

MINUTES OF A VIRTUAL MEETING OF QUIDHAMPTON PARISH COUNCIL HELD ON 7TH APRIL 2020

Present; Cllrs Bass, Cripps, Fox-Rennie, Hoare, Rowley, Smith, Taylor, West and Whelan.
In attendance; Mrs C Churchill (Clerk). Wiltshire Cllr Pauline Church. 1 member of the public.
Apologies; None

Cllr Rowley welcomed everyone to the first virtual meeting of Quidhampton PC.
This meeting was being held 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.

The meeting was held using ZOOM and the meeting was hosted by Cllr Taylor.

Questions or Statements

The Clerk had received several emails regarding traffic on the A3094, all of which had been circulated to Cllrs. Cllrs confirmed they had received the emails.

The Clerk has acknowledged each email and advised it will be discussed at a future meeting.

The emails all raise concerns at the traffic on the A3094 with a request that Quidhampton PC looks at traffic calming measures inc additional signage.

A further email was received late on the day of the meeting regarding the proposed traffic calming in Lower Rd, Clerk will circulate this to all Cllrs.

Mr Cater has asked if a copy of the coronavirus flyer that has been circulated to all households, can be displayed on the parish council notice board.

Report from Wiltshire Cllr Pauline Church

Wiltshire Council is working 7 days a week dealing with the current crisis.

Currently circulating the WC press releases to all Cllrs, all Cllrs confirmed they were happy to continue receiving these.

Schools will be open for children of keyworkers and vulnerable children over the Easter holidays.

Free school meal vouchers are available

Business support, received £106million from central Govt, WC has identified 8000 businesses and so far issued £3million to businesses.

Also business rate relief plus funds for hospitality businesses.

Wiltshire wellbeing hub has been set up for the most vulnerable residents (about 5000 in Wiltshire), this is open 7 days a week (hours vary) and can be contacted by phone or email. Most of the staff are working on this.

Guidance on using zoom- Cllrs shouldn't host calls and don't have another window open on your computer.

Park and Ride sites are all currently closed.

The planning process is continuing as it is essential to keep the system working so when the restrictions are lifted there are approved planning permissions so work can be started.

Concerns on safeguarding, domestic abuse and mental health.

Cllr Cripps confirmed he had heard similar issues regarding the use of zoom.

Cllr Rowley opened the meeting.

0580. There were no apologies for absence

Local Government Act 1972 s85(1).

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

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

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.

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

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. Not required.

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.

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. 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

Quidhampton PC resolved to note the report.

- (i) To authorise the contribution of £1000 to the feasibility study for the work as agreed with CATG.

Quidhampton PC resolved to authorise the contribution of £1000 for the feasibility work.

Clerk to inform CATG.

Clerk

- (ii) To confirm that Wiltshire Cllr Church will be liaising with WC regarding securing S106 money to fund the highway work.

Wiltshire Council Cllr Church confirmed she will be liaising with Planning on the funding agreement.

- (iii) To confirm the date of the next CATG meeting as Wednesday 27th May 2020. This may change depending on covid-19 restrictions.

0586. To receive an update on the purchase of a defibrillator. Cllrs Bass, Whelan and West to report.

Two quotes received for the electrical work (fitting) vary from £100 to £500.

Annual electrical running cost of £30 per annum.

Community Heartbeat Trust has adopted the phone box directly, therefore it can not be used unless that option is agreed, it was agreed that the CHT offer was not ideal and would not be pursued.

Clerk to investigate whether the phone box adoption can be transferred to QPC.

Clerk

Quidhampton PC resolved to purchase the following;

Stainless steel cabinet @ £995 plus VAT

Defibrillator @ £1005 plus VAT

Signage @ £8.40

Rescue pack @ £14.40

Making a total of £2022.80

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 flyer has been distributed to all households.

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>

A coronavirus Quidhampton Steering Group has been set up – Cllr Rowley reported three parish cllrs are part of this Steering Group (Cllrs Hoare, Rowley and Taylor).

Mr Ian Day who was involved in the Ebola virus outbreak management, is providing the PPE and also trained the volunteers.

It was reported that no PPE had been distributed by Mr Day.

WC Cllr Church reported what is happening elsewhere in Wiltshire;

Wilton has a group, as does, Devizes which involve the Town Council

Need ID to protect the volunteers, volunteers should have photo ID to avoid people being ripped off.

The management of controlled drugs when collecting prescriptions.

WC has a fund to cover shopping where residents can't pay.

Clerk advised that to use QPC funds to cover individuals shopping would be unlawful.

Concern was raised on the current system of collection of prescriptions and issues with GDPR.

Cllr Rowley will raise this at the Steering Group meeting on 8th April.

Cllr Rowley

Cllr Taylor reported that he had participated with John Cater in a phone-in organised by Karen Linnaker Community Area Manager, with village and town emergency coordinators/councillors in south and south west Wiltshire. It was expected to be the first of regular phone-ins to share best practices and concerns. One trend was for rural coordination on prescriptions to seem easier. Bulk collection of prescriptions was arranged in some places by one person, comparing with Salisbury with its many GP surgeries and pharmacies with queues.

0588. Quidhampton Coronavirus Group.

To consider making this group either a committee or a working group of Quidhampton Parish Council.

Clerk was asked to advise whether a Committee or Working Group would be better.

Clerk advised that either way will require meetings that are open to the public as decisions may only be made at a meeting that is open to the public, information had been circulated with the agenda.

It was suggested that the cost of obtaining public liability was looked into.

It was stated that the WC volunteer document stated that volunteers are covered by PC insurance.

It was stated that there is current legislation (SARAH or Good Samaritan) that protects volunteers.

Following a long discussion and advice from WC Cllr Church to proceed

Quidhampton PC resolved to make the Coronavirus Steering Group a committee of Quidhampton Parish Council and that Quidhampton PC would accept the risk.

Terms of Reference will need to be drafted and approved at a future meeting.

Ongoing

To adopt the Risk Assessment, circulated with the agenda.

Cllr Rowley confirmed that the Risk Assessment had been signed by Mr Ian Day.

Quidhampton PC resolved to adopt the Risk Assessment.

Clerk requested confirmation regarding Mr Day.

Cllr Rowley confirmed that he works at Porton Down as a consultant.

Quidhampton PC resolved that the coronavirus flyer as delivered to each household should be displayed in the parish council notice board.

Clerk

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.

Quidhampton PC resolved to establish a Working Group consisting of Cllrs Fox-Rennie and Smith and the Clerk. This group may seek external advice re suitable locations.

(ii) To confirm the Cllr who will take responsibility for this device. Item deferred.

(iii) To confirm that the above named Cllr will complete the online training arranged by Wiltshire Council. Item deferred.

0590. Quidhampton Recreation Ground.

Cllr Rowley reiterated that the recreation ground was currently closed as it was not possible to ensure the safety of anyone using it during the current emergency. This was not a decision of Quidhampton PC but one taken and forced upon the parish.

(i) To receive an update on the creation of an area within the recreation ground for wildlife. There was no update. Ongoing

(ii) To approve the Risk Assessment for the wild area. Not available to approve. Ongoing

(iii) To approve the map for the wild area. Not available to approve. Ongoing

(iv) To receive an update on the following;

- Rolling the recreation ground Cllr Rowley
- Moles Cllr Taylor
- Removal of the rubbish Cllr Rowley

No updates were available. Ongoing

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

0591. Climate change and environmental sustainability.

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

It was stated that this should be about the big picture as it is a very important subject.

Quidhampton PC resolved to establish a Working Party consisting of Cllrs Cripps and Taylor.

Cllrs Cripps and Taylor will prepare Terms of Reference for approval at a future meeting.

Cllrs Cripps/ Taylor

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 to prepare these policies for adoption at the next meeting.

Quidhampton PC resolved to appoint a Working Group consisting of Cllrs Cripps, Hoare, Rowley and West (lead) and the Parish Clerk.

Clerk to circulate policies.

Clerk

Clerk confirmed that the current policies were based on model policies that had been through legal scrutiny by either NALC or the SLCC.

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

Quidhampton PC resolved to note the financial information. There were no questions.

(iii) To note ring fenced monies and vire across if required. Quidhampton PC noted the ring fenced monies and made no changes.

(iv) To note the current authorised funds held by Quidhampton PC. Quidhampton PC noted the current authorised funds.

(v) To note the current budget and ringfence monies if required. The budget had been circulated, there were no questions.

(v) To note payments made since the last meeting. Payments totalling £1605.26 have been made,

12th Feb £411.37

Standing Orders £85 (ICO and recreation ground rent)

30th March £1108.89 following email confirmation from Cllrs.

All payments were within the agreed budget. All payments are inc in the total payments listed above.

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

Quidhampton PC resolved to fund the cost of village hall hire for the recent coronavirus meetings.

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

Quidhampton PC resolved to allocate a budget of £1000 for the coronavirus group.

All payments under £200 must be approved by two of the following Cllrs – Cllrs Cripps, Fox-Rennie and Rowley.

All Cllrs will be informed of any expenditure.

Any item exceeding £200 must be referred to Quidhampton PC for approval prior to payment.

It was noted that this budget is not for personal shopping.

Cllr Taylor informed the council that he would contribute the cost of the zoom subscription.

Quidhampton PC wished to thank Cllr Taylor for this gesture.

(vi) To authorise payments due. One payment remains outstanding for mowing expenses, currently waiting for the invoices before payment can be prepared. Clerk

0594. Great British Spring Clean.

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

Quidhampton PC resolved to note this event had been cancelled.

0595. Annual Parish Meeting. 16th May 2020. Due to the current restrictions regarding meetings and self isolation, this meeting has been postponed. To confirm if this meeting should take place.

Quidhampton PC resolved that this event should be cancelled.

0596. To consider how to respond to any planning applications made after the publication of this agenda. There were none. *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.

Footpath between Quidhampton and Lower Bemerton needs clearing.

It was reported that Mr Edge was still getting updates regarding the Parish Steward, Clerk to contact WC and change this. Clerk

Cllr Rowley asked the Clerk to report the Parish Steward issue. Clerk

0598. To receive updates on the following;

(i) **Community Speed Indicator Device.** This has been returned from the manufacturer and it is believed to be working but needs to be tested on site. This will be done once the restrictions allow.

Clerk

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

(iii) **Parish Map.** No update available.

(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/](#)

Quidhampton PC noted the information.

0599. To receive brief reports from Cllrs.

Concern raised regarding a vulnerable resident who is going out daily. Cllr Rowley will raise this at the Steering Group meeting on 8th April. Cllr

Rowley

Several parishioners have mentioned the traffic speeds have increased due to the reduced traffic.

0600. Quidhampton PC website and Councillor emails

(i) Cllr Emails – Cllr Cripps confirmed the emails are set up and he will send out details so everyone can access them. Cllr Cripps / All Cllrs

(ii) Website accessibility statement. Cllr Cripps reported that the website is currently 75% compliant, the remaining 25% are minor issues that will be resolved. Cllr Cripps

(iii) Cllr 'pen portraits' for the website. To confirm that Cllrs will send their 'pen portrait' to Cllr Cripps for uploading onto the website. All Cllrs were asked to send Cllr Cripps a short pen portrait. All Cllrs

(iv) To note any issues regarding the website. Cllr Cripps is currently looking at making the website easier to find documents and would welcome suggestions. All Cllrs

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.

Delegation is no longer required as councils may now meet virtually.

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.

Quidhampton PC noted the information, there were no questions.

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.

Cllr Rowley closed the meeting at 8.36pm.