

**DRAFT MINUTES OF THE ANNUAL MEETING OF QUIDHAMPTON PARISH COUNCIL  
HELD ON 1<sup>ST</sup> MAY 2019 IN THE VILLAGE**

Present; Cllrs Bass, Fox-Rennie, Rowley and West  
In attendance; Mrs C Churchill (Clerk), Wiltshire Cllr Pauline Church and 1 member of the public.  
Apologies; Cllrs Cripps, Frank, Mullett and Taylor.

**Questions or Statements**

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

**Report from Wiltshire Council**

Extracts were read from the annual cabinet report written by Cllr Church. A full copy of the annual report will be circulated to Cllrs and a copy will be available at the Annual Parish Meeting.

The Coronation Sq car park has had potholes filled in, this car park is leased from Wilton Estate to Wiltshire Council, currently negotiating the renewal.

There is a possibility of a cycle route between the Park Wall junction and Lower Rd.

Cllr Church gave her apologies for the APM.

**Cllr Rowley opened the meeting at 8.02pm**

**0440. Election of a Chairman for the council year 2019 – 2020.**

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

**0441. Signing of the Acceptance of Office.** The newly elected Chairman to sign the Declaration of Acceptance of Office of Chairman.

Cllr Rowley signed the declaration.

**0442. Apologies for absence** were received from Cllrs Cripps (work), Frank (work), Mullett (personal reasons) and Taylor (unwell).

Quidhampton PC resolved to accept the apologies for the reasons given.

*Local Government Act 1972 s85(1)*

**0443. Council meeting minutes**—to confirm and sign the minutes of the parish council meeting held on 26<sup>th</sup> March 2019.

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

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

**0444. 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*

**0445. 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.

*Localism Act 2011.2011. S 33.*

**0446. Co – option of Cllrs.** There is currently 1 vacancy on Quidhampton PC, which has been advertised and may now be filled by co-option.  
No one present to co-opt.

**0447. Election of a Vice - Chairman for the council year 2019 – 2020.**

This item was deferred to the next meeting.

Ongoing

**0448. Signing of the Acceptance of Office.** The newly elected Vice - Chairman to sign the Declaration of Acceptance of Office of Vice - Chairman. Deferred.

Ongoing

**0449. To appoint representatives for the forthcoming year.**

Highways inc liaising with Parish Steward	Cllr Rowley
Dementia Champion	Cllr Bass
Website	To be confirmed at the next meeting
Village Hall	Cllr Bass
Flood Warden	Cllr Taylor - tbc
Civil Emergency Volunteer	Mr John Cater - tbc
South West Wiltshire Area Board	Cllr Taylor - tbc
Community Area Transport Group	Clerk
Recreation Ground (visual weekly check)	Cllr Mullett (tbc)
Marquee	Cllr Rowley

**0450. To confirm the dates for Quidhampton Parish Council meetings for the forthcoming year.**

23<sup>rd</sup> July 2019

24<sup>th</sup> September 2019

26<sup>th</sup> November 2019

28<sup>th</sup> January 2020

25<sup>th</sup> March 2020

26<sup>th</sup> May 2020

All meetings to be held on a Tuesday.

Quidhampton PC resolved to meet on the dates listed.

**Finance.**

**0451. Year ending 31<sup>st</sup> March 2019.**

(i) To note the balance of the accounts

Opening balance       £14,460.87

Total receipts       £12,720.05

Total payments       £24,893.84

Closing balance       £ 2,287.08

Unpresented cheques               £11,215.28

Balance of parish bank accounts   £13,502.36

Quidhampton PC resolved to note the financial information.

(ii) To note the report from the Internal Auditor

The Internal Audit had been completed and the following issues were raised.

- It was advised that the budget spreadsheet and receipts summary are tidied up as currently it can appear confusing.
- Clerk to remove reference to R2 as this no longer exists.

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

Clerk to attend to issues listed above in 2019/20 documents.

(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 Return.

Quidhampton PC resolved to approve the Annual Return.

Quidhampton PC resolved that the Annual Return 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 it meets the qualifying criteria. To qualify the total receipts / payments must not exceed £25,000.

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

**0452. Year ending 31<sup>st</sup> March 2020.**

(i) To note the balance of the accounts

Opening balance      £2,287.08

Total receipts        £9,210.17

Total payments       £ 10.00

Closing balance       £11,487.25

Unpresented cheques                      £35.00

The Precept of £9210.00 was paid at the end of April

Quidhampton PC resolved to note the financial information.

(ii) To note payments made since the last meeting. None have been made.

(iii) To authorise payments due.

Quidhampton PC resolved to authorise payments totalling £1264.06

(iv) Update re grant for defibrillator. The SSE Resilience Communities Fund has reopened and the Clerk has completed the application.

Quidhampton PC resolved to note the information.

*Local Government Act 1972 s150 (5)*

*Local Audit and Accountability Act 2014.*

*Local Audit (smaller authorities) regulations 2015. SI2015 / 184.*

*Accounts and Audit Regulations 2015. SI2015 / 234.*

**0453. Update of actions from the Meeting dated 26<sup>th</sup> March 2019.**

1. (0421.v) Clerk has yet to set up the recreation ground standing order.

2. (0422.3). The bank signatory paperwork has been taken to the bank.

3. (0423). The additional notice board has been put up at the White Horse. The existing one will remain as the parish council notice board and the one at the White Horse will be the community notice board.

4. (0427.i). The date of CATG changed to 1<sup>st</sup> May so the questionnaire was not circulated.

5. (0427.v) Clerk confirmed with Mr Fooks that he needed the cover letter rather than the detailed data, this has been sent and both Cllr Cripps and Ms Drewett informed.

6. (0428). The litter pick was held on 7<sup>th</sup> April, the rubbish was collected later that week. Thank you to Cllr Fox-Rennie for organising the event.

7. (0431). The invitations for the APM have been sent.

8. (0437). The proposed planning at Netherhampton was to be discussed on 10<sup>th</sup> April, Clerk is unaware of the outcome.

All other actions appear as agenda items.

**0454. Parish Map.** To receive an update from Cllr Cripps. No update available.

Cllr Rowley will speak to Cllr Cripps.

Cllr Rowley

**0455. Quidhampton Recreation Ground.**

(i) To consider other issues requiring attention.

The gate is on order, Clerk to chase.

Clerk

(ii) To agree a date for the official opening of the improved recreation ground.

Quidhampton PC resolved to open the recreation ground on Sunday 26<sup>th</sup> May at 11am.

Clerk to send the invitations.

All parishioners are invited but an invitation will be sent to;

SWWAB Cllrs

CLF

Parishioners involved in the original request for the new equipment.

Lord Pembroke

Local press

The four oldest residents.

Cllr Bass will provide large scissors.

Cllr Bass

Clerk to provide ribbon.

Clerk

Cllr Taylor and Mr Heeley to be asked to take photos of the event.

- (iii) To consider any complaints made regarding the use of the recreation ground. None received.

**0456. Quidhampton PC website and Councillor emails** – no update available. Ongoing

**0457. Highways.**

- (i) **Traffic issues on Lower Rd.** The documents are online and a few responses have been received. The deadline for responses was 31<sup>st</sup> March, responses have been collated and circulated for consideration with the agenda. As stated above the questionnaire was not circulated as the CATG meeting was moved forward. The topic could be discussed at the Annual Parish Meeting on 11<sup>th</sup> May.

Cllrs considered the responses

Quidhampton PC resolved to circulate the questionnaire. Cllr Fox-Rennie and Clerk will arrange distribution and how completed questionnaires are collected. Cllr Fox-Rennie and Clerk

To be discussed at the APM on 11<sup>th</sup> May.

- (ii) **Community Speed Watch.** This continues to be active, the risk assessment for the new site has not been completed although the demand for this is no longer urgent. Speeding continues to be an issue.

- (iii) **Community Speed Indicator Device.** No update available, but it is believed to be in Stoford. Wiltshire Cllr Mrs Church will ask Wilton TC about a rota. Ongoing

- (iv) **Parish Steward.** To note items to be added to the list. All issues should be reported using MyWiltshire (anyone can report an issue) as it is then logged onto the system.

40mph sign on the A3094 almost completely obscured by a branch.

Vegetation at the top of Footshill making exiting the junction difficult.

Vegetation at the top of Skew rd making exiting the junction difficult.

The give way sign at Egham Place has been chased and hopefully arrive shortly, however it was pointed out that the sign is not required as the road markings clearly show the give way.

**Planning.**

**0458. To consider how to respond to any planning applications** made after the publication of this agenda. None received. *Town and Country Planning Act 1990. Sch 1, para 8.*

**0459. Annual Parish Meeting.**

The hall has been booked for Saturday 11<sup>th</sup> May.

Invitations have been sent requesting reports.

To consider whether traffic on Lower Rd should be an agenda item.

Quidhampton PC resolved to discuss Lower Rd traffic at the meeting.

Clerk to purchase refreshments for the meeting.

Clerk

**0460. Map showing the location of the gullies and drains within the parish.** It is suggested that a map showing this information is sent to WC for use in reporting blocked drains / gullies or other issues. Item deferred until the Flood Warden is able to comment. Ongoing

**0461. To receive brief reports from Cllrs.** There were none.

*Local Government Act 1972 Sch 12 para 10(2)(b)*

**0462. Clerk's Report.**

The application for 80+ dwellings in front of cash and carry, Netherhampton (18/04067/OUT) has been approved by WC.

Clerk attended the recent OFWG and raised the issue raised by Cllr Taylor re flooding on Lower Rd, as additional funds are available for gully emptying it is possible this may be sorted out.

SWWAB meeting has been moved to Tuesday 4<sup>th</sup> June (previously 23<sup>rd</sup> May) – focus on drug and alcohol misuse

WC / SLCC networking day on 9<sup>th</sup> May – Cllr Fox-Rennie is attending

SWW CSG meet on 5<sup>th</sup> June

CATG meet on 1<sup>st</sup> May

OFWG will meet on 12<sup>th</sup> June

Email asking for thoughts on having a future SWWAB meeting with a focus on rights of way.

**0463. General Power of Competence.** In 2017 the parish council met the qualifying criteria as the Clerk held her CiLCA and 2/3 of the Council had stood for election. Since then some Cllrs have resigned and now less than 2/3 of the Cllrs stood for election therefore QPC does not meet the qualifying criteria. To note this information.

Quidhampton PC resolved to note this information.

Clerk will circulate information on the GPC.

Clerk

**0464. Delegated Powers.** The Clerk has not used any delegated powers since the last meeting.

Quidhampton PC resolved to note this information.

**0465. To note agenda items for the next meeting to be held on Tuesday 23<sup>rd</sup> July 2019.** 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 9.26pm