Collingbourne Kingston Parish Council Minutes

Minutes of Meeting of the Parish Council, held in the CKVH on **September 9th, 2026,** at 18:32pm.

PRESENT: Tim KEIGHLEY (Deputy Chair), Philip PALMER (Clerk), , Pennie WASSELL and Chris WILLIAMS, Ludgershall and Rural North.

1.51:26 WELCOME

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

2.52:26 APOLOGIES

There were apologies for non attendance from Councillor SEMPLE who was away with work, and Councillors LATHAM and GARDNER who were both on holiday.

3.53:26 PUBLIC ACCESS TO THE MEETING

There were no member of the public present at the meeting.

3.53A:26 ADJOURNEMENT FOR COUNCILLOR WILLIAMS, LUDGERSHALL AND RURAL NORTH

Councillor WILLIAMS attended and spoke on the new planning delegation.

Planning delegation

Regulations come into effect on 31st October 2026 that set out the types of applications that can't be decided by a Committee and types that may (subject to the Gateway Test).

Existing Member call-in ends on 30th October 2026.

However: Officers will endeavour to take Schedule 1 applications to a Committee that are subject to an existing call-in notice or one made before 1st August, Schedule 1 applications called in after this date are very unlikely to be able to be reported to a Committee before 31st October and are therefore likely to be delegated decisions

Schedule 2 applications that are subject of a call-in before the 31st October will be considered favourably during the Gateway Test and are likely to be decided by Committee.

Schedule 1 – can't be decided by a Committee -there is a long list which includes:

Household applications

Minor Commercial (less than 1,000 sq m) and Minor Residential (9 units or less)

Reserved Matters – in relation to Outline permission of less than 500 units

Schedule 2 – may be decided by a Committee (subject to the Gateway Test) – include/s

Applications for planning permission not listed in Schedule 1 ie Majors, Commercial over 1000sq m

Reserved Matters – in relation to an Outline phase permission of at least 500 units

Gateway Test – Carried out by the Nominated Member and Nominated Officer.

The Nominated Member and Nominated Officer may agree to refer a proposal to determine a Schedule 2 application to committee if in their view the proposal raises –

(a) One or more issue of economic, social or environmental significance to the local area, or

(b) One or more significant planning matters having regard to the development plan and other material considerations.

Both the Officer and Member must agree for an application to be considered at a Committee, because the presumption is that decisions are delegated.

He also outlined the public consultation arrangements for the 30 month process to design the new Wiltshire Local Plan. Most of these have now passed with only a webinar on 19/9/2026.

4.53A:26 ADJOURNEMENT FOR POLICE REPORT

PCSO Ruby KAUR and PC Darcy McCHOUL were in attendance and apologised for no written report, but stated that this had been due to annual leave commitments. PCSO KAUR explained about the problem of hare coursing at Tnkerbarn Farm, and that they had been visiting the local farms in C. Ducis, C. Kingston and the Chutes about this prevalent issue. They highlighted a historic problem of theft of cooking oil around this time in 2025 from the Barleycorn Inn. The issue of speeding was raised and she stated that enforcement action continues by the civilian enforcement officers, and that the NPT were unable to take such action as the budget to calibrate their speed detection apparatus had been cut. The clerk raised the issue of an intruder in the carpark area of Windmill House recently. **ACTION Clerk to obtain stills from the residents CCTV and forward to PCSO KAUR for intelligence.**

4.54:26 MINUTES

The minutes of the meeting on July 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	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
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	12. 38:26	ACTION: Clerk to task the Parish Steward with clearing the detritus from the railings by Cuckoo Pen when next in the village.	Clerk	28/6/2026

5.55:26 Disclosures of Interests.

There were no disclosures of any interests from the Councillors.

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.

6. 56:26 Planning matters

The following planning matters before the council were reviewed and the following decisions made:

PLANNING REFERENCE	DECISION
PL/2026/04483	NO OBJECTIONS
PL/2026/08067	NO OBJECTIONS
PL/2026/04715	NO OBJECTIONS
PL/2026/04920	NO OBJECTIONS
PL/2026/05362	NO OBJECTIONS
PL/2026/05118	NO OBJECTIONS
PL/2026/05252	NO OBJECTIONS
PL/2026/05023	NO OBJECTIONS
PL/2026/04832	NO OBJECTIONS

7. 57:26 Chairmans Report

The Chair stated that he had nothing to report and there was no written report from Councillor SEMPLE. He did however state that to address the speeding issue between St Marys Church and Cuckoo Pen, in the absence of any official council speed repeater signs; the Parish Council could put up its own 'slow down-speed detection in operation' type signs. These are available on Amazon cheaply and could help. The clerk added that there was a degree of signage overload already and it was agreed that the old signs off the village gates would need to come down. **RESOLUTION: The proposal was made by Councillor KEIGHLEY and seconded by Councillor WASSELL with a budget set of £100 for a maximum of 6 signs. ACTION: Clerk to research the prices, procure and put up the signage.**

8. 58:26 Footpaths and Fence Projects

The clerk stated that the fence was now completed, and the snags resolved except the issue of balls stretching the chain link component. **ACTION: Clerk to obtain some cleats and fix every 6-8 inches to eliminate this problem.**

A review of further possible stiles to be replaced was carried out and the one in Dave RICHARDS field and the one by the railway track were identified.

ACTIONS: Clerk to contact Dave RICHARDS and sound out ownership and permission for a gate to be installed here. Councillor WASSELL to establish contact with the CURNICKs regarding the railway track.

9. 59:26 RFO REPORT

a. ***Account Balances***. The clerk gave the balances on the accounts as at 9/9/2026 as Treasurers working account £524.58and Deposit account £26,500.00 which includes the monies earmarked for the fence, and Gates for Stiles projects carried over into the new financial year 2026/2027.

b. ***Authorisation of payments made***. The following payments were authorised by Councillor GARDNER and Councillor WASSELL 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 in this period	

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.

d. To **REVIEW** of the completion of the D-DAY memorial with regard to installation of the plaque. Unfortunately CORE have let the council down in that the employee dealing with the signage was dismissed abruptly and the job was lost in their records. The clerk has been unable to expedite it. It was suggested that a trophy shop be approached. **ACTION: Clerk to look into the options offered by a trophy shop.**

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. **RESOLUTION: It was unanimously agreed to pay this grant which was proposed by Councillor ECKERSLEY and seconded by Councillor WASSELL. ACTION: Clerk to organize payment to St Marys Church PCC and advise the applicant.**

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. **RESOLUTION: After discussion it was agreed to accept this quote and press ahead with the work before the Autumn storms proposed by Councillor WASSELL and seconded by Councillor ECKERSLEY. 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.**

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. **RESOLUTION: The quotes were considered and it as agreed to go ahead with this work and the remaining previously unidentified fence work proposed by Councillor WASSELL and seconded by Councillor KEIGHLEY. ACTION: Clerk to advise Chris WHEELER Construction Ltd**

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. **RESOLUTION: It was proposed by Councillor WASSELL and seconded by Councillor KEIGHLEY to pay this invoice with the work having been satisfactorily completed and good comments received from members of the public. ACTION: Clerk to pay the Chris WHEELER Construction Ltd invoice**

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. The councillors present with endorsement from the absent Chair agreed that this was a good course of action. **RESOLUTION: To endorse the provision of a secure watertight council storage area at Tidworth Self Storage proposed by Councillor KEIGHLEY and seconded by Councillor ECKERSLEY. ACTION: Clerk to arrange collection of archive held by former Councillor BRAYBROOK on 13/9/2026**

j. The Clerk explained that a letter of engagement was necessary for the appointment of Auditors for the financial year 2026/2027, and the audiors appoint were AUDITING SOLUTIONS LTD. **RESOLUTION: It was proposed by Councillor WASSEL to appoint AUDITING SOLUTIONS LTD as auditors for 2026/2027 and this was seconded by Councilor ECKERSLEY. ACTION: Clerk to send copy of the Letter of Engagement to AUDITING SOLUTIONS LTD**

10. 60:26 AoB

No matters of other business.

13. 61:26 DoNM

14/10/2026

Meeting commenced on 9/9/2026 at 18.32
Meeting closed on 9/9/2026 at 20:15

Signed by the Chairman on behalf of the Parish Council

DRAFT