

WINTERBOURNE PARISH COUNCIL

**Minutes of the general meeting held on Wednesday 18th December 2024,
in the Glebe Hall, Winterbourne Earls, Salisbury SP4 6HA at 7.30pm**

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

In attendance: Cllr C Penn, Cllr C Bruce-White, Cllr P Biggins, Cllr G Griffiths.

Proper Officer: T. Hicks.

Public & Press: 2 x Members of the Public. No Press.

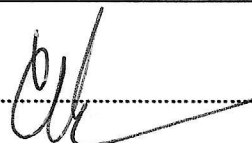
Minute No.	Item	Action
24-25/96	Election of Chair The Clerk to invite votes for the vacant role of Chair for this meeting. Cllr Penn was voted as Chair for this meeting.	
24-25/97 24-25/97.1 24-25/97.2	Apologies – to receive and accept apologies. Apologies received – Cllrs Ansonia, Judd, Palmer and Harrison. Approved. Absent – None.	Clerk to update absence schedule
24-25/98 24-25/98.1 24-25/98.2	Public participation: To enable members of the public to address the Council regarding any item on the agenda. None. To receive any petitions or deputations. None.	
24-25/99	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. None.	
24-25/100	Minutes: - To consider an approve as a correct record, the minutes of the meeting held on 16 th October 2024. Parish Council considered and approved (without amendment) the minutes of the Winterbourne Parish Council meeting held on 16 th October 2024 which were approved and signed by the Chairman of the meeting.	
24-25/101 24-25/101.1 24-25/101.2 24-25/101.3	Reports: To receive an update from Unitary Councillor, Andrew Oliver. Given via email. Noted. To note Winterbourne Parish Council Use of Glebe Lands Policy – monthly summary of bookings. Noted. To receive up to date external meetings schedule and to decide who will attend meetings. Discussed and noted. It was agreed that the Area Board meetings would be added and the Operational Flood Group meetings be added for Cllrs to attend online if were able to.	Clerk
24-25/102 24-25/102.1 24-25/102.2	Matters Arising:- To note and discuss Bus Stop relocation update. This matter is now closed. To discuss school traffic calming measures if available. It was agreed to close this matter until more information was available.	
24-25/103 24-25/103.1a	Planning Matters to discuss: To discuss/ratify and comment: PL/2024/09682 Land adjacent to High Post Business Park, High Post, Salisbury, SP4 6AT.	

Signed: 

<p>24-25/103.1b</p> <p>24-25/103.1c</p> <p>24-25/103.1d</p> <p>24-25/103.2</p> <p>24-25/103.3</p>	<p>Planning permission sought for erection of 2no buildings amounting to 3,712 sqm GIA (Use Classes E(g), B2 (general industrial), B8 (storage and distribution)) with external areas, access, parking, landscaping and associated works. Comments by 05/12/2024. To ratify – Object.</p> <p>PL/2024/09850 Hillside, Winterbourne Earls, Salisbury, SP4 6HA. Planning permission sought for garage conversion to annex. Comments by 29/11/2024. To ratify – No Objection.</p> <p>PL/2024/10931 Land adjacent to Larkrise, Down Barn Road, Winterbourne Gunner, Salisbury, SP4 6JN. Full planning permission sought for erection of a self-build, four-bed, 1.5 storey dwelling with associated access, garage and parking, hardstanding and landscaping. Comments by 31/12/2024. No objection.</p> <p>PL/2024/10521 Windmill Ridge, Down Barn Road, Winterbourne Gunner, Salisbury, SP4 6JN.9. 10. 11. 12. 13. 14. Householder planning permission for replacement of loose chipping surface of driveway with tarmacadam surface. Comments by 27/12/2024. No objection - subject to consideration of sufficient drainage.</p> <p>To note up to date planning schedule. Noted.</p> <p>To note and discuss any other applications received prior to the meeting. None.</p>	<p>Clerk</p>
<p>24-25/104</p> <p>24-25/104.1</p> <p>24-25/104.2</p> <p>24-25/104.3</p>	<p>Maintenance to include items as below: -</p> <p>To discuss Parish Steward: consideration of jobs for next visit – due to Cllr Judd’s absence, it was agreed to carry forward this matter to the next meeting.</p> <p>To discuss plans for Community day event(s) – due to Cllr Palmer’s absence, it was agreed to carry forward this matter to the next meeting.</p> <p>To review and discuss any items requiring attention WPC Maintenance Log – Discussed ongoing task and agreed on the log. It was agreed to approve the quote for the Glebe Hall car park line markings. It was agreed that Cllr Bruce-White and Cllr Judd would arrange the re-grading of the gravel in the Glebe Hall car park.</p>	<p>Clerk</p> <p>Cllr Bruce-White</p> <p>Cllr Judd</p>
<p>24-25/105</p> <p>24-25/105.1</p> <p>24-25/105.2</p> <p>24-25/105.2a</p> <p>24-25/105.2b</p> <p>24-25/105.2c</p> <p>24-25/105.2d</p> <p>24-25/105.2e</p> <p>24-25/105.2f</p> <p>24-25/105.2g</p> <p>24-25/105.2h</p> <p>24-25/105.3</p>	<p>Finance</p> <p>To agree and approve the banking financial statement with accounts listed up to and including 31st November 2024 along with financial summary sheet. Approved.</p> <p>To agree and approve Invoices and payments:</p> <p>Clerk’s Salary. Approved.</p> <p>Clerk’s Pension. Approved.</p> <p>ElanCity for SID – Invoice SAJ-UK/2024/01943 - £3375.68. Approved.</p> <p>R Judd for SID Poles - £198.96. Approved.</p> <p>Hurdcott Landscapes Inv-8886 - £440.00. Approved.</p> <p>Hurdcott Landscapes Inv-8946 - £440.00. Approved.</p> <p>GW Shelter Solutions Ltd - £6,258. Approved.</p> <p>Oxarix Inv-OXA-010 - £90. Approved.</p> <p>To agree and approve any invoices for requests for payments received after the publication of the agenda. None.</p>	
<p>24-25/106</p>	<p>Budget 2025-26</p> <p>A second draft is attached for discussion and approval. The baseline figures have</p>	



	<p>now been received from Wiltshire Council. Members to approve the Precept Demand 2025-26. After discussion the Precept for 2025-26 was approved at £31,835 representing a 5% increase per band D household on last year. In agreeing this figure, the Council considered the investments needs of the Glebe Hall in the next and subsequent years (see minute 109.1). The Council instructed the Clerk to make the Precept Demand to Wiltshire Council.</p> <p>Carry forward discussion for finalising the budget at the next meeting.</p>	Clerk																																																								
24-25/107	<p>Meetings Planner for 2025 Members to approve meeting dates and action plan as follows:- Approved.</p> <table border="1"> <thead> <tr> <th>2025</th> <th>Work required</th> <th>Chair?</th> <th>Bank Holidays</th> </tr> </thead> <tbody> <tr> <td>15 January</td> <td>Precept demand to Wilts. Council.</td> <td></td> <td>1 January 2025</td> </tr> <tr> <td>19 February</td> <td>Election process starts.</td> <td></td> <td></td> </tr> <tr> <td>19 March</td> <td>Election process cont.</td> <td></td> <td></td> </tr> <tr> <td>27 March (Please note new date)</td> <td>Annual Parish Meeting – a meeting of the electorate.</td> <td></td> <td></td> </tr> <tr> <td>16 April</td> <td>Sign off accounts.</td> <td></td> <td>18 April Good Friday 21 April Easter Monday</td> </tr> <tr> <td>21 May</td> <td>Annual Parish Council Meeting. Appoint Chair and Vice Chair.</td> <td></td> <td>5 May Early May BH 26 May Spring BH</td> </tr> <tr> <td>18 June</td> <td>Sign off annual return which must take place before 1st July.</td> <td></td> <td></td> </tr> <tr> <td>16 July</td> <td></td> <td></td> <td></td> </tr> <tr> <td>No meeting August</td> <td></td> <td></td> <td>25 August BH</td> </tr> <tr> <td>17 September</td> <td></td> <td></td> <td></td> </tr> <tr> <td>15 October</td> <td>Budget preparation.</td> <td></td> <td></td> </tr> <tr> <td>19 November</td> <td>Clerk's Salary review.</td> <td></td> <td></td> </tr> <tr> <td>17 December</td> <td>Sign off budget.</td> <td></td> <td></td> </tr> </tbody> </table>	2025	Work required	Chair?	Bank Holidays	15 January	Precept demand to Wilts. Council.		1 January 2025	19 February	Election process starts.			19 March	Election process cont.			27 March (Please note new date)	Annual Parish Meeting – a meeting of the electorate.			16 April	Sign off accounts.		18 April Good Friday 21 April Easter Monday	21 May	Annual Parish Council Meeting. Appoint Chair and Vice Chair.		5 May Early May BH 26 May Spring BH	18 June	Sign off annual return which must take place before 1 st July.			16 July				No meeting August			25 August BH	17 September				15 October	Budget preparation.			19 November	Clerk's Salary review.			17 December	Sign off budget.			Clerk
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24-25/108	<p>Playground Members to discuss weekly playground inspections and who will carry this out, training requirements etc. The Clerk was tasked with checking the Insurance requirements.</p>	Clerk																																																								
24-25/109 24-25/109.1	<p>Governance Glebe Hall – invitation to meeting and WGHMC/WPC Representative vacancy. After discussion it was agreed that Cllr Griffiths would investigate being the representative. Carry forward to next meeting. Cllr Penn reported his attendance at the recent Glebe Hall meeting. It was agreed that the Parish Council would support the Glebe Hall with their budget priorities (electricity supply and new oven up to one third of the combined cost with a maximum of £10,000) for next year.</p>	Cllr Griffiths																																																								



24-25/109.2	For further discussion at the next budget review in January. To discuss the model Biodiversity Policy requirements and example presented. Discussed and carry forward.	
24-25/110	Clerk's Salary The annual national pay award has now been announced and an increase in salary has taken place. For noting. Noted.	
24-25/111	Amenities including Allotment Site at Down Barn Road:- To discuss any allotment matters including the car park. Discussed at minute reference 24-25/104.3.	
24-25/112 24-25/112.a 24-25/112.b 24-25/112.c 24-25/112.d 24-25/112.e 24-25/112.f 24-25/112.g 24-25/112.h 24-25/112.i 24-25/112.j 24-25/112.k 24-25/112.l 24-25/112.m 24-25/112.n	Correspondence noted: Wiltshire Council election update. NALC Chief Executive's Bulletin WGHMC Quarterly meeting agenda pack Wiltshire Council update Notice of Temporary Road Closure Down Barn Road 20 th January 2025 WALC newsletter November Amesbury Rural Policing Report Wiltshire Council Substantive Highways Scheme Application for contribution towards SCARF workshops at Winterbourne Primary School. Cllr Griffiths to investigate. Cllr training opportunities programme Notice of temporary closure of Gomeldon Rd on 3 rd February 2025 E-Christmas Card from Wiltshire Council Local Transport Plan Consultation details NALC newsletter 03.12.24	Cllr Griffiths
24-25/113	Confirmation of date of next meeting: The Council confirmed the date of the next meeting to be held on 15 th January 2025 at 7.30pm	
24-25/114	To close the meeting – the meeting closed at 9.15pm.	