



**Minutes of the Annual Parish Council meeting held on
Monday 18th May at 19:50 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:

Amanda Owen – Clerk, Wiltshire Councillor Cooper & one member of the public.

53/26	<p>To elect the Chair and receive the signed declaration of office. Wiltshire Councillor Cooper addressed the meeting and asked for a nomination for Chair. Councillor Seabrooke proposed Councillor Higgins as Chair, seconded by Councillor Livesey. All members voted unanimously to accept this resolution. Councillor accepted the position of Chair and signed the declaration of office.</p>
54/26	<p>To elect the Vice Chair and receive the signed declaration of office. Councillor J Camilleri proposed Councillor Livesey as Vice Chair, seconded by Councillor Seabrooke. All members voted unanimously to accept this resolution. Councillor Livesey accepted the position of Vice Chair and signed the declaration of office. Councillor Higgins thanked Councillor J Camilleri for his contributions over the previous year.</p>
55/26	<p>To confirm there are no amendments to Councillors declarations of pecuniary interests. None.</p>
56/26	<p>To approve the following policies: Code of Conduct Standing Orders Financial Regulations Asset Register Risk Assessment It was RESOLVED to approve the following: Code of Conduct, Standing Orders, Asset Register, Financial Regulations, Risk Assessment noting that the two step payments needed to be arranged. Proposed by Councillor Higgins, seconded by Councillor Seabrooke. All members voted unanimously to accept this resolution.</p>
57/26	<p>To approve the following direct debits: Nest ICO It was RESOLVED to approve the following direct debits: Nest, ICO Proposed by Councillor J Camilleri, seconded by Councillor Livesey. All members voted unanimously to accept this resolution.</p>
58/26	<p>To agree allocation of areas of responsibility to Councillors: West Dean Rec Ground Planning West Dean Emergency Plan SWAB River Group Footpaths The areas of responsibility were allocated as below:</p>

	<p>West Dean Rec Ground – Councillor Livesey. Planning – Councillor J Camilleri & Councillor Seabrooke. West Dean Emergency Plan – Councillor Higgins & Councillor J Camilleri. SWAB – Councillor M Camilleri. River Group – Councillor J Camilleri & Councillor Higgins. Footpaths – Councillor Lee.</p>
59/26	<p>To receive Chair’s opening remarks. Councillor Higgins welcomed everyone to the meeting, and thanked Councillors for nominating her as Chair for another year.</p>
60/26	<p>To receive and accept apologies for absence. None.</p>
61/26	<p>To receive declarations of interest relating to items on this agenda. Councillors Higgins and Councillor Livesey advised that they would abstain from voting on item 73/26.</p>
62/26	<p>To approve the minutes of the full council held on Monday 20th April. The minutes of the meeting held on Monday 20th April were AGREED as a correct record of the meeting. Proposed by Councillor Lee, seconded by Councillor Higgins. This motion was passed on a vote of 3 FOR and 3 ABSTENTIONS.</p>
63/26	<p>Public Forum. The resident in attendance thanked the Parish Council for the high quality of work they conduct.</p>
64/26	<p>To receive reports from Wiltshire Council & Wiltshire Police. Wiltshire Councillor Cooper addressed the meeting with regards to the following:</p> <ul style="list-style-type: none"> - Full council meeting tomorrow, full report will follow next month. - Wiltshire Council are currently restructuring the council. <p>Wiltshire Police report can be found at APPENDIX A.</p>
65/26	<p>To receive updates with regards to: River Group Footpaths River Group Councillor Higgins advised that the River works have been postponed for a year due to the discovery of electricity cables running across the Green.</p> <p>Councillor J Camilleri provided the following information with regards to the electricity cables:</p> <ul style="list-style-type: none"> - There is no record of street lights being connected - The Parish Council are seeking an unmetered supply provider, then a call out can take place to disconnect street lamp but not the telecoms cabinet - Arrange for the street light to be reconnected to a separate connection. - It is prudent for works to be completed. <p>Councillor M Camilleri asked if the yearly river clearance would be taking place due to the postponement of the river works. Councillor Higgins advised it will be taking place in September.</p> <p>Footpaths Councillor Lee advised that he has begun resurveying paths again and no updates have been received from Wiltshire Council.</p> <p>He updated those present with regards to footpath 9, and advised that he raised a ticket (last November), and has noted that the locked gate is now open, discussion has taken place and discussed with Wiltshire Council diversion team. Wiltshire Councillor Cooper advised he will help Councillor Lee follow up on ticketed items.</p> <p>Glebe Farm: A refresh on the scheme What it means for West Dean Affordable housing Self build plots & next steps.</p>

	<p>Councillor J Camilleri advised that the Glebe Farm planning had been approved and the S106 agreement was signed.</p> <p>The following points were also discussed:</p> <ul style="list-style-type: none"> - The Parish Council agreed that an invite be sent to Jonny Ribbans (Project Manager), inviting him to attend the next full council meeting. This will provide residents, and the Parish Council with the opportunity to ask relevant questions eg. Construction traffic, the procedure required to apply for the discount housing and its allocation & an update with regards to the permissive pathway. - Jonny Ribbans previously advised that he intended to meet with councillors once contractors had been appointed. However, this meeting has been delayed while final planning details are being completed. - A Management Company will need to be established in due course. This will not come into effect until the development is formally handed over. Until the final house is sold, responsibility for management of the site will remain with the developer. - The Management Company will be responsible for maintaining the wooded green area within the development. - The transfer of land has not yet been completed. A timeframe for the transfer should be clarified. It is understood that WDPC will take ownership once the builders have completed work on site. - The allocation of affordable homes will partly involve confirming whether applicants meet the local connection criteria. Expressions of interest may be submitted to the Parish Council by prospective homeowners. 																																
66/26	<p>To agree the Parish Council insurance renewal with Clear Councils at a cost of £576.58.</p> <p>It was AGREED to accept the insurance renewal with Clear Councils at a cost of £576.58. Proposed by Councillor Livesey, seconded by Councillor Seabrooke. All members voted unanimously to accept this resolution.</p>																																
67/26	<p>To agree a £500.00 spend for traffic monitoring organised by Wiltshire Council.</p> <p>It was AGREED to spend £500.00 for engineering works organised by Wiltshire Council. Proposed by Councillor Livesey, seconded by Councillor M Camilleri. All members voted unanimously to accept this resolution.</p>																																
68/26	<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 April 2026 being £37,331.14. The bank reconciliations can be found at APPENDIX B.</p>																																
69/26	<p>To approve the requests for payments for May.</p> <p>The payments as listed in the table below were APPROVED for payment. Proposed by Councillor Higgins, seconded by Councillor Lee. All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="225 1406 1481 1720"> <thead> <tr> <th colspan="4" style="text-align: center;">May Payment Requests</th> </tr> <tr> <th style="text-align: center;">From</th> <th style="text-align: center;">Item</th> <th style="text-align: center;">Invoice Number</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary</td> <td>May</td> <td style="text-align: right;">£920.98</td> </tr> <tr> <td>Lloyds</td> <td>Bank Charges</td> <td></td> <td style="text-align: right;">£4.25</td> </tr> <tr> <td>Viking</td> <td>Stationery</td> <td>Inv 4410631706</td> <td style="text-align: right;">£19.70</td> </tr> <tr> <td>Hugo Fox</td> <td>Bronze Website Subscription</td> <td>Inv 26244</td> <td style="text-align: right;">£143.86</td> </tr> <tr> <td>Clive Francis</td> <td>Grass Cutting</td> <td>Inv 010426</td> <td style="text-align: right;">£564.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: right;">£1,652.79</td> </tr> </tbody> </table>	May Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	May	£920.98	Lloyds	Bank Charges		£4.25	Viking	Stationery	Inv 4410631706	£19.70	Hugo Fox	Bronze Website Subscription	Inv 26244	£143.86	Clive Francis	Grass Cutting	Inv 010426	£564.00			Total	£1,652.79
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70/26	<p>To consider the following planning application(s):</p>																																
71/26	<p>PL/2026/02178 (Householder Planning Permission)</p> <p>Demolition of modern ground floor boot room, internal alterations, joinery repairs, landscaping work, pool and building repairs. West Dean Farm, Grimstead Road, West Dean, Salisbury, SP5 1HP.</p> <p>West Dean Parish Council SUPPORT the application noting the Conservation Officer comments and Arboriculture Officer being satisfied with survey. Proposed by Councillor Higgins, seconded by Councillor J Camilleri. All members voted unanimously to accept this resolution.</p>																																

72/26	<p>PL/2026/02370 (Listed building consent) Demolition of modern ground floor boot room, internal alterations & joinery repairs. West Dean Farm, Grimstead Road, West Dean, Salisbury, SP5 1HP. West Dean Parish Council SUPPORT the application noting the Conservation officer comments and Arboriculture Officer being satisfied with survey. Proposed by Councillor Higgins, seconded by Councillor J Camilleri. All members voted unanimously to accept this resolution.</p>
73/26	<p>PL/2026/02718 Notification of proposed works to trees in a conservation area. St Marys Church, West Dean, SP5 1JQ. West Dean Parish Council has NO OBJECTION to this application. Proposed by Councillor Lee, seconded by Councillor J Camilleri. This motion was passed on a vote of 3 FOR and 2 ABSTENTIONS.</p>
74/26	<p>PL/2026/01889 (Householder Planning Permission) Conversion of garage and store to form studio for ancillary residential use and erection of car port and store. The Old Livery, Livery Road, Winterslow, Salisbury, SP5 1RJ. West Dean Parish Council has NO OBJECTION in principle with but would like to make the following comments: - Footpath WDEA21 seems to be impacted by the store. - The Apex height of the store is not advised, but the Parish Council are content if it remains subservient to hierarchy of the house, and it is not sold as a stand alone dwelling, - The Parish Council support the ecology comment of no external lighting, and phase two survey for bats to be conducted. Proposed by M Camilleri, seconded by Councillor Livesey. All members voted unanimously to accept this resolution.</p>
75/26	<p>PL/2026/02910 (Listed building consent) Conversion of garage and store to form studio for ancillary residential use and erection of car port and store. The Old Livery, Livery Road, Winterslow, Salisbury, SP5 1RJ. West Dean Parish Council has NO OBJECTION in principle with but would like to make the following comments: - Footpath WDEA21 seems to be impacted by the store. - The Apex height of the store is not advised, but the Parish Council are content if it remains subservient to hierarchy of the house, and it is not sold as a stand alone dwelling, - The Parish Council support the ecology comment of no external lighting, and phase two survey for bats to be conducted. Proposed by M Camilleri, seconded by Councillor Livesey. All members voted unanimously to accept this resolution.</p>
76/26	<p>To agree the date of the next meeting as Monday 15th June. The date of the next meeting was agreed as Monday 15th June.</p>

There being no other business, the meeting closed at 21:12.

