AGENDA B

Collingbourne Kingston
Parish Council

Members of Collingbourne Kingston Parish Council are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on:

Wednesday May 13th, 2026 at 18:30

at the Ruth Fisher Room, Collingbourne Kingston Village Hall.

Parish Council Meeting Agenda

Meeting Information: Members of the public are invited to attend this meeting or to submit comments on any items on this agenda to the Clerk by email to clerk@collingbournekingston.org.uk by 12:30 on April 30th 2026

1.14:26 To WELCOME councillors and make any necessary Introductions.

2. 15:26 To APPROVE Members apologies for absence to include any reasons for absence for consideration by the council for acceptance.

3.16:26 Public Forum

4. 17:26 Adjournment for Councillor Christopher WILLIAMS Council Member for Ludgershall and Rural North

5. 18:26 To APPROVE the minutes of the Ordinary meeting held on March 11th 2026 minutes to be agreed, adopted and signed. *Matters arising* with reference to the action monitoring sheet.

1	6/26	ACTION: Clerk to communicate this to the planning officer Sue MORGAN before 14/4/2026.	Clerk	9/4/2026
2	10/26	ACTION: Clerk to recirculate the following policies • Training Policy • Community Engagement Policy • Grants Policy • Recruitment Policy and Procedures and add them to next months agenda.	Clerk	9/4/2026
3	11/26/d	ACTION: Clerk to monitor this and add to the agenda for May if not actioned.	Clerk	
4	11/26/e	ACTION: Clerk to advise Bawdens of acceptance of their quote.	Clerk	9/4/2026
5	11/26/e	ACTION: Clerk to obtain a further quote from Bawdens re footpath work.	Clerk	9/4/2026

AGENDA B

6	11/26/g	ACTION: Clerk to obtain two batteries from Amazon to the value of £120	Clerk	9/4/2026
7	11/26/h	ACTION: Clerk to pay RIALTAS invoice.	Clerk	9/4/2026
8	11/26/i	ACTION: Clerk to pay WALC/NALC invoice.	Clerk	9/4/2026
9	11/26/J	ACTION: Clerk to display the AGAR in the cabinets and on the website with the Public Information Rights documentation and to supply the AGAR to the Auditor appointed.	Clerk	Awaits completion of internal audit process.

6.19:26 To CONSIDER any 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.

7. 20:26 To CONSIDER any Planning Matters
PL/2025/08067 Removal of caravan and erection of Farm Managers house, Manor Farm

8. 21:26 To RECEIVE the Chairman's report

9. 22:26 To RECEIVE the Traffic and Road Safety Report –
Update on speeding and CSW matters from Councillor KEIGHLEY. In view of the recent collisions largely involving the A338 (*Choppers Café car overturned after a dangerous overtake 6/4/2026, fatality in Ducis 15/4/2026, motorcyclist fatality at Shaw Hill 19/4/2026, and a collision by Mill Drove on 20/4/2026*) albeit that some of these are outside the Parish it does not diminish the fact that dangerous driving/speeding is rife on the A338; what can the Parish Council do more than it already does to promote safe driving through the village. Clerks correspondence with Highways over this to be summarized to council.

10. 23:26 To RECEIVE the Footpaths report
Progress on the fencing at the Rec, and Gates for Stiles Projects.

11. 24:26 To RECEIVE the 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 and the councillors will resolve that that they are paid retrospectively.

DATE	EXPENSE	DEBIT
1/4/2026	*Bawdens Ground Maintenance*	*£205.96*
7/4/2026	*HP Instant Ink Subscription*	*£6.49*
9/4/2026	*Rialtas Annual Subscription*	*£252.00*
9/4/2026	*WALC/NALC subscription*	*£235.43*
13/4/2026	*Postage Expenses refunded to clerk VAT return*	*£5.95*
13/4/2026	*Amazon- two YUASA REC 22 batteries for SID's*	*£105.98*
17/4/2026	*Hills Waste Management*	*£80.36*
20/4/2026	*Clerks expenses -stationary supplies*	*£13.35*
20/4/2026	*Lloyds Bank Plc service charge*	*£4.25*
27/4/2026	*Peppercorn Ground Rent*	*£10.00*

AGENDA B

27/4/2026	*Village Hall room hire*	*£84.00*
30/4/2026	*Bawdens Ground Maintenance*	*£214.20*
30/4/2026	*Clerks salary*	*£262.06*
30/4/2026	*HMRC*	*£64.60*

The following credits have been received since the last meeting

DATE	REMITTER	CREDIT
21/4/2026	*VAT return refund*	*£1,255.35*
21/4/2026	*1st Tranche of Precept Wiltshire Council*	*£8,750.00*

The following transfers have been made since the last meeting.

DATE	DETAIL	AMOUNT
21/4/2026	*Transfer to deposit*	*£8,500.00*
21/4/2026	*Transfer to deposit*	*£1,000.00*
30/4/2026	*Transfer from deposit*	*£500.00*

c. ***Sign off bank statements*** to end of April 2026, together with associated reconciliations statements, and retrospectively agree the above transactions.

d. ***VAT claim.*** This was sent on 9/4/2026 and the refund of £1255.35 was received on 21/4/2026. £1,000.00 of these funds have been transferred to the deposit account.

e. ***Clerks qualification.*** The clerk has now passed the SLCC requirements and been award a CiLCA qualification. As a consequence the clerk should become a member of the SLCC which will cost £126 based on the salary range of the clerk currently. Another consequence is that the council can now use the General Power of Competence (GPC), introduced in the Localism Act 2011, which enables the council to do "anything that individuals generally may do" unless explicitly prohibited by law. It also allows the council to apply to NALC for either a silver or gold award under the Local Council Award Scheme, this will require some work and involve some expenses.

f. ***Parish Council computer equipment***. The Parish Council currently has no computer equipment except a printer/scanner/copier. It was suggested at the last meeting under AoB on 8/3/2026 by Councillor ECKERSLEY, that perhaps the Council should supply a laptop for the clerks use. Is this something that the Parish Council wants to do and if so to what budget. The clerk advised that his laptop runs on Windows 10 which is now no longer supported by Microsoft.

g. ***£500 donation made to the Barleycorn Inn for D-Day 2024.*** Despite numerous promises only an oak tree has been installed on the Rec. The time capsule, plaque and capping stone have not materialized. The proposal is to write to Tom ROBINSON the former licensee requesting these items or the return of £400 or thereabouts for default on the Grant made. As part of these commemorations is the council minded to consider replacement and re-siting of the bench that is severely listing, and lets down the 'Feng Shui' of the Rec.

h. ***AGAR .*** 21/4/2026 was the date appointed by the auditor for the remote internal audit process and all has gone well and it was signed off on 21/4/2026. All that remains with the AGAR complete is that the AGAR and supporting documents are displayed to satisfy the Public Rights Access period in the cabinets and on the website between 3/6/2026 and 14/7/2026, and to formally accept the Auditors report which was circulated on 27/4/2026.

AGENDA B

Finally the invoice for the audit is in at £444.00 including VAT. Authorisation is needed to pay this by 25/5/2026.

-**CONFIDENTIAL BUSINESS**

i. ***Effect of Clerks Annual Performance Appraisal on Clerks salary***

ii. ***Effect of Annual NALC PayScale increases on Clerks salary***

iii. ***Effect of Clerks CiLCA qualification on Clerks salary***

Any increase in the clerks salary in the case of:

i. This will need back dating to the appraisal date in November 2025 when the appraisal was due,

ii. to the date of the NALC pay awards, and

iii with immediate effect.

---

12. 26:26 To **APPROVE** the following pre-circulated policies

- Training Policy
- Community Engagement Policy
- Grants Policy
- Recruitment Policy and Procedures

NB: If the Council were to apply for a silver or gold award under the NALC Local Council Award Scheme, then these polices as well as a Bio-Diversity policy would be required.

13. 25:27 To RECEIVE an update from Councillor LATHAM as to the progress with the Village Design Statement preparation using AI

14.26:28 AoB

15. 27:29 DONM 10/6/2026

…….. Clerk and RFO