

DRAFT Minutes of the Urchfont Parish Council (UPC) Annual Meeting held on Wednesday 8th May 2019 in the Village Hall.

Present: Councillors: Day (GD – Chairman), Mitchell (NM – Vice Chairman), Hill (TH – Lead of Planning), Creasey (GC), Cowen (LC), Cottle (SC), Kemp (MK), Stevens (DS), and Botham (MB)

Clerk to the Council: Lunn (BL)

Councillor for Urchfont & The Cannings: Whitehead (PW)

Members of the Public (for all or part of the meeting): Mr & Mrs Taylor, Mrs B Potter, Mr M Smith, Mr P Cook, Mrs C Cannon, Ms N Hammond, Mrs E Bancroft, Mrs J Leggate

A. FULL COUNCIL STATUTORY ANNUAL BUSINESS

1. Election of Officers 19/20

a. Election of Chairman (Standing Orders Clause 12a)

NM nominated GD, he accepted nomination.

Proposal	Proposer	Seconder	Resolution
To re-elect Cllr Graham Day as Chairman	NM	LC	Unanimously AGREED

b. Election of Vice Chairman (Standing Orders Clause 12e) – GD reported that he had spoken to most councillors but no nominations had been forthcoming. BL confirmed that whilst UPC Standing Orders requires the appointment of a Vice Chairman, this is not required by the Local Government Act 1972. It was suggested that this item should be rolled over to the June meeting to allow councillors to reconsider their positions.

Proposal	Proposer	Seconder	Resolution
To roll over this decision over until the June meeting	GD	TH	Unanimously AGREED

c. Appoint Lead Councillor of Planning (Standing Orders Clause 12g)

TH was asked whether he would accept nomination for re-appointment, he agreed.

Proposal	Proposer	Seconder	Resolution
To re-appoint Cllr Trevor Hill as Lead Councillor for Planning	LC	GD	Unanimously AGREED

2. Welcome by the Elected Chairman – GD welcomed all members of the Council and public to the meeting. On behalf of the Council, he thanked all involved in the very successful completion of the Scarecrow Festival over this May Bank holiday weekend.

3. Apologies: Cllrs Cottell (PC) and Kinnaird (LK)

4. Election of representatives

a. Devizes Community Area Planning Partnership (DCAP)

As stated last year, TH confirmed that he had not had any contact from DCAP over the past year as activities appear to be very limited. However, he was willing to remain as the representative in the event that any activity takes place.

Proposal	Proposer	Seconder	Resolution
To re-appoint Cllr Trevor Hill as the UPC representative for DCAP	GD	MK	Unanimously AGREED

b. Devizes Area Board

GD stated that it is normal practice for the Chairman and Vice Chairman to be appointed for this role.

Proposal	Proposer	Seconder	Resolution
To appoint Cllr Day (as Chairman) and the Vice Chairman when appointed.	GD	TH	Unanimously AGREED

c. Parish Trust - NM stated that she no longer wished to be the representative which she had undertaken for a number of years. GD volunteered to take on this role at least initially.

Proposal	Proposer	Seconder	Resolution
Cllr Day to be the appointed representative	TH	SC	Unanimously AGREED

GD reiterated the note on the agenda, that Urchfont Village Hall User Group and Army Training Estate representatives have been removed from this list of annually appointed representatives as these are already covered by current Lead Councillor Roles.

5. Appointment of Internal Auditor – BL confirmed that Paul Papworth-Smith had been the independent internal auditor for several years and recommended reappointment.

Proposal	Proposer	Seconder	Resolution
To re-appoint Paul Papworth-Smith	TH	GD	Unanimously AGREED

6. Programme and venue for meetings in 2019/20 – BL had circulated a copy of the already booked dates with the agenda and requested that these be ratified. The 2020 Parish Meeting date has yet to be decided.

Proposal	Proposer	Seconder	Resolution
To ratify the already booked dates and Village Hall venue (every 2nd Wednesday of each month) to May 2020.	GD	GC	Unanimously AGREED

7. Approval of Annual Subscriptions (18/19 Values in brackets) – BL explained the fact that all of these organisations provide useful and indeed necessary legislative and practical guidance / advice on parish council matters, this is likely to be even more beneficial and necessary as we move towards and enter a BREXIT scenario.

- a. **Community First** - (£40)
- b. **National Association of Local Councils and Wiltshire Association of Local Councils (NALC + WALC)** – (Invoice received for 2019/20 - £409.40 + £81.18 VAT = £491.28)
- c. **Society of Local Council Clerks (SLCC)** - (£177)
- d. **Local Councils Update** - (£75)
- e. **ICO Data Protection** – (£35)

Proposal	Proposer	Seconded	Resolution
To approve payment of the received invoice at b. and authorise all other subscriptions within 110% of the 2018/19 values	GD	SC	Unanimously AGREED

End of Statutory Annual business

B. PLANNING – see separate minutes

C. FULL COUNCIL MONTHLY MEETING

1. Declarations of Interest: None declared at the meeting

2. Time set aside for Public Participation and External Reports – No members of the public wished to speak and no external reports were presented.

3. Minutes of the Meeting of the Council held on 10th April 2019

Proposal	Proposer	Seconded	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting.	NM	TH	AGREED with two abstentions due to absence

4. Action List Status Review and Update Reports from the Minutes of the meeting held on 10th April 2019 – BL reviewed the long standing items below, all other actions are in progress:

FC/78/17 – Tree Works from survey and set up WG on Paddock Green trees – although this long outstanding action on two councillors who have since left the Council remains to be completed, the task was only handed over to SC at the April 2019 meeting.

FC/67/18 – Meet with Church on car parking – GC reported that he had met with the Church Warden who acknowledges damage to verges by cars attending Church events. Events can be categorised into:

- Regular – Sunday church services
- Weddings – these are planned well in advance normally with known number of guests
- Funerals – short term arrangements with unknown attendance
- Special Events – e.g. Military Wives Choir concert (40 members / 200 guests) on 23rd May and Bishop of Ramsbury visit on 14th June with unknown attendance details.

GC had offered the Village Hall car park when it is not in use for Hall business, but had stressed the need to plan other parking arrangements wherever possible to avoid damage to grass areas. It was noted that the vicarage was used previously, but this is now a private residence.

Meeting closed for Public Participation

Mrs Potter commented that the 'Club House' had been used in the past and Mrs Bancroft pointed out that arrangements had already been made for Manor Farmhouse to be used for some parking for the Military Wives concert.

Council meeting re-opened

FC/38/19 – Obtain quotes to move road planings onto Oakfrith Path – BL referred to his written report (appendix only on website) and the issues raised by the contractor regarding use of road planings and the potential damage to mowing / other equipment and personal safety. It was agreed that this needs to be considered further but the planings need to be moved from the lay-by to just inside and to the side of the metal entrance gate. BL to arrange.

ACTION: FC/41/19 - BL

5. Finance

a. Financial Statement and Bank Reconciliation as at 30th April 2019 – BL reported that Month 1 accounts are in good order and had been reconciled with bank statements. He reiterated the other highlights made in his Clerk's written report (attached at Appendix on website only)

b. Draft Asset Register 2019 – BL explained that some minor adjustments had been made to the version circulated to councillors prior to the meeting due to some values not having been depreciated fully in accordance with the practice agreed for 2017/18. The new overall value recorded for 2018/19 is £110,427 which is reflected in the AGAR statement Section 2 to be discussed under Item 5d.

Proposal	Proposer	Seconded	Resolution
To approve the revised 2018/19 Asset Register	GD	LC	Unanimously AGREED

c. Annual Governance Statement (AGAR Section 1) – This statement had been circulated to all councillors prior to the meeting. BL explained that this reflected and confirmed the fact that UPC had a sound system of internal governance controls in place.

Proposal	Proposer	Seconded	Resolution
To approve the Annual Governance Statement (AGAR Section 1)	TH	GC	Unanimously AGREED

d. Annual Accounting Statement (AGAR Section 2) – BL explained that this document had been circulated to councillors prior to the meeting, but had subsequently been amended to reflect the revised 2018/19 asset register total (now approved at Item 5b above). Overall cash balance figure agrees with Financial Statement at 31st March (Treasurer's Account + Allotment Provision Account) and reconciled bank balances for 31st March 2019. BL then went to explain the main reasons for variances between the 2017/18 and 2018/19 figures which have to be documented for the external auditors, the most significant being the fact that spend on projects had been significantly less last year.

Proposal	Proposer	Seconded	Resolution
To approve the Annual Accounting Statement (AGAR Section 2)	TH	GC	Unanimously AGREED

e. Clerk to assume Planning Administrator Role – BL explained that since the Planning Administrator resigned in October 2018 he has been undertaking the role on the basis of overtime payments equating to the 4 hours per week previously paid. He is now willing to assume these duties within his overall clerk role but with an increase in his contracted hours of 20 + 4 = 24 hours per week. TH commented that BL has done an excellent job to date and recommended acceptance of this offer, GD agreed.

On the issue of updating the planning page on the website, this was previously undertaken by the previous Chairman, it was never undertaken by the Planning Administrator. TH agreed to take on this role if he can be shown how to update the website, BL agreed to facilitate a documented guide.

Proposal	Proposer	Seconded	Resolution
To approve an increase in the Clerk's weekly hours from 20 to 24 to facilitate the taking on of planning administrator duties.	GD	SC	Unanimously AGREED

f. Tourist Brown Sign for Community Shop – Following enquiries, BL reported that he had brought this item back to Council because he needed further guidance on the way forward:

- Community Shops are not now normally considered for tourist signs, rules have changed since original sign was installed. Expectation is that at least 25% of custom should be external to local community to even exceptionally consider a brown sign
- Likely Cost of a brown sign now if exceptionally approved likely to be > £1k due to eligibility, project management and production costs. This is not considered justified.
- May be able to seek alternative additional directional white finger from WC to be mounted on the High Street island traffic sign, WC Highways will need to approve.

PW suggested that BL shop drop him an email on this issue and he will examine opportunities within WC for provision of a suitable sign.

ACTION: FC/42/19 - BL

g. Project Proposals – none submitted

6. Lead Councillor, Working Groups, Clerk & other written Reports (See Appendix attached on website only)

a. Clerks Report – updated under other agenda Items.

b. Councillor Reports

i. UWLNP Progress Report – TH corrected his written report in that the Uphill development had not yet received planning approval despite being approved at the Eastern Area Committee, this awaits completion of the Section 106 agreement. As such the two affordable houses included in this development is also subject to finalised planning approval. He also noted that in all probability only 6 out of the 37 proposed houses in the UWLNP will be designated affordable.

ii. Chairman Opening Statement to PROW Enquiry – see Item 12 below

iii. Parish Land Risk Assessment – see Item 10 below

7. Best Kept Village Competition 2019

Council meeting closed for public participation

Mrs Cannon reported Pater Cook, Rodney Gillington and herself had attended a CPRE judges meeting earlier in the day at which they learned that initial judging is to commence earlier than previously advised – from Monday 13th May to 9th June. She will be sending an email to all interested parties within the Village to inform them of this change and also the fact that judging will take account of designated wildlife conservation areas.

Council meeting re-opened

GC pointed out that Oakfrith Wood is a designated wildlife conservation area, Farmers Field is not designated at this stage.

8. Urchfont Pond – Algae – BL reported the following Key Points based on professional advice received to date:

- Blue/Green Algae is still present as well as red – Warning Signs re-posted round pond and documented on website / in Redhorn News following direction of Environment Agency
- Pond lining needs cleaning to remove some 25 years build-up of waste material (duck, fish, food, leaves etc.) and then aeration options installed (plants or mechanical). I have one provisional quote but require more to meet UPC Finance requirements – it is not a cheap solution! Assistance of local farmers may be needed to transport and dispose of waste material.

- Potential effects of rainwater overflow drainage system from Manor Farmyard possibly requires investigation – However, I have subsequently been informed that the approved system does not actually drain into the Pond if it was installed to the agreed specification.
- Algae can never be eradicated completely

GD acknowledged that this needs priority action to investigate and try to resolve the problem as soon as possible, he asked DS to take on this project in his role of Lead Councillor for Pond Green and to co-ordinate actions with all interested parties. GC asked whether waste material would be considered contaminated and require special handling.

ACTION: FC/43/19 – DS

9. Preventative Measures to keep badgers out of Cemetery – BL re-iterated what is contained in his Clerk's report this month:

- Potterne Parish Council had confirmed that they do not have a badger problem and have **NOT** installed electric fencing.
- Similarly, Devizes Town Council confirmed that they have **NOT** erected electric fencing and whilst they do have limited badger activity no action is taken as they are a protected species. Devizes also indicated that they have problems with deer eating flowers on graves, which again they can do nothing about, and also moles which they do deal with as they dig deep and are not protected.
- Currently there is no indication that badgers are digging sets under the Urchfont cemetery and disturbing remains, which would obviously be a significant cause for concern and require licences and professional help to have the sets moved as indicated by Natural England in 2017.
- Current activity appears to be limited to grubbing on the surface, which although potentially distressing for grave owners can be managed by regular repair.

Council meeting closed for public participation

Mrs Potter stated that Potterne have stock proof fencing installed to prevent badgers, not electric fencing.

Council meeting re-opened

It was agreed that BL would re-check with Potterne Parish Council on the type of fencing that they have and whether this was installed to specifically prevent badgers and other wildlife access. Badger proof fencing normally has to be buried at least 1m in the ground and even then cannot prevent the animals finding alternative ways to access the burial ground e.g. via gates. LC suggested that UPC should continue to monitor and repair grubbing activity before taking action to erect costly fences. It was also agreed that this item should remain on the agenda for an update at the June meeting.

ACTION: FC/44/19 - BL

10. Village Greens Risk Assessment – In the absence of PC, BL reported that:

- Version 1 had been completed by PC, but there are significant gaps / refinement yet to complete
- Very complex and time consuming exercise with legal and practical implications, will need to be kept updated
- BL is reviewing Version 1 and will make comments and suggest correction of any errors / omissions with PC before final approval in principle by Council, hopefully in June. This will be a living document subject to change in detail.
- Highest Risk Level score recorded is 12 - which is considered tolerable (scores 10 – 16 AMBER) and with objective to improve – mainly concerned with contractor / funeral director operations on UPC land, UPC need to check, if not already undertaken, that they have their own risk assessments / method statements / insurance etc.
- No risks are currently considered to be in the Unacceptable level (scores 17 – 25 RED), most scores are in the Adequate level (scores 5 – 9 YELLOW) or Acceptable level (scores 1 – 4 GREEN)

11. Parish Meeting 2019 – GD commented that although a successful meeting, no new ideas were put forward by the public, TH agreed that this was disappointing. NM commented that attendance was about the same as usual, most being the same members of the community, and wondered whether a selected guest speaker would provide the necessary draw to increase attendance. Clare Perry made that difference a few

years ago. PW stated that attendance at Urchfont Parish meetings is some 30 times better than at such meetings elsewhere within his responsibility, that must be considered a success.

12. PROW Public Enquiry – GD reported that he, NM and TH had sat through most of the three day enquiry. It is expected that a decision will be available in 6 to 8 weeks. GD congratulated Anya Watson in particular for the way she kept on top of proceedings in the face of more experienced operatives and despite school safeguarding not being admissible. TH commented that it had been a trying experience for everyone.

13. Footpath 31 (between Stonepit Lane and Cemetery) – BL understood that WC Enforcement letters had or are being sent to some or all of the householders bounding this footpath, but he had not seen or been notified of the detail. GD asked PW if UPC could have details of the letters, PW asked BL to send him an email and he would make enquiries. MK asked PW about the fly tipping of charity documents which she had reported to him with photographs, PW responded that this is being investigated.

14. Update on Current Parish Issues not covered by above agenda items

a. Stonepit Lay-By Working Party – MK is keen to organise a small working party to tidy up this lay-by and to install the new larger bin which BL has purchased. She suggested 13th, 15th or 16th May and asked councillors to volunteer for what she believed may be an hour's work.

ACTION: FC/45/19 – ALL

15. External Meetings – None reported

16. Councillors' Reports and Items for Future Agenda – No reports were made but the following items were noted for inclusion in the next agenda:

- Badgers and Cemetery Fencing
- Skips for Rights of Way group

17. Statement by Cllr Nicky Mitchell - I have been on Urchfont Parish Council for 14 years. I came with no previous experience of local council business and it has been a very interesting learning curve. My time as Chairman from 2010 involved 2 major challenges: The development of Manor Farmyard and the sale by Wiltshire Council of Urchfont Manor Estate and the resulting consequences. My claim to fame is my signature on several legal documents in perpetuity! "Who was Nicola Mitchell?" people will ask in the next century!!

During those 14 years there have been highs and lows as one would expect. However, none of those could be compared to the horrendous events beginning in July last year and I'm afraid I have to refer to them.

The first involved suggested wrong doing by previous councillor, Simon Holt, when a posting on Right Move was misinterpreted by certain members of the public and these accusations were brought to the Parish Council meaning we had to investigate them but found no evidence of wrong doing. By then the damage had already been done and serious stress had been inflicted on the Holt's.

The second evolved during a contentious Planning Development Application. Two Councillors were accused of wrong doing by a few members of the public and some Councillors. Then Cllr Bill Donald denied the accusations, but they were nevertheless another factor leading to his decision to subsequently resign. Chairman Dave Mottram defended his actions and remained. A Code of Conduct Complaint against Cllr Mottram was submitted to Wiltshire Council by an Urchfont Parish Councillor. The matter then immediately became subject to Wiltshire Council Confidentiality Procedure meaning that Cllr Mottram could not discuss the content or state his point of view. He did however resign as Chairman but said he would remain on the Council until a response was received from Wiltshire Council. A few members of the public and some

Councillors persisted calling for his resignation and he finally did. When the WC Monitoring Officer decision was received later the conclusion was "No Further Action Required".

Two senior, experienced Councillors were lost to the Parish Council. This was a disgraceful way to treat the Chairman brought about by rumour, supposition, speculation and assumption. It caused a great deal of stress and anxiety to the Chairman and his family, some members of the Parish Council and not least Bob Lunn our Parish Clerk. He was subject to a huge increase in workload and had to remain impartial throughout! It restricted other Council business and cast a shadow over the Council for 6 months and damaged the reputation of Urchfont Parish Council.

I agreed to be Vice Chairman until now to, as described, "steady the ship" which I hope I have done. It's now time for me to step down and make way for someone new, hopefully a lady to balance the sexes!

A new year is beginning with several new Councillors and I hope that lessons have been learnt and you move on in a respectful, positive and proactive manner under the Chairmanship of Cllr Graham Day, restoring the reputation of Urchfont Parish Council. I have worked with Bob Lunn for 8 years and he has provided tireless support which I am sure he will continue to give you all in the future. He is an outstanding Parish Clerk so make sure you support him!

There's lots to do and I wish you all well.

I'll be watching you!

In response GD paid tribute to NM by saying that Nicky joined UPC in 2005 and has served continuously since then. In that time, she has been Chairman, Vice-Chairman and lead of Planning. Highlights from her five-and-a-half-year period as Chairman include protecting the interests of Urchfont during Wiltshire Council's sale of Urchfont Manor and leading the process of securing general agreement to the final approved development scheme for Manor Farmyard.

Nicky has liaised with all the other major organisations in the Parish (e.g. Shop, School, Village Hall), has participated in innumerable site visits for planning applications, sourced the Christmas tree which is installed by the pond each year and has proved an essential supplier of hot drinks and refreshments for various volunteer groups over the years. She was, and is, a key member of the defibrillator team and the group looking after the telephone box.

And of course, over the past 6 months she agreed to resume the position of Vice Chairman to help us re-establish after a difficult period.

She has been assiduous in seeking to improve our community, and I am sure I am not the only person sitting round this table who is present because of Nicky's determination over the years to bring fresh faces to UPC.

On behalf of all of us present, previous Councillors and all members of the public, I would like to say a sincere thank you to Nicky for all her service. She assures me that she intends to remain active and supportive in our village, and we look forward to working with her on many future projects.

Thanks again Nicky.

There being no further business the Chairman closed the Meeting at 9.10pm

Date of Next Meeting: 12th June 2019 in Urchfont Village Hall Conference Room commencing at 7.00pm

APPENDIX TO MAY 2019 MEETING MINUTES

a. CLERK'S REPORT

1. Update on actions from April Meeting

FC/32/19 – Speak to Potterne and Devizes about perceived cemetery electric fencing to stop badgers – I have contacted Potterne Parish Council who advise that they do not have a badger problem and have NOT installed electric fencing. Similarly, Devizes Town Council advise that they have NOT erected electric fencing and whilst they do have limited badger activity no action is taken as they are a protected species. Devizes also indicated that they have problems with deer eating flowers on graves, which again they can do nothing about, and also moles which they do deal with as they dig deep and are not protected. Currently there is no indication that badgers are digging sets under the Urchfont cemetery and disturbing remains, which would obviously be a significant cause for concern and require licences and professional help to have the sets moved as indicated by Natural England in 2017. Current activity appears to be limited to grubbing on the surface, which although potentially distressing for grave owners can be managed by regular repair.

FC/33/19 – Supply tree survey report to Steve Cottle – Electronic copy provided to Steve who has assumed responsibility for the original action.

FC/35/19 – Arrange Autumn Cemetery WP – date not yet agreed, will be advised when confirmed.

FC/38/19 – Obtain quotes from Parish Contractor for work on path to Oakfrith Wood – I have spoken to the contractor and whilst willing to assist has expressed initial concerns about spreading road planings down the length of the path. This for two reasons: potential damage to grass mowing equipment and the fact that without being constrained in some way (with edging or being placed in a channel) the planings will gradually and disperse into the surrounding vegetation as people walk on it. I have asked him to consider further.

FC/40/19 – Agree ROW waste disposal method prior to Scarecrow Festival – Skip agreed for 1st/2nd May to be located between Village Hall and Scout Hut.

2. Finance – Month one accounts have been completed and reconciled satisfactorily. You will note from the circulated spreadsheets that UPC has received the first half of the Precept (£24,608.18) and also further CIL monies (£16,397.05) from WC. Funds budgeted for projects in the main accounts together with a total CIL pot of £23,424.36 will facilitate an early move forward and hopefully at least part completion of significant projects this year compared to last – including Crookwood Lay-By (I have requested updated quotations for this project), Crooks Lane improved pedestrian access, PROW (dependent on enquiry decision), pond management to minimise the algae problem and carried forward projects. The indicated Reserve figure at 31st March 2019 is overstated at this point due, it will reduce dependent on actual spend during the year.

3. Annual Accounting and Governance Statement – These statements required by legislation and subject to external audit by PKF Littlejohn need to be approved by Council at this month's meeting, I will distribute copies to councillors prior to the meeting.

4. Statutory Elements of the UPC Annual Meeting – You will recall that at the April meeting I explained that certain elements of this meeting are required annually by legislation. In particular the election / re-election of the Chairman and Vice Chairman. You all need to come to the meeting with your nominations for BOTH posts which will then be subject to a vote by all councillors present. To give you a heads up, I have spoken to Graham and Nicky, Graham has indicated that he is prepared to be nominated again, but Nicky has said that she wishes to stand down as Vice Chairman.

5. Urchfont Pond - Algae Update – As previously advised, I reported the early reappearance of red algae on the Village Pond to the Environment Agency on 23rd April 2019 and requested that samples be taken and tested. Samples were taken on 24th April and the results notified on 25th April. Unfortunately the results

indicated that not only red algae was present but also the potentially harmful green algae which was previously identified in July 2018. The Environment Agency advised that signage should immediately be erected to warn the public to avoid all contact with the water. Temporary signs were erected on 25th April which have now been replaced by more robust signage on 1st May. It is most unfortunate that the algae has reappeared prior to the Scarecrow Festival weekend, but I suspect that it has been present for a while. All indications are that it will be necessary to take urgent action to minimise the algae risk, but I have been advised that it will never be entirely eradicated. For this reason I have been talking to a pond management contractor in the first instance who can dredge the pond lining of waste build up using amphibious vehicles and then recommend suitable aeration systems (plants / mechanical systems) which will help. I am waiting further information and indicative quotes for this work which I suspect will be significantly above the UPC finance threshold and as such require alternative quotes. I am, therefore, seeking out alternative suppliers and will update further at the meeting.

6. Trees by the Duck House – having gained appropriate planning permission on behalf of the Council, Will Corke was authorised to undertake the necessary works which he completed on 24th April well in time for the Scarecrow Festival. I have received an email of thanks from Lynda and Kevin Macevoy, Manor Farmyard in relation to removal of overhanging branches.

7. Use of Parish Land – Following approval of the Parish Land and Use Policy in September 2018, I have requested and subsequently approved completed application forms from the Scarecrow Festival organiser and one commercial business that will be operating at this event.

Bob Lunn
Clerk to the Council

b. COUNCILLORS REPORTS

i. Urchfont, Wedhampton and Lydeaway Neighbourhood Plan (UWLNP) implementation progress report - There are 9 sites identified within the UWLNP permitted for managed development providing approximately 37 dwellings.

The following are those sites that have planning permission granted with known numbers of dwellings either approved or built. The approximate number of dwellings in italics is the number of dwellings as identified within the Plan.

- The Beeches – 4 dwellings (*approx. 5 dwellings*) – complete.
- Land opposite the Baishe – 1 dwelling (*approx. 1 dwelling*) – approved but not yet under development.
- Peppercombe – 5 dwellings (*approx. 4 dwellings*) currently under construction.
- Land at Uphill – 8 dwellings (*approx. 7 dwellings*) approved but not yet under development.

The follow are those sites where planning applications have not yet been submitted seeking planning permission.

- Land at Hales Farm (*approx. 12 dwellings*)
- Land opposite the Sawmills (*approx. 1 dwelling*)
- Garden at Cuckoo Corner (*approx. 1 dwelling*)
- Land at Alcudia, The Ham (*approx. 1 dwelling*)
- Land at Wildmans Garage (*approx. 5 dwellings*)

In summary, of the (approximate) 37 dwellings identified within the NP, 18 have been built or have approval. Approximately, another 20 dwellings could be built.

Number of Affordable Houses approved for development – 2

Cllr Trevor Hill
(Lead of Planning)

ii. Chairman's opening address to PROW Enquiry

Wildlife and Countryside Act 1981 - section 53 (Parish of Urchfont) Path No. 51 Definitive Map and Statement Modification Order 2015.

Welcome and Introduction

As Chairman of Urchfont Parish Council, I wish to welcome the Planning Inspectorate and all interested parties to Urchfont Village Hall for this inquiry.

On the 31st January 2014 Urchfont Parish Council applied to Wiltshire Council for an order under section 53(2) of the Wildlife and Countryside Act 1981 to modify the definitive map and statement by recording a footpath from Top Green, Urchfont to the Urchfont Recreation Ground/Playing Field via Urchfont Primary School.

The order seeks to record a footpath from Ordinance Survey grid reference SU0371 – 5708 at its junction with road C253 at Top Green, Urchfont (point A on the Wiltshire Council Ordinance Survey map) leading generally west for 54 metres (point B on the OS map) then continuing in a general north westerly direction to the Ordinance Survey grid reference SU0362 – 5712 in the Recreation Field. The path will have a width of 1.5 metres from road C253 leading westerly for approximately 54 metres continuing with a width of 2 metres to OS grid reference SU0362 – 5712 (point C on the OS map) with limitation of gates at OS grid reference SU0371 – 5708 and SU0366 – 5707.

Safeguarding Considerations

Mr. Elliott, your opening comments confirm Urchfont Parish Council's understanding that safeguarding considerations cannot be taken into account in relation to orders made under Section 53 of the Wildlife and Countryside Act 1981.

However, Urchfont Parish Council is aware of the concerns raised by some school governors, teachers and parents alike relating to safeguarding risks should this Order be confirmed with the requirement for this public footpath to be open and available for use at all times of the day including school times.

Should this Order be confirmed, Urchfont Parish Council will seek to have part of the PROW extinguished (between points B and C) in favour of an alternative route around the edge of the school grounds that would meet up with the path to Oakfrith Woods. UPC believes that such a route would not compromise school safety and could potentially improve on the current position. UPC has shared with the School its intentions in this regard and cost estimates for the work required.

Any final decision would be taken following consultation with all parties.

Conclusion

You will shortly be hearing independent statements from a number of witnesses to prove continuous public use of this claimed path since the path from the Green to the school was built in 1973/74 to the locking of the gate across the path in October 2011.

Cllr Graham Day

iii. Parish Land Risk Assessment - The parish council is responsible for a number of areas including the councils including the councils own administrative operations.

Most of the areas owned and managed by the council have been contracted out for the regular maintenance of grass cutting, pruning, and bin emptying.

Volunteers acting for and on behalf of the council are our responsibility and we a duty of care so must ensure they are not put at risk.

My view is that we needed to do a comprehensive risk assessment, which I have almost completed, this enables the council to ensure contractors working on behalf of the council comply with our risk assessment even if they have their own.

Any events being held on council property will require the event organisers, to provide the council with a risk assessment in an appropriate format before it is allowed.

Cllr Philip Cottell

NOTE: Cllr Cottell informs me that he will hopefully have completed the risk assessment in the next couple of days and that he will get it to me to be available for the meeting. However, it is around 100 pages long and so will not be available to distribute prior to the meeting by email. Philip will not be at the meeting. Bob Lunn.