

## DRAFT MINUTES OF A MEETING OF QUIDHAMPTON PARISH COUNCIL TO BE HELD ON 26<sup>th</sup> SEPTEMBER 2017 IN THE VILLAGE HALL.

Present; Cllrs Bass, Frank, Hoare, Rowley and Taylor  
In attendance; Mrs C Churchill (Clerk), and PCSO ????? 8 members of the public.  
Apologies; Cllrs Cripps and Davies. Wilts Cllr Pauline Church.PCSO Clarke

Questions or statements from members of the public on any matter concerning the village.  
Litter bins – several reports of residents using these to dispose of household rubbish. Are the litter bins required?  
Ms Tilbrook offered to put a note in the newsletter.

Traffic – this has got worse both in speed and volume.  
Aware that the PC is trying to do something but concerned there will be an accident.  
Cllr Rowley replied that QPC is aware and is monitoring the situation.  
Aware of one persistent offender who travels through the village at high speed every morning, approx. 6am.  
Parishioners were advised to report this to the police, please use the cpt email address.

Data from A3094 metrocount, requested this in July but not yet received this  
When will it be sent?  
Concerned there will be a fatality at the Lower Rd / A3094junction especially if plans to build 800 houses are taken forward.  
Clerk confirmed the data has been sent to Cllr Cripps, and was to be discussed at the meeting this evening.  
Clerk to ask Cllr Cripps if data can be sent to parishioner.  
Cllr Taylor raised a report sent by Cllr Cripps to Cllrs and highlighted some of the statistics.  
640 vehicles travelling at 46-66mph and 5 vehicles travelling at 70mph.  
Report to be uploaded on QPC website.  
Clerk to request Police visit with safety camera on A3094.  
Thanks were recorded to Cllr Cripps for his detailed report.

Report from the Wilton Rural Neighbourhood Police Team. Apologies received, updates sent via community messaging. Clerk to request Police attend the next meeting.

Report from Wiltshire Councillor Ms Pauline Church. Apologies received, hopes to arrive later will update QPC on Wilton Parkway at some point.

Cllr Rowley opened the meeting at 8.10pm

**0205. Apologies for absence** were received from Cllrs Cripps (unwell) and Davies (conflicting social engagement).

Quidhampton PC resolved to accept the apologies for the reasons given.  
*Local Government Act 1972 s85(1)*

**0206. Council meeting minutes** – to confirm and sign the minutes of the parish council meeting held on 25<sup>th</sup> July 2017

Quidhampton PC resolved to accept the previously circulated Minutes which were taken as read and approved without amendment and signed by the Chairman.

**0207. Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under. Not required.

*Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100*

**0208. 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.  
None declared.
- (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.

**0209. Co – option of Cllrs.** Following the uncontested Election there are 2 vacancies on Quidhampton PC that may be filled by co-option.

To co-opt a Cllr onto Quidhampton PC.

Mr Richard Mullett stood for co-option.

Quidhampton PC resolved to co-opt Mr Mullett onto Quidhampton PC.

Mr Mullett signed the declaration and joined the Council.

Clerk to notify WC.

Clerk

There is still one vacancy that can be filled by co-option.

Cllr Hoare has reigned from QPC, Clerk to notify WC so the vacancy can be advertised.

Clerk

Due to the resignation of Cllr Hoare, the criteria for GPC is no longer met.

**Finance.**

**0210. Year ending 31<sup>st</sup> March 2018.**

(i) To note the balance of the accounts

Opening balance	£11,463.94
Total receipts	£ 8,756.30
Total payments	£ 2,420.64
Closing balance	£17,799.60

Unpresented cheques	£54.00
Balance of parish bank accounts	£17,853.60
Authorised and ringfenced monies	£5,930.59
Leaving a balance of	£11,869.01

Quidhampton PC resolved to note the bank reconciliation.

The ring fenced money for the playground project has been transferred into the special project account. WC has confirmed that QPC will receive CIL funds from the development on land at Pennard. It is just over £1000 but has not yet been received.

To confirm this sum should be placed in the special projects account for the playground project.

Quidhampton PC resolved that the money should be placed in the special projects account.

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

Quidhampton PC resolved to authorise payments totalling £622.21

This includes a BACS payment for lawn mower fuel.

(iii) To consider an application for funding from Quidhampton Village hall. The hall committee request funds to cover the cost of a building survey that costs £800.00.

Quidhampton PC resolved to award Quidhampton village hall £480 as a contribution to the survey. This is 50% of the total cost.

(iv) To confirm bank signatories.

Cllrs Cripps and Rowley.

Clerk to check the form has been processed adding Cllr Davies as a signatory.

Clerk

Clerk to sort out paperwork with Cllr Frank.

Clerk

(v) To authorise the Clerk to attend the SLCC regional seminar on 1<sup>st</sup> November.

Quidhampton PC resolved to authorise the Clerk to attend.

(vi) To authorise the purchase of a laptop for the Clerk. Funds ringfenced from transparency grant. Quidhampton PC resolved to purchase a laptop using funds from the transparency grant, Clerk to get quotes. Clerk

*Local Government Act 1972 s150(5). Account and Audit Regulations 2008*

**0211. Quidhampton Carols.** This will take place in the village hall on Saturday 23<sup>rd</sup> December, it is free to attend with refreshments provided. In previous years donations have gone to Quidhampton village hall. To consider a request that Quidhampton PC support the event by paying the hall hire, musician fee and refreshment costs.

Quidhampton PC resolved that this should be funded by the Quidhampton Entertainment Fund.

**0212. Quidhampton Fireworks.** To receive an update as to whether this event will take place this year. To consider supporting the event financially.

Quidhampton PC resolved to support to a total of £150.00 should this event if it goes ahead.

**0213. Parish Noticeboard.**

(i) To consider quotes

Cllr Mullet will contact the Clerk to look at two old noticeboards.

Cllr Mullet

Costs of erecting a new noticeboard were agreed at £360 plus VAT

Cllr Cripps not present to report on the supply of a large map.

Ongoing

(ii) To authorise the purchase of a new noticeboard.

To be considered at the next meeting after Cllr Mullet has looked at the noticeboards.

Ongoing

**0214. Community Speed Indicator Device.** SWWAB has agreed to fund 8 devices at £1500 per group.

(i) To confirm a Cllr who will represent Quidhampton PC at meeting of the group. Please note that this is to gather information, a Cllr can not make a decision without bringing the matter to a council meeting.

Clerk will circulate the date of the meeting and whoever is available to attend will represent Quidhampton PC.

(ii) To confirm locations for the device. To be confirmed at the next meeting.

(iii) To confirm insurance for the device and for those volunteers moving the device. The current insurance policy covers the device whilst in the parish. It is expected that all parishes in the consortium have their own insurance.

(iv) To confirm a budget for this project. Quidhampton PC resolved to set an initial budget of £1000 for the device.

**0215. Quidhampton Recreation Ground.**

(i) Expression of Interest for a grant for new equipment.

Cllr Taylor updated the Council that the application is still on the list, the outcome should be known in Spring 2018. Ongoing

(ii) To receive an update on the new equipment. Clerk will get quotes in January 2018 ready as they are only valid for a month.

The corner needs to be cleared preferably using a mini digger. Ongoing

(iii) To receive an update on the fence and gate repairs. The order has been placed with a request for them to contact the Clerk before starting work. Ongoing

(iv) To authorise replacement signage for the gate. This item is on hold until (i) is decided.

(v) To consider any complaints made regarding the use of the recreation ground. No complaints have been received.

**0216. Highways.**

(i) **Speed on Lower Rd.** A metrocount has been put down. Clerk will request the detailed breakdown as with previous metrocounts.

Stickers for wheelie bins have been purchased and are available to parishioners living within the 20mph limit.

- (ii) **Community Speed Watch.** The metrocount will also cover this request.
- (iii) **Traffic on the A3094.** To receive an update from Cllr Cripps following the metrocount data.
- (iv) **Yellow Line repainting.** This was scheduled for August 2017 but has not been completed. Wiltshire Cllr Mrs Church contacted Highways and reply confirms the work is still on the list and should be done before the end of the year. Highways apologised for the delay.
- (v) **Parish Steward.** To note items to be added to the list.
  - Old concrete post by Dairy Hse, protrudes about 5cm, needs to be removed as a danger to vehicles and pedestrians.
  - Visibility for vehicles exiting Foots Hill

Quidhampton PC wished to thank the Parish Steward for cutting back the vegetation between Quidhampton and Lower Bemerton.

**0217. Website.** No update available.

To consider placing a simple version of the Emergency Plan on the website – please note this would not contain personal data. To be discussed at the next meeting. Ongoing

**0218. To receive an update on the following;**

- (i) First aid. No update available.
- (ii) Coronation Square car park. No update available.
- (iii) 2018 Commemoration of the Centenary.

Cllr Rowley briefly suspended Standing Orders to allow two parishioners to present their proposal.  
*Would like to make poppies from plastic bottles and display these on the houses where the soldiers lived.  
 Would like people to save clear plastic bottles.*

*May need funds to hire the hall so the poppies can be painted*

Quidhampton PC resolved to support this project.

Quidhampton PC resolved that Mr R Smith should be asked to lay the wreath on Remembrance Day at the Lych Gate. Cllr Rowley

**0219. Update of actions from the Meeting dated 26<sup>th</sup> July 2017.**

All actions have been covered in agenda items.

**0220. Annual Return for the year ending 31<sup>st</sup> March 2017.**

To note the report received from the External Auditor.

One matter reported;

The accounts and audit regulations 2015 and proper practices stipulate that the Annual Governance Statement and Accounting Statements in the Annual return must be approved before the announcement of the period for exercise of public rights.

Quidhampton PC approved the AR on 16<sup>th</sup> June but published the notice setting out the period for exercise of public rights on 31<sup>st</sup> May 2017 which is before the accounting statements were approved so has not met this requirement. The response to the AGS assertion 1 should have been no.

Quidhampton PC resolved to note the matter reported.

**0221. Planning.** To consider how to respond to any planning applications made after the publication of this agenda. There were none.

**0222. To receive brief reports from Cllrs.**

Cllr Taylor attended the WC meeting on the Challenges ahead. WC need to save £45million in the next three years, 65% of the budget is spent on adult and child social care. Savings have been made by combining resources and communities doing more for themselves.

**0223. Policies.**

- (i) Quidhampton PC needs to review its
  - Standing Orders
  - Financial Regulations
  - Freedom of Information policy

- Press and media policy
- Complaints policy
- Marquee standing orders

(ii) And to adopt the following policies;

- Grant awarding policy
- Email policy
- Data protection

To appoint a working party of at least 2 Cllrs and the Clerk to prepare these policies for adoption at the next meeting.

Quidhampton PC resolved that Cllrs Frank and Rowley and the Clerk will look at the policies ready to recommend approval at a future meeting.

#### **0224. Clerk's Report.**

The Emergency Plan has been reviewed, printed and distributed and Clerk has a list of all those who have a copy.

Health and wellbeing fair at Tisbury on 27<sup>th</sup> September

SWWAB CSP at Tisbury on 27<sup>th</sup> September

Taste the Chase at Tisbury on 5<sup>th</sup> Oct. This has been cancelled.

SWWAB on 11<sup>th</sup> October

CLP meeting on 24<sup>th</sup> October

Attended SLCC meeting re insurance, social media etc

Planning briefing

CATG

Consultations on; Waste

Car park charging

Mobile library routes (not affecting Quidhampton)

Changes in May 2018 regarding data protection

#### **0225. To note agenda items for the next meeting to be held on Tuesday 28<sup>th</sup> November 2017.**

Please note all agenda items should be sent to the Clerk by 9am on 16<sup>th</sup> November.

This will be the budget setting meeting.

Cllr Rowley closed the meeting at 9.33pm