

# **The Minutes of a Meeting of the Edington Parish Council held at the Parish Hall, Edington on Monday 8<sup>th</sup> September 2025 at 7.30 p.m.**

Present: Emily Greening (Chair), Steve Forward (Vice-Chair), Mercedes Henning, Chris Johns, Helen O' Donoghue, Liz Pike and Chloe Watts.

Apologies: Pauline Dorgan, John Hardman, Bob King and Mike Phillips (WC).

In Attendance: Three members of the public were in attendance: Mr Andy McNeilis, Mr John Richardson and Mr Martin Ramsay.

The Clerk had unfortunately been taken ill and could not attend the meeting; Mr Forward agreed to take notes of the meeting and prepare the Minutes.

1. **The Minutes** of the meeting held on 14<sup>th</sup> July 2025 were approved with no changes as per the submitted draft.

## **2. Matters Arising.**

a. **Highways/Footpaths.** Mr Forward commented that, following on from the recent LHFIG, Wiltshire Highways had this week positioned traffic survey lines at Crossroads Farm Junction with a view to gathering data for further discussions over road priorities related to recent numerous accidents at the site. Mrs Greening thanked Mr King in his absence for the work done to erect the permissive path steps and noted that all that was now required was to erect a safety fence along the top of the Parish Hall car park connecting the steps to the permissive path; she would discuss this with Mr King ex-committee. Mr Johns commented that he had contacted the Wiltshire Council Footpaths Officer about Footpaths 9 and 12 width and boundaries but had yet to receive an answer; he would contact him again in the coming weeks.

3. **Co-option.** Mr McNeilis had expressed an interest in joining the Parish Council as a co-opted member. Mrs Greening informed him that, if he was still minded so to do, the Parish Council would welcome a short presentation from him about his background and motivation to join the Parish Council at the next meeting, whereafter a vote would be taken by those present as to whether his application was acceptable.

4. **Administrative Arrangements.** The Clerk had circulated a note suggesting that matters of significant detail for Parish Council consideration at meetings would benefit from circulation of a pre-prepared submission by the member concerned. An example had been prepared by Mr Forward for 3 items at this meeting and this was very much liked by those attending.

### **It was agreed that:**

- a. Mr Forward would circulate copies of the template to all members and place a version on the new website's members area for easy access in future.
- b. For any matters of significant detail, members would use the template to provide information regarding the subject title; issue at hand; recommended action; and background material. The responsible member would provide this to the Clerk and Chair for their prior coordination and comments before then sending it by email to all members ideally at least a week before the relevant meeting. Once the new website was live, a copy would also be posted to the members' area with other meeting materials.

## **5. Planning**

a. **Neighbourhood Plan.** Mrs Pike gave a summary of the Neighbourhood Plan Health Check response from Master Land & Planning (MLP) as contained within the associated meeting note prepared by Mr Forward. The key outcomes were that decisions were required on a) whether to retain or remove the aspirational site within the NP, and b) whether Mrs Pike and Mr Forward should then reprofile the NP to make it more succinct

and relevant to contemporary village needs. Parish Council members were concerned about incurring further costs in pursuing the required surveys associated with the aspirational site because, now that funding grants had been removed by the Government, this would potentially be an irresponsible use of public money for a site that might potentially not be developed.

**It was agreed that:**

- i. The aspirational site should be removed from within the NP. This did not mean that the site was not viable, but was a simple expedient to allow the NP to be developed and submitted at no further cost to the Parish Council for associated ecological and environmental surveys etc.
- ii. Mrs Pike and Mr Forward should further develop the NP based on MLP's suggestions and with more detail as to our desired village character, objectives, planning policies and priorities.
- iii. Once completed, the NP should be reviewed by the Parish Council, put out for public consultation within the village, and submitted to Wiltshire Council for their review and hopeful acceptance.

**b. Planning Applications.**

- i. There were no objections raised to the applications notified within the meeting agenda; namely: PL/2025/06364TCA, PL/2025/06377, PL/2025/06626/TCA, PL/2025/ 05782/TCA, PL/2025/06789 /TCA, PL/2025/06791/TPO, PL/2025/06792TPO, PL/2025/06862/FUL.
- ii. Wiltshire Council decisions were noted in respect of PL/2025/04143 and PL/2025/05180/FUL.

**6. Playfield**

- a. **Land Swap.** It was understood that the Three Dagers senior management had agreed the Heads of Terms for the land swap and that the Three Dagers had commenced preparatory work towards submitting planning permission. Mrs Greening, Mr King and the Clerk would now meet with our Solicitors to finalise the relevant contractual documentation.

**It was agreed that:**

- i. Mrs Greening would arrange a meeting in the near future with Mr King, Mrs Henning and a representative from the Three Dagers to conduct a site survey with the aim of agreeing the precise boundary locations for the land swap.
  - ii. The Clerk would schedule an extraordinary Parish Council meeting, ideally before the next Parish Council meeting, with the sole agenda item of reviewing the land swap documentation, contracts and associated material so that the Parish Council could give their approval, or not, for the process to go ahead.
- b. **Playfield Management.** Mrs Henning gave an in-depth commentary on the recent playfield survey conducted by RoSPA, along with comments on associated playfield matters. A Risk Assessment matrix had been compiled by her and Mr Forward, and this was reviewed and agreed as suitable by the meeting members. Mrs Henning had also compiled a checklist for weekly inspections of the playfield; she was content to conduct the weekly checks but asked for assistance for the times when she might not be available. Miss O'Donoghue kindly agreed to provide such assistance. Current methods for reporting any defects in equipment were considered sub-optimal and a better way of doing so was needed. Mr Stuart Holburn-Thorburn had previously been engaged to conduct visual surveys of the playfield equipment, but it was considered that this had not been sufficiently robust, and the arrangement should be terminated. There were 2 specific issues from the RoSPA survey that needed to be reviewed as 'Level 8' issues (an access gate problem

where there was a risk of trapping fingers etc, and a degree of rust in one of the junior swings), the others could be tolerated until we had more clarity on the land swap timetable. The current playfield notices were out of date and did not contain the required information (particularly about the supervision of children) so they should be replaced.

**It was agreed that:**

- i. The Risk Assessment presented to the meeting should be adopted and reviewed on at least a quarterly basis.
- ii. The Risk Assessment should be placed on the new website members' area and, in the interim, would be distributed to all members by email by Mr Forward.
- iii. Mrs Henning to investigate options for new signs and obtain quotes for their production. The placement of any new signs would have to wait until the land swap boundaries and playfield design had been completed.
- iv. Miss O'Donoghue would assist Mrs Henning with weekly playfield inspections on an *ad hoc* basis as required.
- v. An inspection regime would be adopted of: weekly by Parish Council; quarterly by an established playground inspection company; and annually by RoSPA. The annual RoSPA inspection would take the place of one of the quarterly inspections. Mrs Henning would make appropriate arrangements to satisfy this regime.
- vi. Mr Forward would ensure that the new website had functionality to enable online reporting of playfield problems and issues.
- vii. The Clerk would terminate formally Mr Holburn-Thorburn's involvement in playfield inspections.
- viii. Mrs Henning would prioritise the RoSPA safety survey outcomes and return to the Parish Council with recommendations for treating or tolerating as appropriate.
- ix. Mrs Greening would approach Mr Greening and seek his assistance in resolving the access gate problem through installation of rubber bumpers or similar.
- x. The rust within one of the junior swings was considered tolerable in the short term whilst we awaited an outcome of the land swap negotiations.
- xi. Once the land swap details had been agreed and signed, clear indications would be required as to who was responsible for which bits of equipment and land so that insurance requirements and responsibilities were fully understood until the equipment was relocated during the land swap process. The playfield would have to be closed once work commenced on relocation of equipment.

**7. Tree Surveys.** The Parish Council had previously decided that safety surveys should be conducted on all trees for which the Parish Council were responsible. The Clerk had received two quotes for such surveys; one for £792 and one for £480. The members present could see no material difference between the two surveys and so it was agreed that the lower quote should be taken up. Members present considered that the tree safety surveys should be conducted as expeditiously as possible in order to ensure that the Parish Council's liabilities were fully understood and mitigated.

**It was agreed that:**

- i. The Clerk should engage the lower quote tree survey company to conduct a tree safety survey at the earliest opportunity at a cost of £480.

**8. Policing.**

- a. Mrs Greening updated the meeting about policing conversations with the village PCSO Alice Moore. PCSO Moore planned to come to the village and attend the Three Dagers coffee morning on 18<sup>th</sup> November. Members suggested that this visit would benefit from wider publicity in order to encourage attendance.
- b. The Speedwatch Team coordination had lapsed in recent months and was in need of reinvigoration. Mr Pollard had been the previous coordinator and Mrs Nicholson had

expressed an interest in becoming the new coordinator but there was no training available at the time. Attempts needed to be made to re-establish the Speedwatch Team.

**It was agreed that:**

- i. Mrs Greening would encourage PCSO Moore to provide posters advertising her attendance.
- ii. Mr Forward would place a notice regarding PCSO Moore's visit on the village website.
- iii. Mrs Watts would include PCSO Moore's visit details in her submission to 'The News' newsletter.
- iv. Miss O'Donoghue would contact Mrs Nicholson and thank her for her Speedwatch Team efforts.
- v. Mrs Greening would consider options for reinvigorating the Speedwatch Team.
- vi. Mr Forward would place an advertisement on the village website asking for Speedwatch Team volunteers.
- vii. Mrs Watts would include a request for Speedwatch Team volunteers in her submission to 'The News' newsletter.

**9. Website Update.** Mr Forward gave a summary of the contents of the note that that he had submitted regarding progress on the website refresh. The work on the new website was progressing well, and the members needed to agree a domain name, server hosting arrangements and email strategy. Members present agreed that the new website structure and format were taking good shape. Government policy was that parish councils should move to gov.uk domains in order to formalise hosting arrangements and make it clear that the parish councils are local government entities. gov.uk domain names for parish councils had to include 'parishcouncil' within the domain name. Edington, Somerset already use a domain name of [edingtonparishcouncil.org](http://edingtonparishcouncil.org) and so, to avoid potential confusion, the use of [edingtonwiltsparrishcouncil.gov.uk](http://edingtonwiltsparrishcouncil.gov.uk) would ensure that our website was unique from their domain name The website developer offered two versions of server hosting; 'Dedicated' at £2,299 for 10 years, and 'Shared' at £1,799 for 10 years. The Dedicated hosting service (also known as a dedicated server or managed hosting) provided an entire server that is not shared with anyone else. This ensured maximum performance, control, and security. Shared hosting uses cloud resources which distribute resources across a network of virtual and physical servers but is less secure and had potential for denial-of-service attacks. For comparison, the Parish Council currently paid IONOS £16.20 per month for cloud-based website/ email hosting. This was equivalent to £1944 for 10 years assuming no increases in IONOS monthly costs over that period, which was unlikely. IONOS also did not include accessibility options that were a requirement for gov.uk websites. Advice on email accounts was that it was best practice to have named email accounts rather than role-based accounts other than for key roles such as 'chair', 'vice-chair', 'clerk', 'parishcouncil' and 'webmaster'.

**It was agreed that:**

- i. The domain name for the new website should be [edingtonwiltsparrishcouncil.gov.uk](http://edingtonwiltsparrishcouncil.gov.uk).
- ii. Other than the key roles, email accounts should be registered in the name of Parish Council individuals, for example, [joe.bloggs@edingtonwiltsparrishcouncil.gov.uk](mailto:joe.bloggs@edingtonwiltsparrishcouncil.gov.uk).
- iii. The website developer's quote for 10 years website hosting on a dedicated server should be accepted at a one-off cost of £2,299.

**10. Wiltshire Council (WC) Report.** Mr Phillips was unable to attend the meeting and so there was no WC report. Mrs O'Donoghue would attend the next Wiltshire Council Area Board meeting.

**11. Highway Matters/Footpaths/LHFIG.**

- a. **Monastery/Lower Road Junction Paving.** Mr Forward summarised the note that he had presented regarding the replacement of the paving slabs with tarmac at the Monastery/

Lower Road Junction. LHFIG had reported back to the PC that 30% of the costs for replacing the Monastery Road paving slabs would fall to the Parish Council if we wished to proceed with the venture. Despite Wiltshire Council's assertions, members with recollection of the original planning application were sure that the Parish Council had not been consulted in the type of paving solution selected but it was thought that there was little to be gained from pursuing this argument. The LHFIG quote for removing the slabs and installing tarmac was ~£2500, so our contribution would be ~£750 to do this work. It was noted that the occupants of the adjoining property were in favour of not replacing the slabs. An alternative option was to leave the slabs in place with the attendant risk of slips and falls but conduct regular assessments of their surface and traction with a view to calling on Wiltshire Highways to clean the slabs as-and-when required.

**It was agreed that:**

- i. The risk of slips and falls due to slippery paving slabs superseded any aesthetic concerns over their replacement.
- ii. Mr Forward would agree with the LHFIG that the paving slabs would be replaced with tarmac at a cost of ~£750 to the Parish Council.
- iii. Miss O'Donoghue would liaise with the occupants of the adjoining properties to explain the decision.

**12. Finances.**

- a. It was proposed by Mrs Pike, seconded by Miss O'Donoghue and carried unanimously, that the following invoices be paid or payment confirmed:
  - i. Ideal Grounds Maintenance July and August £3706.64.
  - ii. JP Garden Services BG grass cutting July £30.
  - iii. JP Garden Services BG grass cutting August £30.
  - iv. Creative Xolutions Website deposit £1250.
  - v. Master Land and Planning Ltd for NP report £1031.40.
  - vi. David L Goodman Horticulture Ltd – for CP Steps £1529.62.
  - vii. RoSPA for PF Inspection £216.
  - viii. Mr King for replacement Car Park gate £256.80.
  - ix. Reimbursement to Mrs Greening for bark chips purchased to improve playfield equipment surface surrounds.
- b. It was reported that JP Garden Services were considering giving up trading. Mrs Greening had some contacts who would be interested in replacing them and she would elicit a quote from them.

**13. Correspondence.** The Clerk was not present but had distributed correspondence material by email. There were no matters arising.

**14. Date of next Meeting.** The date of the next meeting was fixed for Monday 13<sup>th</sup> October 2025 at the Parish Hall at 7.30pm.