

DRAFT MINUTES OF THE MEETING OF QUIDHAMPTON PARISH COUNCIL (QPC) held on Zoom 23rd March 2021

Present Cllrs Donne, Duncalfe, Rowley (chair), Smith, Taylor, and West.
Apologies Cllr Cripps (work commitments)
In attendance: Wiltshire Cllr Pauline Church. 4 members of the public

The meeting stated at 7.30pm

1. Cllr Rowley announced there would be a ten minute break at 19.55 to enable attendees to take part in the Covid commemoration.

A proposal would be made (refer to 725 below) on the recruitment of a parish clerk.

Minutes of this meeting would be taken by Cllr Taylor.

2. Statements from the public

- John Cater wanted to know who owns the telephone box. Cllr Rowley answered that it was owned by a charity originally approached to provide the defibrillator whose bid was unsuccessful. It was now an agenda item (refer to 734 below).

3. Report from Wiltshire Councillor Pauline Church

- Covid: currently the 7 day rate in Wiltshire had reduced to 25.4 per 100,000, with ages 15-19 showing the highest rate at 55.5 per 100,000. This age group has the most testing now many are back at school. It was promising that the over sixties measured at 8.6. There were currently outbreaks in 17 schools. Behaviour is changing and closer contact was being seen. It was still important to observe space, distance and wear masks.

- Wilton Junction Railway Station: See a link on Wiltshire Cllr Church's councillor website.

The plan for a 4-platform station had reached an advanced stage and was being put forward by Wiltshire Council for funding by the DfT. It will be implemented in conjunction with rail companies. John Glen MP will lobby the railways minister. It will serve some of the areas of higher deprivation, but there is a lot of competition for the money.

AGENDA

0718 Apologies for absence

Cllr Cripps (work commitments)

0719 Council meeting minutes – the minutes of the meeting 26th January 2021 were approved and would be signed by the Chairman when restrictions are lifted.

0720 Exclusion of press and public. Not required.

0721 Interests.

There were no declarations of interest, nor dispensations requested. Cllr Rowley requested new councillors to make sure that their register of interests is up to date.

0722 Recreation Ground

(i) Quidhampton Nature Group (QNG) representative Mandy Whelan provided an update and reminder of plans.

- rewilding work in the recreation ground, two areas for natural growth have been marked out. Hedgerow plants had been donated and planted along the north side.

- a bug hotel was intended in the rewilding area near the gate.
- fruit trees and a willow structure for shade were planned.
- some reworking of the plan may be necessary owing to the fence replacement.
- aim : In a village without communal open spaces, the improved playground will provide an area for children to explore and engage with nature. Information boards were intended.
- Villagers input and ideas were welcomed. Swift boxes were going up elsewhere in the village.

Cllr Rowley reminded the meeting of the parish council's obligation to maintain the area as a playground.

Meeting suspended for 10 minutes for the Covid doorstep remembrance

0722(i) continued

In discussion:

- Cllr West asked about hedge maintenance. It is unlikely to be over 3ft 6in. but plans can always be adapted.
- The planting of fruit trees would be put on-hold, pending determination of the approach to the trees and fence.
 - a) Both the QNG and QPC felt that villagers should have a chance to comment on future plans.
 - b) Mandy Whelan and Nick Tomalin will attend QPC meetings in turn. Cllr Duncalfe will liaise with QNG on behalf of QPC.

(ii) Fencing replacement: Cllr West reported that South West Area Board (SWWAB), had awarded a grant of £3,781 as a 50% contribution to replacement and repair of the recreation ground fencing. Cllr West had obtained quotations for the work from three of the eight contractors she approached. Details were discussed based on a spreadsheet comparison circulated earlier and it was resolved to go ahead with the fencing with the contractor recommended by Cllr West, starting with the north and west side, then proceeding to the east and south sides when a report about the trees is received. Finding a tree adviser willing to write a report was difficult, and all were invited to help find someone.

- (a) Cllr West had liaised with the farmer, and had his assurance that he intends to install stock fencing outside the recreation ground fence.
- (b) It was resolved that public comment about the height of the hedging and trees along the north edge had been dealt with given the intention to limit growth of the hedging.

(iii) ROSPA Annual report. The report was reviewed point by point, with the actions agreed listed Appendix 1.

Other matters

- (iv) Cllrs Smith and West assured QPC that the visual check of the recreation ground is being undertaken and recorded.
- (viii) Cleaning of play equipment. Cllrs Smith and West would advise when a date has been set for a cleaning and maintenance day in the Spring with a working party.

0723 To co-opt Cllrs on to Quidhampton PC. There were no co-options.

0724 Highways

(i) Lower Road Traffic calming

Cllr Taylor provided a status report (showed slides by screen sharing)

The Community Area Transport Group (CATG) had agreed to give outline design some priority. In February 2021 a report was presented to QPC with some recommended changes to the scheme (originally proposed by QPC in Feb 2020). All proposals are subject to public consultation.

Summary of main points

- The coloured footway surface and moving of bollards to the footway edge, subject to appropriate positioning, were agreed
- Speed bump at the eastern end of the village was advised as impossible owing to the unrestricted speed of traffic entering the 20mph zone.
- the chicane at Locks Lane not agreed. A kerbed pavement from Locks Lane to Withy House opposite the White Horse was recommended.
- Two speed tables were agreed subject to detailed design (White Horse and Edgam Place/Nadder Lane).
- Resurfacing of Lower Road in Quidhampton was scheduled to happen in 2022/23, so the two projects would be integrated. The traffic calming measures needed to be finalised by June/July 2021 as input to a major project proposal.

Cllr Taylor suggested that Skew Road could be speed restricted to say 30mph, which could lead to a speed bump at the eastern entry to the village being feasible. Cllr Donne asked we keep the village environment in mind and not over urbanise. Resident Chris Herring was invited to give his view, and believed sound and vibration from the proposed speed table would have a detrimental effect on his house and quality of life. His deeds showed ownership over most of the green area adjacent to his property whereas Wiltshire Council understood part of the land to be designated as highway and therefore some space was available for a kerb and footway.

It was resolved to proceed with the proposed next steps:

- To consult about the unclear points and issues, as above, with Wiltshire Council's officer.
- Publish Wiltshire council's report on the QPC website with explanatory narrative.
- Call a public meeting to consult on the proposals and any changes subsequent to discussion with the officer.

Action would be taken by the Workgroup of Cllrs Cripps, Taylor and Smith.

Wiltshire Councilor Church offered her support as required.

(ii) A3094 Metrocount The results from the metrocount carried out in 2020 have yet to be uploaded onto the website along with the explanation about the 85th percentile. Cllr Cripps.

(iii) Cycle Liaison Panel involvement. Cllr Duncalfe agreed to represent Quidhampton's interests with the panel.

(iv) Speed Indicator Device (SID) report. Cllr Smith reported that the SID was into its 4th campaign, and would be in-place when the community speed watch team is again active. She said there had been a brilliant response from the volunteers and there would be a session every day for a fortnight

(v)Com

(v) Community Speed Watch (CSW) update. Cllr Smith reported that speed watch recommences from Tuesday 6th April. Cllr Rowley requested that SID and CSW be kept on the agenda.

0725 Parish Clerk Vacancy.

(i) Recruitment: Cllr Rowley explained the process of appointing a parish clerk. After wide and targeted advertising and personal calls to more than 15 individual clerks in the area, there had been 17 expressions of interest and two applications. After interviews one person had been selected by the panel.

(ii) Handover Training is required for the successful candidate. It was proposed that this is managed with a combination of locum services and mentoring by an experienced clerk, followed by support and further training. A locum clerk, who clerks for three parishes, has been found and has given a detailed proposal for this to the recruitment panel.

Overall costs are estimated as an additional £1,000 more than previous clerk costs, which it was proposed to take from reserves. This figure resulted from the expense of locum services and longer-term mentoring services offset by savings owing to 3 months without a clerk and the new clerk being on a lower rate than the previous experienced clerk.

(iii) Cllr Rowley requested parish council approval to make the appointment subject to the selected candidate's acceptance, and to commit to the locum and mentoring services. This was agreed.

0726 Finance

Year end 31 March 21 (provisional).

(i) Balance of the accounts as at 10th February 2021 was noted.

Opening balance 15,425.07

Total receipts 11,502.89

Total payments 10,956.02

Closing balance 15,971.94

Unpresented cheques 0.00

Balance of parish bank accounts 15,971.94. This includes previously authorised funds of 5,774.84 leaving an available balance of 10,197.10.

ii) Payments due were authorised: J Cater £82.50 for Emergency plan update and B Tilbrook £20.00 for Covid flyers.

0727 Council elections – Cllr Donne had investigated the requirements for the local elections.

- Forms need to be delivered to Bourne Hill by 8th April. She can provide electoral numbers and has appointments arranged for delivery of forms on 30 March.

- Bea Tilbrook asked for details to circulate to the public via village email. Cllr Donne.

- The timetable is election 6 May; Council stands down 10 May. The Annual Parish Council Meeting will be called for Tuesday 18th May. This is when chair, vice chair and other officers are appointed.

0728 Planning applications – None.

0729 To receive updates on the Parish Map- No progress. Cllr Cripps

0730 Parish Steward. All issues should be reported using MyWiltshire app (anyone can report an issue) as it is then logged onto the system.

0731 To receive updates on actions from the 26th January meeting not handled in main agenda

- (i) (0689) Mower and Strimmer. The option to sell the mower and strimmer was discussed, but it was agreed to delay this decision until the new grass cutting contract due to start in April is up and running successfully.
- (ii) (0689) Shed. It was agreed to accept Mr Dawson's offer of £200 for the shed. The administration for the sale to take place when the new clerk has started.

0732 Quidhampton PC Website and Councillor emails

- (i) Cllr Emails – Cllr Rowley's email requires setting up.
- (ii) Cllr 'pen portraits' for the website. Cllrs who had not, were asked to send their 'pen portrait' to Cllr Cripps for uploading to the website.

0733 To receive brief reports from Cllrs.

- (i) Flood warden – Cllr Taylor had spoken to the two officers of the council concerned with the increase in runoff problems in Locks Lane and at the footpath near Bemerton Farm. He had been assured that the blocked Locks Lane gulley would be cleaned and investigated in more detail. The regular problems near Bemerton Farm: the tenant farmer had been asked by the Wilton Estate to locate the drain outfall some 19m from the highway.
Neither matter is resolved, so they should be kept on the agenda.
- (ii) Grass cutting – New contract about to begin. Cllr West
- (iii) Wiltshire Council long term planning – Cllr Taylor reported that he'd sent the response on behalf of QPC to the recent consultations in respect of two issues affecting Quidhampton.
 - QPC gave support for Wiltshire Council's designation of the Quidhampton Quarry and the landowner's plan to restore the quarry bringing in tunneling spoil over many years by rail, and providing an amenity and wildlife area accessible from the village. Recently Salisbury Council had resolved the site should be designated for housing.
 - Planners were reminded that shorter term housing plans for 640 homes Harnham/Netherhampton would increase the already high peak traffic flows in Quidhampton. The traffic assessment for the housing proposal had omitted Lower Road and other nearby traffic flows from their model and traffic counts so was seriously flawed, as reported to Wiltshire Council by QPC at the time.

0734 Clerks' Report

Book Swap organisers, Bea Tilbrook and Emma Lovell, had requested QPC to use the telephone box for the book swap. They intended it to be free and open, not locked as in Wilton. Cllr Donne volunteered to look into the telephone box ownership with the charity that had purchased it and options to transfer ownership to the parish council.

0735 Next meetings

- (i) Annual Parish Council Meeting 18th May 7.30pm (to elect chair and deputy).
- (ii) Annual Parish Meeting date to be arranged

- (iii) Date for Lower Road traffic calming public meeting: to be determined after consultation with Wiltshire Council officer.
- (iv) External meetings: SWWAB 30th June 2021; CATG (not yet known).
- (v) Further PC meeting dates: unchanged

0736 To note agenda items for the next meeting to be held on Tuesday 18th May.

All agenda items should be submitted before 9am on Thursday 13th May to parishclerk@quidhampton.org.uk

Wiltshire councillor Pauline Church commented at the close that she had never seen a council rally around so impressively to achieve progress.

Meeting closed at 9.55pm

Zoom link will be:

<https://us02web.zoom.us/j/3842680752>

Zoom will be opened about 15 minutes before the meeting start time so that attendees can iron out any technical difficulties.

If phoning in, use any of the following lines, but note that national rates apply:

0131 460 1196 0203 051 2874 0203 481 5237 0203 481 5240

Meeting ID: 384 268 0752 (no password)

26 March 2021

Appendix 1 to the minutes of meeting of Quidhampton Parish Council Tues 23rd March 2021 – re item 0722 iii) : Recreation Ground

ROSPA FOLLOW UPS – with actions agreed noted as determined in the review at the PC meeting 23 March 21 **(marked bold)**
Report of Cllrs Smith and West.

As agreed at the January 2021 meeting, Sandie and I did a walkaround of the recreation ground and went through each of the follow ups from the recent ROSPA report. See below our comments and suggestions.

1. Finding: Barbed wire fence - remove or protect users with secondary fence.

Response: No action required. The barbed wire fence reported is not on the recreation ground fence line.

No action

2. Finding: Main gate is unlocked - Lock.

Response: No action required. Should be left unlocked to allow vehicular access when required e.g. emergency vehicles, grass cutting contractor.

Agreed. No action. It will not be locked

3. Finding: Rubbish bin is not secure and may topple.

Response: Propose to purchase a chain and padlock to attach around the bottom half of the bin and attach to the fence. This would secure the bin but still allow the top to be removed so the bin can be emptied when required.

The litter bin will be padlocked. Cllr West to obtain lock and chain.

4. Finding: Fencing on west side is damaged - Repair.

Response: In progress. Several contractors have visited the RG and quotes are awaited to replace the fence.

Fencing repair project is in progress.

5. Finding: Bench by goal post is damaged. Bolt threads beginning to project.

Response: Council agreed at the January meeting to remove this bench. If possible wooden slats should be removed and saved as replacements for other bench. In reality this may not be possible as the bolts are rusted and size may be different.

Goal post bench slats: removal is in progress. Cllr Rowley to action this.

6. Finding: Timber fence posts at the stile are decayed - monitor, replace as necessary.

Response: Top of fence posts could be sawn off to provide an even surface and a wooden or lead top screwed or glued to the post. Alternatively, monitor and replace posts in the future when required.

Monitor the state of the timber posts.

7. Finding: Bench by playground seat slats damaged - Repair.

Response: Council has previously agreed this bench should be repaired and metal ends powder coated. Clerk had an action to request quotes powder coating but stated none were received at the January meeting due to COVID restrictions.

Cllr Rowley to look into this.

8. Finding: Surface below bench has unintended weeds - Remove.

Response: Propose that weeds are removed during the Spring clean up the playground event (to be arranged).

Undertake in spring clean

9. Finding: Goal posts meet the requirements of the relevant standards, but report goes on to say that the structural tests within EN748 / EN16579 have not been done during this inspection and can be conducted by separate arrangement - Arrange to conduct the appropriate tests.

Response: Unclear why the tests were not included. Propose to check with ROSPA if these tests are required now or can wait to be performed as part of the next scheduled inspection.

Cllr Rowley to look into the meaning of the standards.

10. Finding: Grass surface is uneven with significant holes in the football pitch surface - Make good.

Response: Propose to fill in the multiple holes during the Spring clean up the playground event (to be arranged).

Cllr Rowley to borrow a roller when restrictions permit.

11. Finding: Excessive weed growth on surfacing to multiplay - Mechanical removal is recommended.

Response: As discussed at January QPC meeting, independent inspections required to provide feed back to contractor who did the installation and request that they make good. Inspections delayed due to COVID restrictions.

See 12

12. Finding: Surface below the slide is uneven. Sub-base appears to be becoming displaced. Monitor.

Response: As with 11 above.

Cllr West to arrange independent inspection prior to approaching to the installer for a remedy.

13. Finding: Finger entrapment - Fill the associated gaps at the top of the slide.

Response: Propose to fill the small gap with silicone.

Reported completed

14. Finding: Side bar not fitted across the access to the slide - Monitor.

Response: No action proposed. Continue to monitor.

Monitor

15. Finding: There is wear to the surfacing below the swings due to foot drag. - Although the seats are set at an acceptable height it is recommended that these are raised by 100mm to help prevent wear.

Response: No action proposed. Raising the seats could result in children not able to reach the seats, or falling and sustaining an injury.

No action

16. Finding: Algae growth at the Rocker giving slippery conditions - Power washing is recommended. Care should be taken to ensure that the material can sustain high pressure washing.

Response: Propose to scrub the area during the Spring clean up the playground event (to be arranged). We considered using bleach but had some safety concerns as well as not knowing whether it would damage the composition of the surface.

On the cleaning day list.

17. Finding: Rocker slight movement of connecting bolts at base - Tighten / replace.

Response: Try to tighten the bolts at the base.

Inspected with tools, and found tight. Completed.

26 March 2021