

QUIDHAMPTON PARISH COUNCIL

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<http://parishcouncil.quidhampton.org.uk/>

Cllrs Bass, Cripps, Fox-Rennie, Hoare, Rowley, Smith, Taylor, West and Whelan.

**You are hereby summoned to attend a virtual Meeting of
Quidhampton Parish Council to be held on Tuesday 7th April
2020 at 6.30pm**

If you are unable to attend this meeting please could you let me know as soon as possible, if sending apologies please ensure they are sent by 10am on Tuesday 7th April.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder, Health and Safety and Human Rights. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (01722 743027) or (quidhamptonpc@btinternet.com) at least 24 hours before the meeting so that every effort may be made to provide access.

Clare Churchill

Clerk to Quidhampton Parish Council

Dated; 3rd April 2020

AGENDA FOR A VIRTUAL MEETING OF QUIDHAMPTON PARISH COUNCIL TO BE HELD ON TUESDAY 7TH APRIL 2020 6.30PM

This meeting will be held virtually¹ and therefore any members of public wishing to make a statement or raise a question should contact the parish clerk before the meeting.

Members of the Public are welcome to attend and are invited to speak if they so wish. If a member of the public wishes to speak, please could they advise the clerk of this intention prior to the start of the meeting?

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.

Questions or Statements

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.

AGENDA

0580. Apologies for absence and to consider whether to approve the reasons given.

Please note that without a reason for absence an apology can not be accepted.

Local Government Act 1972 s85(1).

Failure to attend a meeting for a period of 6 consecutive months will result in a member ceasing to be a member of that authority unless the failure to attend was approved by the authority before the expiry of that period.

0581. Council meeting minutes – to confirm and sign the minutes of the parish council meeting held on 28th January 2020.

Local Government Act 1972 sch 12 para 41(1)

0582. Council meeting minutes – to confirm and sign the minutes of the extraordinary parish council meeting held on 12th February 2020.

Local Government Act 1972 sch 12 para 41(1)

0583. Exclusion of the press and public. To agree any items to be dealt with after the public, including the press, have been excluded under.

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

0584. 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.

¹ In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

- (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.*

Highways.

0585. Traffic issues on Lower Rd. Cllrs Smith and Taylor attended the recent CATG meeting and a report has been circulated. To note the report (see appendix 1).

- (i) To authorise the contribution of £1000 to the feasibility study for the work as agreed with CATG.
(ii) To confirm that Wiltshire Cllr Church will be liaising with WC regarding securing S106 money to fund the highway work.
(iii) To confirm the date of the next CATG meeting as Wednesday 27th May 2020.

0586. To receive an update on the purchase of a defibrillator. Cllrs Bass, Whelan and West to report. Please see attached appendix 2 and 3 listing the progress on this issue.

0587. Emergency Plan update particularly relating to COVID – 19.

Mr J Cater is the Civil Emergency Volunteer.

Mr Cater has called a meeting of the flu group, which has been renamed the Coronavirus group for the immediate future.

A coronavirus Quidhampton Steering Group has been set up – Cllr Rowley to report.

A flyer has been distributed to all households (see appendix 4).

The recreation ground has been closed as per Government advice.

All meetings will now take place virtually until the restrictions are lifted.

The latest information is available on the following websites;

www.wiltshire.gov.uk

<https://www.gov.uk/government/organisations/public-health-england>

0588. Quidhampton Coronavirus Group.

To consider making this group either a committee or a working group of Quidhampton Parish Council. Cllr Rowley to lead. (See appendix 5).

To adopt the Risk Assessment (see Appendix 6).

0589. Quidhampton Speed Indicator Device (SID). To consider the purchase of a SID for Quidhampton.

- (i) To establish a Working Group to consider options for the device, including the location and display.
(ii) To confirm the Cllr who will take responsibility for this device.
(iii) To confirm that the above named Cllr will complete the online training arranged by Wiltshire Council.

0590. Quidhampton Recreation Ground.

- (i) To receive an update on the creation of an area within the recreation ground for wildlife.
(ii) To approve the Risk Assessment for the wild area. Cllr Rowley
(iii) To approve the map for the wild area Cllr Cripps
(iv) To receive an update on the following;
• Rolling the recreation ground Cllr Rowley
• Moles Cllr Taylor
• Removal of the rubbish Cllr Rowley
(v) To consider any complaints made regarding the use of the recreation ground.

0591. Climate change and environmental sustainability. Cllr Taylor to lead.

Proposal: establish a work group to gather information and advice, and help the parish and parishioners know what they can do.

0592. 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
- Grant awarding policy

(ii) And to adopt the following policies;

- 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.

0593. Year ending 31st March 2020.

(i) To note the balance of the accounts

Opening balance £ 2,287.08

Total receipts £21,099.39

Total payments £ 7,961.40

Closing balance £15,425.07

Unpresented cheques £334.00

Balance of parish bank accounts £15,795.57

Authorised funds total £5935.84, leaving a balance of £9,489.23

(ii) To note ring fenced monies and vire across if required.

(iii) To note the current authorised funds held by Quidhampton PC

(iv) To note the current budget and ringfence monies if required.

(v) To note payments made since the last meeting.

(v) To authorise a payment to Quidhampton village hall to cover hall hire for covid-19 group meetings.

(vi) To agree a budget of £500 for the coronavirus group to cover the cost of essential items eg – disposable gloves, printing, hand sanitizer etc. See appendix 7.

(vi) To authorise payments due.

0594. Great British Spring Clean.

To confirm this event was postponed for the foreseeable future following the Covid-19 advice.

0595. Annual Parish Meeting. 16th May 2020.

(i) Due to the current restrictions regarding meetings and self isolation, this meeting has been postponed. To confirm if this meeting should take place.

0596. To consider how to respond to any planning applications made after the publication of this agenda. *Town and Country Planning Act 1990. Sch 1, para 8.*

0597. 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.

0598. To receive updates on the following;

(i) **Community Speed Indicator Device.**

(ii) **VE75.** This event has been cancelled

(iii) **Parish Map.** Cllr Cripps

(iv) **Update on planning application (19/05824) for 600+ dwellings in Netherhampton.** WC delegated the decision to the Planning Officer at a meeting held in December. In addition to this application there is already permission for 20 dwellings in Netherhampton village (18/00510) and 82 dwellings at Harnham Park (18/04067). Whilst no final decision (as of 13th March 2020) has been made the Secretary of State has confirmed that this application can be determined by the LPA. Issues with Harnham Gyratory and Park Wall traffic lights were raised and improvements are planned (no details available).

Quidhampton PC is asked to note the recent report published by the Department of Transport that lists the A36 Park Wall junction as the top delay for Wiltshire.

[drivers-wiltshires-slowest-roads-to-avoid/](#)

0599. 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.

0600. Quidhampton PC website and Councillor emails

(i) Cllr Emails – Cllr Cripps to update.

(ii) Website accessibility statement. Cllr Cripps to update.

(iii) Cllr 'pen portraits' for the website. To confirm that Cllrs will send their 'pen portrait'" to Cllr Cripps for uploading onto the website.

(iv) To note any issues regarding the website

0601. To receive an update of actions from the meeting held on 28th January.

All actions appear as agenda items.

0602. To authorise delegation to the Clerk in the determination of Planning Applications (on a temporary basis) should there be a restriction on the holding of meetings. See appendix 8.

The Clerk will notify all Cllrs via email of the application.

Cllrs will be requested to confirm receipt of the email with a set number of days.

The Clerk will copy (bcc) all Cllrs into the response.

0603. Clerk's Report.

Highways newsletter circulated

Various updates for COVID-19 – circulated

Correspondence about the Coronation Sq car park – advised they contact WC who are responsible.

Contact re overgrown hedges – asked for further information which hasn't been provided.

Contacted WC waste and recycling re the different days for blue bin collection at Coronation Sq.

Email enquiring about the increase in the Quidhampton element of the council tax – reply sent stating why and email sent to all cllrs in case any others questioned the increase.

SWWAB met on 29th January – focus on mental health (young people).

CATG met on 26th February

OFWG met on 11th March.

0604. To note agenda items for the next meeting to be held on Tuesday 26th May 2020. Please note all agenda items should be sent to the Clerk before 9am on 14th May 2020.

Appendix 1

We attended the meeting as planned, and I acted as spokesperson for the PC, presenting the work group's proposal in our report.

Paul didn't attend being away on business, however had prepared the slides.

Following discussion, the conclusion was reached by the CATG meeting to proceed towards implementing the whole scheme described in our report.

Topographical and other studies would be undertaken with an estimated cost of £4000, with £3000 allocated from the CATG budget, and a request that £1000 (25%) of that be contributed by QPC. A partial scheme to adopt only the footway improvements was not considered effective on its own. In addition, Councillor Pauline Church would contact officers within Wiltshire Council to pursue funding (e.g. via S106 provisions relating to future housing plans in Harnham).

Personally, I think that's a good result for the village. It was heartening that everyone at the meeting was very understanding of the situation in Quidhampton, and appreciated the efforts the village itself was making (eg. SID and CSW)

Action - we should please put the request to assign our PC contribution of £1000 on the agenda for the next PC meeting. I had the impression that expenditure would be unlikely to be requested until April (when the budget would contain the additional provisions we agreed to be made in the precept)

Appendix 2

Defibrillator Update March 2020 – The Defib working group

Following extensive research and comparisons of the best and most appropriate units on the market and the deals available from various charitable and non-charitable organisations, a table has been compiled that compares the three most suitable options (please see attached document). The table includes the features, specifications and accessories that are included or that would be required as additional purchases. The on-going costs not featured in the table that would be the same for every option include the electrical costings – approximately £30 per annum to maintain the connected cabinets thermostatically controlled element and lighting and the one-off fitting cost which is quoted at £100 and is VAT exempt.

Included in the attached document is the pricing for a bespoke option that includes all the best elements from the package deals into one. This is the most expensive option but would equate to the best quality and most appropriate products. It is now for the council to discuss these recommendations and decide which they would like to support and agree. Products purchased would be delivered and ready for installation between 5- and 14-days post payment depending on the company with which the order is placed.

Training and familiarisation sessions are only included in the community heartbeat offer. Mandy is happy to provide training and familiarisation sessions free of charge to the community as a qualified AED instructor and would just need a date and venue to be arranged for this.

Finally, our local ambulance trust has been contacted for advice on registering the Quidhampton Defib with the national network (The Circuit) and this is achievable through an online document which can be completed once the defib is in place.

For appendix 3 please see separate sheet.

Appendix 4

You Have Coronavirus? Told to Isolate? Need Help?

As you know, we have been warned that we could suffer an outbreak of Coronavirus soon. The advice for anyone who is experiencing a cough, or a fever, or a shortness of breath, is to **stay indoors** and call the NHS on **111**, even if the symptoms are mild.

John Cater, Parish Emergency Coordinator, is coordinating a group of villagers who will support people who have been identified by the NHS as having Coronavirus, or those who have been told to isolate by staying indoors, and who need help.

If you have been diagnosed or told to isolate by the NHS and you need help with, for example: essential shopping or collecting medicines, contact John Cater. You are not alone; a member of the Coronavirus Group will then contact you to try to provide support from within the village. This is not an alternative to the NHS or Social Services; it will simply be Quidhampton villagers looking after each other.

John Cater: 01 722 744 079 or joka.cater@gmail.com In John's absence contact Jane Taylor 01 722 744 534, or janee4taylor@btinternet.com

If you would be prepared to help a villager in this way, please let John know so that we can increase the number of volunteers. **Please Keep this Flyer for Reference.**

Appendix 5

A committee must meet at a meeting that is open to the public and publish the agenda for the meeting 3 clear days before the meeting.

A working group may meet in private but is not permitted to make a decision, it can only recommend a proposal which then must be considered by the parish council at a meeting that is open to the public and advertised in accordance with the Local Government Act 1972 Sch 12 para 2.

A committee is permitted to make a decision if the terms of reference of that committee state it may (subject to exemptions). However the Terms of Reference must be agreed by Quidhampton PC and that will require an additional meeting.

The Insurance Broker has emailed the terms the insurance company requires, this has been circulated by email.

For appendix 6 please see separate sheet.

Appendix 7

Note that the funds can't be used to reimburse shopping to individuals, any parishioners experiencing financial difficulties will be directed to Wiltshire Council for assistance.

All expense claims should be sent to the Parish Clerk, preferably via email.

Expenses that fall within the budget that total less than £100 the Clerk has delegated authority to reimburse the expense upon production of a valid receipt.

Expenses exceeding £100 must be notified to the Council and email authorisation sent to the Clerk to reimburse the expense on the production of a valid receipt.

Any expenses that will result in exceeding the agreed budget must be agreed at the next meeting of Quidhampton Parish Council.

Appendix 8.

Under the Local Government Act 1972 s101 (1).

<http://www.legislation.gov.uk/ukpga/1972/70/section/101>

A Parish Council may delegate responsibility to;

- | | |
|------------------|------------------------------|
| (i) A committee | (ii) A sub committee |
| (iii) An officer | (iv) Another local authority |

As Quidhampton PC does not have (i) and (ii) it limits the options.

Under no circumstances may a power be delegated to a Cllr or to more than one Cllr.