Collingbourne Kingston Parish Council Minutes

Minutes of Meeting of the Parish Council, held in the CKVH on **May 13th, 2026,** at 19:10pm.

PRESENT: Richard SEMPLE (chair), Tim KEIGHLEY (Deputy Chair), Philip PALMER (Clerk), , Mark ECKERSLEY, Steve LATHAM, and Pennie WASSELL. Councillor Chris WILLIAMS as member for Ludgershall and Rural North.

1.14:26 WELCOME

Councillor SEMPLE (Chair), chair, opened the meeting and declared that it was quorate.

2.15:26 APOLOGIES

There were apologies for non attendance from Baz GARDNER due to holiday committments.

3.16:26 PUBLIC ACCESS TO THE MEETING

No members of the public were present.

4.17:26 ADJOURNMENT FOR COUNCILLOR CHRIS WILLIAMS COUNCIL MEMBER FOR LUDGERSHALL AND RURAL NORTH

Councillor WILLIAMS having delivered his reports in the Annual Meeting took questions from the floor.

5.18:26 MINUTES

The minutes of the meeting on April 8th 2026 were adopted and signed, there were the following actions arising from them to be reviewed.

INDEX	MINUTE REF	ACTION	OFFICER	DATE COMPLETED
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	21/4/2026
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
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	31/4/2026

6.19:26 Disclosures of Interests.

There were no disclosures of any interests from the Councillors, however the clerk did state that the planning matter related to his tree and absented himself from the planning discussion.

7. 20:26 Planning matters

PL/2025/08067- removal or a caravan and erection of Farm Managers House, Manor Farm. There were no objections or comments on this proposed development from the council. **ACTION: Clerk to communicate this to the planning officer Sue MORGAN before 14/4/2026.**

8.21:26 Chairmans Report

The Chair stated that he had just come hot foot from the LHFIG meeting at which it was reported that the annual funding of £11.5k for road works in 2026/2027 had been

announced. This will add to the £30k or so being carried over. Plans have been announced to resurface the east footway in Collingbourne Ducis High Street from the Tipple Inn to Cadley Road at a cost of £23k, and further works are planned at Church Bends to the kerbs to prevent HGV damage to them. The Chair suggested that the council apply for the east footway of the A338 from Aughton Junction to Aughton Farm be resurfaced to facilitate use by approximately 7 chiuldren who use it daily for their school journeys. **ACTION: Clerk to submit an application supported with photographic evidence.**

9. 22:26 Traffic and Road Safety

Councillor KEIGHLEY stated that CSW is submitted to councillor WASSELL on a monthly basis for her to use in her report in the Courier. The CSW is deployed every month between daylight hours (Weekdays 9:30-10:30 and 16:60-17:30 and Weekends on Saturday and Sunday 7:30-8:30) He will supply data to the meeting next month. In addition the CSW remains supported by Wiltshire Police who carry out speed enforcement outside Fesdu. The Councils formal thanks were conveyed to the CSW team.

Regarding the recent spate of accidents, the council was at a loss what extra can be done, that hasn't been tried and failed such as removing the 40mph limit between C. Kingston and C. Ducis, or Average Speed detectors.

10. 23:26 Footpaths/Fence Project

The clerk stated that WHEELER CONSRUCTION LTD had commenced and made good progress with the fence at the Village Hall Rec, however in doing the playground section, extensive cutting back is required which will disturb nesting birds. Work has therefore halted temporarily for a few weeks until nesting is over. Meanwhile the remaining gates requiring installation could be completed. Phase 2 of the Gates 4 Stiles project was discussed and stiles identified were the entrance to the railway track at Aughton (CURNICK owned), and the stile by Dean Farm House on CKIN36 (Dave RICHARDS owned)

11.24:26 RFO REPORT

a. ***Account Balances***. The clerk gave the balances on the accounts at the year end 13/5/2026 as Treasurers working account £460.88 and Deposit account £32,523.37 which includes the monies earmarked for the fence, and Gates for Stiles projects carried over into the new financial year 2026/2027, and receipt of the VAT return monies and 1st tranche of the precept being £8,750.

b. ***Authorisation of payments made***. The following payments were authorised by Councillor KEIGHLEY and Councillor WASSELL 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*
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 were signed off.

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 as per above.

e. ***Clerks qualification.*** The clerk has now passed the SLCC requirements and been awarded a CiLCA qualification and exhibited a certificate to evidence this. There was a discussion re the consequences in 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. 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. The council requested that details of this be circulated for consideration and discussion at the next meeting. One of the sticking points being that more policies are likely to be needed to achieve the award.

f. ***Parish Council computer equipment***. Councillor ECKERSLEY's suggestion that the Parish Council provides computer equipment for the clerks use. The clerk advised that his laptop runs on Windows 10 which is now no longer supported by Microsoft, and could result in vulnerability for the council. **RESOLUTION: To set a budget of £500 to include equipment procurement, software licences and virus protection proposed by Councillor KEIGHLEY and seconded by Councillor ECKERSLEY. <u>ACTION: Clerk and Councillor LATHAM to liaise re equipment spec and procurement thereof.</u>**

g. ***£500 donation made to the Barleycorn Inn for D-Day 2024.*** The time capsule and capping stone were finally installed on 21/4/2026. Councillor KEIGHLEY stated that Tom ROBINSON the former licensee, has stated that he will deliver a plaque to him for installation. The clerk enquired at what depth the capsule had been buried and for an inventory of its contents for inclusion in the minutes and council archives for the future generation that will dig it up. Councillor KEIGHLEY declined this suggestion and stated that it should be a surprise. The

issue of the metal bench on the eastern boundary of the Rec was raised by the clerk and it was agreed not to replace it but repair it and resite it. **ACTION: Clerk to speak with Alex LITTLE regarding the possibility of repair of the rear foot by bending it into the correct shape perhaps with the application of heat, and WHEELER CONSTRUCTION LTD re breaking up the tilting plinth and resiting the bench.**

h. ***AGAR .*** The internal audit was carried out remotely on 21/4/2026 and all went well. The AGAR complete and 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. The Auditors report previously circulated on 27/4/2026 was formally adopted by the council. The clerk sought authorisation to pay the auditors invoice. **RESOLUTION: To pay the auditors invoice of £444.00 proposed by Councillor LATHAM and seconded by Councillor ECKERSLEY, the invoice from Payman for payroll services of £241.92 proposed by Councillor SEMPLE and seconded by Councillor KEIGHLEY and the annual Community First insurance invoice of £907.41 proposed by Councillor LATHAM and seconded by Councillor ECKERSLEY**

ACTION: Clerk to pay these invoices.

-**CONFIDENTIAL BUSINESS**

i. ***Effect of Clerks Annual Performance Appraisal on Clerks salary*** The clerk is currently on SCP 7 and had a satisfactory annual appraisal due in November 2025 and delivered in February 2026. The recommendation of the chair Councillor SEMPLE was to bump the clerk up a pay scale point. **RESOLUTION: To increase the clerks renumeration from SCP7 to SCP 8 with effect from November 2025 proposed by Councillor SEMPLE and seconded by Councillor KEIGHLEY.**

ii. ***Effect of Annual NALC PayScale increases on Clerks salary*** The clerk reported that the NALC pay scale increase with effect from 1/4/2026 was 3.3%. **RESOLUTION: To increase the clerks renumeration in line with the NALC increase of 3.3% with effect from 1/4/2026 proposed by Councillor SEMPLE and seconded by Councillor KEIGHLEY.**

iii. ***Effect of Clerks CiLCA qualification on Clerks salary*** It was agreed at the meeting on 10/9/2025 (item 9:b refers) to pay the clerk an honourarium payment at the successful conclusion of his studies. Instead of this action it was unanimously agreed to bump the clerk up two pay scale points to SCP10. Councillor WASSELL expressed on behalf of the council how grateful she was for the clerks efforts generally in discharging council business and in regard to his studies. **RESOLUTION: To increase the clerks renumeration by two pay points to SCP10 with effect from the date of qualification 16/4/2026 proposed by Councillor SEMPLE and seconded by Councillor KEIGHLEY.**

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12. 26:26 POLICIES

The clerk sought to have the following policies adopted

- Training Policy
- Community Engagement Policy

- Grants Policy
- Recruitment Policy and Procedures

The council preferred to deal with these on bloc, and at the outset Councillor KEIGHLEY stated that he disagreed with adopting these policies and that he would abstain from voting.

- Training Policy – The council declined to adopt this policy.
- Community Engagement Policy – The council declined to adopt this policy.
- Grants Policy – The council agreed to adopt this policy.
- Recruitment Policy and Procedures – The council declined to adopt this policy.

It was suggested that rather than a recruitment policy the council ought to have a succession plan in the event of the clerk leaving the councils employ. **RESOLUTION: It was proposed by Councillor SEMPLE to adopt the Grants Policy and seconded by Councillor ECKERSLEY. ACTION: Clerk to supply final version to Councillor LATHAM for electronic signing and addition to the website.**

13. 27:26 VDS UPDATE

Councillor LATHAM gave an update that he has managed to do 8 of the 10 sections using Co-Pilot to redraft them, however these require proof reading for relevance. The missing three sections are:
Built environment,
Employment,
Environment and pollution
Councillor LATHAM stated that he would send out the document he has drafted so far. Unfortunately the village survey from 2004 can not be used and in the absence of such data, the statistics in the Census must be relied upon. Councillor SEMPLE offered to populate the document with Census statistics, and the clerk offered to redraft the employment and built environment sections. **ACTIONS: Councillor LATHAM to send out the document so far, and the sections to the clerk.**
Clerk to redrafted these sections.
Councillor SEMPLE to research Census statistics and populate the document with them as appropriate.

14. 28:26 AoB

Councillor WASSELL raised the issue of food trucks visiting the village and using the VH or pub as a base as recently raised on the village Facebook page. This was discussed and Councillor SEMPLE stated that it was not a matter for the Parish Council.

Councillor KEIGHLEY stated that he and Councillor GARDNER had met the VH social committee representatives but stated that both had different agendas, the council spending money and the VH raising as much funding as possible. The Council concluded that it requires more community engagement.

15. 29:26 DoNM

The next meeting date was set as 10/6/2026.

Meeting commenced on 8/4/2026 at 19:10
Meeting closed on 8/4/2026 at 20:07
Signed by the Chairman on behalf of the Parish Council

DRAFT