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 September 9th, 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 September 6th 2026

Parish Council Ordinary Meeting Agenda

1.51:26 To **WELCOME** councillors and make any necessary Introductions**.**

2. 52:26 To **APPROVE** Members apologies for absence: to include any reasons for absence for consideration by the council for acceptance.

3.53:26 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. 54:26 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	5. 44:26	Action: Clerk to circulate the email concerning declarations of councillors home addresses under their Register of Interests on appointment to the Council.	Clerk	9/7/2026
2	8. 47:26	Action: Clerk to obtain a quote from Chris Wheeler Construction for repair and re-siting of the bench at the Rec and making good the old plinth.	Clerk	9/7/2026

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3	8. 47:26	Action: Clerk to create a MyWilts App report regarding the hedge from Aughton junction to footpath CKIN7.	Clerk	9/7/2026 Case Number 00623359
4	8. 47:26	Action: Clerk to write to occupant of 6 Aughton regarding hedge trimming.	Clerk	9/7/2026
5	9. 48:26.d	ACTION: Clerk to arrange a small appropriately worded waterproof plaque and install.	Clerk	Ongoing
6	9. 48:26. e	ACTION: Clerk to find out informally from Jon COULING the substance of Rag Ride closure.	Clerk	9/7/2026
7	10. 49:26.	Action: Clerk to investigate and write to the occupant of September Cottage advising them of the law over this action.	Clerk	9/7/2026
8	10. 49:26.	Action: Councillor LATHAM to continue with VDS production work.	Councillor LATHAM	

5. 55:26 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. 56:26 To **CONSIDER** any Planning Matters.

PL/2026/04483 - Biodiversity Gain Plan Discharge of Condition Application
Manor Farm, Collingbourne Kingston, Marlborough, SN8 3SD
Biodiversity Gain Plan Discharge of Condition Application relating to application PL/2026/00704 - The erection of a livestock building to house dairy cows during calving and over winter. The proposed building will measure 61 metres in length by 22 metres wide.

Application No:	PL/2025/08067
Application Type:	Full planning permission
Proposal:	Removal of existing caravan and erection of agriculturally tied farm managers dwelling - with associated access, parking, landscaping and private amenity space.
Site Address:	Land at Manor Farm, Collingbourne Kingston, Wiltshire, SN8 3SD
Applicant:	Mr & Mrs B King

Wiltshire Council Planning Consultation Response	
	Officer's Name: Caroline Gamble
	Direct Line: 01225 718220

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Application No:	**PL/2026/04715**
Application Type:	**Notification of proposed works to trees in a conservation area**
Proposal:	**T1 Copper Beech - Reduce the crown by 25% and crown raise to 2.5-3m.**
Site Address:	**GLEBE VIEW HOUSE, BRUNTON, COLLINGBOURNE KINGSTON, MARLBOROUGH, SN8 3SE**

Wiltshire Council Planning Consultation Response	
	Officer's Name: Mary Rose Scott
	Direct Line: 01249 706602
Application No:	**PL/2026/04920**
Application Type:	**Householder planning permission**
Proposal:	**Door and window replacement with the creation of new steps and side wall**
Site Address:	**The Old Vicarage, Brunton, Collingbourne Kingston, Marlborough, SN8 3SE**

Wiltshire Council Planning Consultation Response	
	Officer's Name: Joe Leesam
	Direct Line: 01225 770409
Application No:	**PL/2026/05362**
Application Type:	**Householder planning permission**
Proposal:	**Revamp Your Tank Scheme - replacement of septic tanks with treatment plants**
Site Address:	**Slingfield Cottage, Brunton, Collingbourne Kingston, Marlborough, SN8 3SE**

Reference:	**PL/2026/04832 - Householder planning permission**
Site Location:	**Mays Cottage, Brunton, Collingbourne Kingston, Marlborough, SN8 3SE**
Proposal:	**Replacement of the existing 900mm terracotta chimney pot with a 1,500mm terracotta chimney pot on the existing chimney stack to provide the required flue height for the HETAS-compliant wood burning stove installation.**
Applicant Name:	**Lorna Gray**
Officer Name:	**Kate Clements**

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Respond By:	**18 September 2026**

Reference:	**PL/2026/05118 - Listed building consent (Alt/Ext)**
Site Location:	**Mays Cottage, Brunton, Collingbourne Kingston, Marlborough, SN8 3SE**
Proposal:	**Replacement of the existing 900mm terracotta chimney pot with a 1,500mm terracotta chimney pot on the existing chimney stack**
Applicant Name:	**Lorna Gray**
Officer Name:	**Kate Clements**
Respond By:	**18 September 2026**

Wiltshire Council Planning Consultation Response	
	Officer's Name: Mary Rose Scott
	Direct Line: 01249 706602
Application No:	**PL/2026/05452**
Application Type:	**Listed building consent (Alt/Ext)**
Proposal:	**Demolition of existing single-storey lean-to extensions to north and west elevations and erection of replacement single-storey extensions. New roof to existing lean-to to west elevation. Internal alterations. Fenestration changes. New timber pergolas. Creation of home office within existing garage (first floor).**
Site Address:	**Ye Olde Bakery, 61, Collingbourne Kingston, Marlborough, SN8 3SD**
Response date	**24/9/2026**

Wiltshire Council Planning Consultation Response	
	Officer's Name: Mary Rose Scott
	Direct Line: 01249 706602
Application No:	**PL/2026/05023**
Application Type:	**Householder planning permission**
Proposal:	**Demolition of existing single-storey lean-to extensions to north and west elevations and erection of replacement single-storey extensions. New roof to existing lean-to to west elevation. Internal alterations. Fenestration changes.**

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	New timber pergolas. Creation of home office within existing garage (first floor).
Site Address:	**Ye Olde Bakery, 61, Collingbourne Kingston, Marlborough, SN8 3SD**
Response date	**1/10/2026**

7. 57:26 To **RECEIVE** Chairman's report

8. 58:26 To **REVIEW** the Footpaths/Fence Project

9. 59:26 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**
1/7/2026	*BT Group (VH Wifi)*	*£57.68*
1/7/2026	*Bawdens Ground Maintenence*	*£214.20*
6/7/2026	*Auto Valeting Services*	*£104.00*
6/7/2026	*HP Instant Ink Subs*	*£6.49*
7/7/2026	*Postage (Defib pads and letter re hedge)*	*£5.36*
14/7/2026	*Rialtas software licence*	*£252.00*
15/7/2026	*Hills Waste Management*	*£85.90*
20/7/2026	*Lloyds Bank Plc service charge*	*£4.25*
30/7/2026	*Clerks salary*	*£282.55*
30/7/2026	*HMRC*	*£69.80*
31/7/2026	*BT Group*	*£57.68*
3/8/2026	*Bawdens Ground Maintenence*	*£214.20*
4/8/2026	*HP Instant Ink Subs*	*£6.49*
4/8/2026	*Defibrilator Batteries*	*£50.00*
17/8/2026	*Hills Waste Management*	*£125.99*
18/8/2026	*Lloyds Bank Plc service charge*	*£4.25*
20/8/2026	*WALC-Planning course for clerk*	*£42.00*

The following credits have been received since the last meeting

DATE	**REMITTER**	**CREDIT**
	No credits received during this month	

The following transfers have been made since the last meeting.

DATE	**DETAIL**	**AMOUNT**
1/7/2026	*Transfer from deposit account*	*£300.00*
14/7/2026	*Transfer from deposit account*	*£500.00*
31/7/2026	*Transfer from deposit account*	*£500.00*

c. To **APPROVE** bank reconciliations to bank statements to end of August 2026, together with associated reconciliations statements.

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d. To **REVIEW** of the completion of the D-DAY memorial with regard to installation of the plaque.
e. To **CONSIDER** a request for a grant of £500 by the St Marys PCC to assist with the annual cost of grass cutting in the churchyard.
f. To **CONSIDER** a quote from Bawdens Grounds Maintenance for the cutting back of the walnut tree in the Village Hall carpark. The foliage and branches are currently obstructing the flagpole and also are dangerously close to the high voltage lines into the hall. There should be a 1m corridor for the wires to pass through with no foliage/branches obstructing them.
g. To **CONSIDER** a quote from Chris WHEELER Construction Ltd for the repair of the seat on the Rec and re-siting it on a concrete plinth, and removing the existing concrete plinth which is listing at 45 degrees.
h. To **APPROVE** payment of an invoice from Chris WHEELER Construction Ltd for the gates for stiles project in the sum of £4,516.23.
i. 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. There is a quantity of archived material to be collected from former Councillor BRAYBROOK along with the fairly extensive records held by the clerk. A storage unit at Tidworth Storage has been reserved at a cost of £75 pcm. 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.

10. 60:26 AoB

Booking system for HRC's

New trial booking system for the following HRC's with effect from for booking 8/9/2026 and scheduled appointments from 14/9/2026. Each booking is a 30 minute slot.

11. 61:26 Date Of Next Meeting 14/10/2026

Philip M Palmer
Clerk