

# DRAFT MINUTES OF A VIRTUAL MEETING OF QUIDHAMPTON PARISH COUNCIL HELD ON 28<sup>TH</sup> JULY 2020

**This meeting was held virtually using zoom, hosted by Cllr Taylor.**

Present; Cllrs Bass, Cripps, Fox-Rennie (from 7.03pm), Hoare, Rowley (from 6.43pm), Smith, Taylor, West and Whelan.

In attendance; Mrs C Churchill (Clerk). Wiltshire Cllr Pauline Church. 4 members of the public.

## **Questions or Statements**

A parishioner wished to speak about the proposed nature / rewilding project. Keen to see the project is progressing, it is all very positive and would like the council to give it its full approval.

Concerned about the cutting of trees around the recreation ground and would like clarity on this.

Against the cutting back of the trees.

A member of Community Speed Watch (CSW) informed QPC that CSW has recently started again following covid-19 closedown and would like to know the status of the Speed Indicator Device (SID).

Many parishioners have asked about the status of the SID.

Cllr Rowley confirmed that the purchase of a SID was on the agenda.

## **Report from Wiltshire Cllr Pauline Church.**

With regards to the previous comment about a SID, Wilton Town Council (WTC) is looking at purchasing a SID of their own and agrees that parishes should own their own SID.

Quick update on covid-19, the handover to recovery is now complete and Wiltshire Council (WC) will be responsible for any local lockdowns.

Notification on the third tranche of funding which eases the potential £36million deficit and it now looks like the budget will balance. Aware of local media reports on WC finances.

The Wiltshire Wellbeing Hub remains open but with reduced demand.

Recently followed up the traffic calming funding regarding the Netherhampton planning application.

Aware that Community Area Transport Groups (CATG) has agreed to a £4000 feasibility study of which QPC is contributing £1000.

As of 1<sup>st</sup> July changed cabinet responsibilities and is now in charge of finance.

Questions from Quidhampton PC Cllrs and the response.

- Quidhampton is continuing to work with the covid-19 group, how does this work for WC?

Cllr Church explained that WC has to keep applying to central government and also is continually lobbying MPs for more funding.

- Has there been any feedback on the schemes put forward and the plans for Salisbury regarding traffic?

The plans for Salisbury should prevent rat running through the centre of Salisbury and create more opportunities for pedestrians.

- There has been a big push on obesity so might there be more funding for cycle routes and footpaths?
- By removing the rat-run in Salisbury the problems will be pushed further out and this may affect Quidhampton?

Concerned on the rat running through Lower Bemerton and Quidhampton.

- Has there been any feedback on the walking scheme that took place last summer?

Can't recall the outcome but will find out.

Cllr Rowley opened the meeting at 7.04pm

**0631. There were no apologies for absence.** *Local Government Act 1972 s85(1).*

**0632. Council meeting minutes** – to confirm and sign the minutes of the virtual parish council meeting held on 26<sup>th</sup> May 2020.

0624. Insert

Quidhampton PC resolved that the defibrillator cabinet should be installed at the rear of the White Horse before it states Cllr Hoare abstained.

Quidhampton PC resolved to accept the previously circulated Minutes which were taken as read, approved with the amendment above and will be signed by the Chairman when possible.

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

**0633. 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.*

**0634. 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.
- (iii) Cllrs confirmed that their register of interests on the WC website is up to date. Cllrs were reminded that it is their responsibility to keep their register up to date.  
Cllr Rowley confirmed he had recently updated his register.  
*Localism Act 2011. S 33.*

**0635. Draft Protocol for Remote Meetings of Quidhampton Parish Council.**

To adopt the draft protocol as recommended by Wiltshire Association of Local Councils (WALC).  
Quidhampton PC resolved to adopt the draft Policy.

**0636. Re-wilding. To create an area(s) within the parish.** To agree to an area(s) for rewilding and the timetable for this project. A map had been circulated with the agenda showing the areas for the following within the Recreation Ground.

- Native hedging on the northern boundary consisting of sloe, hawthorn and elder.
- Fruit trees to be planted north of the main gate and between the new equipment and the football goal on the eastern side.
- Willow structure to be placed near the new equipment
- Natural habitat areas to be created west of the stile and east of the pedestrian gate, these areas will be marked with low fencing and allow to grow what is already present.
- Underplant bulbs along the hedging.

Cllr Whelan outlined the project and explained she has contacts both locally and at the Eden Project. Finance – there will be fundraising and it is hoped that the fundraising will cover the costs. Would like to get children involved with this project.

Questions;

- Need to check the hedging and trees with regards to the football pitch.  
This is not a marked pitch and so this is not a problem.
- Watering the trees – is there access to water?  
Will use volunteers and water containers, possibly ask a neighbour for access to water.
- Is the willow structure ok for the area?  
Yes, they are in schools so there isn't an issue.
- Maintenance of trees?

Cllr Rowley has approached a tree specialist asking if they could look at the trees currently growing in the area, awaiting feedback. Ongoing

Cllr Whelan confirmed that they are setting up a Quidhampton Nature Project – this is independent of Quidhampton PC.

Quidhampton PC resolved to agree to the wild areas subject to costing.

**0637. Quidhampton Recreation Ground.** The actions from the last meeting regarding a partial reopening were all completed, daily checks of the fence were undertaken. Guidance changed and the play area was reopened on 4<sup>th</sup> July. A team of volunteers worked to clear the long grass and make the recreation ground fit to use again.

The recreation ground.

- (i) Grass cutting. Currently there are issues with the parish mower and it needs considerable maintenance or replacing.

A report had been circulated showing options available.

Two quotes for grass cutting had been received, other contractors had not responded.

Cllr Whelan asked for this to be deferred so a contractor she had approached had the opportunity to respond.

Quidhampton PC resolved to defer a decision but did agree that repairing the existing mower is not to be pursued.

Cllr Whelan will draft a contract for the grass cutting.

Cllr Whelan

Cllr Whelan will speak to the current operator and ask for dates the grass is cut to be included with the invoice.

Cllr Whelan.

To confirm the preferred option.

- (ii) To receive an update on the following; all actions are ongoing
- Rolling the recreation ground Cllr Rowley
  - Moles Cllr Taylor
  - Removal of the rubbish Cllr Rowley
  - Fencing issue with farmer. Clerk
  - New safety surfacing. Cllr Cripps / Clerk
- (iii) Emptying of the litter bin. A contract has been agreed with idVerde to empty the litter bin on a fortnightly basis, if required this may be reduced to one every three weeks. Quidhampton PC resolved to note this information. The cost of emptying the bin will be paid for using the previously authorised sum to empty the bin (currently included in authorised funds).
- (iv) To agree to move the litter bin so that it can be accessed by dog walkers without them having to walk into the recreation ground. Moving the bin outside of the recreation ground was discussed, Clerk advised the path is Wilton Estate and WC so permission would be required. Quidhampton PC resolved to move the litter bin to the right of the pedestrian gate within the recreation ground.
- (v) Vegetation surrounding the recreation ground. The brambles in the top right corner (by the stile) require cutting back. To agree to when this should be done. Quidhampton PC resolved the area needed to be kept tidy but the date for doing this would be discussed at the September meeting. Ongoing
- (vi) Benches in the recreation ground. Both benches need a little maintenance. To agree to get quotes. Quidhampton PC resolved to get quotes.

- (vii) Cllr Hoare will ask a contact who has recently restored a bench. Cllr Hoare  
 Cleaning of the play equipment. All of the equipment would benefit from a thorough  
 clean. To agree to getting this done.  
 Quidhampton PC resolved to arrange a recreation ground working day and this will be  
 co-ordinated with the nature group.
- (viii) To consider any complaints made regarding the use of the recreation ground. None  
 received except comments regarding the brambles by the stile which were removed  
 by a Cllr.

### 0638. Highways.

(i) Purchase of a Speed Indicator Device. The current SID does not work, it has been returned to the  
 manufacturer. Quidhampton PC is asked to consider purchasing a SID for the parish only.  
 Cllrs Fox-Rennie and Smith have looked at SID costs and feedback from local parishes on which device  
 they use.

The majority of parishes all used the same SID and all had positive feedback.

Questions raised over the data and what data can be obtained which led to further questions on what the  
 data would be used for. Quidhampton has already obtained support for road calming and has an active  
 CSW team in place as well as a 20mph limit.

The preferred device has a top limit that shows to prevent speeders.

Poles will be required for it to be fixed to and WC permission will be required for these.

Cllrs Fox-Rennie and Smith to circulate specification to all Cllrs by 7<sup>th</sup> August. Cllrs Fox-Rennie and Smith  
 Cllrs to respond by 21<sup>st</sup> August.

All Cllrs

Quidhampton PC resolved to meet on Tuesday 25<sup>th</sup> August for an extraordinary meeting (1 item agenda)  
 to confirm the purchase. This will be held via zoom.

Clerk

Cllrs were asked that any contact with the suppliers must go through Cllrs Fox-Rennie and Smith, no  
 Cllrs should contact suppliers directly.

All Cllrs.

(ii) To receive an update of available on:

- Lower Road – traffic calming scheme – this was covered in WC Cllr Church's report.
- A3094 – request for a metro-count – requested but not usually done during school holidays
- A3094 and lower Rd – request for improved signage for the National Cycle Route. Requested but  
 as yet no feedback.

Council is asked to note that due to the restrictions the South West Wiltshire Area Board (SWWAB) CATG  
 meetings have been cancelled. The next meeting is scheduled for autumn 2020.

### 0639. Year ending 31<sup>st</sup> 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 £334.50

Balance of parish bank accounts £15,795.57

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

Quidhampton PC noted the financial information, there were no questions.

(ii) To note the report from the Internal Auditor

Quidhampton PC resolved to note the report from the Internal Auditor (insert key holder for marquee on  
 the asset register).

Quidhampton PC confirmed that the only key holder for the marquee is The White Horse.

(iii) To approve and sign the Annual Governance Statement.

Quidhampton PC answered each assertion.

Quidhampton PC resolved that the Chairman and Clerk should sign the Annual Governance Statement (section 1).

**(iv)** To approve and sign the Accounting Statement.

Quidhampton PC resolved to approve the Accounting Statement (section 2)

Quidhampton PC resolved that the Chairman and Clerk should sign the Accounting Statement.

**(v)** As neither the total income or expenditure exceeds £25,000 the council can confirm it is exempt from a limited assurance audit.

Quidhampton PC resolved that as the total income was £21,099.39 and the total income was £7,961.40 it was exempt from a limited assurance review.

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

**(vi)** To confirm the Clerk will ensure the relevant papers are submitted to the External Auditor.

The Clerk confirmed she will meet with the Chairman the following day to get the papers signed and the certificate will be sent to the External Auditor. Clerk

Quidhampton PC thanked the Clerk for providing all the information.

*Account and Audit Regulations 2003 reg 4. Local Government Act 1972 s150(5)*

#### **0640. Year ending 31<sup>st</sup> March 2021.**

(i) To note the balance of the accounts

Opening balance £15,425.07

Total receipts £ 5,751.93

Total payments £ 3,979.05

Closing balance £17,197.95

Unpresented cheques £0.00

Balance of parish bank accounts £17,197.95. This includes previously authorised funds of £6929.64

Quidhampton PC resolved to note the information, there were no questions.

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

Quidhampton PC resolved to transfer £473.20 into recreation ground maintenance and £500 into road safety, Both sums were the remaining balance from 2019/2020 financial year.

(iii) To note the current budget

Quidhampton PC resolved to note the current budget spend.

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

Quidhampton PC resolved to note that the defibrillator had been paid for, this was from the grant obtained by SSE

(v) Zoom. Currently the parish council meet using zoom. To confirm to pay towards a subscription for future meetings.

Quidhampton PC resolved that it would continue to use the zoom subscription purchased by Cllr Taylor.

Quidhampton PC thanked Cllr Taylor for the offer.

(vi) Grass cutting invoices. One invoice for grass cutting from April to June and one invoice for fuel has been received. To confirm payment.

Quidhampton PC resolved that the grass cutting payment should be made but that in future the dates of grass cutting are included with the invoice.

Clerk to pay the invoice.

Clerk

Cllr Whelan to request the grass cutting dates are attached to the invoice.

Cllr Whelan

(vii) To authorise payments due.

Quidhampton PC resolved to authorise payments totalling £1251.17

There is an invoice for hall hire (covid training which has not yet been received, Clerk to follow this up).

**0642. Quidhampton House Finder.** The original House Finder has been thoroughly reviewed.

(i) To confirm that the House Finder should include the following properties which are outside of Quidhampton parish boundary but have Quidhampton in the address.

- Beech Cottage, Penning Road
- The Daye House, Netherhampton Road

Quidhampton PC resolved that both the properties listed above should be included in the House Finder.

(ii) To confirm that the attached House Finder should be sent to the Printer for printing.

Council is asked to note that the original quote was for two minor amendments and that this version may be more expensive to have reprinted.

Quidhampton PC resolved to send the final version to the printer for printing.

Clerk

**0643. To respond to the current consultation on the Local Government Association (LGA) revised Model Code of Conduct.** Following consultation a draft revised code of conduct has been drafted and views are invited on the draft.

Quidhampton PC resolved not to make a response from the council.

Cllrs were reminded that they can respond as individual cllrs.

**0644 Safeguarding Policy for Quidhampton PC.** It has been noted that QPC does not have a safeguarding policy. A draft has been circulated with this agenda.

Cllr Whelan will review the draft policy.

Cllr Whelan

Adoption to be deferred to the September meeting.

**0645. 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.*

**0646. 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.

Clerk had had reported some signs in need of cleaning and these were cleaned within a week.

Please report any issues using the MyWiltshire system either via phone or computer.

**0647. To receive updates on the following;**

(i) **Defibrillator.** This has been received and will be sited shortly. There was a brief discussion on training which will be arranged when restrictions allow.

Instructions for use will be displayed on the Quidhampton PC website and also posters on the village noticeboard.

Training will also be provided for the staff at the White Horse.

The defibrillator working group will discuss signage.

Defibrillator WG

(ii) **Community Speed Indicator Device.** Covered in 0638(i)

(iii) **Parish Map.** Cllr Cripps had nothing to report.

(iv) **Update on planning application (19/05824) for 600+ dwellings in Netherhampton.** This application was approved on 25<sup>th</sup> June 2020.

**0648. 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.

Cllr Taylor - Quidhampton virtual art exhibition, a lot of pleasant feedback.

Cllr Taylor – application for a village hall grant was successful.

Cllr Smith – CSW has restarted and currently had police support on three occasions.

Cllr Hoare – ongoing problem with dog fouling on the footpath and wished to display signs. Clerk reminded Quidhampton PC that the path is a WC right of way and the landowner is Wilton Estate and permission should be obtained from WC.

Wiltshire Cllr Church asked Cllr Hoare to email her with regards to putting up signs.

Cllr Hoare – launching a photo competition to raise money for Macmillan Cancer and The Quidhampton Nature Project. The pictures will be used for a 2021 calendar.

**0649. Quidhampton PC website and Councillor emails**

(i) Cllr Emails – Cllr Cripps confirmed all emails are set up and he will arrange a zoom session to explain how they should be used.

Cllr Taylor has just started using his Cllr email.

(ii) Website accessibility statement. Cllr Cripps has used a format tool and all is ok.

(iv) Cllr 'pen portraits' for the website. Most Cllrs have sent their 'pen portrait'" but a couple are still missing, please send if not already done so.

(iv) To note any issues regarding the website. There were none.

**0650. To receive an update of actions from the meeting held on 26<sup>th</sup> May.**

2. (0592) Clerk to circulate the policies.

3. (0593.vi) Clerk has received and paid the invoices for the year ending 31<sup>st</sup> March 2020.

Quidhampton PC noted the above information.

**0651. Clerk's Report.**

Confirmation of CATG meetings being postponed

Emails from WC re coronavirus.

Emails from WALC and National Association of Local Councils (NALC)

WC email regarding the reopening of libraries

Email confirming that Salisbury CC has achieved Gold status in the Local Council Award Scheme (LCAS) – Clerk sent congratulations to the council and clerk

Police update – new PC covering the area – circulated. Both PC Holland and PC Barrett and both PCSOs supported CSW in the village.

Quidhampton PC noted the above information.

**0652. Meeting dates for Quidhampton PC.**

The May 2021 meeting needs to be moved as the 4<sup>th</sup> Tuesday falls outside of the 14 day period. The election is on 6<sup>th</sup> May so the meeting must be held on or before Monday 24<sup>th</sup> May.

Quidhampton PC will meet on either Tuesday 11<sup>th</sup> or Thursday 20<sup>th</sup> depending on hall availability. Clerk to check hall availability. Clerk

**0653. Terms of Reference for the Climate Change Working Group.** Please see the attached Terms of Reference.

Quidhampton PC discussed the previously circulated Terms of Reference.

Next agenda – to establish the Working Group on Climate Change,

To adopt the terms of reference for the climate change working group.

**0654. To note agenda items for the next meeting to be held on Tuesday 22<sup>nd</sup> September 2020.**

Please note all agenda items should be sent to the Clerk **before 9am on Thursday 10<sup>th</sup> September 2020.**

Cllr Rowley closed the meeting at 9.38pm