



**Minutes of the  
Quidhampton Parish Council Meeting  
held on 29<sup>th</sup> June 2021 at 6:30pm  
in the outside marquee of the  
White Horse car park, Quidhampton**

Present: Cllrs Cripps, Donne, Duncalfe, Rowley, Taylor, and West. Cllr Pauline Church (Wiltshire Council)

Plus: Anisa Doubell (Clerk/RFO) and one member of the public.

The meeting started at 6:30pm.

**12/21 Apologies for absence:** None

**13/21 Declarations of interest:** None

Cllr Pauline Church delivered a report, key points being:-

- Cllr Church has been re-elected for the areas of Wilton, Netherhampton, and Quidhampton
- Currently in the third wave of the COVID-19 pandemic with cases rising amongst the younger population in Wiltshire.
- Section of A360 from top of The Avenue to roundabout at junction with A303 to close from September to December 2021 due to the installation of electricity cables as advance works for the Stonehenge tunnel. The notice of closure is an advance warning of these pre-works, and go-ahead is pending the outcome of the judicial review.

**14/21 Minutes:** Minutes of the Annual Meeting of the Council held on **Tuesday 18<sup>th</sup> May 2021** were approved with a comment that the precept value is to be added after which the minutes will be signed by the Chair.

**15/21 Formally note the appointment of the new Parish Clerk/RFO**

- i) Anisa Doubell was appointed as Clerk/RFO with effect from 13/04/2021 on pay point SCP 8. The contract of employment includes a probationary period of 6 months.

**16/21 2020/21 Internal Audit**

- i) Annual Governance and Accountability Return
  - On 21 May 2021, the internal auditor John J Murray completed the Annual Internal Audit Report (page 4 of the AGAR) reflecting whether or not in his opinion the control objectives had been achieved throughout the financial year to the required standard
  - The Certificate of Exemption reflecting total gross income and total gross expenditure for the year did not exceed £25,000 was unanimously approved and signed
  - Section 1- the Annual Governance Statement: was completed, unanimously approved, and signed (see 16/21 ii) below for publication of explanations where the response to any statement is 'no')
  - Section 2- Accounting Statements: was completed, unanimously approved, and signed
  - Notice of Public Rights and Publication of Annual Governance & Accountability Return (AGAR) Exempt Authority: The announcement will be published on 30 June 2021. Documents will be available for inspection on reasonable notice by application from 01 July to 11 August 2021
- ii) An Action Plan was created to address areas raised in the Annual Internal Audit Report, and to provide explanations where the response to any statement in the completed

Annual Governance Statement is 'no'. This Action Plan was considered and unanimously approved. It will be published on the QPC website.

## 17/21 Finance

Account Balances:-

Lloyds Marquee Account (40811668): £360.00

Lloyds Special Projects Account (00069453): £127.05

Lloyds Business Bank Instant (07391415): 09 June 2021 £11,486.90

Lloyds Treasurers Account (00419152): 01 July 2021 £12,395.78

The following payments were previously approved under the Scheme of Delegation:-

Payee	Detail	Amount £ (incl vat)	Method (Cheque)
Bawden Contracting Services Ltd	Grass Cutting	£131.59	000868
Anisa Doubell	Gross salary May 2021	£230.75	000869
Mr Barney	Deposit for new chain link fence Rec Grd	£1,300.00	000870 (replacement cheque to 000864)
<b>TOTAL PAYMENTS</b>		<b>£1,662.34</b>	

The following payments were approved with a unanimous show of hands:-

Payee	Detail	Amount £ (incl vat)	Method (Cheque)
Ockenden	Tree cutting services	£294.00	000871
M Camilleri	Delivery of services by locum Clerk/RFO	£1,175.00	000872
John K Murray	Internal Audit	160.00	000873
Anisa Doubell	Gross salary June 2021	£230.75	000874
Anisa Doubell	Clerk mobile phone	£10.00	000875
Bawden Contracting Services Ltd	Grass Cutting	£65.80	000876
<b>TOTAL PAYMENTS</b>		<b>£1,935.55</b>	

## Receipts

Payee	Detail	Amount £ (incl vat)
P Dawson	Shed purchase	200.00
HMRC	VAT Reclaim 2020/21	924.97
Lloyds	Interest April, May, June	0.29
<b>TOTAL RECEIPTS</b>		<b>£1,125.26</b>

**18/21 Parish Council community engagement meeting(s):** Unanimously decided to merge the APM and traffic calming engagement meetings to be held on Saturday 31<sup>st</sup> July with the time and venue to be determined.

**19/21** The **next Parish Council Meeting** will be held on **Tuesday 27 July 2021** at **7:30pm** in the **Quidhampton Village Hall**.

Being no further business Cllr Howard Rowley closed the meeting at 7:32pm

**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>