



Collingbourne Kingston
Parish Council

Wednesday May 8th, 2024

Collingbourne Kingston Parish Council Meeting

Location: Ruth Fisher Room, Collingbourne Kingston Village Hall

Parish Council Meeting @ 18:30

Parish Council Meeting Agenda

1. Welcome and Introductions.

2. Apologies: to include any reasons for absence for consideration by the council for acceptance.

3. Minutes of meeting held on March 13th 2024- draft minutes to be agreed, adopted and signed. *Matters arising* with reference to the action monitoring sheet.

4. Adjournment for Report from Chris WILLIAMS, WC Councillor for Ludgershall and Rural North.

5. Disclosures of interest:

To receive any disclosure(s) of Interest by a Councilor(s) and/or any officer(s) in matters to be considered at this meeting, in accordance with the provisions of the Local Government Act 1972 and the National Code of Local Government conduct.

6. Planning.

None at time of drafting

7. Chairman's report

8. Traffic and Road Safety Report –

Update on:

1. On speeding matters from Councillor KEIGHLEY.

9. Parish Steward

Update from Clerk re tasking and tasks.

10. Footpaths

Update from Councilor BRAYBROOK.

11. Village Design Statement

Update from Councilor BRAYBROOK.

12. Clerk's Report

a. **Aughton defibrillator** A location has been found for the proposed defibrillator, which is pole mounted in a front garden. The SID pole from Aughton has been recycled and having been put aside for this purpose. The defibrillator and cabinet were to be purchased in the

new financial year (post 31/3/2024) at a cost of approximately £1,828.80, however a special offer was identified via the Department of Health and Social Care where half the cost is funded, and the Parish Council match funds the other half. A successful application was made for this, the Parish Council half was remitted and following delivery of the defib the pole was planted in the host garden by Mark GREGORY and an electrical connection was arranged via CM Loney Electricians Ltd. A registration of the defib has been made with The Circuit, which shows the defib 'in service' the electrical connection having been made.

b. **Clerks salary annual performance review** The clerk is also due an annual appraisal for the period November 2022 to November 2023, which was on the agenda for March 13th 2024 meeting.

c. Email of gratitude from Mrs. Emma JEFFERY teacher of Otters Class, Collingbourne Primary regarding the donation made of £500.00 towards 52 Dictionaries and 36 Thesauri for use by the children in their studies.

d. **Portrait of HM King Charles III** HM Government have rather graciously provided on application to all Parish and Town Councils a colour portrait of HM King Charles III wearing the uniform of Admiral of the Fleet (No 1 Tailcoat), the Garter Collar and Sovereign Badge, Garter Star, Thistle Star, the Bath Sovereigns Badge, the Order of Merit, The Royal Victorian Order's Royal Victorian Chain, and GCVO Sash as well as a set of medals on his medal bar, measuring 637mm by 507mm in a sustainably sourced oak frame with conservation grade glass. This portrait in the absence of any permanent Parish Council chambers has been offered to the village hall for display.

13. GDPR & Website/Policy Reviews

Update from Councilor LATHAM

14. RFO report

a. The working account balance and reserve account balances with Lloyds will be given. The following payments have been paid since last meeting.

DATE	EXPENSE	DEBIT	CREDIT
4/3/2024	Bawdens Ground Maintenance Invoice 29228	£190.70	
4/3/2024	HP Instant Ink Subscription	£2.99	
14/3/2024	CKVH Invoice CK1717 Room Hire	£30.00	
15/3/2024	Hills Waste Solutions	£32.18	
15/3/2024	Clerks Expenses- Reflective Bollard Tape	£9.99	
15/3/2024	Fittings for Solar Powered SID installation	£43.01	
18/3/2024	Auto Valeting Services Litter Pick	£80.00	
18/3/2024	Transfer from Deposit		£1000.00
18/3/2024	The Sign Shed – Footpath signs	£124.80	
18/3/2024	Clerks Expenses- Mileage claim H/A to Parcelforce Basingstoke	£28.80	
	2024/2025 Financial Year		
2/4/2024	Bawdens Ground Maintenance Invoice 29316	£190.70	
2/4/2024	Clerks Salary	£445.44	

2/4/2024	HMRC	£110.20	
4/4/2024	HP Instant Ink Subscription	£2.99	
8/4/2024	Transfer from Deposit		£1000.00
8/4/2024	Donation to Collingbourne Primary School for books	£500.00	
15/4/2024	Hills Waste Solutions	£39.86	
18/4/2024	British Telecom re Broadband	£106.43	
19/4/2024	Wiltshire Council 1 st Tranche of Precept		£8000.00
19/4/2024	British Telecom re Broadband	£73.20	
19/4/2024	Transfer to Deposit	£8000.00	
23/4/2024	Annual Ground Rent to JD & Dr JE MacBETH	£10.00	
26/4/2024	2023/24 VAT refund from HMRC		£8023.48
29/4/2024	Transfer to Deposit	£8000.00	
29/4/2024	Transfer from Deposit		£1500.00
29/4/2024	CM Loney Electrical Services (Aughton Defib connection)	£456.00	
29/4/2024	Wiltshire Council Re Traffic Survey	£380.00	
30/4/2024	Clerks Salary	£253.80	
30/4/2024	HMRC	£63.45	

b. **Sign off bank statements** to end of March 2024, together with associated reconciliations statements.

c. **Annual Governance and Accountability Return** The year end procedure has been undertaken and all balances. An internal audit is booked for May 12th 2024 with Auditing Solutions. Once this has been signed off the external 'limited assurance overview' by PFK Littlejohn will be undertaken. This is because in 2023/24 the Parish Council income was over £25,000 the limit for self certification for the small entity exemption as usual. AGAR form 3 to be signed off.

d. Invoices to be paid:

- WALC Membership subscription for 2024/2025 £218.29
- Payman payroll services for 2024/2025 £216.00
- Rialtas software licence and support 2024/2025 £230.40

e. **BT Broadband for the village hall.** There has been difficulty in setting up the direct debit for the monthly payment of the village hall broadband. This has now been resolved but late payment charges of £80 were incurred. Councillor LATHAM has agreed to pay these charges.

f. **Annual VAT claim** has been paid and £8023.48 was credited to the account on 26/4/2024. This sum comprises of the VAT elements paid on the Playground Refurbishment project and on the Aughton Defib installation, and restores the Parish Council finances to a healthy position. However some of the funds are earmarked for the speed limit work

15. Public Access to the Meeting

16.AoB

17.DONM 10/7/2024 provisionally.

..... Chairman

