



Idmiston Parish Council
DRAFT Minutes for the Ordinary Parish Council Meeting held on
Monday 13th July 2026.

Present: Cllr Kirsty Exton, Cllr David Sangster, Cllr Mark Bunce, Cllr Steve Cocking, Cllr Karine Grattan-Cooper, Cllr Gill Kite, Cllr Adam Grundy, Cllr Rob Miles,

In attendance: Jay McGowan, Clerk

Also present: One member of the public, Wiltshire Councillor Lainey Barker (Gomeldon Ward).

The Public Session started at 7.30pm

A resident raised concerns regarding the pedestrian crossing on Winterslow Road, outside the local shop. It was reported that vehicles park on the single white lines, obstructing visibility at the crossing. The resident noted several incidents where drivers had not seen pedestrians attempting to cross. As the crossing also provides access to the bus stop, particular concern was expressed for children needing to cross at this point and having to step into the road. The resident requested that double yellow lines be considered, or that the existing white lines be made more prominent. Cllr Barker agreed to raise the matter with Highways and respond accordingly.

Wiltshire Councillor Barker's Report

Cllr Barker reported that Wiltshire Council's Cabinet would consider a proposal on Wednesday 15 July 2026 to transfer St Stephen's Car Park, Trowbridge, to the owner of Castle Place Shopping Centre. The proposal would require Wiltshire Council to pay £3.5 million for the owner to assume full responsibility for the car park.

Cllr Barker advised that the car park is subject to a covenant preventing Wiltshire Council from charging for parking. In light of this and the estimated repair costs, the transfer was being presented as the preferred option to remove a significant financial liability. Cllr Barker stated that, if agreed, the proposal would create a substantial deficit in Council funds, likely resulting in reductions across the county. She encouraged councillors and residents to write to Cllr Ian Thorn to oppose the proposal.

The scheduled resurfacing works on the road from Porton Camp to Porton, together with pothole repairs on Winterslow Road, had been scheduled for June but had not yet been completed. The Parish Council asked whether Cllr Barker could assist in obtaining an update on when the works would be undertaken. Cllr Barker agreed to contact Highways.

Cllr Barker advised that Parish Steward worksheets had been reinstated to scheduled work programmes and asked that any works submitted to Highways be prioritised.

Council Business commenced at 7.51pm

90.26 Apologies for Absence Apologies were received from Cllrs Fry, Oliver and Maher due to work commitments. **Resolved:** The apologies were considered and approved.

91.26 Declarations of Interest and Requests for Dispensation No declarations of interest or requests for dispensation were received.

92.26 Minutes

- a. The minutes of the Idmiston Parish Council meeting held on 8 June 2026 were approved as a true record without amendment. Cllr Exton signed the minutes. **Resolved:** Approved.
- b. The draft minutes of the Annual Parish (Electors) Meeting held on 18 May 2026 were noted.
- c. The draft minutes of the Staffing Meeting held on 1 July 2026 were noted.

93.26 To note reports where appropriate from the following:

a. *Neighbourhood Plan Working Group* meeting held 16th June 2026. To receive the notes from this meeting. Notes from the meeting were circulated prior to the meeting, no comments received. Having now received guidance from Wiltshire Council regarding a request from a member of public to join the Neighbourhood Plan Review Working Group this will be discussed in the confidential section.

b. *Cllr Exton, Chairman report:*

I attended the Flower Festival at All Saints Church on the 13th June. It was so good to see so many people supporting yet another excellent exhibition and the flower displays were amazing. They were grateful for the continued support from the Parish Council in the form of the porta loo!

The Revd Peter Ostli-East is retiring at the end of August. He arrived as Team Leader in 2009, then became Priest in Charge in 2014 and finally in 2020 he became Rector. He has always been there for all his parishioners and has written countless articles for the Newsletter over the years. He will be sadly missed and I would like to propose that a letter is sent to him on behalf of the Parish Council thanking him for all he has done for the Parish. *All Cllrs in agreement to send a letter of thanks.*

Noting the reports of further expansion at Dstl, I wonder if it would be a good idea to send our MP, John Glen, a letter expressing the concerns of the Parish Council about yet more traffic travelling through our villages and asking if he can help us get some kind of bypass or even traffic calming through all the routes to Porton Campus that pass through our Parish. *All Cllrs agreed to write to John Glen.*

Please remember that although IPC does not meet in August, there may still be items that may have to be dealt with and that all Cllrs should be checking their IPC emails at regular intervals.

c. *The Clerk:*

Youth Services: both Cllr Gratin-Cooper and I attend the session on 19th June 2026, together with members of the Southern Area Board. We engaged with the children who ranged from ages 10 to 15 and a mixture of both boys and girls. They discussed how they felt there should be more direct communication from the Parish Council and felt they should be heard more. They enjoyed the youth events and hoped further activities could be arranged. Following on from this, it was proposed an IPC member attended a session once a month to talk and listen to the children. **Resolved:** All Cllrs agreed with this proposal and Cllr Grattan-Cooper offered to attend these workshops. DBS checks will be carried out.

Bench at Gomeldon Triangle and Gomeldon Bus shelter were reported as needing repairs. Cllr Maher investigated the repairs and reported the bench needed some wood to be replaced and the bus shelter needed a clean and repainting. Mark Jones will be asked to quote for both of these.

Elan City 2yr Warranty for the SID purchased in 2024, the original email was not received by members. *Action: Clerk to circulate again.*

Dog Bin – Buller Park. The bin beside the defibrillator at Buller Park was reported to be full and, due to the heat, giving off a strong odour. The Council agreed to consider installing a dedicated dog waste bin, with quotations to be brought to the next meeting. **Resolved:** Quotations to be obtained. *Action: Clerk to obtain quotes.*

Defibrillator at Porton, the spare pads were reported missing, *action: the Clerk will investigate replacement.*

94.26 Finance

a. The bank balances as at 30 June 2026 were noted:

Current Account £2,588.96; Deposit Account £115,443.22; CIL Account £44,637.68.

b. Internal bank transfers for June 2026: *£5,300 from the Deposit Account to the Current Account was noted.*

- c. The Financial Schedule for July 2026 was considered. **Resolved:** All payments were approved, totaling £10,725.52
- d. The bank reconciliation for June 2026 was noted.
- e. Budget monitoring for the first quarter of the 2026/27 financial year was noted.
- f. The cost of carrying out the Online Land Registry search by the Clerk was agreed in retrospect, the reimbursement of £36.00 was agreed.

95.26 Internal Audit The Internal Auditor's Report for the 2025/26 financial year was received and considered. **Resolved:** The report and its recommendations were noted and accepted.

96.26 Governance The Council considered the following documents:

- a. Updated Standing Orders;
- b. Updated Financial Regulations;
- c. Terms of Reference – Internal Audit;
- d. Terms of Reference – Neighbourhood Plan Review Working Group;
- e. Data Protection Complaints Procedure Policy.

Resolved: All documents were reviewed and adopted.

97.26 Appointment of Internal Auditor for 2026/27. Three quotations were received and considered. Following discussion, it was **resolved** to appoint Sara Sawyer of Eve Day Accounting as Internal Auditor. The Council noted that the Internal Auditor is independent of the Parish Council and that no conflict of interest exists between the Parish Council and Eve Day Accounting. *Action: Clerk to request an engagement form.*

98.26 Grounds Maintenance Contract The Council considered the contract RPI uplift for the 2026/27 financial year. The uplift was confirmed as 3%, resulting in monthly grounds maintenance charges of £1,014.01 plus VAT and dog bin charges of £299.64 plus VAT. **Resolved:** Councillors agreed to this uplift. **Resolved:** It was also agreed a quote to maintain Porton Churchyard would be sought to allow price comparison and ensure best value is still being so obtained.

99.26 Planning

a. To consider a response to the following applications notified by Wiltshire Council:

i. PL/2026/02088: Reema Cottages, Porton Road, Porton. **Resolved:** After a lengthy discussion by Cllrs, a vote was held with 2 – objections, 5 – no objections and 1 abstain. *Action: A 'no objection – the PC have concerns on the impact to highways this development will cause' will be submitted by the Clerk.*

b. To note any applications received after the publication of the agenda.

i. PL/2026/03974: Napier House, Buller Park, Porton: Cllrs discussed this application and **resolved:** all in agreement to having **no objections** to this application. *Action: Clerk will submit the response on the WC Portal.*

c. To note any decisions made by Wiltshire Council.

i. PL/2025/09067: Land to the rear of the Old Railway Hotel. Approved with conditions.

ii. PL/2026/03095: 38 Horefield, Porton, SP4 OLE. Approved with conditions.

iii. PL/2026/02297: Land at Church Road, Idmiston. Approved with conditions

iv. PL/2026/04347: The Avenue, Porton. Decision Notice received, approved to cut back dead trees. *The Parish Council have requested further information regarding this application*

100.26 To note updates on other ongoing issues and decide on appropriate action if required:

a. Recreation Ground

i. Gomeldon Play Equipment Project. No further update.

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

iii. Riverside Rec, Porton Park :

- Boundary Fence. The landowner has been contacted and regarding the remedial work to the tree and

damaged fence, a quote is being obtained for the work and also repairs to the fence.

b. Cemetery

- i. Revised mapping of grave spaces. This is being carried out with much of the area mapped already. The Cemetery Sign is being relocated to the front of the cemetery so it is visible from the road.
- ii. Rose Garden. Planting has been delayed until the temperature cools down and is suitable for planting. As the new plants will need regular watering it was **resolved** to purchase an extra hose to allow all the area to be watered.

c. All Saints Church, Idmiston:

- To review the engagement of the Community Pay Back Team. After receiving feedback from the All Saints Churchyard volunteers, Cllrs **resolved** to discontinue with the services of the Community Pay Back Team with immediate effect.
- To consider the quotes received to maintain the Churchyard Area. Two quotes were received for the regular maintenance of the Churchyard. **Resolved:** Cllrs considered both quotes and all agreed Bawden Contracting Services gave best value for money at £830.59 per annum therefore the contract will be awarded to them.
- Compost Heap. This was scheduled to be cleared however this has been placed on hold until a suitable solution for parking of contractor vehicles can be confirmed.

d. Parish Handyman

- i. Replacement Noticeboard, Porton . The noticeboard has been ordered and delivery is expected mid-August 2026.
- ii. Repairs completed; Jubilee Walk Steps, dog bin on East Gomeldon Road repaired after being hit by a vehicle. Resolved: it was agreed to ask Mark Jones to clear the culvert from overgrowth at Jubilee Walk and to obtain quotes to repair the bench at Gomeldon triangle.

The Parish Council would like to thank Mark Jones for the prompt repairs.

e. SID Management. Cllr Sangster has downloaded the information, further analysis is being carried out.

f. Youth Services Provisions . The next meeting will be 16th July 2026.

Summer events booked:

Cookstars Workshop scheduled for 10th August 2026 at Idmiston Parish Memorial Hall, 9am -12pm.

Cllr Bunce will attend.

Buzz Action scheduled for 12th August 2026 at Riverside Rec, 2-4pm. *Cllr Exton will attend.*

g. Trees along Jubilee Walk. Land ownership has been confirmed and a letter requesting payment for works previously carried out was sent, this letter has been received and the landowner has been given 14 working days to make payment. If payment is not received the process of going to the small claims court will be instigated. Advice for the best way forward is being sought.

h. Jubilee Walk.

- Refurbishment of Jubilee Walk. A solution to how the materials etc will be taken to site is being looked at prior to quotes being obtained.

i. Tree Survey. Quotes for the urgent tree work has been requested.

101.26 To note any new issues and updates on Highways/Parish Steward/Footpath Matters

a. New highways maintenance issues.

i. To consider a Parish Council Contact for the Speedwatch Team. **Resolved:** Cllr Cocking volunteered as the Parish Council Contact for the Team.

ii. Fly-tipping. To consider the installation of signs around the Parish to deter fly-tippers. After a short discussion Cllrs **resolved** not to install signs as these will have no or very little effect.

iii. Crossing to shop at Winterslow Road, possible yellow lines and 20mph speed limit. After discussions in the Public Session it was agreed Cllr Barker would investigate this further with Highways.

b. New tasks for the Parish Steward (Wiltshire Council Contractor). Grit at junctions.

c. New footpath matters. Hedge alongside path from Buller Park to Memorial Hall.

102.26 Items to be Carried Forward to the Next Meeting

The following items were agreed to be **carried forward**:

- a. document sharing for the Parish Council;
- b. quotations for the Gomeldon bench and cleaning of the East Gomeldon bus shelter; installation of dog bin by Buller Park.
- c. Quote for the grounds maintenance of Porton Churchyard.

103.26 Correspondence Received (Circulated Prior to the meeting)

- Briefing Note 26.07: 5 year Housing Land Supply and Updated Gypsy Travellers' Accommodation Assessment.
- Briefing Note 26.08: Crisis and Resilience Fund Update.
- WALC June Newsletter
- Updates on the Wiltshire Local Plan
- Amesbury Rural Parish Council Update
- WALC Road Safety Information Seminar – 17th July 2026

104.26 Forthcoming Meetings

- LHFIG – 1st September 2026
- Neighbourhood Plan Working Group – 14th July 2026
- Youth Services Meeting – 16th July 2026.
- Area Board Meeting – 15th October 2026

105.26 To note the date of the next meetings:

- a. Ordinary Parish Council Meeting – Monday 14th September 2026
- b. Planning Committee meeting, if required – TBN
- c. Staffing Meeting, if required – TBN
- d. Finance Meeting, if required - TBN

106.26 Exclusion of the press and public during discussion of Confidential Items

To resolve 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:

- i. *To confirm and agree correct salary payment and increment for 2026/2027.*

Resolved: *Cllrs agreed to the recommendations put forward by the Staffing Committee. The Clerk's Employment Contract will be updated.*

Resolved: *It was agreed the cost of the Clerk obtaining the CiLCA qualification would be paid by the Parish Council; the costs would total £845.00 plus VAT.*

- ii. *To consider the request from a parishioner to join the Neighbourhood Plan Working Group. Resolved: In compliance with the Terms of Reference and having now received confirmation from Wiltshire Council, it was resolved: the request would be declined due to a declared interest.*

107.26 To close the meeting.

With no further information to discuss Cllr Exton closed the meeting at 9.28pm.

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