



Idmiston Annual Parish Meeting

9th April 2019

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Agenda

- **Review of Main Activities and Achievements**
 - **Challenges and Council Operations**
 - **Finance Regulations, Standing Orders and Grants**
 - **Neighbourhood Plan and CIL**
 - **Emergency Planning**
 - **Memorial Hall Update**
 - **CATG**
 - **SIDs**
 - **Village Fete**
 - **Parish Clean-up**
- **Public Q and A**

Challenges Overcome

(Cllr Humphries)

o **No Clerk for 4 months**

- o Between May and September we had no Clerk.
- o This set us back on our aims for 2018. We are thrilled to now have a professionally trained, very experienced Parish Clerk on board.

o **Increased Regulation**

- o Over the past few years there has been a dramatic increase in regulation for Parish Councils around Standing Orders, Financial Regulations and the requirement to have various plans in place.
- o We have made great progress here – see later.

o **Lack of Annual Village Fete**

- o A number of years had passed since the last Village Fete.
- o The 2018 Village Fete was held and deemed a huge success by all who attended – see later.

o **Online presence**

- o IPC Website – continues to be heavily used based on the website statistics.
- o IPC Facebook™ (Porton, Idmiston, Gomeldon Forum – a.k.a. PIG forum) continues to provide a valuable and accessible place for sharing of information and exchange of views. Thanks to all those who provide regular positive contributions and debate.

Challenges Remaining (1 of 3)

(Cllr Humphries)

○ **Need for Volunteers – Paid and Unpaid**

- A number of areas have stalled because we don't have people volunteering. The time spent writing long emails or letters of complaint could be better spent offering to help resolve issues.
- To be blunt - without help, some things just won't happen.
- Where help is needed – this will be marked in **BLUE**. Please consider if you have ANY time to give to help your community and let the Parish clerk know.

○ **Newsletter**

- Efforts to keep this going at a reasonable cost have failed to date.
- Some budget has been allocated in the new precept, but **we still seek (paid) help** to be able to produce this.
- If we are not able to revive this:
 - Some advertisers will need to have payments refunded
 - A large demographic of parishioners not 'on-line', will lose this valuable source of information about what is happening in their community.

Challenges Remaining (2 of 3)

(Cllr Humphries)

○ Bourne Cemetery

○ The Issue

- Sewage pipe discovered running through cemetery after it was damaged. Pipe permanently sealed and confirmation from Wessex Water that there was no damage to existing interments..

○ The Progress

- Extraordinary IPC Meeting held earlier this year, in an effort to provide information and transparency on what had happened, how it could have happened and the plans to resolve the situation.
- Application made in 2018 to have pipe re-routed.
- Parish Clerk, now fully on board, will be able to actively manage this.

○ Jubilee Walk – Tree Cutting

○ Summary

- Not all branches have been cut, that were expected to be cut. The whole issue has taken far too long to be resolved.

○ Issues Identified

- Too many people involved at different stages, poor communication, unclear ownership, many misunderstandings and IPC inexperience in arboreal regulations.

○ Resolution

- In progress. Prevention of reoccurrence = improved mapping of trees owned with maintenance plan (in progress) with guidance to draw on in the future.

Challenges Remaining (3 of 3)

(Cllr Humphries)

○ Parish Council Seats

- In the last 4 years as low as 7/15 seats - now operating at 15/15.
- However - councillors who have been unable or unwilling to make any useful contribution over the last year, are asked to consider their position. If you fill a seat without action – you are directly inhibiting the ability of the IPC to serve parishioners.
 - It may be that you have been able to contribute in the past, but now find it difficult to find the time.
 - It may be that you joined with the intention of helping, but that things in your life have changed and you no longer have the time available that you planned.
- If you don't envisage anything changing, please consider that there may be people who want to contribute but have no opportunity, with no seats available for co-option.

Council Operations 2018/2019

(Parish Clerk)

- Responding to requests, questions and comments from the public
- Review and respond to planning applications
- Management of Parish Maintenance and Contractors
 - Cutting, fixing, trimming, clearing, cleaning all over Parish on IPC-owned land
 - Maintenance of Jubilee path, Bourne Cemetery
 - Weekly inspection of playgrounds
- Escalations to Wiltshire Council as required
- Maintenance of IPC financials – record keeping, making payments, regular and more thorough financial reporting to the Council.
- Providing the underlying financial information to enable the council to set its budget and the amount of precept required
- Winter planning (with the assistance of Cllr Jones)
 - Purchase and installation of additional grit bins
 - Filling of 23+ existing grit bins
- Taking on the updating of the parish website

Council Operations 2019/2020

(Parish Clerk)

- Resolve the rebuilding of the Idmiston Church wall.
- To resolve and conclude the problems with the cemetery.
- Supervise the new parish handyman to ensure all the “little jobs” are attended to promptly.
- Draw up a spec' for the parish grounds maintenance and undertake a tender process in time to inform the next budget setting calculations.
- Lead the creation of a 3-5 year Business Plan.
- Financial Software
 - Start using new accounting software instead of Excel.
 - This software produces all the year end data for the External Audit.

IPC Finance Regulations

(Ken Bradley)

- The existing IPC Financial Regulations were produced using a NALC model.
- Another template covering the same topic had also been produced, instead using an SLCC model.
- Both documents were compared to seek best practice and ensure the currency of information used.
- The existing IPC Financial Regulations were updated as a result of this exercise.
- A secondary check was made by an independent source to ensure changes made were sound.
- The document is now complete and will shortly be submitted to the IPC for final approval.

IPC Standing Orders

(Cllr Bradley)

- Why They Matter
 - Standing Orders = Written rules of a local council.
 - Confirm IPC's organisation, admin, procurement and meeting procedures.
 - Standing Orders required for contractual procurement.
 - Standing Orders confirm statutory requirements for IPC Officers meetings.
- What Has Been Updated Or Added
 - The existing IPC Standing Orders were produced using an NALC model.
 - Another document covering the same topic had also been produced but using an SLCC model instead.
 - Both document were compared to seek best practice and ensure the currency of information used.
 - Resulting from this exercise the existing IPC Standing Orders were updated.
 - The document is now complete and has been approved by the IPC.

IPC Grants

(Cllr Gillick)

- **A grant** is any payment made by the IPC to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council.
- **2018** – The IPC made a total grant award sum of £2,000 available for Parishioners to apply for small grants to support community led projects. The IPC have to-date supported:
 - The Sunshine Club with a contribution to coach hire for a summer outing
 - St Nicholas School with outdoors equipment
 - The Bourne Valley Scouts with expedition cooking equipment
 - The Idmiston Church with funding for toilet hire for their Parish exhibition
- **2019** – The IPC are continuing this grant support in 2019. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:
 - Providing a service
 - Enhancing the quality of life
 - Improving the environment
 - Promoting Idmiston Parish (Idmiston, Porton and Gomeldon) in a positive way
- **To Apply**
 - For further information and an application form go to: <https://www.idmistonpc.org/parish-council/grants/>
 - Forms are also available from the Parish Clerk
 - The IPC looks forward to hearing from you...

IPC Neighbourhood Plan and CIL

(Cllr Oliver)

o To Date

- o 'Made' in April 2017, the Neighbourhood Plan has controlled development to within areas designated and supported by parishioners voting within, and for, the Plan.
- o Sites P7A and P7B (land opposite Horfield, Idmiston Road, Porton) received outline planning permission for 16 houses (including 5 affordable homes) – detail planning in progress.
- o The Idmiston Parish has a target for 32 new houses to be built by 2026, applications are running at c. 47 period to-date – IPC and WC propose no further new builds (other than in-fill) will be approved pre-2026.
- o The Neighbourhood Plan is designed to remain current until 2026. We do not expect to update it before then unless there is a material consideration or change in the Wiltshire Council core development plan or in the Parish.

o 2019 onwards

- o The parish will receive £130k for the IPMH (refurbishment) and £36k for Porton play space improvements as part of the S106 agreement for the development behind Chalk House, Porton (once 50% is built out and sold).
- o Community Infrastructure Levy (CIL) is due / expected from the 4x new builds and from the P7A and P7B development. By having a Neighbourhood Plan, the parish receives 25% of the levy (rather than 15% without).

The IPC would be delighted to receive community improvement ideas for spending the CIL. One current idea is for a pavement linking Idmiston and Porton.

IPC Emergency Planning

(Cllr Bradley)

● Achievements Over Past Year

- After a visit to Wiltshire Council an IPC Emergency Plan was started in accordance with model documents supplied.
 - This comprised a main document with Flood, Snow, Pandemic Flu, Loss of Utilities and Animal Health annexes.
- To date the main document, Flood Plan and Snow Plan are almost complete.
- A significant amount of material has been gathered for the completion of the document.

● Plans for Coming Year

- Porton Down is to be consulted regarding how this Emergency Plan relates to their own.
- Wiltshire Council will be provided with copies at various stages of production to confirm compliance.

Memorial Hall Update

(Cllr Oliver on behalf of IPMH)



○ 2018/2019

- The committee continues to meet 4x per year - these meetings that are open to the public – all are welcome
- Plans are underway for long-term hall improvements – initial architect plans are being reviewed for renovation/improvement ideas (including better facilities – parking, toilets, storage)

○ 2019/2020

- A Business Plan will be created and shared to support future investments
- Fundraising ideas and events as well as S106 / CIL monies and grant awards will be required to make the IPMH an even better asset for the Parish
- We are looking for additional volunteers from within the Parish - particularly a committee Chair, Project Manager and Hall “assistant”

“We are working with the hall users to create a positive and inclusive environment, aiming to continue to provide a vibrant parish asset...”

CATG (Community Area Transport Group)

(Cllr Cocking)

○ **CATG Definition**

- A group of unitary, town & parish councillors from the Amesbury area, plus specialist unitary council officers that meet each quarter to approve minor projects aimed at improving Transport in the area. It does not do highway maintenance or major highways projects.

○ **2018 / 2019**

○ CATG

- Agreed the purchase of 2 new road Nameplates.

○ Other Highways

- Successful running of CSW project.
- Resurfacing work on Porton High St.
- Unitary Council engaged to help with planning the installation of SID's.

○ **PLANS FOR THE COMING YEAR**

- New money available to Unitary Council will allow improvements to Road Markings, Potholes, Verges & Roadside Footpaths.
- More direct engagement with governors & head teachers of local schools with the objective of reducing the localised congestion associated with school drop-off & pick up.

SIDs (Speed Information Devices)

(Cllr Cocking)

○ Achievements over Past Year

- Fears and complaints voiced to the IPC regarding drivers who exceed the speed limits through the villages.
- Data from the Speedwatch group presented to IPC.
- IPC approved purchase of 2 SIDs and additional brackets to allow changes in locations.
 - The SID chosen will also capture useful traffic volume information.
- Potential sites for the SIDs identified and liaison with the Design Engineer, Transportation for Wiltshire Council to validate potential sites.

○ Plans for Coming Year

- Install and configure SIDs.
- Monitor progress and use this to adjust siting and configuration.

Village Fete

(Cllr Maher)

○ 2018

- Funding approved from IPC.
- Donation secured from [dstl] (and letter of thanks for their donation).
- Scouts supported various games & food.
- Support Ops group provided tents, lighting, health and safety, PA.
- Inflatables proved popular with adults and children alike.
- Bar and music very successful.
- Many businesses and clubs provided great support and subsidised pricing to support the event.
- Overall the event was hailed a huge success (with only one single complaint).
- Everyone agreed this was the highlight of the year, with a real desire to maintain this annually.

○ 2019

- Funds raised from 2018 will be put towards the 2019 event.
- The date has been set – **Saturday 20th July in the Porton Play Park**
- **If you would like a stand or would like to help staff a stand (for only a couple of hours), please let the Clerk know.**

Parish Clean-up

(Cllr Oliver)

- **2018/2019**

- The WI regularly litter pick around the Parish

- **2018**

- We were prevented from hosting a Parish Clean-up post the Novichok incident following Wiltshire Council advice – this has now been withdrawn

- **2019**

- We are looking for more volunteers for a Parish Clean-up
 - Litter picking
 - Identify areas that need improving – e.g. strimming / cutting back



Q and A

Limited time, so if we run out...

... please send your questions to the Parish Clerk.