

Minutes of the meeting of Winterbourne Parish Council (WPC) held on 22nd February 2023, in the Glebe Hall, Winterbourne Earls, Salisbury SP4 6HA at 7.30pm

In attendance: Cllr C Penn (Chairman), Cllr R Judd (Vice-Chairman), Cllr C Bruce White, Cllr A Burrows, Cllr M Ansonia, Cllr P Biggins, Cllr N Palmer, Cllr C Judd

Present: Parish Clerk - T Hicks, two members of the public (MOP).

	Action
<p>1. Apologies – to receive and accept apologies:- Apologies received from Andrew Oliver.</p>	
<p>2. Declarations of Interest:- None</p>	
<p>3. Minutes: To consider and approve as a correct record, the minutes of the meetings held on 18th January 2023. The Parish Council considered and approved (without amendment) the minutes of the Winterbourne Parish Council 18th January 2023 and which were signed by the Chairman Councillor C Penn as correct records.</p>	
<p>4. Questions from the public:- The MOP asked a question regarding the WPC’s plans for the celebration of the upcoming Coronation of King Charles III. A discussion took place and it was agreed to agenda the matter for the next meeting in March when more specific information could be gathered. The two MOP offered their driveway as an option to hold a party and thanks were given on behalf of the WPC.</p>	<p>All Cllr N Palmer</p>
<p>5. Reports from: (i) Unitary Councillor Mr Andrew Oliver. None given as absent. (ii) Winterbourne Parish Council Use of Glebe Lands Policy – monthly summary of bookings – The Clerk updated the meeting. (iii) To receive up to date external meetings schedule – The Clerk updated the meeting. (iv) Update on Wiltshire Council LHFIG meeting – Cllr R Judd gave a verbal report of his attendance at the meeting. Cllr Penn updated the meeting . It was agreed:- (a) Cllr R Judd to obtain 3 quotes for allotment site entrance. (b) Cllr Penn to attend the Area Board meeting on 23rd February and report back at the next meeting regarding the footpath issue. (c) Cllr Harrison to be asked to develop a specific proposal for location of the bus stop that can form the basis for local consultation and submission for next LHFIG meeting</p>	<p>Cllr R Judd Cllr Penn Cllr J Harrison</p>
<p>6. Matters Arising:- (i) PL/2023/00480 Sunnyvale, Thorneydown Road, Winterbourne Gunner, Salisbury, SP4 6LN. Alterations and extensions to existing bungalow to include ground floor extension and conversion of loft space. The Council noted the application and confirmed No Objection. (ii) PL/2023/00305 28 Paddock Close, Winterbourne Dauntsey, Salisbury, SP4 6EL. Single storey extension and associated works. To review as extensions requested at the previous meeting. The Council noted the application and confirmed No Objection. (iii) To note the St Edward’s Churchyard Maintenance resolution dated 25th January 2023. The Council noted the resolution. It was agreed the Clerk should keep emails pertaining to this resolution as official Council records. (iv) To receive update on Gaters Lane Cemetery tree works – the Council reviewed quotation received and accepted that from Bawdens, subject to planning approval (TCA). It was</p>	<p>Clerk Clerk Clerk Cllr R Judd</p>

	agreed that Cllr R Judd should contact Bawdens accordingly.	
7.	<p>Maintenance to include items as below:-</p> <p>(i) Parish Steward: consideration of jobs for next visit – Cllr R Judd. The Council noted that the Parish Steward would likely be focusing on pot hole repairs at the next visit.</p> <p>(ii) Community day event(s) – the Council noted the report by Mrs Atkinson together with the date of the next event being 18th March. It was noted that the annual Footpath Walk would take place on 10th September 2023.</p> <p>(iii) To agree the annual playground inspection and inspection provider. The Council resolved to use the existing supplier.</p> <p>(iv) Review WPC Maintenance Log – Cllr Penn explained a new format to the Council and it was agreed that this should be updated on the WPC OneDrive by Cllr Penn. No addition maintenance needs requiring Parish Council intervention or action were identified.</p>	<p>Cllr Judd</p> <p>Cllr Palmer</p> <p>Clerk</p> <p>Cllr Penn</p>
8.	<p>Finance:-</p> <p>(i) To agree and approve the WPC January 2022 financial summary accompanied by bank statement to 31 Jan 2023. The Council resolved to agree the WPC January 2023 financial summary and bank statement to 31 Jan 2023.</p> <p>(ii) Invoices and payments to be considered and accepted for approval: T Hicks £857.90 (expenses to 31st January 2023 including laptop purchase, SLCC membership and ILCA course as agreed at time of recruitment), Hurdcott Landscapes INV-7774 in the sum of £392.99 for landscaping and R Judd £48.59 for CCTV repair expenses. The Council considered and accepted the payments.</p> <p>(iii) To confirm internal auditor Mrs Julie Bailey for the end of year accounts 31/03/2023 Winterbourne Parish Council. The Council resolved to approve this.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
9.	<p>Budget</p> <p>(i) To agree the Winterbourne Parish Council 2023/24 budget. The Council resolved to agree this budget for the financial year 2023/24. It was noted that any budget surplus after closedown of financial year 22/23 arising from use of CIL funds should be posted to reserves earmarked for infrastructure.</p> <p>(ii) Cllr Judd also updated the meeting regarding updating the CCTV and it resolved to use the budgeted amount surplus any reserves available to upgrade the system up to an amount of £500.</p>	<p>Clerk</p> <p>Cllr C Judd</p>
10.	<p>Amenities including Allotment Site at Down Barn Road</p> <p>(i) Status of LHFIG project to improve allotment site entrance – discussed under point 7.</p> <p>(ii) To review and confirm allotment register for 2023/24 tenancy year (01/04/2023-31/03/2024) – Cllr Judd updated the meeting.</p> <p>(iii) To confirm allotment tenancy agreement renewal notice for 2023/24 tenancy year (01/04/2023-31/03/2024) – Cllr Judd updated the meeting and it was resolved that the Parish Clerk should send out renewal notices when the register was agreed. It was also agreed that the Parish Clerk should send out termination notices to those applicable tenants.</p> <p>(iv) To confirm Winterbourne Parish Council allotment rules and guidance for 2023/24 tenancy year (01/02/2023 to 31/03/2024) – Cllr Penn advised the meeting and it was resolved to make no changes to the allotment rules and guidance.</p>	<p>Clerk</p>
11.	<p>Parish Website Development:</p> <p>To update and agree a completion timescale – Cllr Penn updated the meeting and it was agreed that:-</p> <p>a) All existing documents will be on the new community website by the end of March.</p> <p>b) Notice be given to existing webmaster.</p>	<p>Cllr Penn</p> <p>Cllr Penn</p>

	c) Existing URL of thewinterbournes.com be shut down.	Cllr Penn
12.	Correspondence (i) None.	
15.	Confirmation of date of next meeting: The Council confirmed the date of the next meeting to be held on 15 th March 2023.	
16.	To close the meeting – the meeting closed at 8.40pm.	