



**Minutes of the  
Quidhampton Annual Meeting of the Council held on  
18<sup>th</sup> May 2021 7:30pm  
by video conference**

*Notwithstanding the court ruling that Local Council meetings may not be held virtually after 06 May, as government lockdown restrictions remain in place until 21 June 2021 and physical meetings will present both a health risk (given the current pandemic) and significant additional cost in securing a suitable venue which allows social distancing and other safety measures, this meeting took place by video conference.*

Present: Cllrs Cripps, Donne, Duncalfe, Rowley, Taylor, and West.

Plus: Anisa Doubell (AD) (Clerk/RFO) and four members of the public.

The meeting started at 7:32pm.

**01/2 Councillor Acceptance of Office:** the newly elected Councillors submitted their signed declarations and took office.

**02/21 Election of the Chair for 2021/22:** Cllr Donne proposed Cllr Howard Rowley. Cllr Cripps seconded the motion. It was resolved unanimously that Cllr. Howard Rowley be elected Chair of the Parish Council for the ensuing municipal year. Cllr. Howard Rowley accepted this role.

**03/21 Election of the Vice-chair for 2021/22:** Cllr Rowley proposed Cllr Paul Cripps. Cllr Donne seconded the motion. It was resolved unanimously that Cllr. Paul Cripps be elected Vice-Chair of the Parish Council for the ensuing municipal year. Cllr. Paul Cripps accepted this role.

**04/21 Apologies for absence:** No Cllr absent.

**05/21 Minutes:** The Minutes of the meeting held on 20 April 2021 were approved unanimously.

**06/21 Scheme of delegation:**

- i) Scheme of Delegation Policy which sets out the Terms of Reference by which the discharge of Council functions (under Section 101 of the Local Government Act 1972) to the Clerk (who is the Proper Officer and Responsible Financial Officer) will operate: **RESOLVED** unanimously to approve and adopt.
- ii) Activation of the Policy: **RESOLVED** unanimously to activate the Policy with immediate effect.

**07/21 Allocate Councillor areas of responsibility:**

**Liaison with parish steward – parish clerk**

**Lower Road Safety Working Group – Paul Cripps, Ken Taylor**

Salisbury Cycle Network: Tim Duncalfe

**Phone box acquisition – Pauline Donne**

2021 Council Elections: Pauline Donne

**South West Wiltshire Area Board – Ken Taylor**

**Marquee – Howard Rowley**

**Defibrillator – Fiona West**

**Community Speed Watch: Tim Duncalfe (to be decided)**

Speed Indicator Device: Tim Duncalfe

QPC website administration including councillor email addresses: Paul Cripps

QPC website access to upload documents: Paul Cripps, Ken Taylor  
 Recreation Ground weekly checks: Fiona West  
 Recreation Ground fence replacement project: Fiona West  
 Quidhampton Nature Group contact: Tim Duncalfe  
**Climate Change Working Group: Ken Taylor, Howard Rowley**  
 Flood Warden: Ken Taylor

**08/21 To sign off end of year accounts 2020/21**

Signed off with a unanimous show of hands

**09/21 To approve payments:**

Opening Balances as at 01 April 2021:-

Lloyds Marquee Account (40811668): £360.00

Lloyds Special Projects Account (00069453): £127.05

Lloyds Business Bank Instant (07391415): £11,483.63

Lloyds Treasurers Account (00419152): £3,913.37

Approved with a unanimous show of hands.

| Payee              | Detail  | Amount £<br>(incl vat) | Method        |
|--------------------|---|------------------------|---------------|
| WALC               | WALC/NALC Subscription 2021/22                          | 168.49                 | Cheque 000859 |
| Anisa Doubell      | Gross salary April 2021                                 | 159.75                 | Cheque 000860 |
| Anisa Doubell      | Clerk mobile phone                                      | 25.48                  | Cheque 000861 |
| Charles Stirman    | Grass cutting and mower storage                         | 260.00                 | Cheque 000862 |
| Cheque spoiled     | Cheque spoiled and crossed through                      | 0.00                   | Cheque 000863 |
| Mr Barney          | Deposit for new chain link fencing in Recreation Ground | 1300.00                | Cheque 000864 |
| M Camilleri        | Delivery of services by locum clerk                     | 1095.00                | Cheque 000865 |
| <b>TOTAL DEBIT</b> |   | <b>3008.72</b>         |               |

| Receipts          | Detail       | Amount £      | Deposit Ref.   |
|-------------------|--------------|---------------|----------------|
| Wiltshire Council | Precept      | 3,781         | 20048249292020 |
|                   | Total credit | <b>£3,781</b> |                |

**10/21 Highways:**

- i) **Consideration to a Highways safety 'line of sight' issue raised by a resident on Hampton Court, caused by vehicles parking on the grass behind the pavement (which is privately owned land):** A short discussion took place and Cllrs believe this is a civil matter, however Cllr Pauline Church (Wiltshire Council), who asked for this matter to be placed on the agenda was not in attendance, so discussion will be postponed until next meeting.
- ii) **Lower Road Traffic calming: Cllr Ken Taylor and Paul Cripps delivered a report after a site visit by highways technician Paul Shaddock:** Public meeting to be held as soon as a suitable time and venue have been decided.

**11/21 Next Parish Council Meeting:** the dates of the next **Quidhampton Parish Council Meetings:-**

- An Extraordinary General Meeting on the **29<sup>th</sup> June 2021 at 18:30** in the **Quidhampton Village Hall** for the purposes of approving the AGAR and submitted to the external auditor PKF Littlejohn
- **An Ordinary Meeting on 27<sup>th</sup> July 2021 at 19:30** in the Quidhampton Village Hall.

Minutes closed 20:42.

**THESE DRAFT MINUTES WILL BE APPROVED AND SIGNED AT THE NEXT PARISH COUNCIL MEETING**

Minutes are published on the Parish Council's website <https://parishcouncil.quidhampton.org.uk>