

WINTERBOURNE PARISH COUNCIL

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Chair – Roy Judd Parish Clerk - Tekla Hicks

Minutes of Winterbourne Parish Council Annual meeting held on Thursday 28th May 2026 at 7.30pm at The Glebe Hall, Winterbourne Earls, Salisbury, SP4 6HA.

Membership: Councillors R. Judd (Chair), C. Bruce-White (Vice-Chair), J. Harrison, N. Palmer, B. Mackie, S. Palluel, R. Horner.

Present: Councillors R. Judd (Chair), C. Bruce-White (Vice-Chair), N. Palmer, S. Palluel, R. Horner, B. Mackie.

In attendance: T Hicks (Clerk), Wiltshire Councillor Lainey Barker and 2 Members of the Public.

Minute No.

26-27/1 Election of the Chair for the Year 2026-27

Cllr. Judd was nominated as Chair. Proposed by Cllr. Palmer, seconded by Cllr. Mackie. It was UNANIMOUSLY RESOLVED to elect Cllr. Judd as Chair for the year 2026-27. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.

26-27/2 Election of the Vice-Chair for the Year 2026-27

Cllr. Bruce-White was nominated as Vice-Chair. Proposed by Cllr. Palmer, seconded by Cllr. Mackie. It was UNANIMOUSLY RESOLVED to elect Cllr. Bruce-White as Vice-Chair for the year 2026-27. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.

26-27/3 Recording and filming of the meetings

There were no requests to record the meeting.

26-27/4 Apologies

The Council noted that apologies were received from Cllr. Harrison and the reasons given were APPROVED UNANIMOUSLY.

26-27/5 Declarations of Interest

No declarations were received.

26-27/6 Public Forum

26-27/6.1 No questions were received.

26-27/6.2 No petitions or deputations received.

26-27/7 Minutes of the previous meeting

The minutes of the ordinary parish council meeting held on 23rd April 2026 were UNANIMOUSLY APPROVED and duly signed by the Chair.

26-27/8 To consider applications for Co-Option of Parish Councillor (2 vacancies)

There were no applications received.

26-27/9 Reports

26-27/9.1 Wiltshire Councillor – Cllr. Lainey Barker updated the meeting regarding the following points:-

- The Local Plan was rejected by the Planning Inspectorate and Wiltshire Council has agreed to retract it. This may have implications on speculative planning applications from developers in the future.
- Cllr. Lainey urged organisations to take advantage of the offer from Wiltshire Council to supply at least 100 Bleed Kits for public places across the county. For more details of how to apply for these, contact Cllr. Barker.

26-27/9.2 The Chair updated the meeting that the Parish Steward was returning in June.

26-27/9.3 The Council received the up-to-date external meetings schedule.

- 26-27/10 **Planning Matters to discuss**
- 26-27/10.1 **To note and discuss** planning applications received as follows:
- 26-27/10.1a [PL/2026/01867](#) - **Land adjacent to A345, High Post, Salisbury, SP4 6AT**. Erection of a building amounting to 6,968 sqm GIA (Use Classes E(g), B2 and B8) with associated facilities, access with security, parking, hard and soft landscaping, drainage and associated works; A new roundabout from the A345 with footways and bus stops; A new access to Chemring Countermeasures UK including turning and security; Solar Fields; and associated works. It was UNANIMOUSLY AGREED to ratify comment: Object.
- 26-27/10.2 [PL/2026/03305](#) - **The Poplars, Winterbourne Gunner, Salisbury, SP4 6EG**. Notification of proposed works to trees in a conservation area. T1 Sycamore – Reducing the crown on southern side by up to 4 metres to suitable growth points. UNANIMOUSLY AGREED to have no objection to this matter.
- 26-27/10.3 The Council noted the up-to-date planning schedule.
- 26-27/11 **Maintenance to include items as below**
- 26-27/11.1 The Council noted that all of the Parish Stewards will be returning to duties in June.
- 26-27/11.2 Community Day event(s) – Cllr. Palmer updated the meeting - The next Community Day is on 27th June 2026. The Annual Parish Footpath Walk on 13th September at 1.30pm and Village Fete is on 4th July 2026.
- 26-27/11.3 The Council discussed and updated the WPC Action Plan. The Council received an update from Cllr. Judd and UNANIMOUSLY RESOLVED the request to get a quote from a contractor to clear brambles at the amenity ground and remove the hedge at White Bridge. Clerk to add to Action Plan.
- 26-27/12 **Finance**
- 26-27/12.1 The following payments were UNANIMOUSLY APPROVED:
- 26-27/12.1a Clerk’s expenses.
- 26-27/12.1b Hurdcott Landscapes INV-9962- £453.20.
- 26-27/12.1c Oxarix Invoice 016- £90.
- 26-27/12.1d Julie Bailey Audit Invoice- £320.
- 26-27/12.1e Parish Mag Printers Newsletter printing Inv 10933- £66.
- 26-27/12.2 The following request for payment received after the publication of the agenda was UNANIMOUSLY APPROVED:
- 26-27/12.2a Gallagher Insurance renewal- £1,445.56
- 26-27/12.3 **Monthly Management Accounts**
The Council received the monthly financial report and bank reconciliation. APPROVED UNANIMOUSLY.
- 26-27/12.4 **Annual Pre-Approved Payments List**
The Council UNANIMOUSLY APPROVED the Annual List of Pre-Approved Payments.
- 26-27/13 **Annual Accounts 2025-26**
The Council UNANIMOUSLY APPROVED the annual accounts for the period 1st April 2025 to 31st March 2026.
- 26-27/14 **Annual Internal Audit 2025-26**
The Council UNANIMOUSLY received and noted the Annual Internal Audit Report.
- 26-27/15 **Annual Governance and Accountability Return 2025-26**
- 26-27/15.1 **Annual Governance Statement**
The Council UNANIMOUSLY APPROVED the Annual Governance Statement as outlined in Section 1 of the Annual Return.
- 26-27/15.2 **Accounting Statements 2025-26**
The Council UNANIMOUSLY APPROVED the accounting statements as outlined in Section 2 of the Annual

Return. The Chair and Clerk signed the Annual Governance Statement and the Accounting Statements.

26-27/15.3 Exercise of Public Rights

The Council UNANIMOUSLY noted that the RFO has set the dates for the commencement of the period for the exercise of public rights to be Wednesday 3rd June to Tuesday 14th July 2026.

26-27/16 Appoint Councillor Portfolios

The Council UNANIMOUSLY APPROVED the portfolio allocation for 2026-27.

26-27/17 Governance

The Council UNANIMOUSLY RESOLVED to adopt/review policies (already circulated) for 2026-27:-

- 26-27/17.1 Appraisal Policy
- 26-27/17.2 Biodiversity Policy
- 26-27/17.3 CCTV Policy
- 26-27/17.4 Co-Option Policy
- 26-27/17.5 Code of Conduct
- 26-27/17.6 Complaints Policy
- 26-27/17.7 Community Resilience Plan
- 26-27/17.8 Data Protection Policy
- 26-27/17.9 Dignity at Work Policy
- 26-27/17.10 Disciplinary Policy
- 26-27/17.11 Document Management Policy
- 26-27/17.12 Equality and Diversity Policy
- 26-27/17.13 Financial Regulations – It was UNANIMOUSLY AGREED that all councillors to be added to the new bank mandate but that Cllr. Horner would not be a bank signatory to enable him to sign the banking reports. This complies with the financial regulations requirements.
- 26-27/17.14 Freedom of Information Policy
- 26-27/17.15 GDPR Consent Form
- 26-27/17.16 Glebe Lands Policy
- 26-27/17.17 Grant Awarding Policy & Application Form
- 26-27/17.18 Grievance Policy
- 26-27/17.19 Health and Safety Policy
- 26-27/17.20 IT Policy
- 26-27/17.21 Lone Working Policy
- 26-27/17.22 Playground Risk Management Policy and Risk Assessment
- 26-27/17.23 Privacy Notice
- 26-27/17.24 Publication Scheme
- 26-27/17.25 Recording of Council Meetings Policy
- 26-27/17.26 Risk Assessment
- 26-27/17.27 Standing Orders
- 26-27/17.28 Terms of Reference and Delegated Powers
- 26-27/17.29 Volunteer Policy

26-27/18 Glebe Hall

- 26-27/18.1 The Council noted Winterbourne Parish Council Use of Glebe Lands Policy – monthly summary of bookings.
- 26-27/18.2 The Council considered the CCTV system at the hall and UNANIMOUSLY RESOLVED to approve Cllr. Judd to purchase the system and arrange installation. Clerk to add to Action Plan.

26-27/19 Playground

The Council received the updates of playground inspections and Cllr. Judd agreed to action the outstanding matters. Clerk to add to Action Plan.

26-27/20 St. Edward's Churchyard

The Box hedging at the Churchyard is needing attention as appears to have blight. Cllr. Palluel agreed to investigate. Clerk to add to Action Plan.

26-27/21 .gov Website and emails

The Council UNANIMOUSLY APPROVED the migration to new .gov site and email addresses. Clerk to action all matters regarding this.

26-27/22 Confirmation of date of next meeting: The next Parish Council meeting will be on Thursday 25th June 2026.

There being no further business, the meeting was closed at 8.20pm.

These minutes are subject to approval at the next council meeting. Minutes prepared by the Clerk.
29.05.2026