

# WINTERBOURNE PARISH COUNCIL

**Minutes of the general meeting held on Wednesday 19<sup>th</sup> February 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 M Ansonia, Cllr C Bruce-White, Cllr N Palmer, Cllr P Biggins, Cllr G Griffiths.

**Proper Officer:** T. Hicks.

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

Minute No.	Item	Action
24-25/131	<b>Election of Chair</b> The clerk to invite votes for the vacant role of chair for this meeting. Cllr Penn was voted as chair of the parish council until the elections in May 2025. Cllr Penn signed the Declaration of Acceptance of Office, and this was witnessed by the clerk.	
24-25/132 24-25/132.1 24-25/132.2	<b>Apologies</b> – to receive and accept apologies. <b>Apologies received</b> – None. <b>Absent</b> – Cllr Harrison.	Clerk to update absence schedule
24-25/133 24-25/133.1 24-25/133.2	<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.	
24-25/134	<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. Cllr Bruce-White declared an interest in the planning matter under minute 24-25/138.1a and took no part in the discussion.	
24-25/135	<b>Minutes: -</b> To consider an approve as a correct record, the minutes of the meeting held on 15 <sup>th</sup> January 2025. The parish council considered and approved (without amendment) the minutes of the Winterbourne Parish Council meeting held on 15 <sup>th</sup> January 2025 which were approved and signed by the chairman of the meeting.	
24-25/136 24-25/136.1 24-25/136.2 24-25/136.3 24-25/136.4	<b>Reports:</b> <b>To receive</b> an update from Unitary Councillor, Andrew Oliver. Cllr Oliver updated the meeting with news from Wiltshire Council such as:- <ul style="list-style-type: none"> <li>• the budget has been set by Wiltshire Council and the increase in council tax will be at 4.49%.</li> <li>• The Heart of Wessex devolution plans have been rejected in the first round of roll out by the government. For more information, please see <a href="#">here</a>.</li> </ul> <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. <b>To receive</b> up to date external meetings schedule and to decide who will attend meetings. Discussed and noted. It was agreed that Cllrs Penn and Griffiths would	Cllr Oliver

Signed:  .....

	attend the Winterbourne Glebe Hall Management Committee meeting on 13 <sup>th</sup> March on behalf of the parish council.	
<b>24-25/137</b> <b>24-25/137.1</b>	<b>Matters Arising:-</b> <b>To discuss</b> any matters arising after the agenda has been published. None.	
<b>24-25/138</b> <b>24-25/138.1a</b> <b>24-25/138.2</b>	<b>Planning Matters to discuss:</b> <b>To discuss/ratify and comment:</b> <u>PL/2025/00918</u> – Red Kite House, The Portway, Winterbourne Gunner, Salisbury, SP4 6JL. Householder permission sought for erection of single storey rear extension and to storey side extension. Comments by 03.03.2025. <b>Resolved: No objection.</b> <b>To note and discuss</b> any other planning applications received before the meeting. None.	Clerk
<b>24-25/139</b> <b>24-25/139.1</b> <b>24-25/139.2</b> <b>24-25/139.3</b>	<b>Maintenance to include items as below: -</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. <b>To discuss plans</b> for Community day event(s) – the next meeting is on 22 <sup>nd</sup> February and then on 22 <sup>nd</sup> March. <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.	Cllr Judd  Cllr Palmer  Cllr Judd
<b>24-25/140</b> <b>24-25/140.1</b> <b>24-25/140.1a</b> <b>24-25/140.1b</b> <b>24-25/140.1c</b> <b>24-25/140.1d</b> <b>24-25/140.1e</b> <b>24-25/140.1f</b> <b>24-25/140.1g</b> <b>24-25/140.2</b> <b>24-25/140.2a</b> <b>24-25/140.2b</b> <b>24-25/140.2c</b> <b>24-25/140.3</b>	<b>Finance</b> <b>Payments for approval:</b> Approved: Clerk's Salary Clerk's Pension Clerk's expenses to 31.12.2024 Water2Business allotment water supply invoice 5067273218 - £512.22 Direct Line Marking - £425 Hurdcott Landscapes INV-9052 - £440 SLCC – Clerks' membership apportioned - £69.60 <b>To agree and approve</b> any invoices for requests for payments received after the publication of the agenda. Agreed to pay:- A. Paddock for hose clips for the SID - £25.27 Strutt & Parker Invoice 30044000812 - £450 Strutt & Parker Invoice 30044001056 - £450 <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.	Clerk to pay all
<b>24-25/141</b>	<b>Budget 2025-26</b> A final draft is attached for discussion and approval. After discussion regarding the Glebe Hall grant, the budget was approved – clerk to publish.	Clerk
<b>24-25/142</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	Cllr Palmer

	out, training requirements etc. The clerk was able to confirm inspection requirements had been clarified with insurers. These inspections would be simplified and could be made regularly, but not necessarily weekly. Cllr Palmer agreed to carry out these inspections and would keep records of these.	
<b>24-25/143</b> <b>24-25/143.1</b> <b>24-25/143.1a</b>	<b>Governance</b> <b>Glebe Hall</b> <b>To receive</b> an update from Cllr Griffiths regarding WGHMC/WPC Representative vacancy. Agreed that the Cllr Penn and Cllr Griffith would meet to discuss before the next meeting.	Cllrs Griffiths/ Penn
<b>24-25/143.1b</b>	<b>To discuss</b> Glebe Hall grant, b/f from last meeting. Discussed at minute 24-25/141 and agreed to budget for a grant of up to £10,000 representing 1/3 of the estimated cost of the proposed upgrades needed.	
<b>24-25/143.1c</b>	<b>To discuss</b> Glebe Hall waste disposal. This was discussed and noted.	
<b>24-25/143.2</b> <b>24-25/143.2a</b>	<b>To review policies:-</b> <b>Allotment Tenancy Agreement 2025-26.</b> This was agreed as no changes required. It was agreed that Cllr Judd would send the clerk the up to date allotment tenancy schedule and the clerk would invite renewals in April.	Cllr Judd
<b>24-25/144</b>	<b>Amenities including Allotment site at Down Barn Road:</b> <b>To discuss</b> any allotment matters including the car park. It was agreed the outstanding remedial work would be completed in March.	Cllr Judd
<b>24-25/145</b>	<b>Annual Meetings</b> <b>To discuss</b> plans for the Annual Parish Meeting and Annual Parish Council Meeting. This was discussed and agreed to leave the plan as last year.	
<b>24-25/146</b> <b>24-25/146.a</b> <b>24-25/146.b</b>	<b>Correspondence noted:</b> Email from Salisbury Diocese land agent regarding trees in Figsbury Road. This was noted and the clerk confirmed this had been answered. It was emphasised that the Parish Council can respond more effectively to residents if they contact the Parish Council direct and not through third parties. Letter from residents requesting the re-siting of the SID. Mr Paddock from the Community Speedwatch group updated the meeting and confirmed that locations for siting of SIDs needed agreement with Wilts Council and were based on defined criteria. The location suggested in the letter does not meet those criteria which include distance from the 30mph sign, topography and results of a speed survey. However, he had put in a request for the speed limit repeater sign to be replaced. He also confirmed he had put an application in to Wiltshire Council for a SID socket in Down Barn Lane to enable further suitable locations to use the SIDs in the village. The council thanked Mr Paddock for his efforts.	
<b>24-25/147</b>	<b>Confirmation of date of next meeting:</b> The Council confirmed the date of the next meeting to be held on 19 <sup>th</sup> March 2025 at 7.30pm	
<b>24-25/148</b>	<b>To close the meeting</b> – the meeting closed at 8.47pm.	