



**Minutes of the Parish Council meeting held on
Monday 15th December at 19:00 at King George's Hall, West Dean.**

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Councillor Higgins	✓		
Councillor J Camilleri	✓		
Councillor Seabrooke	✓		
Councillor M Camilleri		✓	
Councillor M Lee	✓		
Councillor B Livesey	✓		
Vacancy	-	-	-

Also, in attendance:

Wiltshire Councillor Gregory Cooper & one member of the public.

152/25	<p>To receive Chair's opening remarks.</p> <p>Councillor Higgins welcomed everyone to the meeting and reminded those present of:</p> <ul style="list-style-type: none"> - Carols on the Green taking place on Monday 22nd December. - Good news to share – all of Rectory Hill through village and up to Moody's Hill will be resurfaced in the next financial year. <p>Councillor Higgins wished those present a happy Christmas.</p>
153/25	<p>To receive and accept apologies for absence.</p> <p>Apologies were received and accepted from Councillor M Camilleri.</p>
154/25	<p>To receive declarations of interest relating to items on this agenda.</p> <p>No declarations of pecuniary interest were received.</p>
155/25	<p>To approve the minutes of the full council meeting held on Monday 17th November.</p> <p>The minutes of the meeting held on Monday 17th November were signed as a correct record of the meeting.</p>
156/25	<p>Public Forum.</p> <p>None.</p>
157/25	<p>To receive reports from Wiltshire Council & Wiltshire Police.</p> <p>Wiltshire Councillor Cooper addressed the meeting with regards to the following:</p> <ul style="list-style-type: none"> - A lot of conversations are taking place at Wiltshire Council with regards to overspend. - New parking charges in Salisbury 7:00 to 19:00. - Two recycling centres are going to be closed in the North of the County & moving to three weekly collections. - Revaluations to ensure homes are in the correct category. - Written to Danny Everett with regards to powers for road closure during flooding. He will provide an update in due course. - SWAB meeting - rights of way feedback was very good, long established Borough and Parish Councillors were not aware of legal requirements for signage etc. Discussions with Ramblers has shown support for light and heavy maintenance. - Discussion with regards to the Old Sawmill and planning permission. - Scammers pretending to be from Wiltshire council are targeting elderly residents with regards to energy usage certificates. Names of staff from Wiltshire Council have been used. Wiltshire council confirm there is no such service being offered. - Youth support activity & youth club funding, small villages have joined. - Parish Steward has been suspended until mid January due to the repairing of pot holes. <p>No report was received from Wiltshire Police.</p>

158/25	<p>To receive updates with regards to:</p> <p>Glebe Farm River Group Footpaths</p> <p>Glebe Farm</p> <p>Councillor J Camilleri provided the following update:</p> <ul style="list-style-type: none">- Developer perplexed with the progress on the legal side at TVBC. Paul Goodman under the impression the developer solicitor is causing the delay. Councillor MacDonald followed up and advised that Paul Goodman following up. Delay seems to be caused by TVBC planning. <p>Councillor Higgins thanked Councillor J Camilleri for his efforts.</p> <p>River Group</p> <p>No update currently.</p> <p>Footpaths</p> <p>Councillor Lee advised that lots of work has been completed by Wiltshire Council and a lot of clearance work has taken place in hedgerows etc.</p> <p>Councillor Higgins asked Wiltshire Councillor Cooper to send the Parish Council’s gratitude to the team involved.</p>																																				
159/25	<p>To agree the budget.</p> <p>The 2026 / 2027 budget was AGREED.</p> <p>Proposed by Councillor J Camilleri, seconded by Councillor Livesey.</p> <p>All members voted unanimously to accept this resolution.</p> <p>The 2026 / 2027 budget can be found at APPENDIX A.</p>																																				
160/25	<p>To agree the precept.</p> <p>The precept for 2026 / 2027 was AGREED as £21,000 which is a 2.10% increase on the 2025 / 2026 precept.</p> <p>Proposed by Councillor Higgins, seconded by Councillor Seabrooke.</p> <p>All members voted unanimously to accept this resolution.</p>																																				
161/25	<p>To note the financial situation.</p> <p>The current financial situation and the reconciliation of the bank balance were NOTED with the bank balance at 30th November 2025 being £32,853.54 The bank reconciliation can be found at APPENDIX B.</p>																																				
162/25	<p>To approve the requests for payments for December.</p> <p>The payments as listed in the table below were APPROVED for payment.</p> <p>Proposed by Councillor Higgins, seconded by Councillor Livesey.</p> <p>All members voted unanimously to accept this resolution.</p> <table><tr><th colspan="4">December Payment Requests</th></tr><tr><th>From</th><th>Item</th><th>Invoice Number</th><th>Amount</th></tr><tr><td>Staff</td><td>Salary</td><td>December</td><td>£920.78</td></tr><tr><td>Lloyds</td><td>Bank Charges</td><td></td><td>£4.25</td></tr><tr><td>Clive Francis</td><td>Grass Cutting</td><td>Inv 011025</td><td>£564.00</td></tr><tr><td>DM Payroll</td><td>Payroll Administration - Oct 25 to Mar 26</td><td>Inv 4871</td><td>£72.00</td></tr><tr><td>Councillor Higgins</td><td>River Clearance 2025</td><td></td><td>£19.44</td></tr><tr><td>F Collier</td><td>Remembrance Wreath</td><td></td><td>£30.00</td></tr><tr><td colspan="3">Total</td><td>£1,610.47</td></tr></table>	December Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	December	£920.78	Lloyds	Bank Charges		£4.25	Clive Francis	Grass Cutting	Inv 011025	£564.00	DM Payroll	Payroll Administration - Oct 25 to Mar 26	Inv 4871	£72.00	Councillor Higgins	River Clearance 2025		£19.44	F Collier	Remembrance Wreath		£30.00	Total			£1,610.47
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	<p>To consider the following planning application(s):</p>																																				
163/25	<p>To review previously submitted comments for application 25/02148/OUTS and determine if an updated submission is required:</p> <p>25/02148/OUTS</p> <p>Outline - Erection of up to 52 dwellings with access via East Dean Road</p> <p>Land West Of Holbury Lane, Holbury Lane, Lockerley,</p> <p>Grid ref: (E) 428899 (N) 126775</p> <p>The Parish Council confirmed that they did not wish to amend their previously submitted comments.</p>																																				
164/25	<p>To note the dates of Parish Council meetings in 2026.</p> <p>The dates of the 2026 meetings were noted and can be found at APPENDIX C.</p>																																				
165/25	<p>To agree the date of the next meeting.</p> <p>The date of the next meeting was agreed as Monday 19th January 2026.</p> <p>Councillor J Camilleri submitted his apologies for the January meeting.</p>																																				

There being no other business, the meeting closed at 20:05.

APPENDIX A

Payments	
Clerk's salary (net)	£7,910.00
Clerk HMRC (Tax & NI - employee & employer)	£2,795.00
Clerk's Pension (employee & employer)	£725.00
Clerk's Office (WFH Allowance)	£312.00
Payroll	£120.00
Stationery/Admin	£50.00
Clerk Trg	£0.00
Councillor Training	£60.00
Election expenses (next May 2025)	£100.00
NDP	£0.00
Insurance (3 yr fixed agreement expires June 2025)	£605.00
Subscriptions (NALC/WALC and ICO)	£175.00
Audit (internal + external if turnover >£25K)	£460.00
Room Hire / Bank Charges	£52.00
<u>Rec Grd and Village Maintenance</u>	
-Grass cutting (£235 per cut excl VAT) x 15 cuts	£3,995.00
-Hedge cutting (£250 excl VAT) x 1 cut	£275.00
- River Dun Annual Vegetation Clearance (excl VAT) - not req'd if vc	£120.00
- Rec Grd RoSPA + maintenance + Rec Grd resurfacing (excl VAT)	£600.00
- Other : Defibs & Street furniture x 3 benches	£200.00
Asset Purchase	£0.00
S133	
Village Hall Insurance contribution (£300 payable Jan)	
Village Hall generator maintenance (£500 payable April)	£800.00
S137 Grants	
£500 Wildlife Project (match funding) 2022/23	£50.00
S142 (Dun Valley News contribution)	£0.00
Website	£150.00
Refreshments (Carols on the Green, Annual Parish Meeting, Spring Clean, River Clearance)	£375.00
SSEN Grant spend	£0.00
VAT paid on good & services (reclaim next financial year)	£1,000.00
TOTAL GROSS	20,929.00

Receipts	2026 / 2027
Bank Interest	120.00
Precept	21,000.00
VAT reclaim	1,000.00
WTPC Contribution Playground Maintenance	250.00
CPRE Award & SSEN grant	0.00
Gross Receipts	22,370.00

APPENDIX B

WEST DEAN PARISH COUNCIL					
Bank Reconciliation for the Year 2025 / 26					
Opening Balance Community Account at 01/04/2025		£963.60	Opening Balance Instant Access Account at 01/04/2025	£25,394.00	
Receipts 2024/25		14,831.50	Receipts 2024/25		21,067.30
Payments 2024/25		14,902.96	Payments 2024/25		14,500.00
Unpresented Cheques 2024/25					
Closing Balance Community Account 30/11/2025		£560.64	Closing Balance Business Bank Instant 30/11/2025		£32,292.90
TOTAL BANK BALANCES		£32,853.54			



SCHEDULE OF MEETING DATES 2026

Monday 19th January

Monday 16th February

Monday 16th March

Monday 20th April

Monday 18th May

Monday 15th June

Monday 20th July

Monday 17th August

Monday 21st September

Monday 19th October

Monday 16th November

Monday 21st December