

DRAFT Minutes of the Urchfont Parish Council (UPC) Annual Meeting held on Wednesday 9th May 2018 in the Conference Room of Urchfont Village Hall

Present: Councillors: Mottram (DM – Chairman), Day (GD – Vice Chairman), Mitchell (NM - departed after Item 7), Donald (BD), Hill (TH), Kemp (MK), Hawkins (RH), Creasey (GC), Cowen (LC) and Stevens (DS)

Clerk to the Council: Lunn (BL)

Councillor for Urchfont & The Cannings: Whitehead (PW)

Members of the Public (for all or part of the meeting): Sandra Johnston (SJ) - UPC Planning Administrator, PCSO Georgina Dodd for item 9, no members of the public attended.

FULL COUNCIL STATUTORY ANNUAL BUSINESS

1. Election of Officers 18/19

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

Only one nomination was received and the nominee indicated his willingness to be re-elected.

Proposal	Proposer	Second	Resolution
To re-elect Dave Mottram as Chairman for his fourth term in office.	NM	DS	Elected Unopposed

b. Election of Vice Chairman (Standing Orders Clause 12e)

Only one nomination was received and the nominee indicated his willingness to be re-elected.

Proposal	Proposer	Second	Resolution
To re-elect Graham Day as Vice-Chairman for his second term of office.	DM	RH	Elected unopposed

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

Only one nomination was received and the nominee indicated willingness to be re-appointed.

Proposal	Proposer	Second	Resolution
To re-appoint Trevor Hill as the Lead Councillor for Planning	GD	BD	Appointed unopposed

2. Welcome by the Elected Chairman – DM welcomed all to the meeting and recorded condolences from UPC to the Dutton family on the death of Angela Dutton who was a Parish Councillor from Apr 2007 to Dec 2009.

3. Apologies: None

4. Appointment of UPC representatives to external organisations

a. Devizes Community Area Planning Partnership - TH agreed to continue as the UPC representative despite the fact that activity is minimal.

b. Devizes Area Board – DM agreed to continue to as the lead UPC representative, GD and BD may attend on occasions.

c. Urchfont Village Hall User Group – RH agreed to continue to be the UPC representative.

d. Army Training Estate Liaison – It was agreed that a representative would not be appointed due to the lack of activity, any contact with the Clerk to be allocated to a councillor dependent on the issue concerned.

e. Parish Trust – NM agreed to continue to be the UPC representative.

Proposal	Proposer	Second	Resolution
To approve appointment of all representatives at 4a, b, c and e above	DM	GD	Unanimously agreed

5. Appointment of Internal Auditor

Proposal	Proposer	Seconder	Resolution
To re-appoint Paul Papworth-Smith as the internal auditor	DM	BD	Agreed Unanimously

6. Programme and venue for meetings in 2018/19 – BL presented a list of proposed dates to May 2019.

Proposal	Proposer	Seconder	Resolution
To approve proposed dates for meetings in the Village Hall up until May 2019 inclusive	DM	TH	Agreed Unanimously

ACTION: FC/39/18 – BL

(Post Meeting Note: Provisional dates confirmed with Village Hall on 10th May 2018)

7. Approval of Annual Subscriptions (17/18 Values in brackets)

- a. **Community First** - (£40)
- b. **National Association of Local Councils and Wiltshire Association of Local Councils (NALC + WALC)** – (Invoice received for 2018/19 - £404.36 + £80.87 VAT = £485.230)
- c. **Society of Local Council Clerks (SLCC)** - (£149)
- d. **Local Councils Update** - (£75)
- e. **ICO Data Protection** – (£35 – 18/19 expected to be £40)

Proposal	Proposer	Seconder	Resolution
To approve payment of all subscriptions listed above in 7a to 7e inclusive +/- 10% of the 17/18 values.	TH	RH	Unanimously Agreed

ACTION: FC/40/18 - BL

END OF STATUTORY ANNUAL BUSINESS

8. Declarations of Interest: None Declared

9. **Time set aside for Public Participation and External Reports** – PCSO Georgina Dodd briefed the meeting on the fact that she and other PCSO's within Devizes Rural Policing Area cover and liaise with 17 villages / parishes including Urchfont. She confirmed that Urchfont Parish has a very low level of incidents with no specific problem areas highlighted at this time or over the recent past. DM thanked PCSO Dodd for attending and confirmed the need to maintain an ongoing liaison with the Clerk to the Council and the Neighbourhood Watch co-ordinator.

10. Minutes of the Meeting of the Council held on 18th April 2018

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting.	GD	MK	Unanimously agreed

11. **Action List Status Review and Update Reports from the Minutes of the meeting held on 18th April 2018** – BL advised that all actions are either ongoing or will be updated later in the meeting.

12. Finance

a. **Financial Statement and Bank Reconciliation as at 30th April 2018** – BL confirmed that these statements had been circulated to all councillors with the agenda. BL highlighted the fact that:

- The accounts are in good order for the 1st month of the financial year, the bank reconciliation had been satisfactorily completed and all payments in month are listed on the Statement
- Half of the Precept had been received from WC (£23,622.20)
- A contribution of £740 had been received from the defibrillator group (via Parish Trust) towards the cost of the new Wedhampton defibrillator
- That the indicated Reserve at year end (March 2019) is overstated at this stage.

b. **Draft Asset Register 2018** - BL explained that in the past the value of UPC assets had remained unchanged since purchase, this leading to an overstatement of UPC value. In consultation with the Internal Auditor,

he had now adopted a write down scenario for all items over a maximum 10 year life which had resulted in the Total Asset value reducing from £141.8k to £116.5k for 2018. GD expressed the view that the insurance value column is misleading and should be removed from the asset register.

Proposal	Proposer	Seconder	Resolution
Concept and proposed Asset Register Value approved subject to the removal of the insurance column.	GD	DM	Unanimously agreed

ACTION: FC/41/18 – BL

(Post Meeting Note: Insurance column removed from approved asset register 10th May)

c. Annual Governance Statement 2017/18 – BL explained that this is Section 1 of the Annual Statement which has to be submitted to External Audit and publicised on the website. UPC is required to confirm and approve that the 9 governance statements on the form have been correctly answered yes or no.

Proposal	Proposer	Seconder	Resolution
Approve and sign Governance Statement as reflecting an accurate statement	TH	RH	Unanimously agreed

ACTION: FC/42/18 – DM/BL

d. Annual Accounting Statement 2017/18 – BL explained that this is Section 2 of the Annual Statement which has to be submitted to the external auditor and publicised on the website. The accounts statements reflect the exact position as appeared in the Financial Statement and bank reconciliation as at 31st March 2018.

Proposal	Proposer	Seconder	Resolution
To approve and sign Accounting Statement as a true and accurate record of the accounts	TH	BD	Unanimously agreed

ACTION: FC/43/18 – DM/BL

e. Purchase of Cricket Ground Practice Nets – On the basis that UPC is the owner of the Head Lease for the cricket ground, DM outlined a proposal for UPC to purchase and own cricket practice nets which would be available for wider community use. The purchase will be solely funded by a Scarecrow grant of £1,943 plus Vat which could be recovered by UPC. A number of councillors expressed concerns that this purchase did not appear to be in line with the agreed concept of projects being for the benefit of the wider community, in reality use by other than Cricket Club members was considered likely to be very limited in this case. BL was tasked with seeking advice from the Internal Auditor on the appropriateness of this purchase by UPC.

ACTION: FC/44/18 – BL

(Post Meeting Note: Discussed with Internal Auditor on 11th May and guidance emailed to councillors)

f. Insurance Renewal 2018/19 – BL explained that the UPC insurance is due for renewal on 1st June 2018, a renewal quote had been received which offers three options:

- No Long Term Agreement (LTA) - £1231.89 including Insurance Premium tax (IPT)
- 3 Year LTA - £1170.29 (5% discount) including IPT
- 5 Year LTA - £1108.70 (10% discount) including IPT

An LTA means that the annual fee will remain unchanged unless UPC make changes to the cover required and/or the level of Insurance Premium Tax is changed by Government. These figures will change slightly because a small number of changes need to be made to the schedule due to purchase of new items in 2017, BL sought dispensation of +/- 10% for this reason. Debate concluded with the following proposal:

Proposal	Proposer	Seconder	Resolution
To initiate a 5 year Long Term Agreement (LTA) based on +/- 10% of Community First quote and assuming new for old criteria	DM	RH	Unanimously agreed

ACTION: FC/45/18 – BL

DM thanked BL on behalf of UPC for his excellent work and guidance on all Finance (Item 12) aspects above.

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

a. Clerks Report – BL updated the councillor vacancy situation, the formal Vacancy Notice has been published on notice boards which facilitates public interaction if they require an election. If less than 10 letters in this respect are received by WC by 18th May 2018, then UPC will be authorised to co-opt a new councillor. No expressions of interest had been received to date, councillors were asked to identify potential candidates who may to be eligible.

ACTION: FC/46/18 - ALL

DM proposed the following:

Proposal	Proposer	Seconded	Resolution
Clerk to approach the next unsuccessful candidate at the May 2017 election to see if they are still interested.	DM	BD	Unanimously agreed

ACTION; FC/47/18 - BL

b. Councillor Reports

i. Urchfont Parochial Church Council AGM – no update given or comments received.

14. General Data Protection Regulation (GDPR) – BL reiterated that GDPR takes effect on 25th May 2018 but that it is worth noting that the ICO Commissioner has been quoted as saying that this date is seen as 'part of a journey and not the destination'. UPC as an entity is the Data Controller for GDPR purposes. Whilst the Government has tabled an amendment to the impending Data Protection Bill to make the appointment of a Data Protection Officer for Parish Council discretionary rather than mandatory, they have stressed that all other GDPR measures will still apply including compliance with and publication of appropriate documents. BL had prepared and circulated to all councillors prior to the meeting, draft UPC bespoke versions of six basic documents based on the NALC Toolkit; he invited Council to decide what action they required prior to the 25th May. Debate concluded with the following proposal:

Proposal	Proposer	Seconded	Resolution
To approve and publish all six bespoke documents / policies which are based on the NALC Toolkit before 25 th May 2018.	TH	GD	Unanimously agreed

ACTION; FC/48/18 - BL

15. Outstanding Interaction with Wiltshire Council

a. Proposed Quid Pro Quo arrangement with WC for assuming grass cutting and litter bin emptying roles in Urchfont – GD explained that this agreement sought to Community Asset Transfer the remainder of the Playing Field owned by WC to UPC in the event that the School closed at some point in the future; this in exchange for UPC taking on grass cutting and litter bin emptying in the Parish from 1st April 2018. Three versions of an agreement had been received from WC and UPC had responded with suggested amendments and corrections, PW pointed out that WC will have difficulty in accepting some of the changes proposed. GD/GC and BL have been invited to attend a meeting at County Hall on 10th May to progress finalisation of the agreement. DM thanked all involved in this important initiative to try to preserve the Playing Field in perpetuity for the Community.

b. PROW Urchfont School – BD confirmed that WC had sent the report detailing the proposed PROW to the Secretary of State before the end of April 2018. WC should get a response to this within 6 weeks which will determine whether or not there will be a public enquiry. If there is to be an enquiry it is likely to be held towards the end of 2018 and a decision will follow 6 weeks later. If the PROW decision is ratified, a diversion order will then need to be applied for as the termination point and route is not in an appropriate place and as it is directly under the proposed school building application being considered in the UPC Planning meeting today. It should be noted that the termination point, currently in the school garden, was determined by WC with UPC having no influence on this decision. Richard Broadhead of WC is planning to get all parties together in the near future. GC was of the view that the School and Diocese want a public enquiry to be held as they see this as the only way to resolve a dispute between at least two WC Departments for which there is no internal WC procedure.

16. Village Pond Risk Assessment – RH reported that he had distributed a draft for comment, it had subsequently been suggested that the assessment should apply to all Village Greens with specific risks identified for each. He agreed to refine the assessment in this respect and redistribute to all councillors for approval at the next meeting. BD pointed out that he had not been party to the decision to deploy a lifebelt and large warning signage by Scarecrows at the pond, a requirement which is not reflected in the UPC risk assessment. TH expressed the view that such actions need to be put in context, they may be needed for a large event but not for normal Village life.

ACTION: FC/49/18 – RH

17. State of Footpaths and Bridleways – Despite letters to all properties with a boundary along URCH31, MK expressed the view that the perceived persistent offenders are not reacting in a positive manner; this footpath is a horrible mess. GD asked whether URCH31 is on public or private land, if the latter then maybe some form of enforcement action might be possible. (BL Post Meeting Note: WC have subsequently confirmed that URCH31 is NOT publicly owned or adopted land). DM suggested, and it was agreed, that UPC should review the position at the September meeting and then maybe initiate a clean-up campaign possibly with the help of the Rights of Way Group.

MK asked whether it would be possible to put a litter bin alongside the lay-by adjacent to Farmers Field on the B3098, this is often very untidy with waste deposited by parked vehicles?

Proposal	Proposer	Seconder	Resolution
To purchase and install a new litter bin near the lay-by adjoining Farmers Field	DM	TH	Unanimously agreed

ACTION: FC/50/18 – BL

MK raised the deteriorating condition of the path alongside the Church, RH believed that a lot of paths and pavements in the Parish need improvement. BL pointed out that initiation of any works by UPC would be dependent on ownership of individual paths, some of which are still privately owned. In the case of public pavements, any deterioration should be reported to WC using the 'My Wiltshire' App. RH agreed to generally review the state of pavements in the Village and report any significant deterioration to WC using the App.

ACTION: FC/51/18 - RH

18. Proposed Change of July Meeting Date – BL explained that he is unable to attend the scheduled meeting on 11th July and that it is unlikely SJ will be available to cover. He suggested, taking account of the fact that UPC has traditionally not held a meeting in August, that the July meeting date should be moved to the 25th which is half way between the June and September meetings.

Proposal	Proposer	Seconder	Resolution
Change of FC date from 11 th to 25 th July 1018 approved, but do not cancel 11 th in case needed for planning.	TH	BD	Unanimously agreed

ACTION: FC/52/18 – BL

(Post Meeting Note: July date change confirmed with Village Hall on 10th May)

19. Lead Councillor for Pond Green and Paddock Green – it was agreed that this should be considered as part of the wider review of Lead Councillor roles at the June meeting.

20. Footpaths to / from Wedhampton and A342 crossing – BD reported that he has a meeting with WC on 10th May to discuss crossing options.

21. Farmers Field – LC reported that little progress had been made, it is intended to hold a meeting with Friends of Farmers Field (FoFF) shortly and then to hold some form of public consultation exercise before taking any firm decisions on the way forward. MK confirmed that the UPC decision to delay decisions on access for dogs had been relayed to FoFF. BD reported that concerns had been raised that chainsaws are being used by FoFF operatives in Farmers Field who are unqualified / appropriately trained; if so, this is a significant risk for UPC. LC believed that all operatives are qualified, but agreed to check and confirm the situation at the next meeting.

ACTION: FC/53/18 – LC

22. Best Kept Village Competition 2018 - DM commented that the Village is looking good after the Scarecrow weekend, nevertheless further works are ongoing to try to ensure that the Village is fully prepared for the judging which is likely to commence any time after 14th May. The redundant gateway signs near Crooks Lane have now been removed. Some concern had been raised about the state of the Church Yard, this had been an area identified as an issue in last year's competition. GC agreed to discuss this with Ian Smith.

ACTION: FC/54/18 - GC

23. Art in the Garden 2018 – Based on an email from the organiser, LC reported on preparations for the event which will take place in the gardens of the Manor from mid-June to early July; the gardens are looking impressive. The permissive path through the Manor grounds will be closed from 5th June to 13th July. The update indicated significant local signage requirements, LC was tasked to remind the organisers that these signs should not be erected more than two weeks before the event and kept to a minimum especially in relation to car parking / traffic directions; car numbers are not expected to be significant. PW suggested a sign at the entrance to the School drive indicating no access to the Manor. It was suggested that local facilities could be advertised in the event brochure, in particular the Community Shop and Lamb Inn. Councillors are invited to attend a private viewing of the event on 21st June, anyone interested to contact LC.

ACTION: FC/55/18 - LC

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

a. Proposed Scout Hut Replacement – BD referred to the proposal to replace the hut, which is owned by the Scouts but on Village Hall land, utilising funding from UPC and Scarecrows. He had been chasing the Scouts County Commissioner for a response to the proposal for some while and in particular comment from their legal department, but was experiencing an apparent reluctance to get involved. DM agreed to raise the matter to the Chief Scout (Bear Gryllis) to try to gain a response to this proposal which will be a significant benefit to the Scouts. DM expressed the view that the local Scout Leader Daniel Turner is doing an excellent job and is no way responsible for the delays being experienced.

ACTION: FC/56/18 - DM

b. Scarecrow Festival Weekend – DM registered UPC thanks to all involved in what was an excellent and very successful event aided by the marvellous weather. It is good to see so many members of the community taking a very active part in this event. A Scarecrow thank you party is scheduled for Sunday 20th May.

25. External Meetings – GD and BL had attended a useful briefing in Swindon on GDPR

26. Councillors' Reports and Items for Future Agenda

a. Councillor Reports – DM reported that he had received a complaint from the owners of Urchfont Manor regarding the cutting of the hedge between the Manor and Recreation Ground. On inspection the hedge had been cut quite low, looked untidy and left more holes for balls and individuals to pass through. The works to the hedge were undertaken in February by the UPC / School Contractor; the hedge needed significant attention as it had not been cut back to any extent for the last three years or so and was overhanging the playing field. DM will draft an apology to the Manor and proposes to hold a joint meeting with the School to consider the need for a decent fence on the playing field side

b. Items identified for next meeting:

i. Annual Clerk and Planning Administrator appraisals / salary review – to receive report and approve recommendations

ACTION: FC/57/18 – DM/GD/TH

ii. Lead Councillor Roles – to review all roles

iii. State of Footpaths / Bridleways – to be reviewed at the September meeting

Date of Next Meeting: 13th June 2018 in Urchfont Village Hall Conference Room commencing at 7.00pm

The meeting closed at 9.35pm.

Draft minutes prepared by the Clerk to the Council 11th May 2018

a. CLERK'S REPORT

1. Update on actions from April Meeting

FC/28/18 – Project prioritisation – Finance Group discussion not yet taken place.

FC/30/18 – The Croft Grass Area – Letter has been sent to the owner of 39 The Croft advising Council decision to claim section of grass which was not subject of sale. Action now in hand to register this section as 'Green Space' within the Parish.

FC/32/18 – GDPR Toolkit Documentation – complete, see update below

FC/33/18 – Quid Quo Pro Agreement with WC – complete, see update below

FC/34/18 – ITT for Lay-By project – yet to be progressed by Dave Mottram and the Clerk

FC/35/18 – Pond Green Electrical Certification – R & T Harris have been asked to undertake the annual inspection / certification.

2. Councillor Vacancy Notice – WC Electoral Services issued the formal Notice of Vacancy on 27th April 2018 following the resignation of Royston Thomas, these are now displayed on Parish Notice Boards. This notice requires public responses by 18th May 2018, the number received will determine whether the vacancy is filled by an election or by co-option. At this time no expressions of interest in the post have been received.

3. GDPR Update – No further updates have been received from NALC on whether any dispensation will be given to small councils in terms of GDPR compliance requirements, but in the meantime the ICO Commissioner has stated that she has an expectation that all councils should be seen to be actively working towards full compliance by 25th May 2018. Copies of a draft set of documents based on the NALC Toolkit were distributed to all councillors on 23rd April 2018, these will form part of the discussion at Item C7 of the May agenda.

4. Quid Pro Quo Proposal with WC – Councillors Day and Creasey met with me on the 19th April to consider and propose amendments to the draft proposal submitted by WC on the 10th April. As a result a revised proposal was sent to WC on 20th April detailing a significant number of corrections, to bring it in line with the perceived earlier discussions with Philip Whitehead, and also improve the UPC position with regard to the playing field. A copy of this amended UPC version was sent to the UPC solicitor who has subsequently made a number of additional comments for further consideration. A response is awaited, a progress report will be given at Item C9a of the May Agenda.

5. Litter Bin Signage – signs have now been attached to all litter bins subject to collection under the new grounds maintenance contract stating "If you find this litter bin is full, please phone 07974 723008". This facility to contact the contractor direct is specifically contained within the Contract and requires him to react to such calls in addition to his regular collection schedule. I have asked the contractor to itemise call outs under this clause to facilitate identification of most used litter bins and also identify larger bin requirements.

6. Audit of 2017/18 Accounts – The internal audit commenced on 2nd May and has a completion deadline of 4th June 2018. The Annual Governance and Accounting Statement (to be approved at Agenda Items C5b & c of the May agenda) together with supporting variation, reconciliation and other documentation / evidence has to be submitted to reach the external auditors (PKF Littlejohn LLP) by Monday 11th June 2018.

Bob Lunn
Clerk to the Council

b. COUNCILLORS REPORTS

i. St. Michael & All Angels, Urchfont, Annual Parish Meeting and Annual Parochial Church Meeting held on Sunday 15th April 2018.

In my role as Councillor with responsibility for liaising with the Church I attended the above meetings.

The purpose of the Annual Parish Meeting was to seek the election of two Church Wardens for the year 2018 – 19 and Chris Grant and Ian Smith were duly appointed.

The Annual Parochial Church meeting received reports from the Electoral Role Officer, Parish Priest, Secretary, Treasurer, Church Wardens and Deanery Synod. The meeting also approved the appointment of people to various posts, committees and outside bodies.

The Reports referred to a wide range of issues, however I think the most salient for UPC:-

- the appointment of a new Team Rector, Rev. Richard Curtiss in June 2017, who is based in Royal Wootton Bassett and consequently the Rectory in Urchfont has been let by the Diocese with the Tenants moving in just before Christmas.
- The Rev. Beth Brown was involved in a serious road accident in December and sadly died two months later.
- The Treasurer's Report reflected a difficult year and the outlook for the coming year is not good, with 'Giving' reduced partly resulting from fewer services being held and the increase in the amount paid out to the Diocese 'the Share' means that at least an additional £6000 will have to be found just to break even. The PCC will be looking for ways to make good this shortfall.

Graham Creasey