

BURCOMBE PARISH COUNCIL

Parish Clerk: Clare Churchill.

Telephone 07547 933 119

www.burcombeparishcouncil.org

5th May 2026

Cllrs Bramwell, Combes, Elkins, Mayhew and Stebbing.

You are hereby summoned to the Annual Meeting of Burcombe Parish Council to be held on Monday 11th May 2026 at Burcombe Village Hall following the Annual Parish Meeting at 6pm but to start no earlier than 6.15pm.

In accordance with the Local Government Act 1972 sch 12 paras 10 and 26.

If you are unable to attend please inform the Clerk as soon as possible,

Regards

Clare Churchill

Clerk to Burcombe Parish Council

Burcombe Parish Council Clerk: Clare Churchill

Tel: 07547 933 119

clerk@burcombeparishcouncil.org

**Agenda for the Annual Meeting of Burcombe Parish Council to be held
on Monday 11th May 2026 at Burcombe village hall following the
Annual Parish Meeting at 6.00pm
This meeting will not start before 6.15pm**

The running order of the Agenda is at the discretion of the Chairman and may not always follow the sequence as listed. In order to ensure being present during the consideration of an Agenda item (wherever it may appear on the list of items to be considered), Councillors and members of the public are advised to be present at the meeting from the time given above.

A short period of time will be set aside prior to the start of the meeting for questions or statements from members of the public on any matter concerning the village.

To receive a report from Wiltshire Cllr Nabil Najjar

AGENDA

0726 Election of Chair.

To elect a Chair for the Municipal year.
The newly elected Chair to sign the declaration of acceptance of office.

0727 Election of Vice Chair

To elect a Vice Chair for the Municipal year.
The newly elected Vice Chair to sign the declaration of acceptance of office.

0728 Apologies for absence and to consider whether to approve the reasons given.

Local Government Act 1972 s85(1)

0729. Council meeting minutes - to confirm and sign the minutes of the parish council meeting held on 2nd March 2026. *Local Government Act 1972 sch 12, para 41(1)*

0730. Interests.

- (i) Cllrs to declare any Disclosable Pecuniary Interests related to any matters to be considered in this agenda that do not appear in the Cllr's Register of Interests.
- (ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.

Cllrs are reminded that it is their responsibility to ensure their register of interests on the WC website is kept up to date. *Localism Act 2011. S 33.*

0731. Exclusion of the press and public. To agree any items on this agenda, to be dealt with after the public, including the press, have been excluded under *Public Bodies (Admissions to Meetings) Act 1960*

0732. Year ending 31st March 2026.

- (i) To note the bank reconciliation

Opening balance	£5,693.49
Total receipts	£3,770.00
Total payments	£3,261.91
Closing balance	£6,201.58
Balance of Lloyds Bank Account as of 31 st March 2026	£6,201.58
The balance includes ear marked reserves totalling	£5,262.34
- (ii) To note the current Ear Marked Reserves totalling £5,313.14:

Community Orchard	£694.00
Property maintenance	£599.10
Highways / LHFIG fund	£700.00
Special event	£624.10)
Newsletter	£400.00
Printer	£100.00
Training	£968.26
Clerk's expenses	£17.68
Audit	£290.00
Election	£920.00

The General Reserve is £1645.00

(iii) To note the current direct debits on the Burcombe PC bank account:

Bank charges	£4.25	Monthly
ICO annual fee	£47.00	annually (March)

Annual Governance and Accountability Return (AGAR) 2025- 2026. Form 2.

Note; Form 2 is for Councils with income / expenditure was less than £25,000.

(iv) To note the report from the Internal Auditor (P.4 of the AGAR)

(v) To confirm the Annual Governance Statement (section 1 of the AGAR).
Chairman of the Meeting and RFO to sign.

(vi) To approve the Accounting Statement (section 2 of the AGAR). Chairman of the meeting to sign.

(vii) To resolve to certify that the council is exempt from a limited assurance review by the external auditor and that they meet the qualifying criteria. P.3 of the AGAR).

During the financial year 2025/26 the total gross income or expenditure did not exceed £25,000

Total income	£3,770.00
Total expenditure	£3,261.91

Chairman of the meeting and RFO to sign.

Clerk to submit this certificate to the External Auditor by 30th June 2026

(viii) To note the explanation of significant variation for Box 6 (other payments).

(ix) To confirm the dates for the period of the exercise of public rights as 3rd June to 14th July inclusive.

(x) To confirm the Asset Register as correct.

0733. Year ending 31st March 2027.

(i) To note the bank reconciliation

Opening balance	£6,201.58
Total receipts	£3,941.00
Total payments	£4.25
Closing balance	£10,138.33

Balance of Lloyds Bank Account as of 4th May 2026 £10,138.33

The balance includes ear marked reserves totalling £5,313.14 and a General Reserve of £1645.00

(ii) To note the receipt of the annual Precept totalling £3,941.00

(iii) To note there has been 1 payment since the last meeting (bank charges).

(iv) To review and approve terms of expenditure as detailed in schedule of payments

(v) To confirm the existing bank signatories

(vi) To authorise the Clerk to attend:

- SLCC Regional Training Seminar at Taunton on 3rd June
- WALC County Conference on 1st October
- SLCC National Conference at Cotswold Water Park on 13th and 14th October

0734 To confirm dates for parish council meetings for the forthcoming year.

Monday 7th September 2026

Monday 7th December 2026

Monday 1st March 2027

Monday 10th May 2027 (second Monday due to Bank Holiday), Annual PC Meeting

Other meetings may be called if necessary.

0735. Policies

To Confirm Policies adopted by Burcombe Parish Council

- (i) Standing Orders
- (ii) Code of Conduct
- (iii) Financial Regulations
- (iv) Publication Scheme
- (v) Reserves Policy
- (vi) Complaints policy
- (vii) Grant Awarding Policy
- (viii) Lone Worker Policy
- (ix) Email Policy
- (x) Safeguarding Guidance
- (xi) GDPR Policies
- (xii) IT Policy

0736. To confirm responsibilities for the forthcoming year. Current reps are in brackets.

Highways rep inc liaising with Parish Steward	(Cllr Elkins)
Flood Warden	(Cllr Combes)
SWWAB	(All Cllrs)
SWWAB Community Safety Group (currently not meeting)	(Cllr Mayhew)
Local Highway Footpath Improvement Group (LHFIG)	(Cllr Mayhew and Clerk)
Emergency Volunteer	(Cllr Elkins)
Rights of Way	(Cllr Bramwell)
Dementia Champion	(Cllr Elkins)

0737. PLANNING.

To consider how to respond to Wiltshire Council on any planning applications made after the publication of this agenda.

0738. To respond to the current consultation regarding the proposed closure of Wilton Fire Station

Please see the proposed response in Appendix 2

To agree to submit the response

0739. Uxford Speed Limit

The traffic survey had been requested by Wiltshire Council and took place in April, the report including the recommendation of the Highways Engineer is in Appendix 3.

To consider the report and confirm whether to proceed with the request to reduce the speed limit to 30mph.

The next LHFIG meeting is scheduled for Wednesday 10th June.

0740. Highway matters

- (i) To note any new matters that need to be reported to Highways.
- (ii) To note matters previously reported to Highways which are still outstanding:
 - Roundels at the eastern end of the village.
 - Give way markings by the village hall junction.
 - Potholes at village hall junction

Please note that white lining is not undertaken during the winter months.

Reminder that all highway issues should be reported using the MyWilts system (available on the WC website or via the app which can be downloaded).

0741. To receive updates on the following

- (i) Community Orchard to include maintenance and grass cutting
- (ii) Rights of Way
- (iii) Flood Warden

0742. Parish Council Assets

To note the following assets and report any required maintenance:

- (i) Noticeboard at Burcombe
- (ii) Noticeboard at Ugford
- (iii) Telephone kiosk library
- (iv) Bus shelter on the A30

0743. Update of Actions from the meeting dated 2nd March 2026.

1. (0717) The agreed virements were made and the new EMR totals are listed under finance.

0744. Correspondence / Clerk's report.

Litter pick – apology for late collection and confirmation that items such as gas canisters must be left in situ and reported on the app

LHFIG - next meeting is scheduled for 10th June 2026.

Cranborne Chase Star Fest – email enquiring about venues for 2027, f/w to Cllr Elkins as link for Burcombe Village Hall.

South West Wiltshire Area Board will meet on 1st July 2026

PCC updates – circulated

Silver Salisbury newsletter – circulated

Broadchalke open gardens – circulated

WC update on devolution of assets

WC waste survey - circulated

WC car parking consultation - circulated

Email migration – new login for PC emails, all working

WALC newsletter – circulated

WC advice on CIL funds – currently Burcombe PC does not have any

Traffic survey results re Ugford speed limit (on agenda)

Attended

SLCC training day in March (finance, employment, rights of way)

WC T&PC online meetings in March and April

WALC Officer's meeting on 24th April (employment presentation with James Corrigan of CHRGS)

WALC Executive on 20th April

SLCC health and wellbeing day on 15th May

The annual WALC conference will be on 1st October in Swindon.

0745. To note items for the agenda and to confirm the date of the next meeting of the Parish Council as Monday 7th September 2026.

Please ensure agenda items are sent to the Clerk no later than Wednesday 19th August.

Draft Minutes of a Meeting of Burcombe Parish Council held on 2nd March 2026 at Burcombe village hall at 6.30pm

Present; Cllrs Combes, Elkins , Mayhew and Stebbing.
In attendance; Mrs C Churchill (Parish Clerk). Unitary Cllr Nabil Najjar, no members of the public.

There were no questions or statements from members of the public.

Report from Wiltshire Cllr Nabil Najjar:

- A busy and difficult few weeks
- WC agreed its budget on 24/2/26 vote 50:48, the approved budget includes:
 - Plans to make the HRC appointment only
 - Parish Steward scheme to be reviewed
 - PEAS will be withdrawn
 - Increased parking charges and hours charges apply
- Local Plan – refusal by DCHLG
- Slowly getting there with pothole repairs
- SWWAB continues to function

Report from the Wilton Neighbourhood Police Team. Apologies had been received.

Cllr Mayhew opened the meeting at 6.48pm

0713 Apologies for absence and to consider whether to approve the reasons given.

Apologies had been received from Cllr Bramwell.

Burcombe PC resolved to accept the apology for the reason given.

Local Government Act 1972 s85(1)

0714. Council meeting minutes - to confirm and sign the minutes of the parish council meeting held on 1st December 2025.

Burcombe Without PC resolved to approve the previously circulated Minutes without amendment, and these were signed by the Chairman.

Local Government Act 1972 sch 12, para 41(1)

0715. Interests.

- (i) Cllrs to declare any Disclosable Pecuniary Interests related to any matters to be considered in this agenda that do not appear in the Cllr's Register of Interests.

Cllr Mayhew, refund of Chairman's expenses.

- (ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.

None received.

Cllrs were reminded that it is their responsibility to ensure their register of interests on the WC website is kept up to date. *Localism Act 2011. S 33.*

0716. Exclusion of the press and public. To agree any items on this agenda, to be dealt with after the public, including the press, have been excluded under *Public Bodies (Admissions to Meetings) Act 1960* Not required.

0717. Year ending 31st March 2026.

- (i) To note the bank reconciliation
Opening balance £5,693.49

Total receipts £3,770.00

Total payments £2,543.21

Closing balance £6,920.28

Balance of Lloyds Bank Account as of 23rd February 2026 £6920.28

The balance includes ring fenced reserves totalling £6,108.64

Burcombe PC resolved to note the financial information and the bank reconciliation and statement were signed by the Chairman.

- (ii) To vire money totalling £798.70 from the 2025/26 budget to the following EMRs.

Highways £200.00 (from highway safety)

Community Orchard £199.00 (from community orchard)

Maintenance £199.70 (property rent & maintenance)

Village event £200.00 (village event)

Burcombe PC resolved to make the virements listed above.

- (iii) To review and approve terms of expenditure as detailed in schedule of payments

Burcombe PC resolved to authorise payments totalling £597.45 which includes three direct debits (2 x bank charges and the Information Commissioner) and to vire £126.88 from Training EMR into the budget.

Cllr Mayhew abstained from voting on her expenses.

0718. PLANNING.

To consider how to respond to Wiltshire Council on any planning applications made after the publication of this agenda. There were none.

0719. Ugford Speed Limit

The traffic survey has been requested by Wiltshire Council but will not happen before March 2026.

The next LHFIG meeting has been rescheduled to 11th March (it was 18th February but was postponed).

To note the information.

Burcombe PC resolved to note the information.

Cllr Mayhew will attend the meeting on 11th March.

0720. Neighbourhood Watch

Currently there is no scheme for the parish.

To consider the advantages and disadvantages as circulated at the last meeting and confirm whether a scheme should be set up.

The pros and cons of setting up a scheme, had been circulated by Cllr Stebbing, were discussed, it was felt that the current WhatsApp system is sufficient.

Burcombe PC resolved not to proceed with a NHW scheme and that it is to be removed from future agendas.

0721. Highway matters

- (i) To note any new matters that need to be reported to Highways.

The Clerk has reported the damage to the road surface at the village hall junction.

- (vii) To note matters previously reported to Highways which are still outstanding:

Roundels at the eastern end of the village.

Give way markings by the village hall junction.

Please note that white lining is not undertaken during the winter months.

Burcombe PC noted these outstanding items.

- (viii) Reminder that all highway issues should be reported using the MyWilts system (available on the WC website or via the app which can be downloaded).

0722. To receive updates on the following

- (i) Community Orchard to include maintenance and grass cutting

Cllr Combes reported it had been rather wet.

- (ii) Rights of Way. Nothing to report
- (iii) Flood Warden

Cllr Combes reported that 1 property had a little flooding, 2 properties were close to flooding and 1 required pumps.

The landowner reported the flooding.

0723. Update of Actions from the meeting dated 1st December 2025.

1. (0699.ii) The agreed virements have been completed.
2. (0707) Precept request has been submitted.
3. (0703) Request to collect litter after the annual litter pick on 7th March has been made and acknowledged.
4. (0709.i) The Clerk has looked at the adopted IT Policy and the new template issued by NALC, the adopted version meets the requirements so no action at this time.

0724. Correspondence / Clerk's report.

LHFIG - next meeting is scheduled for 11th March.

Cranborne Chase Star Fest – this is being organised by Tisbury PC from 14th to 21st March.

South West Wiltshire Area Board held a meeting on 10th December 2025 and 4th February 2026, the Clerk was unable to attend either but the Minutes are available on the WC website.

The next SWWAB meeting is not scheduled until 1st July 2026, the venue is to be confirmed.

WC is asking people to have digital council tax bills to save money.

WC will set their budget on 24th February

Attended

Cranborne Chase annual forum

Assertion 10 briefing by Breakthrough Communications

SLCC branch meetings in January, the Chief Constable of Wiltshire and Swindon Police attended and gave an interesting presentation..

WC T&PC online meetings.

WC Town and Parish meeting on 27th Feb

WALC Officer's meeting on 27th Feb

Will attend SLCC training day on 20th March

0725. To note items for the agenda and to confirm the date of the next meeting of the Parish Council as Monday 11th May 2026, this will be the Annual meeting and will follow the Annual Parish Meeting.. Please ensure agenda items are sent to the Clerk no later than 29th April.

There being no further business, Cllr Mayhew closed the meeting at 7.16pm

Proposed response to be agreed at a meeting of Burcombe Parish Council on 11th May 2026

The decision of the Dorset and Wiltshire Fire and Rescue Authority to consider the closure of the Wilton Fire Station, primarily due to a small budgetary deficit of 1.5%, but which, as a result of apparently poor Fire and Rescue Authority scrutiny and management, has resulted in a proposal to curtail front-line operations capabilities by a massive 16%. This has the potential to cause serious increases in loss of life, injury, and property damage to the villages of Burcombe and Ugford. Burcombe in particular will be almost at the greatest distance of response time zones of 20 minutes from Salisbury and Tisbury

The mortality risk in dwelling fires climbs substantially beyond 16 minutes reasonable response threshold, and the expected response time following the projected closure will in all probability double both the mortality risk and the damage to property accordingly

Many of the properties within this parish are old and roofed with thatch and/or contain substantial amounts of timber in their construction, so a longer response time would give any ignition further time to spread and be more difficult to extinguish, so the likelihood of severe damage, which might otherwise have been minimised, will increase, which also applies to anyone unfortunate enough to be trapped within a burning building

Furthermore, although we are now two thirds of the way through the consultation period, no effort has been made by Dorset Fire & Rescue Authority to communicate with the groups of residents and inhabitants at the highest risk in the event of fire, namely the elderly, sole occupiers, and those who are non-IT aware

Burcombe Parish Council fully recognises the fear and concern expressed by parishioners that these proposals have caused them, and they reject the proposed closure of Wilton Fire Station accordingly

Please find enclosed data relating to traffic speeds through Ugford. The Council has collected this data in a different way to normal. The Council is currently trialling the use of connected vehicle data. Connected vehicle data is real-time information generated by modern vehicles via sensors, GPS, and telematics that is transmitted to cloud-based systems for analysis. The Council is using this data in locations where it has been proven difficult to lay standard traffic survey equipment. This data also has the benefit of being collected in real time so can cover whole lengths of road and longer periods of time that the traditional surveys which can only collect spot data (at the point where the equipment is laid) over a period of a week.

The enclosed results are for the period between the 2nd April 2026 to 2nd May 2026. The results provided are broken down by eastbound and westbound travel and a summary of both directions combined which are what I am focusing on below. The combined results are:

Speed Metric	Speeds (MPH)		
	Eastbound	Westbound	Combined
Mean Speed	39.07	39.77	39.42
85 th Percentile Speed	42.87	44.12	43.50

Considering the above results in the context of speeding then as you are likely aware in Wiltshire on a road subject to a 40mph speed limit the following criteria is applied:

- 85th percentile speed is between 40mph and 46mph = No Further Action
- 85th percentile speed is between 46.1mph and 49.9mph = Eligible for Community Speed Watch or Deployment of a Speed Indicator Device
- 85th percentile speed is over 50mph = Subject to Police enforcement.

The Police, who are responsible for enforcing speed limits, do so based on 10% plus 2. What this means is for the Police to consider a vehicle to be speeding it must be travelling in excess of the posted speed limit by 10% plus 2 mph. In a road subject to a 40mph speed limit a vehicle must therefore be travelling above 46mph to be considered as speeding. The 10% plus 2 methodology is also used by Wiltshire Council to determine if vehicles are speeding. The 85th percentile figure is the speed at or below which 85% of the traffic is travelling and is the standard method of assessing traffic speed in the UK.

The results indicate that a speeding problem is not considered to exist in Ugford and the threshold for interventions to be considered is not met.

Considering the above results in the context of a potential speed limit change. The average speed of vehicles is in line with the speed limit for the road and as above overall a speeding problem doesn't exist on the A30 through Ugford.

As you are likely aware the advice provided in DfT Circular 1/13 Setting Local Speed Limits is that in rural settings a 30mph speed limit can only be considered in village setting. As is detailed in Circular 1/13 and the speed limit assessment the criterion for a 30mph limit is detailed in DfT Traffic Advisory Leaflet 01/04; Village Speed Limits, and is based on the amount of frontage development, with a requirement for 20 or more houses over a minimum length of 600 metres This length may be reduced to 400 metres when the level of development density over this shorter length exceeds the 20 or more houses criterion and in exceptional circumstances a reduction to 300 metres is permissible. If there are just fewer than 20 houses, then the Highway Authority can make extra allowance for key buildings, such as a church, shop or school. The measurement of frontage development is based only on those houses that front onto the main road. It does not include groups of houses that access the main road from a side road. Frontage development density must achieve an average of three houses per 100 metres throughout the length but particularly at the entrances to the limit. This ensures appropriate reinforcement of a village environment to the motorist.

Whilst Circular 1/13 does provide highway authorities with the flexibility to consider local environmental factors in determining the speed limit on a road in its jurisdiction, there is less scope when it comes to the introduction of 30mph speed limits in rural settings where the frontage density criterion is the principal determining factor.

Ugford doesn't the frontage criteria for a 30mph speed limit to be considered, which is why previous requests to reduce the speed limit through Ugford to 30mph have not been supported.

Having checked the Police collision database for the preceding 6 year period until March 2026 (as the most recent data available) over the length of the 40mph speed limit through Ugford there has been one recorded collision that resulted in personal injury, The collision in question occurred in April 2025 at 10,45pm and involved a single vehicle crashing into a telegraph pole. The likely contributory factors that resulted in the collision recorded by the Police did not indicate excessive speed to be a factor but indicate that the driver of the vehicle fell asleep behind the wheel of the vehicle.

In consideration of all the above information it is my professional opinion that the existing 40mph speed limit remains an appropriate speed limit for the length of the A30 through Ugford and as previously advised any speed limit assessment is likely to come to the same conclusion. However, ultimately if the PC wish to pursue the introduction of a lower speed limit they can do so through the LHFIF. The survey results above, meet the requirements of the LHFIF to undertake a traffic survey in advance of the LHFIF making a decision whether to proceed with a full speed limit assessment on the A30 through Ugford.

<https://www.gov.uk/government/publications/setting-local-speed-limits/setting-local-speed-limits>