



Figheldean Parish Council

(Draft until signed at next meeting)

Minutes of meeting 27th January 2025 at Village Hall @7.30 pm

Present

Cllr Tina Cole Chair
Cllr Darrell Amison
Cllr Angela Briggs
Cllr Katy Sturgess
Cllr Ian Blair- Pilling (WC)
Rachel Ure Clerk

In attendance:

Public Question Time

| ITEM | DESCRIPTION | ACTION |
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| 1 | Apologies Cllr Nick Tissot | |
| 2 | Declaration of Interests Nil | |
| 3 | Minutes of the meeting: 25th November 2024 These were agreed as a true reflection of discussion and signed by the Chair. | |
| 4 | Matters arising / Outstanding Actions Nil | |
| 5. | Wiltshire Councillor Report There will be a meeting on the 20 th February with the DIO with regards to local highways issues. This will include the bus stop opposite Harefield Crescent. If Figheldean have any issues they would like raised with the DIO, Councillors to let Cllr Blair-Pilling know before the 20 th February. A discussion was held over the ongoing devolution process of local councils. Wiltshire have expressed their interest to be included in the first tranche, this will include a four-week consultation period. Draft budget for Wiltshire has now been issued and will be discussed further at the full Council meeting on the 25 th February. | |



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| | <p>Cllr Briggs asked Cllr Blair-Pilling about the resurfacing of the roads in Figheldean. The High Street was scheduled to be resurfaced in 2024/25 and Pollen Lane was 2025/26 but we are yet to be advised of anything further.. The current issues on the High Street are not just about individual pot hole repair but a whole resurfacing is required.</p> <p>Action: Cllr Briggs to email Cllr Blair-Pilling with the full details of enquiry about road resurfacing and the outstanding rumble strips on the A345 for further investigation.</p> <p>It was noted that there will be a Speed Watch Team evening event on the 20th February.</p> <p>Action: Cllr Blair-Pilling to investigate any support for PPE provision from Wiltshire Council for our Resilience Team.</p> | <p>Cllr Briggs</p> <p>Cllr Blair-Pilling</p> |
| <p>6.</p> | <p>Chair Councillor Report – Cllr Tina Cole</p> <p>It's been an active time for our Resilience Team (RT) with gritting and fallen tree removal being top of the list of jobs completed over the last two months. With the winter months still upon us no doubt the RT will be called upon again to clear routes and grit road junctions.</p> <p>Huge thank you to all who volunteer and to Simon Briggs for heading up the team and Cllr Darrell Amison for taking the lead responsibility on the Parish Council.</p> <p>Parishioners may have noticed that the rope climbing ladder in our playground has been taken down due to failing a health and safety review. The Parish Council is actively looking at ways we can enhance and modernise our playground but in the meantime the playground will remain open without the rope ladder.</p> <p>Our stretch of the river currently has a few trees down along its course meaning our annual Duck Race will most likely be postponed again this year although the local events team are working with Martin Browne the River Keeper to see if perhaps a different part of the river can be used. Watch this space!</p> <p>Figgie Winter Fest takes place on Saturday 1st February inside the village hall. It is an all-day event raising money for FIGGLE FEST. Parishioners should expect more cars using our roads during the event.</p> <p>As always, I like to thank our councillors who give up their time for free to take on village responsibilities. Their efforts are greatly appreciated.</p> <p>A special mention too for our Parish Clerk, Rachel Ure who works hard behind the scenes on our behalf.</p> | |
| <p>7.</p> | <p>Other Organisation Reports Village Hall</p> <p>Cllr Cole confirmed that she now has all of the historic documentation with regards to the Mast. The piece of land that the Mast is situated on is leased to the Village Hall and therefore all revenue from the Mast is received by the Village Hall.</p> <p>The lease agreement is to be fully reviewed so that we are able to progress on this issue.</p> | |



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| <p>8.</p> | <p>Councillor Reports</p> <p>Cllr Nick Tissot <i>(report provided prior to the meeting)</i></p> <p>Planning There is only one live planning application currently, which is for Alton Magna. There has been a few minor changes to the plans and is still under consultation. Cllr Tissot confirmed that he is supportive of this application.</p> <p>School Building works are on track with completion planned for end of February. This will be followed by the Department of Education registration process. Expected opening is in May 2025. Outcomes First Group would like to invite the Parish Council to visit the site following the construction phase – sometime in March. A few changes with regards to landscaping (fences etc) have been highlighted, which will require planning approval. Deemed to be minor. A number of trees will be planted.</p> <p>Cllr Darrell Amison Figheldean Resilience Team The Figheldean Resilience Team have begun to operate this winter and have particularly assisted in times of snow and ice. Full risk assessments need to be put in place before the insurance is finalised. Further training will then be rolled out to the team via Communities Prepared and consideration will be given as to whether a flood warden needs to be identified.</p> <p>Safeguarding Policy The Councillors reviewed the draft Safeguarding Policy and confirmed that they are content to approve it. It was noted that it would need to be reviewed annually.</p> <p>As regular users of Parish facilities Durrington Ladies FC would need to sign up to the Safeguarding policy and a letter of assurance obtained to ensure that they have DBS checks in place.</p> <p>Action: Clerk to obtain a letter of assurance from Durrington Ladies FC.</p> <p>Individuals that regularly provide services to Figheldean Parish Council will also need to read and agree to adhere to the Safeguarding policy.</p> <p>Policing - Neighbourhood watch Cllr Amison has been investigating re-launching the Figheldean Neighbourhood Watch scheme. There are still some existing members on the list. Cllr Amison has met with Ross Walker, the local Neighbourhood Watch Co-ordinator and now has some resources and tips on how to take the scheme forward. It is planned that a briefing will take place for the community in the near future, ideally a co-ordinator needs to be identified for each street. This will be progressed in connection with the neighbourhood policing teams.</p> <p>River Avon Project The project is currently halted, but Cllr Amison is in regular contact with the Wessex Rivers Trust and it is hoped that it will be resumed and a new funding opportunity identified.</p> | <p>Clerk</p> |
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| | <p>Cllr Angela Briggs Brambles A further complaint about the parking outside Brambles has been received. There is concern that the positioning of the parking would prevent an emergency vehicle being able to get through.</p> <p>Action: Cllr Briggs to liaise with Brambles regarding the recent complaint.</p> <p>Highways Yellow Lines Notices for the forthcoming waiting restrictions have been posted in the village. This prompted a query as they also referenced Mill Lane, however it was since established that there is to be no further change to any waiting restrictions in Mill Lane and that the detail on the notice relates to the current yellow lines.</p> <p>Re-surfacing Cllr Briggs is liaising with Wiltshire Council in order to identify timeframes for the planned resurfacing of the High Street and Pollen Lane.</p> <p>Grit Bins Replenishment of grit has been requested, Wiltshire Council supplies are currently running low.</p> <p>Cllr Katy Sturgess Playpark Cllr Sturgess is setting up a working group of parishioners in order to provide input into the future project of refurbishing the playpark. Cllr Sturgess is planning to meet with them in early February in order to have an initial meeting to understand what young families would like for this space and how it can be improved. The potential for investigating some grants to assist with the funding of this project was discussed.</p> <p>In terms of maintenance of the current playpark, the ladder has been removed and the highest priority items identified for action. Cllr Sturgess and Cllr Cole will be arrange for these items to be addressed.</p> <p>Dog Bins Cllr Sturgess has updated a location map of all the dog bins in the village. Some are positioned quite closely together and consideration is being given to relocating some so they are spread out more evenly.</p> <p>Trees A tree has come down on the playing field in the recent winds. Quotes are being received to arrange for its removal.</p> <p>A quote will also be obtained to prune back the overhanging trees that back on to houses on Oak Lane.</p> <p>Defibs It was agreed that within next year's budget allowance should be made for replacing, at least, two batteries and two sets of pads next year.</p> | <p>Cllr Briggs</p> |
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| | <p>Consideration to be given to purchasing some children's defib pads, a quote for these to be obtained.</p> <p>Path Repair The path that runs alongside the school requires some maintenance work due to the tree roots that are causing the tarmac to be raised and is presenting a trip hazard.</p> <p>Action: Clerk to email Cllr Blair-Pilling for advice regarding ownership/responsibility for the path.</p> <p>Action: Cllr Briggs to investigate adding some lighting to the path.</p> | <p>Clerk</p> <p>Cllr Briggs</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9.. | <p>Clerks Report</p> <p>Expenditure since last meeting – all approved</p> <table border="1" data-bbox="245 801 1321 1523"> <thead> <tr> <th>Expenditure</th> <th>Amount</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>Bank charges</td> <td>£16</td> <td></td> </tr> <tr> <td>Clerk Salary</td> <td>£832</td> <td></td> </tr> <tr> <td>Bawdens</td> <td>£500</td> <td>Grass cutting</td> </tr> <tr> <td>Dog Bins</td> <td>£120</td> <td>Dog Bin emptying</td> </tr> <tr> <td>G Watson</td> <td>£280</td> <td>Bins</td> </tr> <tr> <td>G Watson</td> <td>£180</td> <td>Grass</td> </tr> <tr> <td>Hills</td> <td>£146.55</td> <td>VH bins collection</td> </tr> <tr> <td>Parish Magazine expenses</td> <td>£11.65</td> <td></td> </tr> <tr> <td>Parish Magazine printing</td> <td>£393</td> <td></td> </tr> <tr> <td>Fitchetts</td> <td>£360</td> <td>Ablington Woods works</td> </tr> <tr> <td>AA Deptford</td> <td>£86.34</td> <td>Defib pads</td> </tr> <tr> <td>Direct IT Services</td> <td>£79.32</td> <td>Office 365 + Domain Registry</td> </tr> <tr> <td>G Watson</td> <td>£47.50</td> <td>Basketball Hoop repair</td> </tr> <tr> <td>G Watson</td> <td>£20</td> <td>Play Park tidy up</td> </tr> <tr> <td>Land Registry Fees</td> <td>£28</td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£3,100.36</td> <td></td> </tr> <tr> <th>Receipts</th> <th>Amount</th> <th>Detail</th> </tr> <tr> <td>Nil</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£0</td> <td></td> </tr> </tbody> </table> <p>Current Bank Balance @ 25th January 2025 is £17,039.87</p> <p>Parish Clerk Contract It has been previously agreed that it is necessary to transition salary payment arrangements to a formal payroll system and that the Clerk should be a direct employee of the Parish Council (rather than self-employed).</p> <p>To be able to formally employ the Parish Clerk the Parish Council first need to put in place a suitable contract. NALC templates were shared with the Councillors</p> | Expenditure | Amount | Detail | Bank charges | £16 | | Clerk Salary | £832 | | Bawdens | £500 | Grass cutting | Dog Bins | £120 | Dog Bin emptying | G Watson | £280 | Bins | G Watson | £180 | Grass | Hills | £146.55 | VH bins collection | Parish Magazine expenses | £11.65 | | Parish Magazine printing | £393 | | Fitchetts | £360 | Ablington Woods works | AA Deptford | £86.34 | Defib pads | Direct IT Services | £79.32 | Office 365 + Domain Registry | G Watson | £47.50 | Basketball Hoop repair | G Watson | £20 | Play Park tidy up | Land Registry Fees | £28 | | Total | £3,100.36 | | Receipts | Amount | Detail | Nil | | | Total | £0 | | |
| Expenditure | Amount | Detail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank charges | £16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk Salary | £832 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bawdens | £500 | Grass cutting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dog Bins | £120 | Dog Bin emptying | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G Watson | £280 | Bins | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G Watson | £180 | Grass | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hills | £146.55 | VH bins collection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parish Magazine expenses | £11.65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parish Magazine printing | £393 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fitchetts | £360 | Ablington Woods works | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AA Deptford | £86.34 | Defib pads | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Direct IT Services | £79.32 | Office 365 + Domain Registry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G Watson | £47.50 | Basketball Hoop repair | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G Watson | £20 | Play Park tidy up | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Land Registry Fees | £28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £3,100.36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Receipts | Amount | Detail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nil | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| | <p><i>Recommendation: It is recommended that the Parish Council identify a Councillor to review both the model and template NALC contracts in which to consider which one would best suit Figheidean Parish Council's requirements.</i></p> <p>Recommendation agreed.</p> <p>Action: Cllr Sturgess to review the template contracts provided and liaise with the Chair and Clerk as required.</p> <p><i>It is further recommended that any decisions on pay arrangements are taken to the full Parish Council for final review and agreement.</i></p> <p>Recommendation agreed.</p> <p>Once a contract is in place, payroll arrangements can be set up. A number of options were offered to Councillors for their review/approval. Sage was agreed as a possible. It was suggested that a quote is also obtained from Quick Books.</p> <p>Action: Clerk to obtain information on monthly costs for using Quick Books for payroll purposes.</p> | <p>Cllr Sturgess</p> <p>Clerk</p> |
| <p>10.</p> | <p>Other Parish Business</p> <p>History Project Update Ten out of the twelve History Exhibition panels are now complete and on display in the entrance halls and conference room of the Village Hall. The final two panels will be completed within the next couple of months. This is due to waiting for information on the completion of the new school in the main village and the latest information regarding the new Royal Artillery museum which is planned to partly being built on Knighton Down, which is within our Parish.</p> <p>The final two panels will depict 'Parish Landmarks' and maps which will show legal walks or rights of way with photos of places of interest to look put for.</p> <p>Funding opportunities for a touchscreen computer are also being explored. This will store copies of photos cine film and documents related to the Parish. This will act as a permanent store as well as a display to be mounted on a plinth.</p> <p>The Parish Council would like to formally record their thanks to Jackie Dryden for all of her hard work on this project. It was agreed that the panels are an excellent addition to the Village Hall and a beautiful way in which to record and remember the history of our Parish.</p> <p>Dog bins It was agreed that clarity needs to be sought with regards to responsibility for emptying the dog bins over the last couple of months.</p> <p>Durrington Ladies Football Club Cllr Cole has advised the Football Club that we may need to consider a price increase for the 2025/26 year for using the football pitch. The possibility of raising the fee to £17 per match was discussed.</p> | |
| <p>11.</p> | <p>Date of Next Meeting 24th March 2025</p> | |



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| | <p>It was agreed to move Parish Council meetings to a Tuesday evening for the 2025/26 financial year.</p> <p>Action: Clerk to issue draft meeting dates to all Councillors for 2025/26.</p> | <p>Clerk</p> |
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Signed  Date 24/3/25