

**DRAFT MINUTES OF THE ANNUAL MEETING OF QUIDHAMPTON PARISH COUNCIL  
HELD ON 22<sup>nd</sup> MAY 2018 IN THE VILLAGE HALL.**

Present; Cllrs Mrs Bass, Mullet, Rowley and Taylor  
In attendance; Mrs C Churchill (Clerk) and 3 members of the public.  
Apologies; Cllrs Cripps, Davies, Frank. Wilts Cllr Pauline Church. CPT South.

There were no questions or statements from members of the public on any matter concerning the village.

**0298. Election of a Chairman for the council year 2018 – 2019.**

Quidhampton PC resolved to elect Cllr Rowley as Chairman for the forthcoming year.

**0299. Signing of the Acceptance of Office.** The newly elected Chairman to sign the Declaration of Acceptance of Office of Chairman.

**0300. Apologies for absence** were received from Cllrs Cripps, Ms Davies and Frank (all work).

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

*Local Government Act 1972 s85(1)*

**0301. Council meeting minutes** – to confirm and sign the minutes of the parish council meeting held on 27<sup>th</sup> March 2018

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

**0302. 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*

**0303. 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.

**0304. Co – option of Cllrs.** Following the uncontested Election there is 1 vacancy on Quidhampton PC that may be filled by co-option.

No one present to co-opt.

**0305. Election of a Vice - Chairman for the council year 2018 – 2019.**

Quidhampton PC resolved to elect Cllr Cripps as Vice Chair for the forthcoming year.

**0306. Signing of the Acceptance of Office.** The newly elected Vice - Chairman to sign the Declaration of Acceptance of Office of Vice - Chairman.

This could not be signed due to the absence of Cllr Cripps, Clerk to ensure this is signed. Clerk

**0307. To appoint representatives for the forthcoming year.**

Highways inc liaising with Parish Steward	Cllr Rowley
Dementia Champion	Cllr Mrs Bass
Website	Cllr Cripps
Village Hall	Cllr Mrs Bass

Flood Warden  
Civil Emergency Volunteer  
Police (attending quarterly meetings at Tisbury)  
South West Wiltshire Area Board  
Community Area Transport Group  
Recreation Ground (visual weekly check)  
Marquee

Cllr Taylor  
Mr J Cater  
Clerk  
Cllr Taylor  
Clerk  
Cllr Mullet  
Cllr Rowley

**0308. To confirm the dates for Quidhampton Parish Council meetings for the forthcoming year.**

24<sup>th</sup> July 2018  
25<sup>th</sup> September 2018  
27<sup>th</sup> November 2018  
22<sup>nd</sup> January 2019  
26<sup>th</sup> March 2019  
May 2019

Quidhampton PC resolved to meet on the dates listed above.

Quidhampton PC resolved to change the date of the May meeting as it was during school half term.

Clerk to circulate dates, to confirm at the next meeting.

Clerk

**Finance.**

**0309. Year ending 31<sup>st</sup> March 2018.**

**(i)** To note the balance of the accounts

Opening balance	£11,463.94
Total receipts	£ 9,832.48
Total payments	£ 6,835.55
Closing balance	£14,460.87

Unpresented cheques	£ 348.80
Balance of parish bank accounts	£14,809.67
Authorised and ringfenced monies	£ 6,505.51
Leaving a balance of	£ 7,955.36

Quidhampton PC resolved to note the balance of the accounts.

**(ii)** To note the report from the Internal Auditor

The Internal Audit had been completed and no issues were raised.

Quidhampton PC resolved to note the completion of the Internal Audit.

**(iii)** To approve the Annual Governance Statement.

Quidhampton PC resolved to approve the Annual Governance Statement.

Quidhampton PC resolved that the statement should be signed by the Chairman and Clerk.

**(iv)** To approve and sign the Annual Accounts Statement

Quidhampton PC resolved to approve the Annual Accounts Statement

Quidhampton PC resolved that the statement should be signed by the Chairman and Clerk

**(v)** 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 as that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed £25,000

Total receipts	£9,832.48
Total payments	£6,835.55

Quidhampton PC resolved to certify that it met the qualifying criteria and was therefore exempt from a limited assurance review.

Quidhampton PC resolved that the Chairman and Clerk should sign the certificate.

Clerk to send this off.

Clerk

**0310. Year ending 31<sup>st</sup> March 2019.**

(i) To note the balance of the accounts

Opening balance	£14,460.87
Total receipts	£ 9,210.22
Total payments	£ 20.00
Closing balance	£23,651.09

Unpresented cheques	£4.00
Balance of parish bank accounts	£23,655.09
Authorised and ringfenced monies	£ 7,707.36
Leaving a balance of	£15,943.73

Quidhampton PC resolved to note the balance of the accounts.

(ii) To note payments totalling £20.00 made since the last meeting.  
Quidhampton PC resolved to note these payments had been made.

(iii) To authorise payments due.

Quidhampton PC resolved to authorise expenditure totalling £1675.19 for payment.

Quidhampton PC resolved to authorise the Clerk to pay Mr Dawson by BACS for the mower fuel.

Quidhampton PC resolved to authorise the Clerk to pay a BACS payment to Mr Dawson for the months he cut the grass.

(iv) To consider if any money needs to be ultra vired within the budget. Not required.  
*Local Government Act 1972 s150(5).*

**0311. Parish Map for the Noticeboard.** To receive an update.

Ongoing

It was clarified that there would not be room for the Housefinder and the Parish Map on the back of the notice board.

**0312. Mower and Shed storage.** This is currently stored by Mr Dawson for a small fee. Mr Dawson would like the shed removed and another person to cut the grass.

(i) To consider alternative storage sites for the shed. No sites identified.

Quidhampton PC resolved that a flyer should be distributed to the houses that might be suitable for storing the mower. Clerk

(ii) To consider who may cut the grass. Nothing to report.

Ongoing

**0313. Defibrillator.** To consider purchasing a defibrillator for the parish. Cllr Bass to lead.

(i) Costs of a defibrillator. Cllr Mrs Bass gave a brief update on costs, the preferred company offer two defibrillators costing between £1525 and £1650.

The annual service charge is £126

Cllr Mrs Bass passed a folder of information to Cllr Rowley.

Cllr Rowley will report at the next meeting.

Cllr Rowley

(ii) Adoption of the telephone kiosk. Cllr Mrs Bass confirmed that the kiosk had been adopted by Quidhampton PC. Clerk noted that as yet no paperwork had been received.

**0314. Quidhampton Recreation Ground.**

(i) To receive an update on the matters to be attended to. Cllr Mullet to update on the actions required.

Cllr Mullet confirmed that the bolts had been attended to.

He will look into the cost of a backrail for the seat.

He has cleaned the seats.

The safety surfacing needs cleaning (jetwashing).

There are no other issues.

(ii) To consider any complaints made regarding the use of the recreation ground. None

**0315. Grant application for new equipment for the recreation ground. Cllr Taylor to report**

(i) Parishioners feedback on the suggestions put forward. The information was uploaded the parish council website and a village email was circulated asking for comments.

Cllr Taylor reported that eight families had fed back and the results had been circulated.

(ii) Cllr Taylor to confirm information required for the application.

Cllr Taylor confirmed that the landfill grant was still available with monthly deadlines (mid month) except in August.

Cllrs Rowley and Taylor will complete and submit the grant application before the July deadline.

Cllrs Rowley and Taylor

**0316. Highways.**

(i) **Community Issue. Exiting Hampton Court, Lower Rd.** An issue has been raised with WC regarding traffic having visibility issues when exiting Hampton Court. The request is for double yellow lines along the road on the whole left hand side corner in front of the sign for Hampton Court exiting Hampton Court and going around to the left leading onto Lower road for as far as possible please.

To consider supporting the request. NB a financial contribution would be required.

Quidhampton PC resolved not to support this request for the following reason;

Most accesses onto Lower Rd had difficulty with exiting and this issue was no exception.

(ii) **Speed on Lower Rd / Community Speed Watch.** This is now active.

Clerk has chased CSW badges as some have been received but many haven't.

Clerk to request an audit of the 20mph repeater signs as Quidhampton PC felt more were required. Clerk

(iii) **Traffic on the A3094.** To receive an update, if available, on the request to reduce the speed limit on the A3094 from 40mph to 30mph. This was requested in early 2018.

Clerk will register this request via the issue system. Clerk

(iv) **Yellow Line repainting.** Clerk has reported that the repainting was poor and they need to be redone within 6 months.

(v) **White road markings on Lower Rd** – Clerk has reported the lack of white paint particularly at the eastern end pinch point and this is now in the system.

(vi) **Community Speed Indicator Device.** This has been ordered and should be delivered shortly. Once it has been delivered Clerk requested a Cllr is able to help re with the data part.

(vii) **Parish Steward.** Grass needs cutting at village junctions as causing a visibility issue.

**0317. General Data Protection Regulation.**

(i) To adopt the Information and Data Protection Policy

Quidhampton PC resolved to adopt this policy as version 1, it was noted that several typos required amending.

Clerk to ensure policy stated Quidhampton Parish Council rather than the Council throughout the policy.

(ii) To adopt the Retention and Disposal policy

Quidhampton PC resolved to adopt this policy as version 1, it was noted that several typos required amending.

Clerk to ensure policy stated Quidhampton Parish Council rather than the Council throughout the policy.

(iii) To adopt the Social Media and Electronic Communication policy

Quidhampton PC resolved to adopt this policy as version 1, it was noted that several typos required amending.

Clerk to ensure policy stated Quidhampton Parish Council rather than the Council throughout the policy.

(iv) To adopt the Management of Transferable Data Policy  
Quidhampton PC resolved to adopt this policy as version 1, it was noted that several typos required amending.  
Clerk to ensure policy stated Quidhampton Parish Council rather than the Council throughout the policy.

(v) To adopt the GDPR consent notice  
Quidhampton PC resolved to adopt this notice as version 1,  
Clerk to ensure notice stated Quidhampton Parish Council rather than the Council throughout the notice.

(vi) To confirm that Quidhampton PC is exempt from appointing a DPO.  
An amendment had been made to the GDPR in that a local council no longer had to appoint a DPO but it may appoint a DPO if wished.  
Quidhampton PC resolved not to appoint a DPO at this time.  
NB it was noted that this amendment was still being finalised and should it change the matter would be reconsidered.

**0318. To receive an update on the following;**

- (i) First aid. Nothing to report.
- (ii) Dementia Awareness. Covered at the APM.
- (iii) Coronation Square car park. Nothing to report.
- (iv) 2018 Commemoration of the Centenary An update had been provided at the APM
- (v) Village Hall lease. Nothing further to report

**0319. Update of actions from the Meeting dated 27<sup>th</sup> March 2018.**

1. (0282) Clerk circulated a breakdown of ringfenced monies.
2. (0283) The new noticeboard has been put up. Nothing received regarding the map
3. (0286. ii) Cllr email addresses – Cllr Cripps is working on these.
4. (0286.iii) Pen portraits for the website. Cllr Cripps
5. (0286.iv) Clerk's access to the website is still outstanding.
6. (0288) Clerk has been unable to apply for the SSE grant as no costings have been received.

**0320. Planning.** To consider how to respond to any planning applications made after the publication of this agenda. There were none.

**0321. To receive brief reports from Cllrs.** Please note that these reports are for information only and no decisions or resolutions may be made on any items not clearly stated on the agenda.  
Complaints had been received about a hole in the footpath near the pinch point (western end), Clerk to report this to highways. Clerk

**0322. Clerk's Report.**

Road (A3094) closure notice – this has now been postponed. Clerk will advise of new date once received. Clerk asked Cllrs to ensure they spread the word once the date has been confirmed as there is no legal requirement to display a road closure notice on the road itself.

SWWAB meeting on 30<sup>th</sup> May.

Salisbury transport meeting. The draft has been published on the WC website under cabinet papers.

Meeting on GDPR – covered in 0316.vi

**0323. To note agenda items for the next meeting to be held on Tuesday 24<sup>th</sup> July 2018.** Please note all agenda items should be sent to the Clerk by 9am on 11<sup>th</sup> July.

Cllr Rowley closed the meeting at 9.35pm