

Quidhampton Parish Council



**Minutes of the Annual Parish Council Meeting
held on Wednesday 25 May 2022
at 8:30pm in The Loft Room at The White Horse Pub,
Quidhampton SP2 9AS**

Present: Howard Rowley (HR), Ken Taylor (KT), Cllr Jacqueline Peters (JP), Cllr Fiona West (FW), Cllr Pauline Church (Wiltshire Council)

Plus: Marisa Allen – Clerk/RFO and Denise Rowley

- 16/22 Election of the Chair:** Howard Rowley - Proposed by FW, seconded by KT, vote unanimous.
- 17/22 Election of the Vice-chair:** Paul Cripps – Proposed by HR, seconded by FW. Vote unanimous.
- 18/22 Apologies for absence:** Cllr Paul Cripps (PC), Cllr Tim Duncalfe (TD) and Cllr Pauline Donne (PD)
- 19/22 Open Forum:** No comments from members of the public present.
- 20/22 Declarations of interest:** None
- 21/22 Consider:** -
- The **Minutes of the Parish Council meeting** held on **Tuesday 15 March 2022** were approved
- 22/22 Statutory obligations (Led by HR)**
- i) Annual PC Insurance – the renewal of the existing 3-year contract quote was approved and the asset register list to be updated and sent as a supporting document
 - ii) Annual fees and subscriptions (WALC, NALC, ICO) were approved
 - iii) Continuation of annual RoSPA safety inspection was approved
 - iv) John K Murray was appointed as Internal Auditor for 2022/23 AGAR
- 23/22 Governance (Led by HR)**
- i) Standing Orders – reviewed and approved
 - ii) Financial Regulations – reviewed and approved
- 24/22 Planning**
- i) PL/2021/08715 - 1 Albion Bungalows, Lower Road – planning was passed, and works have now been completed
 - ii) PL/2022/03586 - Purbeck, Lower Road, Quidhampton, Salisbury SP2 9AT – Proposed HR, Seconded KT, 3 approvals & 1 abstention. Support with no comments.

25/22

Village Maintenance

- i) Consider: -
Wilton Estate's Playground rent review was approved. **Action:** - terms of lease to be considered in the July meeting and clarity required over the responsibility of the stock fencing.
- ii) Further to requests in the village newsletter, compost has been collected by Emma Lovell and others in the Nature Group and mulch applied around base of trees.
Action: - FW to report in July meeting.
- iii) Further to FW request for permanent signs for new dog waste bins there has been no response from the dog wardens. **Action:** - FW to make laminated notices.
- iv) The three option quotes for the repair of the bench were considered and approved outside of this meeting and the repair completed. An invoice for the works was approved.
- v) The issue of installation of stock fencing at the north and west sides of the playground is ongoing. **Action:** - FW to report in July meeting.
- vi) The ride-on mower was sold for £410 but unfortunately not collected. It is for sale on eBay, and an interested party has come forward this week.
- vii) Update on reported concern over the slippery state of the path around the Rec Ground - after further discussion it was decided that the path would be monitored over time, with a weekly check to be added to the Rec Ground check list. **Action:** - FW and PD
- viii) Update on enquiries as to who can carry out repairs to the telephone box door – The Wilton Men's Shed to be approached. **Action:** - HR
- ix) Defib sign locations – to be deferred to July meeting with suggestions as to an alternative person to take on the responsibility. **Action:** - PD

26/22

Highways

- i) Paul Shaddock has reported that no date has yet been set for Wiltshire Council Highways resurfacing of Lower Road. **Action:** - KT
- ii) The issue of the track at Coronation Square car park is ongoing and under discussion as there is no defined ownership. **Action:** - KT
- iii) Traffic Calming: Discussion on data sharing from Community Policing Team to help prioritise road safety support in the area and consideration of the purchase of an additional SID in the village. **Action:** - TD to consider the issues and make a proposal about extra SID resources, e.g., solar panel and/or additional SID, at the next meeting when the budget for 2023 will also be considered.

27/22

Finance

- i) 2021/22 Internal Audit (Annual Governance and Accountability Return)
 - Results of the Annual Internal Audit Report – Attention drawn to:
 - point #1 – to be determined if this has been responded to **Action:** - FW
 - point #2 – a contract of employment commencing 1 April 2022, SCP 21, for the new **Clerk/RFO** Marisa Allen was correctly recorded in the **minutes** of the meeting held on **15 March 2022, Item 14/22**. Furthermore, a formal letter of resignation has since been received and approved by the council, effective date 27 May 2022, due to Marisa Allen relocating out of Wiltshire.

Point #3 – The Accessibility Statement is to be published on the website. **Action:**
- PC

- Certificate of Exemption – Form 2 approved and signed
- Section 1- the Annual Governance Statement approved and signed
- Bank Reconciliation approved and signed
- Section 2- Accounting Statements approved and signed
- Variance Report approved and signed
- Notice of Public Rights and Publication of the Annual Governance & Accountability Return (Exempt Authority) **Action:** - KT to publish on the website.

ii) Cashflow & Payments Reports for new financial year to date approved

28/22

Village Hall

i) Permission was granted for the request by Village Hall Committee to seek renewal of registration of Quidhampton Village Hall as an Asset of Community Value. **Action:** - KT to make the proposal to Wiltshire Council. Cllr Pauline Church has offered to make enquiries as to why there is a need to seek renewal of registration every 5 years.

29/22

Correspondence / AOB /Urgent matters

- i) Jubilee Festivities – HR expressed grateful thanks to all for the organisation of what promises to be a memorable weekend. Activities are planned on Friday 4th and Saturday 5th June with a road closure from 12-6pm between Sovereign Close and Locke’s Lane. Tables will be set up and residents invited to bring their picnic or purchase food from the pub, and to enjoy the entertainment planned for all ages. Thanks to Hannah Kinnell & her team for organising. The festivities will close at 5pm to allow time for clear-down by 6pm.
- ii) Recreation Ground - the upkeep of goal posts and nets due to grass cutting and following vandalism will be monitored and quotes for alternatives sought. **Action:** - FW
- iii) Allotments - the aspiration to have allotments in the village will be researched and Wilton Estate approached. Suggestions for a suitable portion of land would be welcomed. **Action:** - FW
- iv) Replacement for QPC’s Clerk – an advertisement has been produced by KT and will be published on WALC and other sites, as well as in the newsletter. Any suggestions for a candidate would be welcomed.
- v) It was agreed that QPC’s Public Liability Insurance may be used, if required, for the Jubilee event.

30/22

Next Parish Council Meeting

The date of the next meeting for Quidhampton Parish Council will be held on Tuesday 12 July 2022 at 7:30pm at Quidhampton Village Hall

Being no further business Cllr Howard Rowley closed the meeting at 9:50pm

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>