

WINTERBOURNE PARISH COUNCIL

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Chair – Roy Judd

Parish Clerk - Tekla Hicks

Minutes of Winterbourne Parish Council general meeting held on Thursday 24th September 2026 at 7.30pm at The Glebe Hall, Winterbourne Earls, Salisbury, SP4 6HA.

Present: Councillors R. Judd (Chair), C. Bruce-White (Vice-Chair), N. Palmer, S. Palluel, B. Mackie.

In attendance: T Hicks (Clerk), 3 Members of the Public.

Minute No.

26-27/39 Recording and filming of the meetings

The clerk confirmed they would record the meeting for minute preparation purposes only.

26-27/40 Apologies

The council noted that apologies were received from Cllr. Horner and the reasons given were APPROVED UNANIMOUSLY.

26-27/41 Public Forum

26-27/41.1 One member of the public addressed the meeting regarding item 56.1 traffic calming measures on Down Barn Road. He then left the meeting, so no further discussion took place at this point. Another member of the public addressed the meeting regarding item 54 and urged the parish council to start the process of registering the Winterbourne Arms as an Asset of Community Value with Wiltshire Council.

26-27/41.2 No petitions or deputations received.

26-27/43 Reports

26-27/43.1 Unitary Councillor, Lainey Barker was absent, so no report received.

26-27/43.2 The chair updated the meeting that the noticeboard at the allotment had been installed. It was agreed that Cllr. Palmer to have the spare key, as well as the chair and that the clerk would send the chair notices to install.

PREVIOUS MEETING AND OUTSTANDING MATTERS

26-27/44 Minutes of the previous meeting

The minutes of the general parish council meeting held on 23rd July 2026 were UNANIMOUSLY APPROVED and duly signed by the chair.

26-27/45 Outstanding Matters

26-27/45.1 The council received and discussed updates on the Action Plan. Clerk to update.

26-27/45.2 The council received the external meetings schedule.

26-27/45.3 The council received an update from Cllr. Palmer that the community book swap was suffering with unknown people removing children's books and putting them in the bin by the bus stop and at Policeman's Corner. While this was not a parish council matter, it was agreed to monitor and bring to the next meeting in case the parish council could help.

PLANNING

26-27/46 Planning Matters

26-27/46.1 To consider/ratify decision:

26-27/46.1a [PL/2026/04511](#) – 2 Manor Cottages, Main Road, Winterbourne Dauntsey, Salisbury, SP4 6EP.

Notification of proposed works to trees in a conservation area. T1 Sycamore – Reduce in height from 23m to leave a finished height of 15m, retaining as much of the canopy spread as possible. The council UNANIMOUSLY AGREED to ratify comment made: No objection.

26-27/46.2 The council noted no new planning applications received before the meeting. Cllr. Palmer

stated she knew of one planning item that the council had not been notified of, and the matter is now closed. Clerk to contact Wiltshire Council.

26-27/46.3 The council noted the up-to-date planning schedule.

26-27/46.4 The council considered the Neighbourhood Plan future requirements. It was agreed for Cllr. Bruce-White to investigate and bring to the next meeting.

ENVIRONMENT AND STREETSCENE

26-27/47.1 The council considered the parish steward jobs and discuss plan for these outstanding actions. The chair updated the meeting that works were still not being carried out. It was agreed that the chair would write to the Parish Steward Supervisor and the Head of Highway Operations at Wiltshire Council.

26-27/47.2 The council discussed the requirements for extra seasonal grounds work at Hurdcott and this would be added to the Action Plan.

FINANCE AND GOVERNANCE

26-27/48 **Finance**

26-27/48.1 **Payments UNANIMOUSLY APPROVED:**

26-27/48.1a Clerk's expenses.

26-27/48.1b Hurdcott Landscapes INV10221- £453.20.

26-27/48.1c Hurdcott Landscapes INV10161- £453.20

26-27/48.1d PKF Littlejohn Audit Invoice – SB20262314- £252.00.

26-27/48.1e Parish Magazine Printers Ltd 11112- £72.00.

26-27/48.1f Elan City extended warranty for SID invoice- £74.20.

26-27/48.1g Cllr. Judd for Wicksteed Inv PR78705- £190.96.

26-27/48.2 The following requests for payment received after the publication of the agenda was UNANIMOUSLY APPROVED:

26-27/48.2a Cllr. Palmer expenses for the footpath walk and community day- £82.07.

26-27/48.2b Strutt & Parker for ground rent for Glebe Lands- £450.

26-27/48.2c Cllr. Judd permission to spend for ground works- £400 approximately.

26-27/48.3 **Monthly Management Accounts**

The Council received the monthly financial report and bank reconciliations for July and August. APPROVED UNANIMOUSLY and duly signed by Cllr. Mackie as a non-bank signatory.

26-27/48.4 **Budget and Precept 2027-28**

The council considered the first draft of the budget and precept for the coming financial year. It was agreed to bring to the October meeting for further discussion.

26-27/48.5 **Annual Governance & Accountability Return 2025-26**

The council noted the conclusion of the audit and External Auditor's comments.

26-27/49 **Governance**

26-27/49.1 The council UNANIMOUSLY AGREED to adopt the Data Breach Policy.

26-27/49.2 The council UNANIMOUSLY AGREED to adopt the Subject Access Request Policy.

26-27/49.3 The council UNANIMOUSLY AGREED to adopt the wildlife camera policy for the allotments. Cllr. Judd will install. Clerk to arrange signage for the noticeboard.

26-27/49.4 The council noted the new NJC Pay Scales for 2026-27.

26-27/49.5 The council considered the meeting dates for 2027. It was agreed that December meetings would be cancelled for 2026 and 2027. These dates would be retained with the Glebe Hall if needed for extraordinary meetings.

COMMUNITY AND COMMUNICATION

26-27/50 **Community Activities**

26-27/50.1 Cllr. Palmer updated the meeting regarding the Community Day event. The next event will be

on 26th September at 9am. The focus will be on litter picking.

26-27/50.2 Cllr. Palmer updated the meeting regarding the Annual Parish Footpath walk. The report with remedial works required will to be shared with the council, Dr. Penn and Cllr. Bruce-White.

26-27/51 **Glebe Hall**

26-27/51.1 The council noted the Winterbourne Parish Council Use of Glebe Lands Policy – monthly summary of bookings and Cllr. Judd confirmed the hole in the car park would be fixed by the weekend.

26-27/51.2 Cllr. Judd updated the meeting on the new CCTV system at the Glebe Hall and confirmed it would be installed at the end of October.

26-27/52 **Website**

The clerk updated the meeting regarding the new website. A resident stated the new website was an improvement and much easier to use. The council agreed that new councillor photos for the website would be taken after the October meeting and that councillor emails will be added to the councillor web page. It was agreed to use the Facebook page more.

26-27/53 **St. Edward's Church and Churchyard**

26-27/53.1 There was no update on Churchyard Improvement Action Plan – carry forward.

26-27/53.2 The council UNANIMOUSLY AGREED for clerk to purchase Remembrance Day wreath. Cllr. Judd to attend the Remembrance Day Service on behalf of the council.

26-27/54 **The Winterbourne Arms**

The council discussed the effects of the reported closure of The Winterbourne Arms on the parish. The clerk confirmed that the mobile post office will remain in the pub car park. Cllr. Palluel stated that the owners of the pub had confirmed that the defibrillator and its power supply will continue to be served by the pub. It was UNANIMOUSLY AGREED to register the pub as an Asset of Community Value.

RECREATION AND WELLBEING

26-27/55 **Playground**

26-27/55.1 The council noted the update of regular playground inspections.

26-27/55.2 The council received the annual inspection of the playground and agreed remedial works. Clerk to obtain surfacing quotes for budgeting purposes.

TRANSPORT, TRAFFIC AND RIGHTS OF WAY

26-27/56 **Highways**

26-27/56.1 The council discussed the condition of Down Barn Road and A338 and condition of remedial actions. It was UNANIMOUSLY AGREED for the clerk to write to Wiltshire Council enquiring why the road sign has been removed and for details of further repairs. Cllr. Judd to send clerk background emails.

26-27/56.2 The council noted no update on reports of flooding in Hurdcott and Gaters Lane as the landowner is away.

26-27/57 **Confirmation of date of next meeting:** Thursday 22nd October 2026.

There being no further business, the meeting was closed at 8.25pm.

These minutes are subject to approval at the next council meeting. Minutes prepared by the Clerk.
25.09.2026