



Idmiston Parish Council

Draft Minutes for Annual Parish Council Meeting held 11th May 2026

Members of Idmiston Parish Council attended the Annual Meeting, held in the Meeting Room at Idmiston Parish Memorial Hall on Monday 11th May 2026 at 7.30pm, to discuss the following business.

Present: Cllr Exton, Cllr Sangster, Cllr Mark Bunce, Cllr Steve Cocking, Cllr Kate Fry, Cllr Adam Grundy, Cllr Gratton-Cooper, Cllr Gill Kite, Cllr Wayne Maher, Cllr Rob Miles, Cllr Andy Oliver.

Also present: Jay McGowan (Clerk), Wiltshire Cllr Rich Rogers (Porton & Idmiston Ward), 3 members of the public

Wiltshire Cllr Lainey Barker (Gomeldon Ward) sent her apologies.

Public Session

Wiltshire Councillor Richard Rogers' Report:

Highways safety survey. Wiltshire Highways has agreed to carry out a safety survey covering the A338 in the Bourne Valley, Winterslow Road and the access roads to the A303. Final arrangements are being made, and the results are expected in the summer.

Wiltshire Local Plan update. Following a recent Cabinet meeting, it was agreed to recommend withdrawing the draft Wiltshire Local Plan (2020–2038) from examination. This would allow the council to focus on preparing a new Local Plan under the government's new plan-making system.

The recommendation will now be considered by Full Council on 19 May. Cabinet is then due to consider the start of work on a new Local Plan at its June meeting.

Parking consultation The consultation has now closed, but the results have not yet been circulated.

Area Board and Local Highways Improvement Group.

Meetings will now take place three times a year. The total budget for the current financial year is £16,000, reducing the number of schemes that can be funded.

The next Area Board meeting will be held on 4 June 2026 at Winterslow Village Hall.

High Street, Porton No further development was reported.

Bourne Cemetery A parishioner reported that the sign is not clearly visible and requested that it be moved to a more suitable location.

Planning application PL/2026/02487 The property owners attended the meeting and spoke a few words concerning this application. It was suggested that they attend the Annual Parish Meeting on 18th May where more residents would be present. They agreed to do this.

Council Business

53.26 Election of Chairman for 2026/2027

Nomination: Cllr Kirsty Exton was nominated to serve as Chairman for 2026/27, seconded by Cllr Sangster.

Resolved: All Councillors voted to re-elect Cllr Exton, and the Declaration of Acceptance of Office was signed.

54.26 Election of Vice Chairman for 2026/2027

Nomination: Cllr Sangster was nominated for the role of Vice Chairman for 2026/27, seconded by Cllr Oliver.

Resolved: All Councillors voted to re-elect Cllr Sangster, and the Declaration of Acceptance of Office was signed.

55.26 To receive apologies No apologies were received; all members were present.

56.26 To receive any Declarations of Interest and to decide upon any request for Dispensation. No Declarations of Interest or requests for Dispensation were received.

57.26 Minutes

a. To approve the minutes of the Idmiston Parish Council meeting held on 13th April 2026 as a true record.

Resolved: The minutes were approved without amendment and signed by Cllr Exton.

b. To note the draft minutes of the Staffing Committee meeting held on 27th April 2026. **Noted.**

58.26 To review, amend and confirm as necessary the following documents.

Documents reviewed: Standing Orders, Asset Register and Financial Regulations.

Resolved: Recent updates have been received. The documents will be updated and the item deferred.

Bank mandate and signatories.

Resolved: J McGowan now has access to the accounts. Cllrs Exton, Sangster and Miles will remain as signatories.

Regular payments by direct debit/standing order.

Resolved: The following payments were considered and approved:

- Tesco Mobile: £10.38 per month
- Unity Bank fee: £10.30 per month
- Lloyds Bank debit card fee: £3.00 per month
- Adobe monthly subscription: £24.95

59.26 To appoint members responsible for following areas within the parish until May 2027:

Resolved: The following members were appointed:

- Highways/Footpaths and Parish Steward – Cllr Cocking
- Speed Indicator Devices – Cllr Sangster, Cllr Bunce
- Recreation Grounds/Parks – Cllr Miles (Lead), Cllr Grattan-Cooper (Porton), Cllr Maher (Gomeldon) and Cllr Bunce (Gomeldon)
- Defibrillators – Cllr Bunce and Cllr Sangster
- Cemeteries/Churches – Cllr Exton

60.26 To appoint members to the following committees and working groups until May 2027

Resolved: The following appointments were made:

- Finance Committee – Cllr Exton, Cllr Sangster, Cllr Bunce, Cllr Grundy, Cllr Maher, Cllr Miles and Cllr Cocking
- Planning Committee – Cllr Exton, Cllr Sangster, Cllr Bunce, Cllr Grundy, Cllr Maher, Cllr Cocking and Cllr Grattan-Cooper
- Staffing Committee – Cllr Bunce, Cllr Exton, Cllr Sangster, Cllr Grundy and Cllr Maher
- Gomeldon Play Park Working Group – Cllr Miles, Cllr Exton, Cllr Bunce and Cllr Maher
- Neighbourhood Plan Working Group – Cllr Exton, Cllr Sangster, Cllr Oliver, Cllr Grundy, Cllr Maher, Cllr Fry, Cllr Cocking and Cllr Bunce
- Summer Event Working Group – Cllr Kite, Cllr Maher, Cllr Bunce and Cllr Sangster
- Emergency Plan Review Group – Cllr Bunce and Cllr Grundy
- Parish Council Newsletter – Cllr Kite and Cllr Fry
- IT Representative – Cllr Grundy
- Social Media presence – Cllr Sangster

61.26 To appoint members as representatives on the following organisations and outside bodies until May 2027

Resolved: The following representatives were appointed:

- Wiltshire Council Area Board – Cllr Grundy
- Wiltshire Council Local Highways & Footpaths Improvement Group – Cllr Cocking
- Wiltshire Council Operational Flood Working Group / Flood Warden – Mark Jones agreed to continue as Flood Warden as did Roy Gould
- St Nicholas School, Porton – Cllr Miles
- Gomeldon School, Gomeldon – Cllr Fry
- Trustees for Idmiston Parish Memorial Hall Management Committee – Cllr Exton, Cllr Bunce, Cllr Sangster and Cllr Cocking
- Wiltshire Association of Local Councils – Cllr Exton
- Youth Services – Cllr Bunce

62.26 To note reports from the following:

a. Local Highways & Footpaths Improvement Group – Tuesday 5th May 2026

Cllr Cocking attended the meeting.

Key points: There were no new items for the parish to take forward. Existing items are awaiting allocation in the current financial year.

Funding: Cllr Cocking reiterated Cllr Rogers's concern that a 70% reduction in funding leaves limited scope to support schemes across the 20 parishes in the Area Board group.

b. Gomeldon Play Park Working Group – Thursday 7th May 2026

Update given by Cllr Miles.

Following the positive response to the public consultation held on 19th April 2026, the group now has a clear understanding of the features residents would like to see included in the park.

In light of changes in legislation and the need for additional legal documentation, Cllr Miles proposed that the current tender be withdrawn. He further proposed that the working group prepare a scoring matrix and a detailed scope of works for full Council approval. The revised scope of works will take account of feedback received during the public consultation. Cllr Exton seconded the proposal.

Resolved: Council considered the recommendations and unanimously agreed to withdraw the current tender.

c. Chairman's report

- Porton Play Park remains closed. Substance testing has now been completed and the results received. It is hoped that the park will reopen later this week.
- The Clerk and Chairman were invited on a pothole tour with Dstl and Highways from Porton Camp to Porton Village. Resurfacing is scheduled for June 2026 and potholes will be filled further down Winterslow Road.
- The Gomeldon Play Park consultation received a strong response, and the ideas submitted will now be considered by the Working Group for inclusion in the designs.
- The Gomeldon School Travel Plan has now been submitted to Wiltshire Council. The Parish Council would like to thank everyone who contributed and will continue to offer support where possible.

d. Clerk's Report

Porton Park:

- The Clerk met a parishioner at the Porton Recreation Area and inspected the ditch running along the rear of the site. It requires maintenance and clearance to allow water to drain properly.
- The chain-link fence is broken, and children have been climbing over the sewage pipes to enter the play area. Overgrown vegetation has contributed to the damage, and the fence needs to be repaired as soon as possible.
- New padlocks are also required for both entry gates.

Grit bin at Buller Park This has now been reported by Cllr Sangster. The Parish Handyman has cleared the area and placed the broken plastic in the bin. The grit bin will be replaced in the summer.

63.26 Finance

a. Bank balances as at 30th April 2026

- Current Account: £1,442.42
- Deposit Account: £88,339.55
- CIL Account: £80,289.20

b. Internal bank transfer made in April 2026 The information was not available at the time of the meeting.

c. Financial Schedule for May 2026 Resolved: Councillors considered and approved the May 2026 schedule, totaling £5,044.39.

d. Bank reconciliation for April 2026 The information was not available at the time of the meeting.

e. Budget monitoring for April 2026 The information was not available at the time of the meeting.

64.26 To complete and sign the Annual Governance and Accountability Return for Financial Year 2025/2026

- **a.** To note and accept the Internal Audit Report for 2025/26, together with any recommendations from the Internal Auditor.
- **b.** To approve and sign the Annual Governance Statement for 2025/2026.
- **c.** To approve and sign the Accounting Statement for 2025/2026.
- **d.** To approve the dates for the Public Right of Inspection of Accounts for 2025/2026: Tuesday 3rd June 2026 to Monday 14th July 2026.

Resolved: As the Internal Auditor's report was not received in time for the meeting, this item will be deferred until June 2026.

65.26 Governance

- **a.** Members considered and gave consent to the receipt of agendas and associated papers in electronic form.

Resolved: All members agreed to receive electronic agendas and associated paperwork.

- **b.** To note the removal of C Purves from the Parish Council bank accounts. **Noted.**
Action: Clerk to submit the signed mandate to the bank.

66.26 Planning

a. Applications notified by Wiltshire Council

- **i. PL/2026/02297:** Land at Church Road, Idmiston, SP4 0AS. Removal/variation of conditions to vary Conditions 2, 3, 4 and 5 on PL/2023/04010 for the erection of 2 detached dwellings with integral garaging, access and associated works.
Resolved: Councillors agreed that they had **no objection** to this planning application, subject to the Highways comment published on the Wiltshire Council portal. **Action:** Clerk to submit the comment on Wiltshire Council's Planning Portal.

- **ii. PL/2026/02487:** 4 Beech Close, Porton, SP4 0NP. Householder planning permission for a proposed single-storey rear extension and alterations.
Resolved: Councillors agreed that they had **no objection** to this planning application.
Action: Clerk to submit the comment on Wiltshire Council's Planning Portal.

b. Applications received after publication of the agenda

- **i. PL/2026/02713:** Porton Baptist Chapel, High Street, Porton, Salisbury, SP4 0LH. Change of use of the former Baptist Chapel from Use Class F1 (non-residential institution) to a single residential dwelling (Use Class C3).
Resolved: Councillors **supported** this planning application. **Action:** Clerk to submit the comment on Wiltshire Council's Planning Portal.

c. Decisions made by Wiltshire Council

- **i. PL/2026/01235:** 11 Parkland Way, Porton, SP4 0LS – approved with conditions.

d. Neighbourhood Plan Working Group The next meeting will be held on Tuesday 12th May 2026. An update will be given at the next meeting.

67.26 Updates on other ongoing issues

a. Recreation Ground

- **i. Gomeldon Play Equipment Project** Report received from Cllr Miles. The evaluation criteria for design assessment will be considered under item 62.26b. **Action:** Clerk to withdraw the tender on Find my Tender and notify contractors.
- **ii. Dedicated parking area at Gomeldon Recreation Ground** No further update.
- **iii. Riverside Rec, Porton Park**
 - **Park closure:** The park will reopen soon. Contractors are due to tidy the area later this week.
 - **Boundary fence:** This has been inspected and will need replacing. **Resolved:** Councillors agreed that the first step would be to contact the adjoining landowner to seek permission to access the land for remedial works. **Action:** Clerk to contact the owner.
 - **Zip wire inspections:** Reports have not yet been received. A query has been raised regarding the seat height of the zip wire at Gomeldon. **Action:** Clerk to check whether this was included in the inspection.

b. Cemetery

- **i. Revised mapping of grave spaces** This work will commence in the next two to three weeks.
- **ii. Rose Garden** Plants have been ordered and will be planted when they arrive.

c. All Saints Church, Idmiston – Compost Heap Quotes are still being obtained for its removal. The issue of green garden waste is still being resolved.

Resolved: Councillors agreed that the first step must be to remove the current compost heap to prevent further damage to the base of the tree.

d. Parish Handyman

- **i. Replacement noticeboard, Porton** It has been confirmed that the current size and location of the noticeboard can remain. A replacement can now be ordered for fitting as soon as possible. **Action:** The Clerk and Cllr Sangster will order the noticeboard.
- **ii. Porton Church handrails** The handrails are scheduled to be fixed this week.

e. SID Management No further development. **Action:** The Clerk and Cllr Cocking will seek further advice from Cllr Rogers and Wiltshire Council.

f. Youth Services Provisions No further update.

g. Clarification of ownership of trees along Jubilee Walk No further update.

h. Newsletter An update was received from Cllrs Kite and Fry. All reports for publication have now been received and the spring edition is ready for printing.

i. Jubilee Walk

- **Refurbishment of Jubilee Walk** No further update.
- **Repairs or replacement of broken step** Some of the steps have become unstable and could pose a hazard.
Resolved: Councillors agreed that the steps needed to be repaired. **Action:** The Clerk will contact the Parish Handyman.
- **Tree survey** The survey is booked for Monday 18th May 2026.

68.26 Highways, Parish Steward and Footpath Matters

- **a. New highways maintenance issues** None.
- **b. New tasks for the Parish Steward (Wiltshire Council contractor)** Service is due to resume on 1st June 2026.
 - Bus shelter area in Gomeldon to be cleared and overgrowth to be cut back.
- **c. New footpath matters** None.
- **d. Updates**
 - **i. Gomeldon School travel plan** The plan has been resubmitted to Wiltshire Council.
 - **ii. Traffic survey results, Gomeldon Road** The results have now been received and will be reviewed to determine whether any further action is required.

69.26 Items to be carried forward to the next meeting

- Porton Play Park
- Annual Governance and Accountability Return
- Bourne Cemetery Sign

70.26 Correspondence received (circulated prior to the meeting)

Briefing Note 26.04: Crisis and Resilience Fund.

71.26 Forthcoming Meetings

- LHFIG – 8th September 2026
- Youth Services Meeting – TBN
- Area Board Meeting – 4th June 2026 at Winterslow Village Hall

72.26 Dates of next meetings

- a. Annual Parish Meeting – Monday 18th May 2026 at 7.45pm (doors open at 7.15pm)
- b. Ordinary Parish Council Meeting – Monday 8th June 2026
- c. Planning Committee meeting, if required – Monday 22nd June 2026
- d. Staffing Meeting, if required – Monday 22nd June 2026

73.26 Exclusion of the press and public during discussion of confidential items

It was resolved that, under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following item of business, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted:

Clerk's Employment Contract

- **Resolved:** The increased contract hours were approved as recommended by the Staffing Committee.
- Salary increment to be deferred.

74.26 To close the meeting With no further business to discuss, Cllr Exton closed the meeting at 9.10pm.

Councillors must consider the following when discharging their duties: Equal Opportunities (Race, Gender, Sexual Orientation, Marital Status and any Disability); Crime & Disorder; Health & Safety; Human Rights.