

# DRAFT MINUTES OF A MEETING OF QUIDHAMPTON PARISH COUNCIL HELD ON 24<sup>th</sup> NOVEMBER 2020.

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

Present; Cllrs Cripps, Rowley, Smith, Taylor and West.  
In attendance; Mrs C Churchill (Clerk). Wiltshire Cllr Pauline Church. 1 member of the public.

The Clerk has received two questions via email.

- Has the location for the Speed Indicator Device been agreed?

Clerk had responded explaining the process and that suitable locations had been agreed.

- What can be done with litter collected from the street?

Clerk had responded and advised that waste could either be disposed of in the street litter bins or in the collector's household waste bin.

Report from Wiltshire Cllr Pauline Church – received by email.

## **Covid-19**

Covid Cases updated from Kate Blackburn, Director of Public Health as at 23/11/2020

680 positive cases in the last 7 days

136 cases per 100,000 (was 100 per 100,000 last week)

Over 60's cases also continuing to rise – 90 cases per 100,000

51 unique educational establishments impacted with 3,919 pupils self isolating

It is uncertain whether Wiltshire will be in tier 1 or 2 after lockdown ends on 2<sup>nd</sup> December, we should know by the end of this week.

## **Local Test and Trace**

Now operational – this is a service provided by Wiltshire Council where national test and trace does not locate individuals it is referred to local authorities to track and communicate advice. If you receive a call from 0300 456 0100 please be sure to pick it up.

## **Business Grants**

Two new business grants are now live – the Local Restrictions Support Grant and the Additional Restrictions Grant which is discretionary – all details and links to apply are on the Wiltshire Council website.

## **People Friendly Salisbury**

The scheme has been suspended indefinitely at the request of Salisbury City Council and Salisbury BID. Wiltshire Council are looking to retain some of the SWLEP (Swindon and Wiltshire Local Enterprise Partnership) funding for the complementary schemes such as cycle parking, cycle maintenance schemes, improvements to Culver St car park and Shop Mobility, e-cycles, new bus stops on Blue Boar Row/New Canal and wayfinding improvements.

## **Salisbury Cycleway Consultation**

This will be launched in the next week or so and include the existing Brown St/Exeter St cycleway scheme and an extension of the scheme to the hospital via Britford park and ride.

## **Salisbury River Park**

An exciting flood mitigation initiative from Ashley Road to The Maltings to lower the flood risk of 250 additional homes and 100 additional businesses now in scope due to the re-modelled flood plan from the Environment Agency as a result of flooding in 2013/14. The scheme will also introduce re-wilding and improved amenity land connecting Stink Pot Alley to The Old Mill at Harnham. It also unlocks regeneration of The Maltings and the wider Salisbury area which could not be redeveloped without reducing the flood risk. There is a 7 week consultation that started on 19<sup>th</sup> November and 2 live broadcasts 6pm 24<sup>th</sup> Nov and 2pm 15<sup>th</sup> Dec.

## **Local Plan Review and Quidhampton Quarry**

Cabinet papers published yesterday features the first iteration of the Local Plan Review (800 pages!) which will be presented at cabinet next week. Quidhampton Quarry (Imery's) is featured. Public consultation begins in January 2021 and it is expected it will be adopted in 2023. If there are any questions or I can help with anything – please just let me know.

### **Cllr Rowley opened the meeting at 7.41pm**

#### **0679. There were no apologies for absence.**

Cllrs are asked to note that since the last meetings Mrs Bass, Mrs Hoare and Ms Whelan have all resigned from Quidhampton PC.

Clerk to display the notice of vacancy when received.

Clerk

*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.

#### **0680. Council meeting minutes** – to confirm and sign the minutes of the virtual parish council meeting held on 22<sup>nd</sup> September 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)*

#### **0681. 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.*

#### **0682. 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 to confirm that their register of interests on the WC website is up to date. Cllrs are reminded that it is their responsibility to keep their register up to date.  
No changes reported. *Localism Act 2011. S 33.*

#### **0683. Climate Change Working Group.**

(i) To adopt the draft Terms of Reference.

Quidhampton PC resolved to adopt the Terms of reference.

(ii) To confirm the Cllrs on the Climate Change WG.

Cllrs Rowley and Taylor will be on the working group.

#### **0684. Safeguarding Policy for Quidhampton PC.**

To adopt the Safeguarding Policy

The circulated policy was discussed and it was agreed that the detail needs to be simple so that the policy doesn't restrict future events at the Recreation Ground.

Clerk to send the original policy (previously circulated in April) to Cllr West.

#### **0685. Quidhampton Recreation Ground.**

- (i) To note that the weekly visual check of the recreation ground is being undertaken and recorded.  
One new issued was reported regarding the wild area, concern emailed to Cllr Rowley.  
Cllr West will contact Ms Whelan. Cllr West.

- (ii) To receive an update on rolling the recreation ground Cllr Rowley confirmed this was not possible during lockdown. Ongoing
- (iii) Fence. The old gates have been removed and no longer rest against the fence. The fence is damaged in several places and quotes to repair this damage have been requested. The Clerk contacted the Estate who replied and copied in the farmer, the clerk also emailed the farmer but to date there has been no contact from the farmer. Quidhampton PC agreed that there must be a stock fence if stock are kept in the field. Cllr West will contact the farmer and ask his intentions. Cllr West
- (iv) Safety Surfacing. The company that installed the surfacing will not visit without charging, Clerk has contacted two independent persons who have agreed to look at the issue however this has been delayed due to Lockdown 2. Ongoing
- (v) Trees at the recreation ground. To consider a report regarding maintenance of the existing trees which require pruning. Ongoing
- (vi) 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 that the access must be maintained and thanked Cllr West for trimming the brambles back.
- (vii) Benches in the recreation ground. Both benches need a little maintenance. No quotes received.  
Bench 1 – the metal ends and support could be prepared and powder coated and the wooden slats replaced.  
Bench 2 – this is situated behind the football goal. It is a concrete and wood bench, the concrete supports are damaged.  
To replace and resite the bench.  
Cllr Rowley will get a quote and f/w to the Clerk. Cllr Rowley  
Clerk to get a quote for treating the metalwork. Clerk  
Clerk to get a quote for a new bench. Clerk
- (viii) Cleaning of the play equipment. Cllr West and Mr West have tidied up the edges to the safety surfacing which is a great improvement. To receive an update on the cleaning. To be considered in the spring. Ongoing
- (ix) The annual inspection has not yet been received, it will be circulated once received. Ongoing
- (x) To consider any complaints made regarding the use of the recreation ground. None received.

### 0686. Highways.

To note the following updates on:

- (i) Lower Road – traffic calming scheme. No change since the last meeting. Ongoing
- (ii) A3094 – request for a metrocount, this has been completed and the results received and circulated.

	7 day average speed	7 day 85%	% travelling over PSL	% travelling 10% over PSL (46mph)	% travelling 15% over PSL (55mph)	Average traffic weekday	7 day ave traffic	Weekly totals
Northbound	34.2	40	14.9%	3.1%	0.3%	5647	5276	36931
Southbound	34.9	40.5	16.8%	3.4%	0.3%	5877	5462	38233
Combined	34.6	40.3	15.9%	3.2%	0.3%	11524	10768	75164

PSL – posted speed limit

The traffic consisted of;

Bicycles	0.31%
Motorbikes	0.74%
Cars	77.94%
Vans	14.22%
Lorries	4.05%
HGVs	2.26%
Buses	0.47%

As the 85%<sup>1</sup> does not meet the criteria the recommendation is no further action.

To note the results and recommendation.

Quidhampton PC resolved to note the results.

Cllr Cripps will place this on the website along with an explanation regarding 85%. Cllr Cripps

- (iii) Speed Indicator Device. This has been ordered and should be received before the end of 2020. The NAL sockets have been requested and are on the list but unlikely to be installed until the end of the financial year.  
Quidhampton PC resolved to note the information.

**0687. Parish Steward.** To note items to be added to the list. All issues should be reported using MyWilts (anyone can report an issue) as it is then logged onto the system.  
Potholes were reported, to be reported on the MyWilts app.

**0688. Policy Review.** Cllr West has reviewed the following policies;  
Standing Orders - adapt and adopt the new model SOs  
Financial Regulations – adapt and adopt the new model financial regs.  
Complaints Policy

It is recommended these policies are updated to show the date reviewed and date of next review and uploaded to the parish council website.

Code of Conduct – no change required.

GDPR policies

Quidhampton PC resolved to upload the documents, as drafts, to the parish council website.

Cllr Cripps.

Clerk to confirm the date the Code of Conduct was adopted.

Clerk

Clerk to send word version of Standing Orders and Finance Regulations – Clerk explained this had been attempted but was an issue due to file size.

Clerk

**0689. Year ending 31<sup>st</sup> March 2021.**

(i) To note the balance of the accounts

Opening balance £15,425.07

Total receipts £11,502.61

Total payments £ 6,200.15

Closing balance £20,727.53

Unpresented cheques £60.00

Balance of parish bank accounts £20,787.53. This includes previously authorised funds of £6687.34 leaving an available balance of £14,040.19

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

<sup>1</sup> The concept of the 85%ile speed has been developed from the considerable body of research and observation carried out to analyse driver behaviour. It is the highest speed at which most drivers can be considered to be driving sensibly and in a manner appropriate for the prevailing conditions. Those drivers exceeding the 85%ile value are therefore much less likely to Wiltshire Council May 2012 conform to reasonable patterns of behaviour and consequently would pay little regard to safety enforcement measures. The 85%ile value can therefore be regarded as a cut off point beyond which safety measures would have no reliable practical or statistical value. The 85%ile speed is defined as that which reasonable people tend to adopt according to the road environment and is calculated by recording the speeds at or below which 85% of all vehicles travel under free flowing conditions past a nominated point. For example if a count records the speeds of 100 vehicles then the top 15 are discounted and the resulting highest speed is then the 85%ile value.

(ii) To note the current authorised funds held by Quidhampton PC.  
Quidhampton PC resolved to note the current authorised funds held by QPC. There were no questions.

(iii) To note the current budget  
Quidhampton PC resolved to note the current budget / spend. There were no questions.

(iv) To note payments made since the last meeting. None.

(v) To authorise payments due.

Quidhampton PC resolved to authorise payments totalling £658.03

Clerk to ask Mr Dawson if he wishes to purchase the shed.

Cllr Rowley will store the strimmer.

Clerk to arrange for the mower to be collected.

Clerk  
Cllr Rowley  
Clerk

**0690. To set a Budget for the financial year ending 31<sup>st</sup> March 2022.**

Clerk had circulated additional paperwork with the agenda.

Quidhampton PC resolved to set a budget totalling £11,500 for the forthcoming financial year.

*In order to request a Precept the council must set a budget for the next financial year*

**0691. To request a Precept.** To confirm the Precept requirement for the year ending 31<sup>st</sup> March 2022.  
Quidhampton PC resolved to request a Precept of £11,500 from Wiltshire Council. Clerk

**0692. 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.*

**0693. To receive updates on the Parish Map.** Cllr Cripps reported this was in progress and would require 3 sheets of A3 to cover the village. Ongoing

**0694. To receive an update of actions from the meeting held on 22<sup>nd</sup> September**

1. (0664.i). Cllr Whelan confirmed the contract with the successful contractor, she also spoke to Mr Stirman and has passed the quotes to the Clerk for filing.

2. (0664.iii) Cllrs Smith and West are completing the weekly recreation ground visual check.

3. (0665.i) No date has been received for the next CATG meeting, it maybe in December.

4. (0675) Taking down of the marquee frame – this has been done.

5. (0675) The cars parking on the pavement outside the Old School House remain an issue.

All other actions appear as agenda items.

**0695. Quidhampton PC website and Councillor emails**

(i) Dates of meetings. To ensure the date of the next meeting is displayed as soon as possible after the previous meeting. Cllr Cripps requested the dates are resent. Clerk

(ii) Uploading of policies. To upload existing policies. Cllr Cripps confirmed this had been completed.

(iii) Cllr Emails – to confirm all Cllr emails are now active and in use, only Cllr Rowley and the Clerk remain outstanding.

Cllr Cripps will produce a guide for Cllrs email.

Cllr Cripps

Policy for Cllr emails required.

Cllr Cripps.

(iv) Cllr 'pen portraits' for the website. To confirm that all Cllrs have sent their 'pen portrait' to Cllr Cripps for uploading onto the website. Most have been received but some are outstanding.

Those Cllrs not yet completed this are requested to do so.

Ongoing

Cllr Cripps reported there is an area for Cllrs to add content.

Cllr Cripps will sort it out so that the Clerk can add content.

Cllr Cripps

(v) To note any issues regarding the website.

Cllr Cripps to remove Cllrs who have resigned.

Cllr Cripps

**0696. To receive brief reports from Cllrs.**

A villager has had 4 bonfires, complaints received and advice given by a Cllr.

Defibrillator – the spare pads are kept inside the pub. Need to check with the new Landlord that they support the defibrillator and spares can be kept there.

Cllrs Rowley and West to speak to Mrs Hoare.

Cllrs Rowley / West

Query received regarding Flood Warden role and also Lower Rd drain at the top of Lock's Lane. This has been reported and Cllr Taylor will follow this up.

Cllr Taylor

Cllr Taylor attended (virtually) a Flood Prepare day organised by Wiltshire Council.

Cllr Taylor had circulated a report on the recent SWWAB meeting.

Covid support group is meeting every 2 weeks, the main concern is mental health.

Cllr Rowley will write something on the Cllr vacancies for the newsletter.

Cllr Rowley

Trees along Lower Rd. Cllr Taylor will circulate the WC policy. An item for the Climate Change Working Group.

**0697. Clerk's Report.**

Resignation received from Mrs Bass.

Resignation received from Ms Whelan.

Resignation received from Mrs Hoare.

Email from parishioner regarding metrocount for the A3094, advised it had been requested and everything had been delayed due to COVID-19. Metrocount since put down.

Email from Cllr Rowley re neighbourhood watch – advised information is available online.

Question from Cllr Rowley asking about police presence at meetings – explained the police attend SWWAB and CSG rather than each parish. A request was made but no one from the police was able to attend.

Information regarding council tax base – there was a delay issuing this but since received.

Emails from a parishioner re hedge and verge cutting along Lower Rd, advised this was Wiltshire Council. Clerk reminded QPC that in previous years QPC had requested the hedge is cut back as the brambles caused an obstruction to pedestrians.

Report of parishioner brushing leaves from their property onto the highway.

Attended SWWAB

Attended Clerk's briefing with WC.

**0698. Meeting dates for Quidhampton PC.** To confirm the date for the May 2021 meeting. No date for confirmation.

Ongoing

**0699. To note agenda items for the next meeting to be held on Tuesday 26<sup>th</sup> January 2021.**

Please note all agenda items should be sent to the Clerk **before 9am on Thursday 14<sup>th</sup> January 2021.** SWWAB – Cllr Taylor will send details for this item.

Cllr Taylor.

Cllr Rowley closed the meeting at 9.48pm