

## **WINTERBOURNE PARISH COUNCIL**

**www.thewinterbournes.org.uk**    **clerk-parishcouncil@thewinterbournes.org.uk**

**Chair – Roy Judd**    **Parish Clerk - Tekla Hicks**

---

**Minutes of Winterbourne Parish Council Annual Meeting held on Wednesday 21<sup>st</sup> May 2025 at 7.30pm  
at The Glebe Hall, Winterbourne Earls, Salisbury, SP4 6HA.**

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

**In attendance:** Councillors C. Penn (retiring Chair), R. Judd (Chair), C. Bruce-White (Vice-Chair), N. Palmer, J. Harrison, B. Mackie.

**Proper Officer:** T Hicks.

**Members of Public:** Wiltshire Councillor L. Barker, 2 x MOP.

### **Minute No.**

**25-26/1**

#### **Election of the Chair for the Year 2025-26**

Cllr Judd nominated as chair.

Proposed – Cllr Harrison. Seconded – Cllr Palmer. Unanimously voted in favour. The Declaration of Acceptance of Office was duly signed, and witnessed and signed by the clerk.

**25-26/2**

#### **Election of Vice-Chair for the Year 2025-26**

Cllr Bruce-White nominated as vice-chair.

Proposed – Cllr Palmer. Seconded – Cllr Harrison. Unanimously voted in favour. The Declaration of Acceptance of Office was duly signed, and witnessed and signed by the clerk.

**25-26/3**

#### **Co-opting of Vacancy**

Cllr Mackie was co-opted on to the council and the Declaration of Acceptance of Office was duly signed, and witnessed and signed by the clerk.

**25-26/4**

#### **Apologies**

None.

**25-26/5**

#### **Declarations of Interest**

None. The clerk reminded the cllrs that they have until 28<sup>th</sup> May to complete the Register of Interests on the Wiltshire Council website, and to return the elections expenses form.

**25-26/6**

#### **Minutes of the previous meeting**

**25-26/6.1**

**To approve** as a correct record the minutes of the Parish Council meeting held on 16<sup>th</sup> April 2025. Approved without amendment.

**25-26/6.2**

**To note** any matters arising from the minutes of the meeting held on 16<sup>th</sup> April 2025. None.

**25-26/7**

#### **Public Participation**

**25-26/7.1**

**To enable** members of the public to address the Council regarding any item on the agenda. One of the MOPs stated an interest in becoming a councillor so this process was explained. The MOP to apply for co-option in June.

**25-26/7.2**

**To receive** any petitions or deputations. None.

**25-26/8**

#### **Reports**

**25-26/8.1**

**To receive** an update from Wiltshire Councillor – Cllr. Lainey Barker introduced herself as the

Signed:  .....

new Wiltshire Councillor for the Winterbournes. She explained her priorities, the panels she sits on (Southern Area Board, Health Board and on the Police panel. She is also working with the Fire Service). Should any resident wish to contact her, please email at [laine.barker@wiltshire.gov.uk](mailto:laine.barker@wiltshire.gov.uk). She also remains as a parish councillor at Old Sarum and Ford Parish Council.

**25-26/8.2** **To receive** the chair's report. None.  
working properly.

**25-26/8.3** **To note** Winterbourne Parish Council Use of Glebe Lands Policy – monthly summary of bookings. The clerk updated the meeting that she had received one new application and it was agreed that this should be approved, but only to use the field for parking if the weather stayed dry.

**25-26/8.4** **To receive** the up-to-date external meetings schedule and to decide who will attend meetings. Received.

**25-26/9** **Matters arising from previous meetings**

**To discuss** any matters arising after the agenda has been published. The clerk requested that due to a clash of dates for her other parish councils, the meeting dates be moved to an alternative from September. The fourth Thursday was approved. Clerk to book with the Glebe Hall and advertise.

**25-26/10** **Planning**

**25-26/10.1** **To discuss/ratify and comment** on the following applications:

PL/2025/05302 Land at Manor Farm, Summerlug, Winterbourne Earls. Full planning permission sought. 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 23.05.2025. Resolved: No objection.**

**25-26/10.2** **To discuss** any other applications received before the meeting. None.

**25-26/10.3** **To discuss** CIL tracker log. Dr. Penn explained the future use and importance of the CIL tracker in ensuring the council receives any funding it may be owed from future local developments.

**25-26/11** **Maintenance to include items as below**

**25-26/11.1** **To discuss and agree** parish steward - consideration of jobs for next visit. Cllr Judd expressed his frustration that the parish steward's job remained difficult to achieve due to the fast road and the steward's reluctance to work near these roads. Cllr Barker confirmed she would investigate on the council's behalf.

**25-26/11.2** Community day event(s). Cllr Palmer updated the meeting that next events were on Saturday and then again on 21<sup>st</sup> June. The priorities would be keeping footpaths clear and tackling any overhanging vegetation. Any matters that could not be tackled by the team would be reported to Wiltshire Council. Dr. Penn offered to also be included in the reporting as his ongoing supporting role as parish representative for the South West Ramblers .

**25-26/11.3** Review WPC Maintenance Log- to include Glebe Hall Car Park maintenance. The council thanked Dr. Penn for making a new log for future maintenance issues. The Glebe Hall car park gravel re-grading was the priority for June. Cllr Judd and Bruce-White to organise.

**25-26/11.4** Playground items needing attention:-

Signed:  .....

- 26/11.4a Broken Bench. Cllr Palmer had obtained quotes for the repair of the bench sited at the back of the playground. However, as it is not used very much, Cllr Judd to investigate repair or re-siting of another bench in the village. C/f.

**25-26/12** **Appoint Councillor Portfolios**

It was agreed to use the portfolio headings and appoint as follows:-

- 25-26/12.1 Governance & Finance & HR – Cllrs Judd and Bruce-White  
25-26/12.2 Publications – Cllrs Palmer and Mackie  
25-26/12.3 Maintenance – Cllr Judd and Palmer  
25-26/12.4 Planning – Cllrs Bruce-White and Mackie  
25-26/12.5 Community Resilience and Crime Prevention – Cllrs Palmer and Mackie  
25-26/12.6 Glebe Hall Management Committee & Glebe Hall car park- TBA  
25-26/12.7 Sport & Recreation facilities, Community Engagement – Cllr Palmer and Harrison  
25-26/12.8 Transport – Cllr Harrison  
25-26/12.9 Allotment Manager – Cllr Judd  
25-26/12.10 Speedwatch – Cllr Mackie (with Mr Paddock)  
25-26/12.11 Village Newsletter and website editor – Clerk and Cllr Palmer

**25-26/13** **Finance**

**25-26/13.1** **To agree and approve invoices and payments:-**

- 25-26/13.1a Clerk's Salary. Approved.  
25-26/13.1b Clerk's PAYE. Approved.  
25-26/13.1c Clerk's expenses to 30<sup>th</sup> April 25. Approved.  
25-26/13.1d SLCC clerk's CiLCA qualification fee (apportioned) - £126.00. Approved.  
25-26/13.1f Oxarix invoice WPC-OXA-012 - £90 (already paid – to ratify). Approved.  
25-26/13.1g Hurdcott Landscapes Inv-9234 - £440. Approved.  
25-26/13.1h Julie Bailey Audit fee - £300. Approved.

- 25-26/13.2 **To approve** invoices/requests for payment received prior to the meeting. None.

**25-26/13.3** **Monthly Management Accounts**

Members to receive the monthly financial report and bank reconciliation.  
Approved and signed by the chair.

**25-26/13.4** **Statement of Reserves**

Members to agree statement of reserves. Agreed.

**25-26/14** **Annual Accounts 2024-25**

**Members to approve** the annual accounts for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.  
Approved.

**25-26/15** **Asset Register 2025-26**

**Members to approve** the Asset Register for 2025-26. Approved.

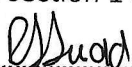
**25-26/16** **Annual Internal Audit 2024-25**

**Members to receive and note** the Annual Internal Audit Report. Received and noted.

**25-26/17** **Annual Governance and Accountability Return 2024-25**

**25-26/17.1** **Annual Governance Statement**

**Members to approve** the Annual Governance Statement as outlined in section 1 of the

Signed: .....  .....

Annual Return and minute accordingly. Statement approved and signed.

25-26/17.2

**Accounting Statements 2024-25**

**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. Statements approved and signed.

25-26/17.3

**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 Tuesday 3<sup>rd</sup> June to Monday 14<sup>th</sup> July 2025. Noted.

25-26/18

**Governance**

25-26/18a

**To adopt** updated Community Resilience Plan. Approved.

25-26/18b

**To review** Standing Orders. Reviewed.

25-26/18c

**To review** Financial Regulations. Reviewed.

25-26/18d

**To review** Financial Regulation banking mandate. Reviewed.

25-26/18e

**To review** Risk Register. Reviewed.

25-26/18f

**To review** Donation Policy and application form. Reviewed.

25-26/18g

**To review** Finance Risk Assessment. Reviewed.

25-26/19

**Amenities including Allotment site at Down Barn Road**

**To discuss** any allotment matters including the car park. It was agreed that due to the water prices increasing, the clerk to write to allotment holders to advise of a plot price increase from April 2026.

25-26/20

**Correspondence to note/discuss. All noted.**

25-26/20.1

Amesbury Rural Parish Council Report.

25-26/20.2

Notice of consultation on draft Setting of the Stonehenge, Avebury & Associated World Heritage Sites planning document.

25-26/20.2

NALC Chief Executive's bulletin.

25-26/20.3

Temporary Road Closure Idmiston (07.07.2025).


25-26/21

**Confirmation of date of next meeting**

18<sup>th</sup> June 2025 at 7.30pm.

25-26/22

To close the meeting – 8.35pm.

Signed:  .....