

Quidhampton Parish Council



**Minutes of the Annual Meeting of Quidhampton Parish Council
Held on Tuesday 20th June 2023 (postponed from 16th May)
At 7.30pm in Quidhampton Village Hall**

Present: Cllr Howard Rowley (HR), Cllr Ken Taylor (KT), Cllr Jacqueline Peters (JP), Cllr Thomas (JT),
Sasha Stagg - Clerk

Plus: n/a

Members of the public: John Cater

29/23 Election of the Chair: Howard Rowley – Proposed by JP, seconded by KT, vote unanimous.

30/23 Election of Vice Chair: Jacqueline Peters – Proposed by JT, seconded by HR, vote unanimous.

JT was formally co-opted as a new councillor – Proposed by HR, seconded by JP, vote unanimous.

31/23 Apologies for absence: Paul Cripps, Pauline Donne, Pauline Church

32/23 Open Forum:

John Cater attended in his capacity as Secretary of the Village Hall, Account Manager for the Village Hall Entertainment Fund, and the Parish Emergency Co-ordinator. He advised that he is planning to step down from these roles and is seeking help from the Parish Council to find replacement volunteers. John will write formally to the Parish Council who will then take the appropriate action.

On behalf of Quidhampton Parish Council, thanks were expressed to John for his work on the Emergency Plan and all that he did during Covid.

33/23 To receive a report from Cllr Pauline Church (Wiltshire Council) – Not present

34/23 Declarations of interest: None

35/23 The **Minutes of the Parish Council meeting** held on Tuesday 14th March 2023 were unanimously approved and signed by Cllr Rowley.

Matters arising:

- SS advised that she had made contact with Paul Shaddock who provided some documentation regarding the drains, and has subsequently been in touch with Daniel Everett at Wilts Council to obtain a copy of the full report. SS to chase up if not received soon. **Action SS**
- SS confirmed that the QPC Accessibility Statement is now available via a link on the QPC website.

- Cllr Rowley advised that he would be disposing of the concrete block in the Recreation Ground this week, and it was agreed that the net should be removed from the football goal in order to protect wildlife.
- SS confirmed that Wilts Council not renewing its contract with Idverde did not have any impact on the service it provides to QPC.
- Cllr Rowley to chase Pauline Church with regards to potential dates for a SSE presentation. **Action HR**

36/23

Statutory obligations

- Annual PC insurance - the renewal of the 3rd year of the existing 3-year contract was approved.
- Annual fees and subscriptions (WALC, NALC, ICO) were approved.
- Continuation of annual RoSPA safety inspection was approved. Any concerns regarding the current report to be reported at the next meeting.
- John K Murray was appointed as Internal Auditor for 2023/24 AGAR.

37/23

Governance

- Standing Orders – reviewed and approved. Any concerns to be raised at next meeting.
- Financial Regulations - reviewed and approved. Any concerns to be raised at next meeting.

38/23

Planning

- Planning application PL/2023/02107:
Proposed two storey extension and alterations to the existing property.
3 Haviland Cottages, Lower Road, SP2 9AX – No objection.
- Planning application PL/2023/03993:
Proposed conversion of outbuilding to home office with bathroom and first floor guest room.
Hope House, Lower Road, SP2 9AS – No objection subject to conditions:
 - Consideration of an appropriate design for incorporation into the curtilage of a listed building in accordance with regard to Hope cottage's heritage
 - Consideration of appropriate materials for incorporation into the curtilage of a listed building in accordance with regard to Hope cottage's heritage.
 - The building cannot be used for accommodation for an extended period or any change of use from a home office.

39/23

Village Maintenance

- Meeting on site to be arranged with Alex Howson, Wilts Council, to discuss how the right of way from Coronation Square to Footshill could be improved. **Action HR/SS**
- Cllr Rowley advised that he was organising a work party to take the old phone box away as the door is not fixable. He had received correspondence indicating that the Village would like some kind of facility to do free exchanges of books etc. Open to ideas as to what could replace the phone box and might need PC funding or fundraising. Old phone box to be removed in the first instance and then ideas considered – small shed? **Action HR**

- iii) A letter/flyer is to be sent to all village residents reminding them that fly tipping is illegal, including at Boys Meadow Withybed. Three signs are also required. HR to draft a letter and SS to write to Wilton Estate to be ask whether they could provide signs. **Action HR/SS**

40/23

Highways

- i) The Parish Council is in favour of obtaining a 2nd SID device however funding is an issue. Currently £500 pa is being allocated in the budget. Lesa Drewett has offered a loan to enable this and Cllr Rowley to investigate whether this is viable. To be fully considered when setting next year's budget.
- ii) Following the resurfacing work carried out in the village earlier in the year, the bollards have still not been replaced and it is deemed a health and safety matter. A further letter is to be sent to Paul Shaddock explaining that there have been incidents and expressing QPC's concerns about safety.

41/23

Recreation Ground

- i) Still no response from Mark Game regarding the stock fencing. Cllr Donne to chase. Parish Council to consider putting up a temporary fence to protect the area in the meantime. **Action PD**

42/23

Finance

- i) 2022/23 Internal Audit (Annual Governance and Accountability Return)
- Results of the Annual Internal Audit Report. Attention drawn to:
 - Missing from QPC website are Asset Register, list of councillor responsibilities, and Accessibility Statement (raised last year)
 - Further contact details required on the website for the Clerk (address and phone number – create a PO Box and obtain a QPC phone)
 - Insurance – value of assets to be updated.
 - IPT incorrectly claimed as VAT. To be rectified on next VAT return.
 - 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 and payments report for the new financial year to date approved:

Period: 15 March to 20 June 2023				
Payments already approved				
Date	Method	Payee	Details	Amount
12/05/2023	CHQ	Gallagher insurance	Insurance renewal 2023-24	733.92
Date	Method	Payee	Details	Amount
01/04/2023	S/O	Mrs A J Stagg	Clerks gross salary & office allowance March 23	323.56
01/04/2023	CHQ	WALC	Annual subscription 2023/24	164.52
31/03/2023	CHQ	Bawdens	Grounds maintenance Inv 28051	65.80
30/04/2023	CHQ	Bawdens	Grounds maintenance Inv 28173	65.80
01/05/2023	S/O	Mrs A J Stagg	Clerks gross salary & office allowance April 23	323.56
31/05/2023	CHQ	Bawdens	Grounds maintenance Inv 28233	65.80
31/05/23	CHQ	Bawdens	Twice yearly footpath cut Inv 28269	151.51
31/05/2023	CHQ	Bawdens	Twice yearly footpath cut Skew rd to Egham Pl Inv 28270	168.05
25/05/2023	CHQ	J K Murray	Prof fees for internal audit ye 31st March 23	195.00
31/05/2023	CHQ	Paul Cripps	Google office inv's March-May	62.10
01/06/2023	S/O	Mrs A J Stagg	Clerks gross salary & office allowance May 23	323.56
20/06/2023	CHQ	Mrs A J Stagg	Back pay Jan-May £26.87 x 5	134.35
20/06/2023	CHQ	Mrs A J Stagg	Expenses - Travel to Winchester for audit	21.60
TOTAL				2,799.13

43/23

Neighbourhood Plan

- i) Cllr Rowley will provide an update at the next meeting. **Action HR**

44/23

Other reports back from Councillors

- Cllr Peters pointed out that the current asset register includes 2 bus shelters when we only have one. SS to review. **Action SS**
Recruiting new people to the Parish Council was also raised – can have up to 9 Councillors. Existing councillors to talk to potential candidates in the village. HR to write a message for Bea to send out. **Action HR**
It was noted that there is a 60mph sign between the village and the A36, whereas the speed limit on the A36 is 50mph. To be flagged up again with Paul Shaddock.
- Cllr Taylor advised that there was a South West Area Board meeting on 28th June at Dinton Village Hall for any councillors interested in attending.
A reminder to submit assets of community value when it next comes up.
Wilts Community Foundation has information regarding grants. Additionally, Wessex Community Action can provide details of where funding advice might be sought.

45/23

Correspondence/AOB/Urgent matters/Round Table

Cllr Taylor submitted his resignation as a Councillor. On behalf of the Parish Council, Cllr Rowley expressed his sincere thanks for all the hard work and support he has given the Council over the last 10 years. He has been a really valuable member of the team, amongst other things obtaining lots of grants for QPC, and will be sorely missed.

45/23

Next Parish Council Meeting

The date of the next Quidhampton Parish Council meeting will be held on Tuesday 25th July 2023 at 7:30pm at Quidhampton Village Hall.

Meeting ended at 9.09pm.

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

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