



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 13th November 2024

Present: Councillor's: Moscrop (PM – Chair), Bamber (SB – Vice Chair), Hill (TH), Waddell (JW), Stephens (AS) and Chadwick (RC)

Councillor for Urchfont & Bishops Cannings: Philip Whitehead (PW)

Clerk to the Council: Lunn (BL)

Members of the Public (for all or part of the meeting): Derek Cook, Roger Chadwick, Lisa & Al Gordon, Kay Sibley, Tracey Lloyd, Jason Wildman

A. INTRODUCTION

- 1. Welcome by the Chair** – PM welcomed all to the meeting, noting that a lot needed to be addressed.
- 2. Apologies:** Cllrs Rotherford (JR), Harding (RH), Shears (SS) and Kendall (PK)
- 3. Co-option of new councillor** – BL confirmed that he had received a valid co-option nomination form for Roger Chadwick. Roger was invited to say a few words, he felt that he was now had time available to be able to offer his experience to the Council. AS commented that Roger will be a good connection with youth in the community.

Proposal	Proposer	Seconder	Resolution
To co-opt Roger Chadwick with immediate effect.	PM	TH	AGREED unanimously

BL asked RC to sign his Acceptance of Office certificate before inviting him to join the Council table.

B. PLANNING – See Separate Agenda

C. NOVEMBER FULL COUNCIL MEETING

- 1. Councillor Declarations of Interest:** None declared at the meeting.
- 2. Time set aside for Public Participation and External Reports**

Derek Cook was invited to speak. Mr. Cook explained that he and his wife are the owners of land in the Baishe down to the sewage works since 1988, originally to breed Jacob's sheep. More recently they want the land to be enjoyed by members of the community. Unfortunately, there has been a lot of vandalism recently, a bench thrown into the pond and a lot of other items damaged or destroyed including the font. Whilst he accepts that the Council cannot do anything to prevent such anti-social behavior, but they needed to be aware that if such damage continues, he will have no alternative but to fence the land off and deny the public the benefit of use. He is not asking for financial support, but he cannot continue to fund the situation. No witnesses have ever come forward to identify the vandals.

RC pointed out that the Scarecrow Fund have offered to fund a new bench and suggested that CCTV coverage could help as a deterrent subject to appropriate notices. Alternatively, wildlife cameras could be used. PM directed that such measures and funding thereof should be discussed at the December meeting.

3. Minutes of the Meeting of the Council held on 9th October 2024

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting	PM	TH	AGREED with two abstentions

4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 9th October 2024 – PM reported that she and JR had met with Mr. Milanese and agreed a 30m trial area for scalping's on Oakfrith path, cost for these will be sent to UPC for approval. This closes action 62.

5. Finance

i. Financial Statement and Bank Reconciliation as at 31st October 2024 – BL confirmed that these documents had been distributed to all councillors prior to the meeting and that the accounts were in good order. No questions were asked or clarification sought.

ii. Financial Spend Items during October 2024 – BL asked for the October spend details to be ratified as shown on the Bank reconciliation statement and displayed on screen.

Proposal	Proposer	Seconder	Resolution
To ratify the payments made during October 2024	PM	JW	AGREED (SB had left the room temporarily prior to the vote)

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

a. Clerks Report – nothing further to add or clarify

b. Councillor reports

- **UPC Highways** – PM commented that really good progress is being made with good support from WC. AS reported that the Highways Engineer is due to update on drains. SB asked about Japanese knotweed in Stonepit Lane, AS confirmed that this has been treated and will be monitored by WC.
- **First Responders** - nothing further to add or clarify
- **ROSPA Recreation Ground Inspection 2024** – SB reported that she had advised the School that the faults identified on the goal posts are their responsibility to resolve. Cleaning of the equipment has not yet been completed due to the contractor being unwell. BL agreed to check progress on repair of the shelter.

ACTION: FC/24/65 - BL

7. Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix II on website version only) – TH was of the view that the NP consultation meeting went very well with around 70 attendees. AS agreed, and said that feedback was all very positive and with no dissent. TH asked for UPC agreement to Al Gordon to become a new member of the WG.

Proposal	Proposer	Seconder	Resolution
To approve Al Gordon as a new member of the NPWG	TH	JW	AGREED unanimously

8. Proposal that UPC should no longer accept certain aspects of the current Neighbourhood Plan - PW had distributed the following proposal to all councillors prior to the meeting:

"Given the importance of Urchfont Garage to the community of Urchfont, and the fact that Wiltshire

Council is giving priority of the Urchfont Neighbourhood Plan over the Wiltshire Council Core Strategy and National Planning Policy Framework, Urchfont Parish Council propose the drastic action to reject forthwith the Urchfont Neighbourhood Plan 2015-2026 in respect of Housing Site Allocations. Following material changes the Neighbourhood Plan no longer represents the views of the majority of village residents as demonstrated by the overwhelming objection to the planning application to develop Urchfont Garage. Urchfont Parish Council is confident that the current housing requirement for the period 2015-2026 will be met and exceeded by existing proposals meaning that the Neighbourhood Plan no longer needs to allocate further sites."

PW confirmed that this would have no effect on the wider NP, but this needed to be said to the Eastern Area Planning Committee at the meeting next week specifically in relation to the Garage site application. AS asked if this would allow the Ballinger's application to be resubmitted and approved, PW said that the NP is already out of date in relation to that site but not the garage site. PW reiterated that the garage site should never have been included in the NP because it is linked to a listed building, he believes that discussions with the examiner on sites before the Plan was made are unsafe. JW stated that anything we can do to retain the garage site must be done. TH expressed some concern that whilst the current plan lasts until 2026, there could be a procedural gap before the new plan is made which could be taken advantage of by developers. TH suggested that the proposed wording should be amended to state Policy H1 – Housing Site Allocations. PM stated that whilst acknowledging previous shortcomings and errors in the current Plan, adoption of this proposal will show that UPC and the WG are now moving forward in a transparent way. SB expressed the view that jobs should be protected at all costs. PW stressed that the outcome of this garage site application will undoubtedly set a precedent for similar garage and other employment sites elsewhere.

Proposal	Proposer	Seconder	Resolution
To approve the statement as amended to include reference to Policy H1.	PM	JW	AGREED unanimously

9. Proposal to remove a tree from Paddock Green – A proposal from TH had been distributed to all councillors prior to the meeting. TH reiterated that this tree is dead, it has no leaves in comparison to others around. It is not in the conservation area, and he is prepared to remove and dispose of it himself.

Proposal	Proposer	Seconder	Resolution
To approve removal of the tree	TH	AS	AGREED unanimously

10. Pond Wall – Christmas Lights – TH explained that a lot of the existing somewhat fragile lights have broken as a result of poor handling /storage and banging against the pond wall by the wind. He had looked at alternatives that are more robust and not so bright (following complaints last year), and these can be obtained at around £2 per bulb. They will nevertheless have to be secured to the wall better to minimise wind damage. He also stated that the strings of lights are due for PAT testing which he will discuss with Richard Harris.

Proposal	Proposer	Seconder	Resolution
Top approve the purchase of 150 soft white bulbs at a cost of £300	TH	RG	AGREED unanimously

11. Christmas Lights and Tree – TH commented that Nicky Mitchell normally liaises with Dauntsey's School on the Christmas tree and arranges delivery / erection. TH agreed to liaise with Nicky on this and then organize working parties as appropriate.

ACTION: FC/24/66 - TH

12. Speed Indicator Sign on B3098 – For the benefit of RG, TH briefly explained the history of the existing non-functional speed indicator. Details of machines available and associated quotes from four recommended suppliers had been distributed to all councillors prior to the meeting (and displayed at the meeting). TH commented that Market Lavington and Worton are very pleased with and recommend Elan City, JW commented that indicators in those villages always appear to be working well. SB agreed that you do notice

those signs and they have been recommended by other councils. RC asked how long indicators would be left in one place, AS explained that with two indicators on fixed posts it was the intention to turn them around to effectively give four different capture scenarios over a period of time, he recommended purchasing two. Asked whether any funding might be available from WC resources (LHFIG), PW indicated that he does not believe WC should fund although an application could be made which may take several months to progress.

Proposal	Proposer	Seconder	Resolution
To purchase the EVOLIS double pack from Elan City at a cost of £4,178.98 + VAT	TH	JW	AGREED unanimously

ACTION: FC/24/67 - TH

BL commented that he may have to transfer some funds from the CIL account to facilitate this purchase, this was accepted by the Council.

13. New noticeboard in Crooks Lane – JW confirmed that she had delivered the approval to use private land request letter to Phil Snook, a response is awaited. BL confirmed that the size of the proposed board is appropriate for UPC requirements. AS confirmed that the proposed bank location will need to be cleared and levelled with the board being one metre from the highway. JW confirmed that she already had the required post.

Proposal	Proposer	Seconder	Resolution
To approve purchase of notice board at a quoted cost of £792 incl. VAT and Delivery subject to landowner approval in writing.	JW	SB	AGREED unanimously

(Post meeting note: Signed approval received from Phil Snook.)

14. Update on Current Issues not covered by above agenda items – PM reported that UPC had received an email from a resident of the Clock Inn Park following rejection of any responsibility by Devizes Town. She has been experiencing ongoing problems with her property. It was firstly noted that Clock Inn is in the Parish of Stert who should have been approached. PW then stated that he had in fact sorted the issue, the owner of the site has responsibility to resolve the issue.

15. External Meetings – none reported.

16. Other Reports from Councillors

PM reported that daffodil supplies had been received and would be planted by volunteers in Wedhampton this coming weekend.

17. Items for Future Agenda (not identified from agenda items above)

- Initial discussion on PRECEPT 25/26
- Update on Emergency Hub proposals

There being no further business the meeting closed at 8.45pm.

Date of Next Meeting: Wednesday 11th December 2024 - 7.00pm Village Hall (Conference Room).

APPENDIX I TO NOVEMBER 2024 UPC MINUTES

A. CLERK'S REPORT

- i. **Finance** – Copies of the Financial Summary and Bank Reconciliation on 31st October 2024 will be distributed to all councillors prior to the meeting. The accounts are in good order.
- ii. **Councillor Status** – One candidate for co-option will be considered at this meeting, if appointed this will leave ONE vacancy.

Bob Lunn, Clerk to the Council

B. COUNCILLORS WRITTEN REPORTS

Highways Report for November 2024

Parish Steward

Matt, our Parish Steward, has given us great support this month. As he was passing through the village during the downpour on 8th October, he stopped to assist Malcom Smith clear the storm drain at the bottom of Cemetery Lane. Thanks to Malcolm for clearing the drain in the rain.

On 16th October he carried out a temporary repair to Top Green by laying tarmac in the puddle that had form where the children cross to enter the school.

Matt and his colleagues returned on Friday 18th to fill a number of large holes next to Manor Farm House leading to the church. Holes were also filled next to the kerb by School House High Street and around The Green.

We had a visit from Callum, a contractor for Wiltshire council, who was treating the paths for weeds, making them safer for pedestrian

Rights of Way Group

Thanks again to the Rights of Way Group who cleared debris and removed fallen trees from the gully at Stonepit Lane. Not really a ROW task but we are grateful for their assistance in keeping the water flowing into the storm drain.

Water leak at The Bottom

Wessex Water were called out to investigate leaking water that potentially could have been from the water supply or the drainage system. Following a survey and testing of the water, it turns out to be a new spring. We are seeking assistance to stem the water from flowing across the road which could be a hazard in freezing conditions.

Highways Maintenance

Patching work has been carried out on the B3098 at the junction with Blackboard Lane.

The 30mph road markings have received a fresh coating to make them more visible when coming into Urchfont from the East.

White lines have been added at Damson Chute to show the traffic priority at that junction.

Meeting with the Highways Engineer.

Trevor and I had a successful meeting with the Highways Engineer on 17th October. We walked around the village to review some issues we had, please see his email response below.

- Resurfacing of C248 Foxley Corner to Lydeaway – This road has been assessed by the major maintenance team and will be on the surface dressing programme for the next financial year. This

work will involve an element of pre surface dressing patching which will be carried out in advance of the resurfacing.

- The Croft footway – this street has been promoted through the major maintenance team for footway resurfacing to be carried out in the next financial year subject to funding.
- B3098/The Paddocks junction, drainage – this system has not been surveyed however, it is believed that it discharges to the chamber in the footway behind 4 The Paddocks. This chamber is the start of the Wessex Water surface water system. I have raised a jetting ticket to jet the system to the chamber and ensure the system is working correctly.
- Patching work at the Green – the work has been assessed by the major maintenance team and is currently on hold awaiting funding. As soon as funding is allocated for this work then it will go ahead.
- Crookwood Lane drainage – a jetting ticket has been raised to jet the system leading from the sump in the yard, along with a further ditch digging ticket to clear the debris that has washed into the ditch.
- Stone Pit Lane, Japanese knotweed – this site is with the council's contractor and has been treated and will be monitored to ensure it is controlled.

My Wilts App reports

Have made the following reports on the My Wilts app.

- Large pothole on Crooks Lane near Rookery Farm
- Very Large potholes on the lane leading up from Foxley House to Redhorn Hill.
- Streetlight on Ballingers (opposite Home Close) has overgrown foliage growing in front of it.

Overgrown Hedges

There are several house holders who have let their hedges become overgrown and are obstructing pathway and the highways around the village. We would request the owners/landowners arrange to cut them back.

If you have any Highways issues, please to report them on the "My Wilts" app., or visit the Wiltshire Council website.

Cllrs Andy Stephens and Trevor Hill.

First responders

We are holding a briefing on the practical aspects of what it Means to be a first responder by Neil, Carol and Helen Boyd on 28th November in the lamb - invites will appear on Facebook.

Councillor John Rotherford

Recreation Ground Inspection 2024

The annual inspection was carried out in September. There are no serious issues of concern.

Risk scores are generally low or very low.

Issues that do need addressing:

- Fencing rails and posts around entrance area need to be checked for deterioration and any rotten areas should be replaced. Should the section of fencing adjacent to the shelter be removed (the other section has already been disposed of following its failure earlier in the year).
- Shelter has some areas of missing wood which need replacement. BL has agreed with Mark Goddard for repairs to this area.

- The tarmacked area around the ball wall needs to be swept and weeded and algae/moss removed. Will undertake a clean-up in the New Year. Possible small working group.
- Significant ground erosion around the goalposts area and some deterioration to the posts where they enter the ground. Previously established that these are the responsibility of UPS not UPC. SB to email school to inform them.
- Ball wall has some cracks in the brickwork that need to be repointed.
- Volleyball posts (which I don't think are used?) have deteriorated where they enter the ground. Should we look to remove?
- Issues with the portable five side goal posts missing some fixtures. Assume these are not UPC posts and belong to the school. SB to inform school of inspector's findings.

There are a few issues that are ongoing (reported on at last year's inspection) that need monitoring. These include:

- Gradual erosion and damage to the safety surfaces under some of the play equipment. These areas will probably need to be resurfaced at some point, but current risk is low. Playdale quoted in the region of £12,000 - £15,000 to replace.
- The wooden climbing frame has a few small splits in the wood which need to be monitored.
- One of the toddler/baby swings has some deterioration to the rubber grip. The second cradle was replaced earlier this year. Will need to monitor but doesn't require replacement at the moment.

None of these issues are urgent and all of the play equipment is safe. There are concerns (that were raised at the last inspection) that the clearance area under the small roundabout is not compliant with current H & S regulations, but I assume that this is due to the regs having changed in recent years, as the equipment would have been compliant when installed. It was also noted that the dome climbing frame doesn't meet current regulation re the height. In the inspector's opinion the protective surface may not meet the head injury criteria requirements for the height of the frame. Free height of fall exceeds 1500 mm. Once again this would have been compliant at the time of installation. I am hoping that the rest of the equipment will be power washed at some point. As mentioned before, Karl has not been available due to illness.

Councillor Sarah Bamber

APPENDIX II TO NOVEMBER 2024 UPC MINUTES

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 29 OCT 24 IN URCHFONTS VILLAGE HALL

Present: Trevor Hill (TH) (Chair); Keith Hills (KH); Linda Jennings (LJ); Sally Stephens (SS) Malcolm Turner (MT) Jackie Waddell (JW).

In attendance: Al Gordon (AG) (potential new NPWG member)

On behalf of UPNP WG, TH welcomed Al Gordon to the meeting

Apologies: Stuart Davies (SD)

1. NPWG MEMBERSHIP - STUART DAVIES

TH explained that he had received an email from SD who felt it was time to step down as a member of the WG as he was unable to make a significant contribution to the work. The WG accepted SD's resignation and acknowledged his contribution. It was suggested that he might be asked if he would be able to help the WG on matters of importance regarding affordable / social housing in the future.

Decision and Action: On behalf of NP WG, TH would contact SD thanking him for his contribution to the NP WG but also asking him if he would be able to help the WG, as and when, on important matters regarding affordable /social housing.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 24 Sep 24 had been passed to UPC and approved.

Matters Arising

On behalf of the WG, KH had drafted a letter of objection to the Urchfont Garage development application on the basis that there had been a material change of circumstances since its inclusion as a housing site in the previous UWLNP and that it was now a valued and lively community business. The WG had approved a final draft and it had been submitted to UPC for agreement and onward transmission to WC.

TH confirmed that 200 questionnaires had been received and the details from all had been put onto one master spreadsheet.

A special meeting had been held on 3 Oct in the village hall to decide how the information from the 2nd Questionnaire would be analysed and the outcomes reported.

All to Note

3. PUBLIC PRESENTATION – 9 NOV 24

There was considerable discussion about the forthcoming public meeting to be held in the Village Hall on 9 Nov 24. TH and LJ had transferred all the information on the 200 questionnaires onto spreadsheets which were checked by MT, Liz Turner (LT), TH and LJ for transcription errors. The

results were then collated and analysed. A draft powerpoint presentation had been put together by SS, TH, JW, MT with assistance from (LT), and circulated by SS for comment.

Decisions:

- Presentation content and Presenters
- a) LJ would start with progress on the UPNP so far.
- b) TH would outline the morning's Agenda and deal with the purpose of the meeting
- c) SS would describe the purpose of the Questionnaire and the responses focusing on Q1a and Q2
- d) KH would describe the Q1a rankings, the purpose and main suggestions coming out of Q1b and the purpose of Q2
- e) TH would describe the next steps in the production of the Plan
- f) Any questions should be confined to the period after the presentation
- g) All presenters would review their sections of the presentation and advise SS of any changes
- h) SS would update the "slides" as necessary and liaise with the village graphic designer to produce a final presentation

- VH Setting up

The main hall would be set out with chairs only with refreshment tables available at the back. Whilst the room could be set out by the village hall manager, WG members would endeavour to arrive at least by 9am to sort out display boards, presentation equipment and refreshments

- Display items

All the spreadsheets would be placed on boards around the back of the main hall and the questionnaire answer forms would be available if any member of the community had a query

- Refreshments

Tea, coffee and biscuits would be available for those attending. JW volunteered to take the lead on the provision of refreshments

- Subsequent community liaison

It was agreed that the presentation should be available on UPCs website.

All to Note

4. CALL FOR SITES UPDATE AND URCHFONTS GARAGE

LJ reported that no further housing development site submission forms had been received since the last meeting, but that she was hopeful that more would be forthcoming in the near future.

Action: LJ would continue to log and map the details of submitted development sites.

TH reported that the Wiltshire Council case officer had not made a decision on the Urchfont Garage site as yet, but the progress of the application would be monitored.

All to Note

5. SITE ASSESSMENT MATRIX

KH described the process of building the housing site assessment matrix and reported that he had refined some of the weighting and criteria. KH and LJ had made a few amendments and had separately run through some previous housing sites examples to test the matrix. A few differences in results were subsequently resolved. KH and LJ thought that the matrix should be worked through by other WG members to confirm its validity and test understanding of the criteria.

Decision: It was agreed that the matrix should be used and tested by other WG members

Actions:

- JW and proposed new member AG volunteered to test the housing site assessment matrix

- KH and LJ would arrange a meeting with JW and AG work through some housing site examples.

6. WC LIAISON

LJ had contacted Mike Kilmister at WC about the appointment of a plan liaison officer for the UPNP. Mike Kilmister had advised that he was in the process of appointing neighbourhood planning officers, hopefully there will be some professional advice available in the future.

Decision and Action: LJ would continue to liaise with Mike Kilmister on the appointment of a WC officer to help with neighbourhood planning advice.

7. SUSTAINABILITY ASSESSMENT/STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)

LJ had been in touch with the Locality representative who confirmed that a Government grant had been given to the organisation. As UPC had not applied for a grant before, funds could be bid for NP production and SEA.

LJ reported that she had been in touch with a member of the Local Plans team at WC to ask if it were possible to use the previous UWLNP Sustainability Appraisal /SEA as a basis for a new document. (Generally, where new development sites were being listed in a NP, SEA was necessary). The outcome was advice that SEA might not be necessary, but that any sites should be submitted first to WC for a SEA scrutiny and decision. Only with that decision could UPNP WG apply to Locality for a grant and help to compile the SEA.

Decision: It was agreed that some of the confirmed submitted sites could be sent to WC to seek a decision on SEA.

Action: LJ would send details of the some of the submitted sites to WC for SEA scrutiny.

8. INFORMAL PUBLIC LIAISON ON POTENTIAL DEVELOPMENT SITES

The WG discussed the form of community liaison once the sites and their initial analysis had been undertaken. It was felt that after the next presentation on potential housing development sites, informal open meetings using the conference room with WG members present would be a way forward.

All to Note

9. ANY OTHER BUSINESS

MT asked about a response to a letter sent to NP WG members regarding local affordable house prices. The letter had been copied to the chair, deputy chair and clerk UPC. It was agreed that a response should be made by a member of the WG and copied in to UPC execs.

Decision and Action: LJ would send a response to the author of the letter.

MT queried if all the names on questionnaires would be removed

Decision and Action: It was agreed that the questionnaires would be retained together, in a secure place in case they were required for further analysis or for perusal by the examination officer. TH offered to hold the questionnaires securely.

All to note

10. NEXT MEETING

The next monthly WG meeting would be held on 26 Nov 24 in the Village Hall commencing 7.00pm with KH as Chair.

All to note