

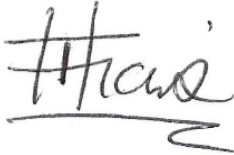
Winterbourne Parish Council

Parish Clerk: Mrs Tekla Hicks
clerk-parishcouncil@thewinterbournes.org.uk



Membership: Councillors C Penn (Chair), R Judd (Vice Chair), N Palmer, P Biggins, J Harrison, M Ansonia, C Bruce-White, G Griffiths.

You are summoned to attend a general meeting of Winterbourne Parish Council (WPC) on **Wednesday 16th April 2025 at 7.30pm** to transact the following business at the location of the Glebe Hall (Ron Burton room) Winterbourne Earls, Salisbury, Wiltshire SP4 6HA.



T Hicks,
Parish Clerk & Responsible Financial Officer

AGENDA

No.	Item
1.	The clerk to invite nominations for the vacant role of chair. To approve.
2.	Apologies: To receive and discuss apologies for those unable to attend.
3.	Public participation: (i) To enable members of the public to address the council regarding any item on the agenda. (ii) To receive any petitions or deputations.
4.	Declarations of Interest: To receive any declarations of interest under the Parish Council's Code of Conduct issues in accordance with the Localism Act 2011.
5.	Minutes of the previous meeting: (i) To approve as a correct record the minutes of the meeting held on 19 th March 2025. (ii) To note any matters arising from the minutes of the meeting held on 19 th March 2025.
6.	Reports: (i) To receive an update from Unitary Councillor - Mr Andrew Oliver. (ii) To receive chair's report. (iii) To note Winterbourne Parish Council Use of Glebe Lands Policy – monthly summary of bookings. (iv) To receive up to date external meetings schedule and to decide who will attend meetings.
7.	Matters Arising: (i) To discuss any matters arising after the agenda has been published.
8.	Planning Matters to discuss: (i) To discuss/ratify and comment on the following applications: a) PL/2025/03141 Red Kite House, The Portway, Winterbourne Gunner, Salisbury, SP4 6JL. Retrospective amendments to application PL/2022/00941, to amend dwelling design and landscaping to plot 1. Comments by 01.05.2025. b) PL/2025/01035 Former Salt Storage Depot, High Post, Salisbury, SP4 6AT. Erection of a B8 storage building, plus new access and associated works (Resubmission of PL/2023/05675). Comments by 18.04.2025.

	(ii) To note and discuss any other planning applications received before the meeting.
9.	Maintenance to include items as below: <ul style="list-style-type: none"> (i) Parish Steward: consideration of jobs for next visit – Cllr Judd. (ii) Community day event(s) – Cllr Palmer. (iii) Review WPC Maintenance Log - to include Glebe Hall Car Park maintenance.
10.	Finance: <ul style="list-style-type: none"> (i) Payments for approval: <ul style="list-style-type: none"> (a) Clerk’s Salary (b) Clerk’s Pension (c) Clerk’s expenses to 31/03/2025 (d) Cllr Penn’s expenses (e) Hurdcott Landscapes INV-9182 - £440 (f) WALC invoice for subscriptions - £532.12 (ii) To agree and approve any invoices for requests for payments received after the publication of the agenda. (iii) Monthly Management Accounts Members to receive the monthly financial report and bank reconciliation. See attached papers. A non-signatory to sign the bank reconciliation.
11.	AGAR – WI0256 2024-2025 To note receipt of PKF Littlejohn instructions as external auditor.
12.	Asset Register 2025-26 To review and approve the Winterbourne Parish Council Asset Register in preparation of the accounting year-end and AGAR.
13.	Playground <ul style="list-style-type: none"> (i) Members to receive an update from the clerk with the insurance requirements/implications of weekly/quarterly/annual playground inspections and who will carry this out, training requirements etc. (ii) Members to agree to engage Play Inspections for annual inspection.
14.	Governance <ul style="list-style-type: none"> (a) To note the election process has been concluded for Winterbourne Parish Council and there are four confirmed councillors for 2025-29. The council are therefore able to co-opt the five remaining seats from 6th May 2025. (b) To review Emergency/Resilience Plan. (c) To review Freedom of Information Policy. (d) To review Donation Policy and application form.
15.	Amenities including Allotment site at Down Barn Road: <ul style="list-style-type: none"> (i) To discuss any allotment matters including the car park.
16.	Correspondence to note/discuss: <ul style="list-style-type: none"> (i) Amesbury Police Rural Report March 2025. (ii) Wiltshire Council Annual Report
17.	Confirmation of date of next meeting: 21 st May 2025.
18.	To close the meeting

For Supporting Documentation:

10/04/2025

