



## **DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 8<sup>th</sup> June 2022**

**Present:** Councillors: Botham (MB – Chairman), Turner (MT), Bamber (SB), Gibb (HG), Holt (SH) and Moscrop (PM)

**Clerk to the Council:** Lunn (BL)

**Councillor for Urchfont & Bishops Cannings:** Cllr Whitehead (PW)

**Members of the Public (for all or part of the meeting):** Mr. M Taylor, Ms J Quinlan, Mrs M Broughton

### **A. INTRODUCTION**

**1. Welcome by the Chairman** – the Chairman welcomed councillors and members of the public to the meeting.

**2. Apologies** Cllrs Hollyman (MH), Rotherham (PR), Rotherford (JR) and Stevens (DS)

**B. PLANNING** – See Separate Minutes

### **C. JUNE COUNCIL MEETING**

**1. Declarations of Interest** – None declared at the meeting.

**2. Time set aside for Public Participation and External** – None in this section

**3. Minutes of the Meeting of the Council held on 4<sup>th</sup> May 2022**

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To approve and sign the minutes unchanged as a true and accurate record of the meeting</b>	<b>MB</b>	<b>PM</b>	<b>AGREED with one abstention due to absence.</b>

**4. Action List Status Review and Update Reports from the Minutes of the meeting held on 4<sup>th</sup> May 2022** – BL confirmed that there are few actions outstanding, those left are ongoing or are being progressed.

### **5. Finance**

**a. To receive a Financial Statement and Bank Reconciliation as at 31<sup>st</sup> May 2022** – BL confirmed that these statements had been distributed to all councillors prior to the meeting, no questions were asked or clarification sought.

**b. External Audit - Annual Governance Statement for 2021/22** – BL explained that the Council is statutorily required to approve the Governance and Accounting Statements which he had distributed to all councillors prior to the meeting. The Governance Statement seeks confirmation that internal controls exist.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To approve AGAR Section 1 - Governance</b>	<b>PM</b>	<b>MB</b>	<b>AGREED Unanimously</b>

c. **External Audit - Annual Accounting Statement for 2021/22** – BL pointed out that the figures in this statement correspond to the Bank Reconciliation statement as at 31<sup>st</sup> March 2022.

Proposal	Proposer	Seconded	Resolution
To approve AGAR Section 2 - Accounting	MB	MT	AGREED Unanimously

d. **Insurance renewal from 1st June 2022** - BL confirmed that he had now paid the 22/23 insurance invoice being year 5 of a 5 year long term agreement (LTA) provided by Zurich Municipal via Community First at a cost of £1162.17. A new LTA will have to be considered for 23/24 taking account of increased cost.

Proposal	Proposer	Seconded	Resolution
To ratify the renewal of Year 5 of a 5 year LTA with Community First.	MB	HG	AGREED Unanimously

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

a. **Clerks Report** – BL reiterated the fact that a Best Kept Village application has been submitted and asked that villagers maintain their properties and communal areas in a tidy state during the judging period which will take place unannounced during July 2022. MB asked BL to send a copy of the Wiltshire Wildlife Report to CPRE to demonstrate ongoing environmental activities.

**ACTION: FC/30/22 - BL**

**b. Councillor reports**

i. **Farmers Field** – in the absence of Cllr. Rotherham, nothing was added.

**7. Queens Platinum Jubilee Celebrations, including a beacon**

The Chairman closed the meeting for public participation

Mr. Taylor commented that the Sunday festivities at the Village Hall were thoroughly enjoyable. Ms Quinlan added that she and her family had thoroughly enjoyed a visit to the Jubilee Beacon ceremony.

The Chairman re-opened the Council meeting

SB read out a letter from Mrs Jean Pocock expressing her thanks and delight for the work that had been undertaken to facilitate such a happy event in the Village. On behalf of the Council MB thanked the Scouts for their part in the beacon ceremony, the Scarecrow Committee for providing various pieces of equipment and to members of the Snook family for constructing the beacon out of a cattle feeder.

SB reported that the event was a success, despite the rather unsettled weather, with over 200 people attending the Village Hall for cakes and refreshments and the paddock area for their own picnics. The number of cakes that were donated was amazing and the organising committee would like to thank all those who brought something along to share on the day. The total spend for the event was around £800. The Committee would like to thank the Bancroft's for the use of their paddock over the weekend and also thank the team of brilliant helpers who came together on Saturday morning and on Sunday to put up shelters, put out chairs, hang bunting, prepare all of the food and drinks and clear away afterwards. Special thanks go to Wendy Castle, Cecilia and Rodney Gillington, Andy Hinton, Dave Stevens, Steph and Ian Wingate, Gill Durbin, Jane Garner, Kieron Bamber, Malcolm Turner and David Gibb. The Best Dressed House competition was won by Roger and Susan of Newbury House who receive the £50 voucher donated by Jo and Paul at the Lamb Inn.

**8. UPEG** – MB reported that planting of wild flowers had now commenced in Manor Close, Blackboard Lane and behind the pond wall. Seeds and native trees will also be planted behind the Pond Wall, he thanked Lee Acton (LA Building) for clearing a 50m x1m stretch behind the pond wall for this purpose.

**9. New Pond Keeper Required** – MB stated that he intended to stop work in relation to the pond, in particular resolution of the long standing algae issue, at the end of July. SBH commented that MB had done an

excellent job to date and had achieved significant improvements, other councillors endorsed these comments. Someone else in the Village needs to be identified to take on this significant role to ensure that improvements in pond water condition continue. BL was asked to advertise this role in the Redhorn News and on the website.

**ACTION: FC/31/22 – BL**

**10. Neighbourhood Plan & Housing Needs Assessment** – MB referred to the notes at Appendix 2 (on website version only) regarding a meeting that had been held with WC Spatial Planning. MB referred to a very useful Locality document on how to assess and allocate sites for development, he asked BL to publish this on the website as a point of reference.

**ACTION: FC/32/22 - BL**

SH read out some points on the Rural Housing Needs Assessment as follows:

- As part of the review of the NP Wiltshire Council recommended we should undertake a new survey as the last one was completed in 2013. They feel a new one is warranted every 3-5 years.
- Since the last survey in 2013 we have built almost 40 new homes and probably the same number have been sold to new owners. Many early teenagers living in their parents' homes in 2013, are now looking for accommodation of their own, so a new Survey is definitely warranted.
- Postcards requesting that residents complete the new Rural Housing Needs Survey was distributed inside the June edition of Redhorn News. There is an article within Redhorn News asking residents to complete the Survey and those without internet access have been asked to contact SH or BL for help. Posters are posted around the Parish and will be updated in the week ending 17<sup>th</sup> June when the Survey closes.
- This Survey is an opportunity to put residents on the front foot to influence how many, what house type and what types of ownership they would like to see going forwards.
- Encourage residents to fill the forms in online, it's their chance to be on the front foot right at the start of your Neighbourhood Plan review and influence housing needs in your Parish going forwards!

**11. Future of the Urchfont Rights of Way Group** – MB reported that Linda Jennings and Paul Melhuish have now largely ceased organising this very valuable group in the community, they have done a great job over the last 20 years or so for which the Council and Community are immensely grateful. Whilst volunteers to do the work are still available and willing, it the organisational role and responsibility that needs to be filled. Byways and footpaths are already becoming overgrown and presenting problems for pedestrians, horse riders and animals, complaints to the Council are inevitable if this position continues. PM asked whether it is possible to obtain a job specification which could be publicised?

**12. Improvement of access from The Croft to the allotments** – In the absence of PR who has undertaken the work, SB confirmed that access is much improved with separate gates for the allotments and the cemetery.

**13. Future of Urchfont Doctor's Surgery** – MT reported that in response to enquiry made by his wife to Market Lavington Surgery, the Practice Manager had replied:

"Our Urchfont satellite surgery remains closed due to its limited space, which is currently an infection control risk, I understand the frustration that we are all ready to return to a pre-covid environment, we simply cannot put those at risk we are trying to protect. We are still providing housebound services to those unable to travel the 2.5 miles to our main practice".

MT expressed concern that this is merely an excuse not to re-open the Urchfont satellite now or perhaps in the future. SH commented that Urchfont had pulled out all the stops to modify the Village Hall in the past to specifically satisfy surgery requirements, he is not at all happy with the above scenario and suggested that UPC should be pressing the surgery to review their position. PW had some sympathy with the surgery position, they are currently in a state of flux which must be difficult. It was, however, stated that recent experience has shown that other surgeries withing the same local consortium have and are more readily changing their

operational stance. If Market Lavington is intent in pulling out of Urchfont, then the accommodation in the Village Hall could be reassigned, but priority should be given to restoring the Urchfont surgery. It was agreed that MB and MT will prepare and send a UPC letter to the surgery. The letter will be discussed and agreed with the Chairman of the village hall committee prior to it being mailed.

**ACTION: FC/33/22 – MB/MT**

**14. Local Cycling and Walking Infrastructure funding** – BL explained that this additional source of funding had been identified by PW at the last meeting. PW reiterated that additional funding might be available for projects such as (for example):

- Improving pedestrian routes to Planks Farm
- Improving pathways from Wedhampton to Lydeway and Urchfont
- Uniting different parts of the Parish
- Safe cycle routes for children

MB asked all councillors to consider and prepare outline proposals for consideration at the next meeting.

**ACTION: FC/34/22 – ALL councillors**

**15. Update on Current Issues not covered by above agenda items** – None Reported

**16. External Meetings** – None reported

**17. Other Reports from Councillors**

**a. Cold Callers** – SB reported that she had been informed that men in a white van had been cold calling on households in The Croft offering to do tree work and demanding excessive amounts for relatively minor works. PW noted that it is an offence if anyone calls to a house displaying a 'no callers' notice. People should not open their doors to someone they do not know and phone the police if they can. A warning article should go into Redhorn News.

**ACTION: FC/35/22 - BL**

**b. Notice Board Required in Foxley Fields** – SH highlighted the fact that there are no notice boards in or around Foxley Fields. He had been trying to put up posters but had to resort to cable tie them around lamp posts. He had identified a resident living in Foxley Fields who he believed would be willing to have a notice board in their front garden. SH was tasked to confirm this position and BL tasked to cost a suitable board.

**ACTION: FC/36/22 – SH/BL**

**c. Next Meeting** - It was noted that several key members would not be available to attend the July meeting. In the circumstances it was agreed that the next full council meeting will be held in August. A planning meeting will, however, be held in July if applications need to be considered.

**d. Redhorn News Funding** – MT reported that he had approached by the Redhorn News Treasurer (Paul Scarfe) if he could be allocated a slot at the next meeting to talk about the UPC contribution

**18. Items for Future Agenda** – None in addition to those highlighted above.

**Date of Next Meeting: Wednesday 10<sup>th</sup> August 2022 - 7.00pm Village Hall (Conference Room)**

## APPENDIX I TO JUNE 2022 UPC MINUTES

### a. CLERK'S REPORT

i. **Finance** – Copies of the Financial Summary and Bank Reconciliation at 31<sup>st</sup> May 2022 will be distributed to all councillors prior to the meeting. The accounts are in good order.

ii. **Internal and External Audits** – Accounts and supplementary documentation will be submitted to the Internal auditor shortly, this audit has to be completed by mid-July at the latest. For External Audit purposes, UPC has to consider and approve the AGAR reports prior to the end of June to comply with Statutory Requirements, hence why they are included in the June meeting agenda. The approved AGAR together with analysis comparing prior year results and explanations of significant variations have to be submitted to the external auditors before 29<sup>th</sup> July 2022.

iii. **CPRE Best Kept Village Award** – Urchfont has again been invited to submit an application for the Lawrence Kitchen 'Winner of Winners' competition in 2022, an application has now been submitted. Unannounced judging will take place during July, all in the Village are asked to maintain a clean and tidy environment.

### Bob Lunn, Clerk to the Council

### b. Farmers Field

3 x Wednesday half day felling sessions completed by our 2 new qualified tree surgeons.. So another 12 trees felled.

I should be fit to do the odd day per week soon following my accident.

**Cllr Pete Rotherham.**

## APPENDIX II TO JUNE 2022 UPC MINUTES

### **Notes of a meeting to discuss the results of a meeting with Michael Kilmister and Aidan Clarke (Neighbourhood planning – Economic planning and development) attended by Martyn Hollyman and Simon Holt.**

Those present at the review meeting

Mark Botham

Malcolm Turner

Simon Holt

Martyn Hollyman

#### Key points coming from the meeting

The NPPF is currently going through its third or fourth review.

Climate change is going to become more important in plans.

The Wiltshire Local Plan is unlikely to be made until 2024.

The sustainability appraisal may need to be reviewed.

We should consider employing a professional consultant with £10,000 of funds available centrally with a potential for an additional £8000 being available to develop a design code.

The Housing Needs Survey must be undertaken first before we decide how many houses we need to provide. Advice from Wiltshire Council on the number of houses we need to provide will not be forthcoming for a while.

Neighbourhood Planning is becoming more important according to the Government. The new plan will need to comply with the basic conditions.

Design codes are becoming increasingly important.

Michael Kilmister (MK) will send a Locality document which will help us going forwards.

MK wished parishes could have a link officer but at the moment this is unlikely to happen although we will be offered support.

MK advised caution in giving residents a share of votes on sites.

The current housing target is likely to end in 2038. Wiltshire Council will decide whether the updated Plan will need to go to a formal referendum.

Before sites in the AONB can be considered we will need to show whether any potential sites outside of the AONB are available.

## Actions resulting from the Review

MB suggested we should seek funding to employ a consultant. Input from an expert would give the revision greater weight with the residents and WC. We should commence the process, identify potential consultants and assess what they can add to the plan.

It was plain to all that the Housing Needs Survey is the first item to address and SH said he would chase this up. ( Since the meeting SH has obtained all the necessary documentation from WC to conduct the survey – Postcards and posters. The postcards will go out with the June edition of Redhorn News thanks to Trevor and Gill Hill for doing this. There is an article going in Redhorn News to advise people to complete the survey as shown below. The closing date for the survey is 17<sup>th</sup> June.

*We are starting a review of your Neighbourhood Plan and the first item is to assess the need for new housing in the Parish. To that end Wiltshire Council are undertaking a new Rural Housing Needs Survey. The last one was effected 8 years ago and with major changes in households, by way of new houses, new owners and changing needs within families, they feel a new one is necessary. Postcards will be delivered to every property in the Parish. Please complete the survey at:*

*[www.wiltshire.gov.uk/housing-local-housing-needs](http://www.wiltshire.gov.uk/housing-local-housing-needs) On Current Housing Needs Survey at the foot of the page click on Urchfont to complete the survey. It should only take a few minutes!*

*If you do not have internet access, please ring Simon Holt on 01380 840100 who can help you. It is vitally important that we get a good number of forms filled in to accurately assess the need for new houses going forwards.*

The group was of the opinion that more detailed information would come from MK once the survey was complete..

Aidan Clarke subsequently sent through the *How to assess and allocate sites locality document* which consists of 39 pages of useful information about the current regulations for constructing a Neighbourhood plan. This document will be appended to the June UPC meeting minutes.