

Winterbourne Parish Council

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



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

You are duly summoned to attend the Annual meeting of Winterbourne Parish Council (WPC) on **Thursday 28th May 2026 at 7.30pm** to transact the following business at the location of the **Glebe Hall (Ron Burton room) Winterbourne Earls, Salisbury, Wiltshire SP4 6HA.**

Tekla Hicks - PSLCC, Parish Clerk & Responsible Financial Officer

AGENDA

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

Nominations will be sought for the position of Chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. The newly elected Chair will sign the declaration of acceptance of office and deliver it to the Clerk.

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

Nominations will be sought for the position of Vice-Chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. The newly elected Vice-Chair will sign the declaration of acceptance of office and deliver it to the Clerk.

26-27/3 Recording and filming of the meetings

The Chair will ask all those present if any members of the public is intending to record or film the meeting.

26-27/4 Apologies

To consider apologies for those unable to attend.

26-27/5 Declarations of Interest

To receive any declarations of interest for items on the agenda under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.

26-27/6 Public Forum

26-27/6.1 To enable members of the public to address the Council regarding any item on the agenda.*

26-27/6.2 To receive any petitions or deputations.

26-27/7 Minutes of the previous meeting

To approve as a correct record the minutes of the Parish Council meeting held on 23rd April 2026.

26-27/8 Co-Option of Parish Councillor (2 Vacancies)

To consider any applications for Co-Option of Parish Councillors.

26-27/9 Reports

26-27/9.1 To receive an update from Unitary Councillor, Lainey Barker.

26-27/9.2 To receive Chair's report.

26-27/9.3 To note up to date external meetings.

26-27/10 Planning Matters to discuss

26-27/10.1 To ratify the following planning application:-

- 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. **To ratify comment: Object.**
- 26-27/10.2 **To note and discuss** any other planning applications received before the meeting.
- 26-27/10.3 **To note** the up-to-date planning schedule.
- 26-27/11 **Maintenance to include items as below**
- 26-27/11.1 **To consider** Parish Steward jobs - Cllr Judd.
- 26-27/11.2 **To note** Community day event(s) – Cllr Palmer.
- 26-27/11.3 **To review** WPC Action Plan.
- 26-27/12 **Finance**
- 26-27/12.1 **Payments for approval/to ratify:**
- 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 – To ratify.
- 26-27/12.1e Parish Mag Printers Newsletter printing Inv 10933 - £66.
- 26-27/12.2 **To agree and approve** any invoices for requests for payments received after the publication of the agenda.
- 26-27/12.3 **Monthly Management Accounts**
Members to receive the monthly financial report and bank reconciliation. A non-signatory to sign the bank reconciliation.
- 26-27/12.4 **Annual Pre-Approved Payments List**
To approve the Annual List of Pre-Approved Payments.
- 26-27/13 **Annual Accounts 2025-26**
Members to approve the annual accounts for the period 1st April 2025 to 31st March 2026.
- 26-27/14 **Annual Internal Audit 2025-26**
Members to receive and note the Annual Internal Audit Report.
- 26-27/15 **Annual Governance and Accountability Return 2025-26**
- 26-27/15.1 **Annual Governance Statement**
Members to approve the Annual Governance Statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.
- 26-27/15.2 **Accounting Statements 2025-26**
Members to approve the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly. The Chair and Clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time.
- 26-27/15.3 **Exercise of Public Rights**
Members to note 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**
To consider portfolio allocation for 2026-27.
- 26-27/17 **Governance**
Members to approve and adopt or 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
- 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 **To note and discuss** Winterbourne Parish Council Use of Glebe Lands Policy – monthly summary of bookings and matters to be brought to Council’s attention.

26-27/18.2 **To consider purchase of** the CCTV system at the hall.

26-27/19 **Playground**

To consider updates of playground inspections.

26-27/20 **St. Edward’s Churchyard**

To consider updates on Churchyard Improvement Action Plan.

26-27/21 **.gov Website and emails**

To consider the new website and approve migration to new .gov site and email addresses.

26-27/21 **Confirmation of date of next meeting:** Thursday 25th June 2026.

For Supporting Documentation, click [here](#). or scan the QR code.

21.05.2026

* Winterbourne Parish Council meetings are held in public, but they are not public meetings. Members of the public are very welcome to attend, and a session is provided to allow for questions to the chair (total three minutes). Outside the session, members of the public may only speak upon invitation from the chair. No decisions can be made on items raised during the meeting, but if the Council so wishes, items may be added to a future agenda for consideration.

