

# WINTERBOURNE PARISH COUNCIL

**Minutes of the general meeting held on Wednesday 19<sup>th</sup> March 2025,  
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 R Judd (Vice-Chairman), Cllr J Harrison, Cllr M Ansonia, Cllr C Bruce-White, Cllr N Palmer, Cllr G Griffiths.

**Proper Officer:** T. Hicks.

**Public & Press:** None.

Minute No.	Item	Action
24-25/149	<b>Election of Chair</b> None as previously resolved for Cllr Penn to be chair until the elections.	
24-25/150 24-25/150.1 24-25/150.2	<b>Apologies</b> – to receive and accept apologies. <b>Apologies received</b> – Cllr Biggins. <b>Absent</b> – Cllr Ansonia.	Clerk to update absence schedule
24-25/151 24-25/151.1 24-25/151.2	<b>Public participation:</b> <b>To enable</b> members of the public to address the council regarding any item on the agenda. None. <b>To receive</b> any petitions or deputations. None.	
24-25/152	<b>Declarations of Interest:</b> <b>To receive</b> any declarations of interest under the parish council’s Code of Conduct issues in accordance with the Localism Act 2011. None.	
24-25/153 24-25/153.1 24-25/153.2	<b>Minutes: -</b> <b>To consider</b> an approve as a correct record, the minutes of the meeting held on 19 <sup>th</sup> February 2025. The parish council considered and approved (without amendment) the minutes of the Winterbourne Parish Council meeting held on 19 <sup>th</sup> February 2025 which were approved and signed by the chairman of the meeting. <b>To note</b> any matters arising from the minutes of the meeting held on 19 <sup>th</sup> February 2025. None.	
24-25/154 24-25/154.1 24-25/154.2 24-25/154.3 24-25/154.4 24-25/154.5 24-25/154.6	<b>Reports:</b> <b>To receive</b> an update from Unitary Councillor, Andrew Oliver. None. <b>To receive</b> chair’s report. None. <b>To note</b> Winterbourne Parish Council Use of Glebe Lands Policy – monthly summary of bookings. The new bookings were noted and it was agreed that the clerk to share new booking information with Glebe Hall booking clerk, church and Kindred nursery. <b>To receive</b> up to date external meetings schedule and to decide who will attend meetings. No new meetings. <b>To receive</b> report regarding the Glebe Hall AGM – Cllr Penn. Cllr Penn updated the meeting with details of the Winterbourne Glebe Hall AGM on 13 <sup>th</sup> March that he attended on behalf of the parish council. <b>To receive</b> report regarding the Glebe Hall Management Committee meeting - Cllr Penn. Cllr Penn updated the meeting with details of the Winterbourne Glebe Hall Management Committee meeting on 13 <sup>th</sup> March that he attended on behalf	

Signed: .....



	of the parish council.	
<b>24-25/155</b>	<b>Matters Arising:-</b>	
<b>24-25/155.1</b>	<b>To discuss</b> any matters arising after the agenda has been published. None.	
<b>24-25/156</b>	<b>Planning Matters to discuss:</b>	
<b>24-25/156.1</b>	<b>To discuss/ratify and comment:</b> None.	
<b>24-25/156.2</b>	<b>To note and discuss</b> any other planning applications received before the meeting. <u>PL/2024/05302</u> – Land at Manor Farm, Summerlug, Winterbourne Earls. (Amended) Proposed change of use of certain existing agricultural buildings to commercial, falling within use classes B2, B8 and E(g), associated refurbishment works, landscaping, upgraded access tracks and parking, repositioning and reconfiguration of existing highway access onto A30 and use of western access by employees and visitors to the commercial buildings for pedestrian and cycle use only. Insertion of a Sewage Treatment Plant, a Foul Water / Effluent Drainage Field and a Storm Water Infiltration Basin, together with connections thereto, all to the southwest of the farmyard buildings. Comments by 02.04.2025. <b>Resolution</b> – No object and the council’s previous comments still apply.	Clerk
<b>24-25/157</b>	<b>Maintenance to include items as below: -</b>	
<b>24-25/157.1</b>	<b>To discuss</b> Parish Steward: consideration of jobs for next visit – Cllr Judd updated the meeting with the outstanding jobs to be requested this month.	Cllr Judd
<b>24-25/157.2</b>	<b>To discuss plans</b> for Community day event(s) – Cllr Palmer updated the meeting. The next meeting is on 22 <sup>nd</sup> March.	Cllr Palmer
<b>24-25/157.3</b>	<b>To review and discuss</b> any items requiring attention WPC Maintenance Log – Discussed ongoing tasks and agreed on the log. It was noted that many items had been concluded now and it was agreed that Cllr Judd would create a new version of the maintenance log for May 2025. Carry forward.	Cllr Judd
<b>24-25/158</b>	<b>Finance</b>	
<b>24-25/158.1</b>	<b>Payments for approval:</b> Approved:	
<b>24-25/158.1a</b>	Clerk’s Salary	
<b>24-25/158.1b</b>	Clerk’s Pension	
<b>24-25/158.1c</b>	Hurdcott Landscapes INV-9117 - £440.	
<b>24-25/158.2</b>	<b>To agree and approve</b> any invoices for requests for payments received after the publication of the agenda. Agreed to pay:-	Clerk to pay all
<b>24-25/158.2a</b>	Strutt & Parker Invoice 30044001203 - £941.99	
<b>24-25/158.2b</b>	Julie Bailey Payroll Invoice - £270	
<b>24-25/158.2c</b>	Parish Printers Ltd – £58.80	
<b>24-25/158.3</b>	<b>Monthly Management Accounts</b> <b>Members to receive</b> the monthly financial report and bank reconciliation. See attached papers. A non-signatory to sign the bank reconciliation. This was approved and the chair signed the bank reconciliation.	
<b>24-25/159</b>	<b>Annual Meetings</b> <b>To agree</b> final details of the annual meetings. Advertising actions agreed. It was also agreed that Cllr Griffiths would now act as social media/communications	Clerk

	officer. Clerk to investigate Social Media Policy.	
<b>24-25/160</b>	<b>Asset Register 2025-26</b> To review and approve the Winterbourne Parish Council Asset Register in preparation of the accounting year-end and AGAR. Clerk to update - carry forward.	
<b>24-25/161</b> <b>24025/161.1</b>	<b>Playground</b> <b>Members to receive</b> an update from the clerk with the insurance requirements/implications of weekly playground inspections and who will carry out, training requirements etc. It was agreed that Cllr Palmer would carry out weekly inspections. Clerk to send inspection form to Cllr to complete and return to clerk when completed.	Cllr Palmer Clerk
<b>24-25/161.2</b>	<b>Members to agree</b> to engage Play Inspections for annual inspection. Agreed.	Clerk
<b>24-25/162</b>	<b>Governance</b> <b>Glebe Hall</b> <b>To receive</b> an update from Cllr Griffiths regarding WGHMC/WPC Representative vacancy. None. Review in May when new council formed.	Clerk
<b>24-25/163</b>	<b>Amenities including Allotment site at Down Barn Road:</b> <b>To discuss</b> any allotment matters including the car park. Cllr Griffiths to add vacancies to Facebook.	Cllr Griffiths
<b>24-25/164</b> <b>24-25/164a</b> <b>24-25/164b</b> <b>24-25/164c</b> <b>24-25/164d</b> <b>24-25/164e</b> <b>24-25/164f</b> <b>24-25/164g</b> <b>24-25/164h</b> <b>24-25/164i</b>	<b>Correspondence noted:</b> Wiltshire Council Annual Report NALC Chief Executive's Bulletin 06.03.25 NALC Events Newsletter Glebe Hall Quarterly Meeting minutes Town & Parish Council Update 28.2.25 INNS Poster Wiltshire Bobby Van Poster Temporary Road Closure Notice – A30. It was agreed that notices of public importance to be posted on WPC Facebook page when received. MOD Notice of road closure – April/May 2025	
<b>24-25/165</b>	<b>Confirmation of date of next meeting:</b> The Council confirmed the date of the next meeting to be held on 16 <sup>th</sup> April 2025 at 7.30pm	
<b>24-25/166</b>	<b>To close the meeting</b> – the meeting closed at 8.26pm.	

