

Minutes of the Idmiston Parish Council meeting held on Monday 13th April 2026 at 7.30pm in the Meeting Room of the 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 Gill Kite, Cllr Ro Miles, Cllr Adam Grundy, Cllr Wayne Maher

In attendance: Jay McGowan, Clerk, 1 member of the public

The meeting started at 7.35pm

Councillor Exton thanked everyone for attending the meeting.

Councillors Rich Rogers (Idmiston & Porton Ward) and Lainey Baker (Gomeldon ward) sent their apologies they could not attend the meeting. No reports were submitted.

AGENDA

40.26 To receive apologies. One: Apologies were received from Cllr Oliver. **Resolved:** apologies were considered and accepted.

41.26 To receive any Declarations of Interest, and to decide upon any requests for Dispersations. To note there were no Declarations of Interest, and no requests for dispensations had been received.

42.26 Minutes.

- a. To approve and sign as a correct record the minutes of the ordinary meeting of Idmiston Parish Council held on 9th March 2026. **Resolved:** Minutes were reviewed and accepted as a true record of the ordinary meeting without any amendments.
- b. To note the Planning Committee meeting scheduled for 23rd March 2026 was cancelled due to lack of business

43.26 To note reports where appropriate from the following, and dates of future meetings: No reports received.

a. The Southern Area Board –Next meeting on Thursday 4th June 2026 at 7.00pm, venue t.b.c. *Cllr Grundy and Clerk to attend.*

b. Local Highways and Footways Improvement Group (LHFIG) –Next Meeting on 5th May 2026 at 6pm at Bourne Hill, Salisbury. *Cllr Cocking and Clerk to attend.*

c. The Chairman's report:

I would like to welcome Jay to her first meeting as our Clerk. She has already shown her quick reactions to problems in the Parish.

On the 12th March I attended a meeting with Dstl along with Jay, Catherine, Cllr Rich

Rogers, Cllr Lainey Barker and a representative from the UK Health and Security Agency.

The site operations manager, Guy Palmer, raised the subject of the state of Winterslow Road and how many cars had been damaged by the potholes. He suggested that he wrote a letter to Wiltshire Council with the backing of other agencies based at Porton Campus and the Parish Council. It was agreed that this was a good idea and he duly wrote the letter. I asked for Church Road to be included. We hope to meet again in September 2026.

During the last few weeks, I have made several visits to the playpark, sometimes by myself and other times getting the opinion of our flood warden, our contractor and a local resident with experience having been an estate manager locally. It has become obvious to me that we need to start allocation of various areas of the Parish to individual Cllrs rather than just having one person.

At the Annual Parish Council meeting, I propose that we all take responsibility for something in the Parish and in some cases have a deputy who will take over if the main person is unavailable. Can you please think about this.

I hope that some of you will be able to come along on Sunday 19th to help to show the designs for the refurbishment of Gomeldon Playpark. It would also give you the chance to look at the designs and make comments yourselves.

d. The Parish Clerk.

The clerk will attend the following:

- i. 16th April 2026 – Qualifying Additional Pensions Arrangements Webinar
- ii. 21st April 2026 - Youth Project Meeting
- iii. 24th April 2026 - Clerk's Network webinar, Pay & Conditions.
- iiii. The clerk request approval to purchase a lockable cash box, resolved: this was approved up to the cost of £10.00.
- iv. Confirmation from The Parish Council Insurers that an endoscopy camera is an acceptable method for annual zip wire inspections. *Action: Clerk will get these booked.*

44.26 Finance

a. To note bank balances 31st March 2026:

Current Account: £320.89

Deposit Account re CIL: £44,338.55

Deposit Account: £80,289.20

b. To note internal bank transfers undertaken by Clerk during March 2026. To be deferred.

c. To note bank reconciliation for March 2026. To be deferred.

d. To note budget report for March 2026. To be deferred.

e. To approve a schedule of accounts for April 2026: All payments were considered and approved

f. To consider a quote from Bawdens, the Grounds Maintenance Contractor for the three-yearly tree/survey/ash trees. A quote for £516.10 was received and considered by Cllrs. **Resolved:** All Cllrs approved this quote, *action: Clerk will get the survey booked.*

g. To consider advice and quote from Bawden regarding the resurfacing and

maintenance of Jubilee Walk. Waiting for quote.

h. To consider an estimate of the cost to remove the green waste from All Saints churchyard, Idmiston. A quote for approx. £900 including waste disposal has been received, further quotes are being obtained. Defer to next meeting. *Also still no volunteers have been found to tend to the green bins if they are purchased.*

i. To note confirmed Employer Contribution rates to the Wiltshire LGPS for 2026-2029 as 17.7%

45.26 Governance:

a. To consider a draft Cemetery Grave Digging Policy. **Resolved:** The policy was considered and adopted

b. To note the FY 2025/2026 internal audit will be carried out on 23rd April 2026

c. Annual Parish Meeting will be held on Monday 11th May 2026 at 7pm, the Annual Parish Council Meeting will follow straight after.

46.26 To consider, and agree action, if appropriate, for the following new issues raised, if not dealt with elsewhere:

a. Wiltshire Council briefing paper on service and asset delegation. The deadline for the survey has been extended to 1st May 2026, a copy will be sent to all Cllrs.

b. To note and support Gomeldon Primary School's update Travel Plan. Councillors noted the plan and **resolved** to support where the Parish Council can.

47.26 Planning

a. Rural Housing Needs Survey – to note and formally receive the Rural Housing Needs Survey into the Council records. Cllrs were circulated a copy of the report and reviewed the results.

b. To arrange a meeting of the Neighbourhood Plan Review Working Group. Dates have been forward to meet, these will be circulated and a meeting will be arranged.

c. To note an update from Metis Homes. Noted. Councillors considered having a meeting with Metis Homes, it was **resolved:** to agree a community meeting public. A public meeting with members and stakeholders will be considered.

d. To consider a response to the following planning application received

i. PL/2026/01868 – proposed 2-story side extension and internal alterations at Rosemary Cottage, The Lane, Porton. Cllrs reviewed the planning application and **resolved:** No objection to this application. *Action: Clerk to submit comment on the Wiltshire Council Planning Portal.*

48.26 To note updates on other ongoing issues and decide on appropriate action if required.

a. Recreation Grounds –

i. Gomeldon Play equipment project – update re Working Group meeting and Public Consultation on 19th April in the Memorial Hall. The Working Group met on 9th April to discuss the project; 10 tenders were submitted, they were then assessed using budget and play value criteria, they were then shortlisted by the working group and 8 designs were agreed to be presented at the Public Consultation.

ii. Dedicated parking area at Gomeldon Recreation Ground. Update awaited from next LHFIFG meeting in early May.

iii. Riverside Rec, Porton. Update re closure. Following advice from EA, the park has been kept closed until it is safe for public use.

b. Cemetery –

i. Revised mapping of grave spaces. A quote from Peter Dixon for materials totally £30 was **considered and approved**. *The Clerk will meet with Mr Dixon to carry out the revised mapping.*

ii. Proposed design for rose garden. Several suppliers have been contacted and quotes for supplying the vegetation is being sought.

c. Parish Handyman

i. Replacement of noticeboard. It has now been confirmed the Parish Council will continue to have the existing allocated area for the new noticeboard. *Action The Clerk and Cllr Sangster will obtain and circulate quotes prior to the next meeting.*

ii. Porton Church railings. The rear rails have now been painted black, Mark Jones is still to meet with the PCC to confirm the design for the front rail.

iii. SID management – relocation of Winterslow Road SID. **Resolved:** Cllrs agreed to move the SID.

iiii. Additional work to the beech tree at Jubilee Walk, Porton. The Clerk met with the Wiltshire Council's Arboriculture Officer who recommended no further work is carried out to the tree, any further cutting back may result in damage to the tree.

d. Youth services provision

i. To note feedback from the recent Cook Workshops at Easter. The Cook Workshops were well received with good attendance. The children enjoyed the sessions.

ii. To note the next Youth Services Provision meeting will be held on Tuesday 21st April 2026.

iii. To note and for councillors to agree to attend the Youth Forum visit to the Idmiston Youth Group meeting on Friday 19th June at 5.00pm to 7.00pm. *Action Clerk and Cllr Gratton-Cooper will attend.*

e. Clarification of the ownership of trees along Jubilee Walk. *No further update.*

f. Next newsletter. Cllrs Kite and Fry gave a brief update on the progress of the newsletter, advertisers will be contacted shortly. It was agreed the next addition would be in May after the Annual Parish Meeting. **Resolved:** Councillors agreed that Cllrs Kite and Fry would have total editorial say to streamline the editing process and ensure consistency in the newsletter. As a result, the newsletter will not be sent to the Clerk before being forwarded to the printers. A quote for printing has been received, amounting to £1,598.00, which includes artwork. Cllr Kite will be responsible for liaising with the printer and ensuring that costs remain within budget. **Resolved:** Cllrs considered and approved this cost.

49.26. To note any new issues and updates on Highways/Parish Steward/Footpath matters.

a. New highways maintenance issues: None.

b. New tasks for the Parish Steward (Wiltshire Council contractor). None.

c. New footpath matters . None.

d. Updates. None

50.26 Items for the next Agenda:

Parish Councillor Responsibilities

All Saints Churchyard, Idmiston

51.26 To note the date of the next meetings

Annual Parish Meeting – Monday 11th May 2026 at 7pm in the Meeting Room of Idmiston Parish Memorial Hall.

The Annual Parish Council meeting of Idmiston Parish Council – Monday 11th May 2026 at 7.30pm in the Meeting Room of Idmiston Parish Memorial Hall.

Planning Committee meeting, if required – Monday 27th April 2026 at 7.30pm in the Meeting Room of Idmiston Parish Memorial Hall

Staffing Committee meeting – Monday 27th April 2026 in the Meeting room of Idmiston Parish Memorial hall, time to be confirmed.

52.26 To close the meeting. With no further business to discuss the Chairman closed the meeting at 9.05pm

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 Right