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 October 14th, 2026 at 18:30

at the Ruth Fisher Room, Collingbourne Kingston Village Hall.

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 October 9th 2026

Parish Council Ordinary Meeting Agenda

1.62:26 To **WELCOME** councillors and make any necessary Introductions**.**

2. 63:26 To **APPROVE** Members apologies for absence: to include any reasons for absence for consideration by the council for acceptance.

3.64:26 Public Forum: Members of the public are invited to raise questions and comment upon any item of business on this agenda. Ten minutes are allocated in total with two to three minutes permitted per individual.

4. 65:26 To **APPROVE** the minutes of the Ordinary meeting held on July 8th 2026- minutes to be agreed, adopted and signed. *Matters arising* with reference to the action monitoring sheet.

INDEX	MINUTE REF	ACTION	OFFICER	DATE COMPLETED
1	53A:26	ACTION Clerk to obtain stills from the residents CCTV and forward to PCSO KAUR for intelligence.	Clerk	Requested 10/9/2026 23/9/2026
2	55:26	ACTION: Councillors to read the circulated the email concerning declarations of councillors home addresses under their Register of Interests on appointment to the Council and action as appropriate.	All Councillors	
3	57:26	ACTION: Clerk to research the prices, procure and put up the signage.	Clerk	4/10/2026

4	58:26	ACTION: Clerk to obtain some cleats and fix every 6-8 inches to eliminate this problem.	Clerk	10/9/2026
5	59d:26	ACTION: Clerk to look into the options offered by a trophy shop.	Clerk	20/9/2026
6	55e:26	ACTION: Clerk to organize payment to St Marys Church PCC and advise the applicant.	Clerk	10/9/2026
7	55f:26	ACTION: Clerk to advise Bawdens and determine the timeframe for the work. Also to put on the next agenda a discussion about the responsibilities of the Parish Council versus Village Hall.	Clerk	10/9/2026
8	55g:26	ACTION: Clerk to advise Chris WHEELER Construction Ltd of acceptance of quotes	Clerk	10/9/2026
9	55h:26	ACTION: Clerk to pay the Chris WHEELER Construction Ltd invoice	Clerk	10/9/2026
10	55i:26	ACTION: Clerk to arrange collection of archive held by former Councillor BRAYBROOK on 13/9/2026	Clerk	13/9/2026
11	55j:26	ACTION: Clerk to send copy of the Letter of Engagement to AUDITING SOLUTIONS LTD	Clerk	11/9/2026

5. 66:26 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. 67:26 To **CONSIDER** any Planning Matters.

Wiltshire Council Planning Consultation Response	
	Officer's Name: Sue Morgan
	Direct Line: 01225 770203
Application No:	**PL/2026/06357**
Application Type:	**Notification of proposed works to trees in a conservation area**
Proposal:	**3 x Sycamore trees - fell 1 x Hawthorn tree - fell**
Site Address:	**YE OLDE BAKERY, 61, COLLINGBOURNE KINGSTON, MARLBOROUGH, SN8 3SD**

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Reference:	PL/2026/06006 - Notification of proposed works to trees in a conservation area
Site Location:	HARVEST COTTAGE, 2, COLLINGBOURNE KINGSTON, MARLBOROUGH, SN8 3SD
Proposal:	Silver Birch tree - reduce height by one-third and crown reduce by 2m
Applicant Name:	Mrs Kim Foster
Officer Name:	Sue Morgan
Respond By:	21 October 2026

(Previously circulated by email)

To **CONSIDER** the DRAFT VDS 2026 produced by Cllr LATHAM. (Draft circulated by email will calling notice)

7. 68:26 To **RECEIVE** Chairman's report

8. 69:26 To **CONSIDER** report re Gates for Stiles.

9. 70:26 To **RECEIVE** the RFO report

a. To **RECEIVE** the working account balance and reserve account balances with Lloyds will be given.

b. To **APPROVE** the following payments have been paid since last meeting and the councillors will resolve that that they are paid retrospectively.

DATE	EXPENSE	DEBIT
1/9/2026	*Bawdens Ground Maintenance*	*£214.20*
1/9/2026	*Clerks Salary*	*£282.55*
1/9/2026	*HMRC PAYE*	*£69.80*
1/9/2026	*BT Group*	*£57.68*
4/9/2026	*HP Instant Ink*	*£6.49*
8/9/2026	*Auto Valeting*	*£104.00*
10/9/2026	*Grant to St Marys PCC for grounds maintenance*	*£500.00*
10/9/2026	*Chris Wheeler Construction Ltd (Gates)*	*£4,516.23*
18/9/2026	*Hills Waste Management*	*£86.10*
15/9/2026	*Lloyds Banl Plc bank charge*	*£4.25*
21/9/2026	*Clerks Expense (Storage Unit, Mileage, cleats)*	*£174.76*
29/9/2026	*CKVH -Chambers Hire*	*£56.00*
30/9/2026	*Clerks Salary*	*£282.55*
30/9/2026	*HMRC PAYE*	*£69.80*

The following credits have been received since the last meeting

DATE	REMITTER	CREDIT
28/9/2026	*Wiltshire Council (2nd tranche of precept)*	*£8,750.00*

The following transfers have been made since the last meeting.

DATE	DETAIL	AMOUNT
8/9/2026	*Transfer from Deposit*	*£500.00*
10/9/2026	*Transfer from Deposit*	*£5,000.00*
21/9/2026	*Transfer from Deposit*	*£511.21*
29/9/2026	*Transfer to deposit*	*£9,000.00*

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c. To **APPROVE** bank reconciliations to bank statements to end of September 2026, together with associated reconciliations statements.
d. To **REVIEW** of the completion of the D-DAY memorial with regard to installation of the plaque and **CONSIDER** the quote for signage. In view of Core having let the Parish Council down on this matter, the clerk has approached a trophy shop in Tidworth , Reads whose quote is attached.
e.To **APPROVE** storage facility for archived records. Historically the Council has considered storage in the form of a rented garage, and the CCTV within the Village Hall. Both of these options have been rejected. A significant quantity of archived material was collected from former Councillor BRAYBROOK along with the fairly extensive records held by the clerk. A storage unit at Tidworth Storage was reserved at a cost of £75 pcm to the clerk. It is proposed that this cost be split three ways ie £25 pcm between Collingbourne Ducis and Chute Forest Parish Councils, whose archived records the clerk also needs to store. The volume of all the records taken together warrants such storage. This represents a total annual storage cost for each parish of £300. It is necessary to formally adopt this arrangement.
f. To **CONSIDER** the respective responsibilities for grounds maintenance around the Village Hall i.e Is everything green the responsibility of the Parish Council including carpark perimeter hedging, and everything brick built and grey the VH responsibility?

10. 70:26 AoB

11. 71:26 Date Of Next Meeting 11/11/2026

Philip M Palmer
Clerk