

Quidhampton Parish Council



**Minutes of the Annual Meeting of Quidhampton Parish Council
Held on Tuesday 12th May 2025
At 7.30pm in Quidhampton Village Hall**

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- Present:** Cllr Jacqueline Peters (JP), Cllr Julia Thomas (JT), Cllr Steph Kershaw (SK), Cllr Mike Donohue (MD)
- Plus:** Sasha Stagg - Clerk
- Members of the public:** Ken Taylor, Pauline Donne, Stephen Rowland-Jones, Jan, Tat Jenkins
- 26/25 Councillor Acceptance of Office:** All Councillors signed declarations
- 27/25 Election of the Chair:** Cllr Jacqueline Peters – Proposed by JT, seconded by SK, vote unanimous.
- 28/25 Election of Vice Chair:** Cllr Julia Thomas – Proposed by JP, seconded by SK, vote unanimous.
- 29/25 Co-option of Councillors:** Mike Donohue - Proposed by JT, seconded by SK, vote unanimous.
- 30/25 Apologies for absence:** Cllr Pauline Church
- 31/25 Open Forum**
- 32/25 To receive a report from Cllr Pauline Church (Wiltshire Council) –** Not present
- 33/25 Declarations of interest:** None
- 34/25** The **Minutes of the Parish Council meeting** held on Tuesday 11th March 2025 were unanimously approved.
- Matters arising:** None
- 35/25 Statutory obligations**
- i) Annual PC insurance – Cllrs unanimously approved remaining with Zurich, where premiums had remained at the same low level as last year.
 - 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 2025/26 AGAR.
- 36/25 Governance**
- i) Areas of responsibility delegated to councillors:
 - Highways & LHFIF – JT/JP
 - SWWAB – JT (and Dan Nelson-Smith when he re-joins)
 - Flood Warden – Ken Tayler
 - Community Speedwatch – MD

- SID – MD & JT
 - Website administration – Paul Cripps (to be handed over in the summer to SS) and Dan Nelson-Smith
 - Recreation Ground – JT & Tat Jenkins
 - Wiltshire Area Councillor – Cllr Pauline Church
 - Health & Wellbeing – SK
 - Defibrillator – Ian Day
- ii) Standing orders – approved. SS currently updating and will distribute new version when complete.
- iii) Financial regulations – approved. SS to review and update.
- iv) Following on from the audit feedback, it was agreed that we should push ahead with a big overhaul to the website as soon as possible, making it easier to navigate and easier to administer – **Action SS/Dan Nelson-Smith**
- v) Dates of future meetings – it was agreed to keep the meetings on Tuesday evenings for now, on the same cadence, as this fitted in best with councillor availability and the village hall calendar.

37/25

Highways

- i) SID update – The amber light warning has now been removed, and the data downloaded. A decision needs to be made asap regarding the installation of solar panels, where currently the battery charge is only lasting 6 days. It was noted that it is a 2 person job to move the device every 4-6 weeks, and ideally needs use of a van.
- ii) Traffic surveys – Still to be confirmed.

38/25

Village Maintenance

- i) The old red phonebox, currently at The Guild, and which is currently potentially on offer to us, is reportedly very old, tall, and has no glass. Would we need planning permission as it is taller than the current phonebox? It would need perspex installing on the inside and also repainting, so quite a lot of work. Cllr Donohue to look at and measure, and to get his opinion on it. It was agreed that the phonebox definitely does have a useful purpose, and the question was raised again as to whether some kind of replacement door could be installed on the current one. **Action MD**
- ii) The vegetation that is at the junction of the A3094 is now very overgrown and is preventing easy visibility. The cherry trees need to remain untouched but the rest needs cutting back. It was suggested that perhaps it could be a community project, or if not, the Council may have to pay for a days work. In the first instance, SS to ask if Parish Steward will attend. **Action SS**
- iii) Village resident, Stephen Rowland-Jones, wrote to the parish council and also attended the meeting in regard to the potential placement of double yellow lines in Sovereign Close. After a number of years of lobbying, the Close became adopted, however there is now an issue of parking as the road is not wide enough to park vehicles along and also for the emergency services to gain access. S R-J advised that he was happy to help with any application, and it was agreed that the Parish Council would add this to their LHFIF request along with double yellow lines for Hampton Court. S R-J to provide pictures and a diagram.

39/25

Recreation Ground

- i) Cllr Thomas confirmed that there was nothing to report from the weekly playground checks.
- ii) A discussion was had as to whether there were any potential playground improvements that could be made. The current play equipment is deemed to be fine, and in fact is popular due to it's 'retro' nature. It was agreed that more seating and a shelter would be nice additions. Funds could be raised by a village fundraiser, and Wilton Estate could also be approached to see if they might contribute. There are also grants that could be obtained. To be discussed further.
- iii) Following Mark Game's promise to install stock fencing last year, this is still no further forward. The Parish Council agreed to pay for the materials which Mark said he had purchased, and he would then install the fence. SS to follow up. **Action SS**

40/25

Finance

- i) Cashflow and payments report was approved.

Period: 12 March to 12 May 2025				
Date	Method	Payee	Details	Amount
30/03/2025		Bawdens	Grounds maintenance March 25 inv 30534	71.06
31/03/2025		Paul Cripps	Google office March 25	43.99
01/04/2025		WALC	Subs 2024-25	174.11
01/04/2025	S/O	AJ Stagg	Clerks gross salary & office allowance March 25	323.56
06/04/2025		Zurich Insurance	Insurance renewal 2025-26	437.00
30/04/2025		Paul Cripps	Google office April 25	50.04
01/05/2025	S/O	AJ Stagg	Clerks gross salary & office allowance April 25	323.56
12/05/2025		AJ Stagg	Backpay April & May £48.54 x 2	97.08
			TOTAL	1,520.40

- ii) It was unanimously agreed to sell the village strimmer to Peter Dawson, who has been storing it for a number of years, for the price of £150. SS to remove from asset register. **Action SS.**

41/25

Village Emergency Plan

- i) No updates to be reported.

42/25

Correspondence/AOB/Urgent matters/Round Table

- A date was agreed for the Annual Parish Meeting of Saturday 31st May at 2pm. SS to check village hall availability and get in touch with all relevant village stakeholders. Tea and cake will be provided after the meeting. **Action SS.**
- Tat Jenkins had been in discussion with Cllr Peters around the potential of installing a concave mirror to aid crossing the road on Lower Road, near to the woods. Currently vegetation is leaning out into the road, impairing vision of those on foot, and preventing being able to cross the road safely. Tat to look at where the best place would be to potentially put a mirror, and also explore costs. SS to speak with Wilton Estate to ascertain if permissible, and also to contact Highways. Vegetation could be cut back but this still may not be adequate. **Action SS.**
- Tat Jenkins provided an update on footpath improvements between Quidhampton and Lower Bemerton School. The school have done a travel plan, and it is now in the hands of Wiltshire Council so just now waiting for further updates.

- Paul Cripps did not stand for re-election this year and has stood down from his Councillor duties, however he is still kindly handling the IT for the parish council pending a handover in the summer, so for the time being it was unanimously agreed that he should remain as an unpaid officer.

43/25

Next Parish Council Meeting

The date of the next Quidhampton Parish Council meeting will be held on Tuesday 8th July 2025 at 7:30pm at Quidhampton Village Hall.

Meeting ended at 9.00pm.

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

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