



Idmiston Parish Council

DRAFT Minutes for Ordinary Parish Council Meeting held 8th June 2026 at 7.30pm in the Meeting Room of Idmiston Parish Memorial Hall

Present: Cllr Kirsty Exton, Cllr David Sangster, Cllr Mark Bunce, Cllr Steve Cocking, Cllr Karine Grattan-Cooper, Cllr Kate Fry, Cllr Rob Miles, Cllr Adam Grundy, Cllr Andy Oliver.

Also, present: Jay McGowan (Clerk), Cllr Lainey Baker (Gomeldon Ward), Cllr Rich Rogers (Idmiston & Porton Ward), 1 member of the public.

Public session

Wiltshire Councillors Richard Rogers and Lainey Barker will give their reports.

Cllr Lainey Barker

- **Unauthorised bike trail:** Cllr Barker had sought advice from Wiltshire Council regarding item 85.26(c). As the land is not the responsibility of the Parish Council, liability rests with the landowner therefore it is his responsibility to either close the area or obtain the necessary liability insurance.
- **Wiltshire Council Local Plan Review:** The decision to withdraw the Wiltshire Council Local Plan Review was resolved at the Wiltshire Full Council meeting held on 19th May 2026. This may create opportunities for developers to submit speculative planning applications.
- **Bleed kits:** At the Southern Wiltshire Area Board meeting held on 4th June 2026, the installation of bleed kits within parishes was discussed. Cllr Barker encouraged rural parishes to apply for the kits currently being made available.
- **Parish boundary review:** A review of parish boundaries will be carried out in the next few weeks, and correspondence will be circulated shortly.

Cllr Rich Rogers

- **LHFIG funding:** Cllr Rogers reported that LHFIG funding will remain at approximately £30,000, allowing schemes to be funded as in previous years.
- **High Street, Porton:** Cllr Rogers has emailed the legal department to request timescales for when notices and related actions will be progressed. He noted that the matter has been ongoing for too long and that action is needed as soon as possible. The Parish Council was copied into the email.

- **Trees:** The ash tree by Porton shop is being considered for trimming. The trees and bushes at the top of Winterslow Road are being considered for removal.

The next Local Highways and Footpath Improvement Group meeting will be held on 1st September 2026.

Cllr Sangster asked Cllr Rogers how the withdrawal of the Local Plan would affect the Parish's Neighbourhood Plan review. Cllr Rogers encouraged the Council to continue with the review, as it will still form part of the planning process and will be taken into consideration during decision-making.

Mr Pete Dixon reported on work undertaken with the Clerk to map Bourne Cemetery. A significant number of plots have now been marked, and the meeting noted the progress made to date. The possible use of areas unsuitable for burial plots as an ash-scattering area was discussed. The Clerk presented photographs showing the current layout of the mapped area. It was further noted that additional plots may be identified once the cemetery sign has been relocated.

Council Business

Started 8.06pm

75.26 Apologies for Absence

Apologies were received from Cllrs Kite and Maher. **Resolved:** The apologies were considered and approved.

76.26 Declarations of Interest and Requests for Dispensation

No declarations of interest or requests for dispensation were received.

77.26 Minutes

The Minutes of the Annual Idmiston Parish Council Meeting held on 11th May 2026 were considered. **Resolved:** The Minutes were approved as a true record of the meeting without amendment and were signed by Cllr Exton.

78.26 Reports

a. Neighbourhood Plan Working Group

The notes of the Neighbourhood Plan Working Group meeting held on 12th May 2026 were reported by Cllr Exton. The next meeting will be held on 16th June 2026.

b. Area Board Meeting

Cllr Grundy and the Clerk attended the Area Board meeting held on 4th June 2026. Cllr Grundy reported on the following matters: the proposed new Police Hub consultation, including drop-in events at Salisbury Football Club on 24th and 27th June 2026; the availability of bleed kits for rural parishes; youth services funding and activities; digital workshops, including the next session in Winterslow on 15th June 2026; and ongoing

enforcement work relating to fly-tipping. Residents were encouraged to report fly-tipping via the MyWilts app. **Resolved:** The Council agreed that applying for a bleed kit would benefit the Parish. *Action: The Clerk to submit a request.*

c. Chairman's Report

The Chairman reported on planning reform, including concerns regarding the proposed Spatial Development Strategy, National Development Management Policies and the withdrawal of the Wiltshire Local Plan Review. It was noted that the Parish may be vulnerable to speculative development and that Neighbourhood Plans may still provide some protection. The Chairman also reported that the Annual Parish (Electors) Meeting held on 18th May 2026 had received good engagement, including feedback from younger residents on Gomeldon Play Area. Cllr Exton appealed for residents to volunteer for the local Speedwatch Team; training will be provided.

d. Clerk's Report

The Clerk reported that the SLCC Training Day held on 3rd June 2026 covered several topics, including future Digital AGAR submissions, with training expected early next year. The Internal Audit report had been received on the morning of the meeting and will be reviewed at the next meeting. It was suggested that the Council consider a mini audit in six months. **Resolved:** Councillors supported this proposal in principle. *Action: The Clerk to investigate whether a mini audit is possible and the associated costs.* The Clerk also noted that Cllr Grattan-Cooper and the Clerk will attend the youth services event on 19th June 2026 at Idmiston Parish Memorial Hall, and that the Clerk is reviewing Parish policies.

79.26 Finance

a. Bank Balances

The following balances were noted:

30th April 2026: Current Account £1,442.42; Deposit Account £88,339.55; CIL Account £80,289.20.

29th May 2026: Current Account £2,316.21; Deposit Account £121,289.20; CIL Account £44,339.55.

b. Internal Bank Transfers

The following internal transfers made in May 2026 were noted: £3,000 Deposit to CIL; £1,500 Deposit to CIL; £1,500 Deposit to CIL; £3,000 Deposit to CIL; £5,000 CIL to Deposit; and £50,000 CIL to Deposit.

c. Financial Schedule

The Financial Schedule for June 2026 was considered. **Resolved:** All payments were approved. The payments for June 2026 totalled £5,319.10.

d. Bank Reconciliation

The bank reconciliations for April and May 2026 were noted and signed.

e. Budget Monitoring

Budget monitoring for April and May 2026 was deferred.

f. Mileage Allowance

The Government mileage allowance increase, effective from 1st April 2026, was noted.

The new rate is 55p per mile for the first 10,000 miles. **Resolved:** The increase was approved and the Clerk's mileage will be backdated to 1st April 2026.

80.26 Annual Governance and Accountability Return 2025/2026

a. Internal Audit Report

The Internal Audit Report for 2025/26 was received and noted. **Resolved:** The report was noted as received. As it had been received on the morning of the meeting, it will be reviewed in detail at the July meeting.

b. Annual Governance Statement

The Annual Governance Statement for 2025/2026 was considered. **Resolved:** The statement was approved and signed by Cllr Exton.

c. Accounting Statement

The Accounting Statement for 2025/2026 was considered. **Resolved:** The statement was approved and signed by Cllr Exton.

d. Public Rights Inspection Period

The dates for the period for the exercise of public rights were considered. **Resolved:** The period from 10th June 2026 to 22nd July 2026 was approved.

81.26 Governance

a. Shared Document Working Practices

The Council considered the use of SharePoint, or a similar platform, to improve the management of shared documents. Cllr Miles outlined the benefits of SharePoint, including improved collaboration and more effective use of time and resources.

Resolved: Councillors agreed that this would benefit working practices and agreed to investigate available options. *Action: The Clerk and Cllr Grundy to investigate options.*

b. Bank Mandate

The bank mandate to change the Parish Council address was considered. **Resolved:** The mandate was approved and signed by Cllrs Exton and Miles. *Action: The Clerk to submit the form.*

82.26 Planning

a. Planning Applications

The following applications notified by Wiltshire Council were considered:

i. PL/2026/03095: 38 Horefield, Porton, SP4 0LE. Householder planning permission for a proposed single-storey rear extension and alterations. **Resolved:** The Council had **no objection** to the application.

ii. PL/2026/01868: Rosemary Cottage, The Lane, Porton, SP4 0LN. Amended plans and additional information received. **Resolved:** The Council considered the amended plans.

A vote was taken, with seven councillors having no objection and two councillors objecting to the application. *Action: The Clerk to submit a **no-objection** response to both planning applications.*

b. Applications Received After Publication of the Agenda. None.

c. Decisions Made by Wiltshire Council

The following decisions were noted:

- i. PL/2026/02865: DSTL, Porton. Class TA Notification – no prior approval required.
- ii. PL/2026/02866: DSTL, Porton. Class TA Notification – no prior approval required.

d. Neighbourhood Plan Working Group

The next meeting of the Neighbourhood Plan Working Group will be held on Tuesday 16th June 2026.

e. Wiltshire Council Local Plan Review

It was noted that the decision to withdraw the Wiltshire Local Plan Review from examination was approved at Wiltshire Council's Full Council meeting on 19th May 2026.

83.26 Ongoing Issues and Updates

a. Recreation Ground

i. Gomeldon Play Equipment Project

Cllr Miles confirmed that the current tender had been withdrawn and that a new scope of works and scoring matrix is being drafted.

ii. Dedicated Parking Area at Gomeldon Recreation Ground. No further update.

iii. Riverside Recreation Ground, Porton Park

Boundary Fence: The area has now been cleared, allowing access to the fence.

Ditch and Overgrowth Clearing: It was advised that the ditch should be cleared in autumn. The nettles have been cut back as far as possible. It had been recommended that the weeds be sprayed with a herbicide treatment, leaving 1.5 to 2 metres from the water. **Resolved:** The Council agreed that the spray should not be used due to the proximity to the water.

Car Park: A quote was received to clear weed growth from the car park, including soil and grass clearance using turf cutters and removal for composting, at a total cost of £510.02 including VAT. **Resolved:** The Council agreed to proceed with clearing the car park. *Action: The Clerk to instruct Bawden to proceed.*

Gates, Winterslow Road Entrance: A quote was received to cut back the hedge to enable the gate to be secured open. The work would include the length of the gate and growth back to the chain-link fence, at a total cost of £65.28 including VAT. **Resolved:** The Council agreed to proceed. *Action: The Clerk to instruct Bawden to clear the area.*

Zip Wire Inspections: The inspection reports for the zip wires at Porton and Gomeldon Park were considered. Some adjustments were carried out during the inspections, including tension and seat-height adjustments. The equipment is now at the correct tension and height. No further action is required.

b. Cemetery

i. Revised Mapping of Grave Spaces

The update provided during the public session was noted. **Resolved:** The Council agreed not to designate an area for scattering loose ashes due to health and safety concerns and relevant legislation.

ii. Rose Garden

Cllr Cocking provided an update and advised that planting is expected to take place later this month in stages.

iii. Cemetery Sign

The relocation of the cemetery sign to the front of the hedge was considered. **Resolved:** The Council agreed to relocate the sign so that it is visible from the road.

c. All Saints Church, Idmiston

Two quotes were received to clear the compost heap. **Resolved:** The Council agreed to award the work to Bawden. *Action: The Clerk to instruct Bawden to clear the compost heap.*

d. Parish Handyman

i. Replacement Noticeboard, Porton

A quote of £2,643.68 for a three-bay noticeboard was considered. **Resolved:** The quote was approved. It was agreed that the finish would be dark oak and that an additional set of keys would be ordered.

ii. Porton Church Handrails

The handrails have now been completed. The Parish Council expressed thanks to Mark Jones for completing the work and noted that the handrails have made a significant improvement to the front of the Church.

iii. Jubilee Walk Steps

A quote was received for repairing the steps. Given the nature of the area, councillors wished to consider the option of using composite materials. *Action: The Clerk to seek further quotes.*

iv. Porton Park Tables

The cost of ground anchors to secure the benches was considered. **Resolved:** The Council agreed that ground anchors should be purchased for the three benches.

e. SID Management. On advice from Cllr Miles that the overhanging tree has been cut back, Cllrs Cocking and Sangster agreed to install the remaining SID in its original place on Winterslow Road as soon as possible.

f. Youth Services Provision

The meeting scheduled for 9th June 2026 was noted as cancelled.

g. Ownership of Trees Along Jubilee Walk It was noted that no response has been received from the landowner. **Resolved:** The Council agreed to proceed to the court claim and to attempt to identify the landowner's address and recover monies owed for previous work.

h. Newsletter

The summer edition has been printed and distribution is underway. The Parish Council

thanked Cllrs Kite and Fry for their time and effort in producing the publication.

i. Jubilee Walk

Refurbishment of Jubilee Walk: A quote of £122.40 including VAT was received for maintenance of the area. The area has already been cut back as part of the regular maintenance programme. A quote for refurbishment of the whole area will be obtained.

Tree Surveys: The report from the tree survey carried out in May 2026 was circulated prior to the meeting. It was noted that several trees require maintenance, with one requiring urgent attention. **Resolved:** The Council agreed to proceed with maintenance of the urgent trees. **Resolved:** The landowner of trees identified in the report will be contacted to advise him of the required maintenance.

84.26 Highways, Parish Steward and Footpath Matters

a. New Highways Maintenance Issues

i. Grit Bin, Buller Park

It was noted that the grit bin will be replaced in the summer.

ii. Narrow Sign, Bonaker Close

A request for a new sign has been submitted to Wiltshire Council.

iii. Additional Gully Emptying Service

The Council considered the possibility of working with neighbouring parishes to obtain an additional gully emptying service within the Parish. This would be an agreement in principle to explore costs, either as a group or as an individual council, and associated service level agreements. **Resolved:** The Council agreed in principle to explore the scheme, noting that working with other parishes may be beneficial to the Parish.

b. New Tasks for the Parish Steward

Cut back trees at Malvern Way. Remove grit from road at various sites.

All items are to be sent to the Clerk or Cllr Cocking.

c. New Footpath Matters

The tarmac at Malvern Way/Winterslow Road, where the dropped kerb is located, has lifted and has been reported to Highways.

d. St Nicolas School, Porton

A request was received from St Nicolas School, Porton, to reinstate the litter bin on Idmiston Road and to consider installing a small noticeboard outside the school to display notices. **Resolved:** The Council agreed to reinstate the litter bin outside the school. The Council did not consider a noticeboard necessary at this time, as one is located nearby at Idmiston Memorial Hall. A request for funding of a noticeboard for the school may be submitted to the Parish Council.

e. Informal Bike Track Use at Gomeldon Hill

The Council noted *Cllr Barker's report in the public session*. **Resolved:** The Council agreed to meet the landowner to discuss possible solutions that would work for all parties. *Action: The Clerk to arrange a suitable date.*

85.26 Items to be Carried Forward to the Next Meeting

The following items will be **carried forward to the next meeting**:

Internal Auditor.

Gomeldon Play Park Refurbishment.

86.26 Correspondence Received

The following correspondence, circulated prior to the meeting, was noted:

Briefing Note 26.06: Community Governance Review.

87.26 Forthcoming Meetings

The following forthcoming meetings were noted:

LHFIG – 1st September 2026.

Youth Services Meeting – 9th June 2026. Cancelled.

Area Board Meeting – 15th October 2026.

88.26 Date of Next Meetings

The following meeting dates were noted:

a. Ordinary Parish Council Meeting – Monday 13th July 2026.

b. Planning Committee Meeting, if required – Monday 22nd June 2026.

c. Staffing Meeting, if required – Monday 22nd June 2026.

89.26 Close of Meeting

There being no further business, Cllr Exton closed the meeting at 9.41pm.

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.