
1.	Apologies – to receive and accept apologies Apologies were received and accepted from Cllr Joy Harrison.	
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 July 20 th 2022. The Parish Council considered and approved (without amendment) the minutes of the Winterbourne Parish Council meeting held on July 20 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 – Cllr Oliver provided a verbal report to the Council regarding Wiltshire Council matters which included note of the date for the rescheduled Southern Wiltshire Area Board meeting (12/10/2022), cost of living crisis, Wiltshire Council budgetary pressures. Clerk – Winterbourne Parish Council Use of Glebe Lands policy – monthly summary of bookings – Council noted the monthly summary of bookings. To receive up to date meetings schedule – the Council received an up-to-date meetings schedule with agreement that (i) Cllr Penn would attend the 29/09/2022 Amesbury Rural meeting with suggestion/request to be made for the local PCSO to attend a future meeting of the Parish Council (ii) Cllr Burrows would attend the Southern Wiltshire Area Board meeting on 12/10/2022 and (iii) Cllr Penn would attend the Glebe Hall committee management on 08/12/2022 on behalf of the Parish Council. Councillor Penn for LHIFG 17/08/2022 – Cllr Penn provided a verbal report following his attendance at the LHIFG meeting on behalf of the Council with note of the design for the allotment site entrance expected by the end of September. Southern Wiltshire Area Board – note was made that Wiltshire Council had adjourned the meeting of 08/09/2022 at the start of the meeting with a rescheduled date for the meeting made for 12/10/2022 which Cllr Burrows would attend on behalf of the Council. Winterbourne Glebe Hall Management Committee Quarterly Meeting 08-09-22 – Council referred to the recently received draft minutes from the meeting with confirmation that Cllr Penn would attend the next meeting of the committee due to be held on 08/12/2022 on behalf of the Council.	
6.	Matters Arising Community Speedwatch (CSW) – the Council agreed that Cllr Penn would contact the main CSW representative on behalf of the Council regarding the current CSW membership. Parishioner email communication re: Bus services – Council confirmed that Cllr Harrison had been in contact with Wiltshire Council in relation to the item with the item classified as ongoing (further update planned at the October 2022 meeting of the Council). Community Engagement – engaging the community in maintaining parish amenities/facilities, and in caring for the environment – the Parish Council confirmed that following advice sought from WALC, the Council would allow in its forthcoming budget (2023/2024) a budget allowance under the category of Community Day events for the provision of refreshments and which is within the scope of volunteering/work undertaken re: voluntary days.	Cllr Penn

7.	<p>Maintenance, with review of WPC Maintenance Log (ML) (seasonal, scheduled, and reactive maintenance) to include items as below:</p> <p>Parish Steward: consideration of jobs for next visit – the Parish Council reviewed the list of works undertaken on the last visit with consideration of possible future works (next visit 26/10/2022) and which included request to clear the vegetation around the grit bin located at the layby in Hurdcott on the A338.</p> <p>Community day event(s), to include report from recent event – the Council received a written report and verbal report from Cllr Palmer from the last community day event which took place on 17/09/2022. The next event was agreed and confirmed to be held on 15/10/2022 with agreed works to be undertaken at St Edwards Churchyard. With reference to St Edwards Churchyard the Council agreed that Cllr Penn on behalf of the Council would contact the PCC for further information in regard to the respective obligations and freedoms of the Church and Parish Council, status regarding consecration and on definition of boundaries.</p> <p>Update following 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) – Cllr Biggins confirmed he had undertaken an audit of the parish salt bins with note that all were of full capacity. Cllr R Judd to check with the parish maintenance contractor current salt stock levels.</p> <p>The Council updated its ML with agreement:</p> <ul style="list-style-type: none"> • Purchase six new keys for the parish notice boards located in the various bus shelters within the parish (Clerk). • Add action to check salt stock levels with the parish maintenance contractor and in case any further stocks need to be ordered from Wiltshire Council as part of its PEAS scheme (Cllr R Judd). • Tree obstructing WINT9 – Council to write a follow up letter to the landowner enquiring when the requested works may be undertaken (Clerk). • Fly tipping incidence by the entrance to Summerlug (issue numbers 00058050 and 00063997) – note made yet not cleared – Clerk to contact Wiltshire Council customer services to enquire with copy to the Unitary Councillor Andrew Oliver. • Cllr Penn to write to Wiltshire Council (Highway Engineer) requesting feedback/report of parish matters raised following the face-to-face meeting held earlier in the year. • CATG/Figsbury Road (signage – remove item from ML as residents have confirmed problem reduced since relocation of “No Through Road” signage. 	<p>Cllr Penn</p> <p>Cllr R Judd</p> <p>Clerk</p> <p>Cllr R Judd</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Penn</p> <p>Clerk</p>
8.	<p>Planning and to consider those applications listed below</p> <p>PL/2022/05861 – Larkrise, Down Barn Road, Winterbourne Gunner SP4 6JN – Retrospective replacement of dwelling following approval PL/2021/04895. 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 – 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. The Parish Council considered the application with resolve of no comment to the application.</p> <p>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. The Parish Council considered the application with resolve of no objection to the application.</p> <p>PL/2022/06811 – The Vicarage, Winterbourne Earls SP4 6HA – T3 – semi mature Maple – fell to ground level G1 – 2 dead Cherry trees – Fell. The Parish Council considered the application with resolve of no objection to the application.</p> <p>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</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>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. The Parish Council considered the application with resolve of no objection to the application.</p> <p>PL/2022/07377 – 17 Sherfield, Winterbourne Dauntsey SP4 6HF – T1 Silver Birch – Crown reduce by 25% T2 Maple – Crown Reduce by 20%. The Parish Council considered the application with resolve of no objection to the application.</p>	Clerk
9.	<p>Finance 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 - the Council resolved to approve the WPC July and August 2022 banking financial statement with accounts listed up to and including 31/08/2022 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 £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 SB20222013 (external audit 2021 2022), Speedyprint £9.60 INV46253 (community day and Annual Parish Walk printing).</p> <p>Budget planning – to agree timetable and actions for development of 2022/2023 – the Council agreed (i) that Councillors would seek to propose a work plan and budget for their respective portfolios by 14th October 2022 (Cllr Penn to circulate an excel template) and (ii) the Clerk would provide a budget template and budget figures for standing income and expenditure by 14th October 2022 (iii) Council agreed to provide a full draft first budget for presentation at the November 2022 meeting of the Council.</p> <p>WI0256 2021/22 AGAR Section 3 External Auditor Report & Closure Letter PKF Littlejohn LLP – to note and confirm receipt of – the Parish Council confirmed receipt of the report and closure letter with the required documentation duly displayed within the parish and parish website.</p>	Full Council/ Clerk
10.	<p>Amenities including Allotment site at Down Barn Road Amenity fencing gates, to consider quotations – the Council agreed to seek two quotations with consideration and presentation to be made at the October meeting of the Council.</p> <p>QEII field, new noticeboard, to confirm purchase of with discussion of publications for the board – the Council confirmed the purchase of the new noticeboard with consideration of suitable publications for the board.</p> <p>QEII field – new basketball facility, update of – the Council confirmed that the new facility had been installed and that the Council was currently liaising with the contractor following the installation and work undertaken.</p> <p>To consider the erection of white barriers adjacent to the footpath at the Glebe Hall – the Council considered and agreed to the erection of white barriers adjacent to the footpath at the Glebe Hall with further research as to the proposed works to be undertaken by Cllr R Judd in relation to and with the item added to the October 2022 meeting agenda for an update.</p>	Cllr R Judd Cllr Palmer Cllr Palmer Cllr R Judd
11.	<p>Governance To finalise & adopt the Winterbourne Parish Council Document Retention and Publication Policy – the Council resolved to adopt to the Winterbourne Parish Council Document Retention and Publication Policy.</p> <p>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 - the Council received a report from the audit undertaken of the Winterbourne Parish Council records and archives undertaken on 21/08/2022 with consideration and agreement made of the list of documents no</p>	Clerk Clerk

	longer needed to be retained in accordance with the Winterbourne Parish Council Document Retention and Publication Policy (following the August audit).	
12.	<p>Correspondence Strutt & 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 – the Council agreed to the rent review as proposed and which was noted as being in line with the lease clause 2.3. The Council authorised payment of any further rent due as a consequence of this change.</p> <p>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 – the Parish Council considered and noted the communication with agreement that it did not wish to opt-out of the central procurement and appointment scheme.</p>	Clerk
13.	Confirmation of date of next meeting: the date of the next meeting was confirmed as to be held on October 19 th 2022. Cllr P Biggins offered his apologies in advance for being unable to attend the October meeting.	
14.	To close the meeting: the meeting concluded at 8.40pm.	