

Quidhampton Parish Council



**Minutes of the Quidhampton Parish Council Meeting
Held on Tuesday 18th October 2022
At 7.30pm in Quidhampton Village Hall
(deferred from 13th September 2022 owing to the period
of mourning)**

Present: Cllr Howard Rowley (HR), Cllr Paul Cripps (PC), Cllr Pauline Donne (PD), Cllr Tim Duncalfe (TD), Cllr Jacqueline Peters (JP)

Plus: Sasha Stagg - Clerk

Members of the public: Jennifer Tyler, John Cater, Hannah Kimnell (left meeting after 46/22)

45/22 **Apologies for absence:** Cllr Ken Taylor (KT), Cllr Fiona West (FW), Pauline Church (Wiltshire Council).

46/22 **Open Forum:**

i) Village Hall Committee: Update on village hall lease which is expected to be signed in Q4. John Cater, Jennifer Tyler & Hannah Kimnell all spoke as trustees of Quidhampton Village Hall. The 25-year lease is up for renewal and concerns were expressed over the number of villagers who use the facility and therefore whether or not the lease should be renewed, with most bookings currently being external. The current committee have all been in post a considerable length of time and replacements for Caretaker and Bookings Secretary are being sought, however there has been no interest to date. The committee would like the support of the Parish Council and asked them if they could send a letter out on their behalf.

- (i) Letter to go out from Parish Council appealing for a Caretaker and Bookings Secretary. **Action HR**
- (ii) If no one comes forward, a decision will be made by the end of the year as to whether or not to renew the lease.
- (iii) If the lease is renewed then it was suggested that the Chair of the Parish Council should be a trustee, and that it should be added to the job description.

47/22 **Declarations of interest:** None

48/22 The **Minutes of the Parish Council meeting** held on Tuesday 12th July 2022 were unanimously approved and signed by Cllr Rowley.

49/22 **Planning**

- i) PL/2022/07650 – 2 bay car barn with attached home office at Quidhampton Mill. No comments or objections. SS to respond via the online planning portal accordingly. **Action SS**

50/22

Village Maintenance

- i) As Cllr West was not present, update on the installation of stock fencing at the north and west sides of the playground to be given at next meeting. **Action FW**
- ii) Cllr Donne reported that the dog waste signs had now been installed and the invoice paid. **Closed**
- iii) Cllr Cripps confirmed that the ride-on mower had been sold and funds deposited accordingly. **Closed**
- iv) Telephone box door has now been fixed at a cost of £60, paid out of the entertainment fund, however it was noted that there appeared to be nothing keeping the door shut. Cllr Rowley to have a look and contact Peter Edge if necessary.
Action HR
- v) Cllr Rowley reported that he had obtained the code to access the defib box, to be passed to Cllr Duncalfe, and that he had needed to re-register it. Cllr Duncalfe confirmed that his wife will take over looking after the box when he is away.
Action HR
- vi) Thirty tree saplings will be arriving between 31st October and 11th November from the Woodland Trust, consisting of Rowan, Silver Birch and Wild Cherry. Cllr Donne advised that, following consultation with Emma Lovell, they are to be planted largely in the NW corner of the playground, avoiding the football goal, to create a copse with perhaps the addition of a seat too. Also, some to be planted on the South side between the gate and playground. Cllr Donne to arrange a suitable planting day, mindful that the area is a playground. **Action PD**
- vii) In order to consider making improvements to the right of way (Coronation Square to Footshill) with no cost to QPC, evidence needs to be collected regarding how much people use it. Avenues of funding can then be explored. **Action JP**

51/22

Highways

- i) It was reported that a full drain survey had been carried out in the village last week, prior to resurfacing work taking place. Cllr Taylor to obtain copy of the report for future use. **Action KT**
Resurfacing is due to be carried out for 2 weeks from 3rd January 2023 which will include the creation of a footpath and an island by Locks Lane. There will be an impact on villagers, with the road being closed for the duration.
- ii) The issue of the track from Edgam Place to Coronation Square car park remains ongoing. The parking provision was originally put in place when all houses in that area were social housing. The problems have arisen due to issues between Wilts Council and Wilton Estate, and it would be useful to obtain information from Wilton Estate to give some context. Cllr Taylor to provide update at next meeting. **Action KT**
- iii) Traffic Calming:
 - a) The cost of a new SID with solar panels would cost £2,700, or the current SID could be converted at a cost of £1,200.
 - b) Given the cost, it will need to be budgeted for over a number of years - to be discussed in precept conversations at next meeting. Cllr Duncalfe was in favour of purchasing a new SID, however before this is considered it would be useful to see baseline data and carry out a cost appraisal.

- c) Cllr Duncalfe confirmed that he has identified people living close to the four SID points who are willing to charge and change the SID batteries.
- iv) Cllr Duncalfe advised that the traffic calming survey results are still awaited. If the average speed is over a certain level then additional 40MPH signage would be made available, however this is unlikely. Need to be able to demonstrate that there is a safety issue and will likely require the help of Pauline Church. **Ongoing**

52/22

Finance

- i) 2021/22 Internal Audit - Cllr Cripps to publish the Accessibility Statement on the website. **Action PC**
- ii) Reconciliation of Bawdens grass cutting invoices has now been rectified, ensuring that invoice numbers are included for each payment in the future to avoid further problems. **Closed**
- iii) Cashflow and payment reports for the financial year to date were reviewed and approved. Budget is on target for the year however another line needs to be added to allow for IT costs.
- iv) Following guidance from Mel Camilleri it was unanimously agreed to remain opted-in to existing SAAA central external auditor appointment arrangements.
- v) First pass budget proposal for year 2023-24 was considered by councillors present.
- An allowance should be made for Clerk training. Some of the current 'locum' budget can be used to pay for this.
 - IT costs to be added.
 - Cllr Rowley to seek clarification as to what 'Community & Environment' is. **Action HR**

53/22

Village Hall

- i) Cllr Taylor to provide update at next meeting on the request to Wiltshire Council to seek renewal of registration of Quidhampton Village Hall as an Asset of Community Value. **Action KT**

54/22

IT Services Provision

- i) Cllr Cripps explained that the free provision of the Google IT suite which QPC have been using for some time is no longer available. The cost for the basic user level is £20 per month and this is currently being subscribed to. Microsoft offers a similar suite at a similar cost however it would involve moving all files etc across to this platform. It was agreed to remain with Google for the next few months and review in due course. Cost to be added to the budget. **Ongoing**
- ii) New Clerk Sasha Stagg to liaise to Cllr Cripps to get access to IT and QPC email. **Action SS**

55/22

Neighbourhood Plan

- i) Re item 8/22 from QPC meeting 8th March, to consider a proposal to proceed, any plans needed to be submitted by 15th October and deadline has now passed. To be carried forward to next year. **Action KT**

56/22

Parish Clerk/RFO recruitment status

- i) Cllr Rowley confirmed that following a successful recruitment campaign, Sasha Stagg had accepted the role of Parish Clerk/RFO with effect from 1st October 2022. Relevant training to be carried out by Sasha in due course.
- ii) Cllr Rowley confirmed that locum Clerk/RFO Mel Camilleri will be kept on under contract for an hour a week until the end of the financial year while the newly appointed Clerk, Sasha Stagg, settles into the role and takes things over. Contract to be reviewed in May 2023 to assess whether there is still a need for her help moving forward. **Action HR**

57/22

Correspondence / AOB /Urgent matters/Round Table

- i) It was agreed that the Jubilee Festivities had been well received and enjoyed by all. Noted that if the farmers field is to be used for anything then permission must be sought in advance.
- ii) Cllr Rowley to ensure that the village hall is booked for forthcoming meetings. **Action HR**

58/22

Next Parish Council Meeting

The date of the next Quidhampton Parish Council meeting will be held on Tuesday 15 November 2022 at 7:30pm at Quidhampton Village Hall.

59/22

Closed session (public not attending)

Cllr Rowley proposed the appointment of the recruitment panel's recommendation for Clerk and Responsible Financial Officer, Sasha Stagg. Committee unanimously agreed.

Agendas and Minutes are published on the Parish Council's website

<https://parishcouncil.quidhampton.org.uk>