



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 11th January 2023

Present: Councillors: Botham (MB – Chairman), Hollyman (MH - Vice-Chairman), Turner (MT), Bamber (SB), Gibb (HG), Rotherham(PR), Rotherford (JR) and Scanlon (RS)

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): Trevor Hill, Malcolm Smith, Nicky Hammond, Ian Walker

A. INTRODUCTION

1. Welcome by the Chairman – MB welcomed all to the January meeting. He then went on to announce that he would be standing down from UPC as Chairman and councillor following the April 2023 meeting. UPC will need to consider a new Chairman at the May AGM.

2. Apologies – Cllrs Holt (SH) & Moscrop (PM)

B. PLANNING – See Separate Agenda

C. JANUARY COUNCIL MEETING

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

2. Time set aside for Public Participation and External Report

Malcom Smith read out from the following: *"We are fortunate in this village that there are people willing to give up their time and expertise to enable the council to function. These people rarely get thanked because most of what they do is routine, mundane and uncontroversial. Bob, as clerk, does a great job in providing continuity and ensuring bills get paid, deadlines are met, procedures are followed etc. So, thank you.*

*Occasionally a topic arises which **is** controversial and sensitive and excites public opinion. The Neighbourhood Plan is such a topic.*

The Neighbourhood Plan matters because it has the potential to substantially enhance the wealth of a small number of individuals or entities while at the same time causing detriment to a great many others. When this happens, people inevitably point the finger and cry 'cronyism' or 'favouritism' or 'corruption' - a slur which falls upon all those involved in its inception or review, whether justified or not.

So, it is vital that all Neighbourhood Plan proceedings are transparent and open to public scrutiny to protect the reputation of all the volunteers and councillors involved.

Furthermore, the Neighbourhood Plan is a legal document. This is Legislation. You don't draft legislation in a hurry behind closed doors - you do it slowly and carefully with public consultation and participation and debate. Because, if you get it right, you have a valuable tool to help shape the future of this parish. If you get it wrong, it is worse than useless, because a canny developer will seize upon every contradiction, ambiguity and typo to build what he wants, rather than what we need.

Firstly, can I have your reassurance, Mr Chairman, that future meetings of the Neighbourhood Plan Steering Group will take place under agreed terms of reference and under formal procedures which allow all members of the group to express an opinion, not just those who shout loudest, and that these meetings are held in public with an agenda published in advance and minutes afterwards?

Next, you will remember, Mr Chairman, at the last UPC meeting, that I asked you for the date and location of the January Steering Group meeting. I was both surprised and disappointed when I arrived at this venue to be told that I was gate crashing a private party. I must pay tribute to your diplomatic skills, Mr Chairman, in averting an ugly incident, and thank you for the assurances you gave me at the time. In the light of events that evening (and of a number of incidents in the past year) I think it timely to remind all councillors (whether here tonight or not) that they are subject to a Code of Conduct. I quote Item 1: 'You must treat.....members of the public with respect and must not bully or behave in an intimidatory manner'

Finally, when is the next Steering Group meeting and will it be open to the public?"

MB thanked Malcolm for his comments, with regard to the last question he then read out the following advice received from BL:

"UPC Standing Orders state:

62. The public and press shall be admitted to all meetings of the Council which may, however, temporarily exclude the public and press by means of the following resolutions:

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

We would normally put such items at the end of the meeting so that the public can leave.

Wider Legislation states:

Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. We facilitate participation within our agenda, but members of the public cannot speak anywhere else in the meeting unless specifically authorised by the Chairman.

However, the above relates to summoned full Council meetings and Committees only.

The Good Councillor Guide states that:

Working Parties or 'task and finish' groups are occasionally set up for a short-term purpose. They are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A working party cannot make a decision on behalf of the Council, but they can explore options and present these to the Council for a decision"

I cannot find any specific reference to Steering Committees.

Councillor Q&A website states:

Working Groups (WG) cannot have delegated powers as such but are sometimes used to undertake the background research into a proposal for example and can then make recommendations to Council. Working Groups have the advantage of not requiring formal agendas or minutes and can include non-councillors but should have terms of reference agreed by Council where the setting up of the working group was agreed. Membership of the group is usually also set out in the terms of reference

I suggest that the Terms of Reference should not only state the objective (e.g. presentation of proposed revised NP to the council for approval) of the group, membership and target completion date, but should also include:

- regular progress reporting to the council which can be presented at monthly council meetings for public transparency and comment if permitted (or maybe once a quarter),*
- the fact that no decisions can be made by the working group, if decisions are required at any time then these need to be formally notified for inclusion in the monthly agenda*

- that WG meetings are not open to the public unless specifically agreed and publicised for consultation purposes, and
- any other requirements.

Suggest that a TOR should be presented to the January meeting for approval.

To summarise - Working Group meetings are not open to the public and cannot take decisions on behalf of the Council. I suggest that any proposed public consultation meeting should be agreed by Council and maybe even hosted by Council as a non-decision making event to gather wider public input for the working group to consider. These should not be held on a regular basis but at key points when considered necessary and sufficient progress has been made. The public will otherwise be kept informed of working group progress by the monthly reports to Council.

I note that provisional dates have been booked in the Village Hall presumably for WG meetings, but these must not be perceived by the public that they can attend."

MB went on to say that the TOR for the original neighbourhood plan WG did not contain all the necessary information, he is now writing a TOR and code of conduct for the new WG which will be presented at the UPC February meeting and published for transparency. Minutes of the WG will be published as an appendix to future UPC agenda and he will stand down as Chairman of the WG to remove potential conflict with his UPC Chairman role.

Malcolm Smith responded that what had been said went a long way to satisfy his concerns, the more structured and published approach is welcome. All he wants to do is try to avoid future hassle for the community and individuals as happened with the original neighbourhood plan.

PW congratulated Malcolm Smith for raising his concerns. He also confirmed that WC works on a similar democratic basis as identified above with working groups making proposals to higher WC authority for decisions to be made.

Nicky Hammond expressed concern that the last public vote on the original neighbourhood plan was by a show of hands and in her view subject to intimidation. She requested that future votes should be private.

3. Minutes of the Meeting of the Council held on 14th December 2022

Proposal	Proposer	Seconded	Resolution
To approve and sign the minutes as a true and accurate record of the meeting	MB	MH	AGREED with 3 abstentions as did not attend

4. Action List Status Review and Update Reports from the Minutes of the meeting held on 14th December 2022 – including feedback on outstanding action listing distributed to all councillors on 19th December 2022. The following feedback was given:

FC/49/20 – Verge Repair Funding - Delete following no action for three years
 FC/38/22 – Winter Wood Supplies – Delete as not getting anywhere

All other outstanding actions are being progressed. List will be updated following this meeting.

5. Finance

a. Financial Statement and Bank Reconciliation as at 31st December 2022 – BL confirmed that the financial summary and bank reconciliation had been distributed to councillors prior to the meeting. No questions were raised. The council then reviewed the payments made in December 2022 and made the following resolution.

Proposal	Proposer	Secunder	Resolution
To ratify the list of individual payments made during Decmber 2022 as shown on the Bank Reconciliation Statement	MB	MH	AGREED Unanimously

b. 23/24 Precept Submission – BL had distributed % options for the PRECEPT debate prior to the meeting, a decision has to be submitted to WC by 18th January 2023. Past experience has shown that the council has elected to decide on a percentage increase that they believed they could justify to the electorate in the then current financial circumstances.

BL then asked PW to comment on the WC position for 23/24, PW responded that whilst no decisions have been taken to date it is anticipated that WC will increase their council tax by around 5% in line with the current cap. In response to a question from MH regarding the 44% reported as the likely increase for Salisbury, PW responded that Salisbury is a Parish Council and is, therefore, not currently subject to government capping.

MB expressed the view that in view of raging inflation causing increased costs he believed that an increased % increase for 23/24 can be justified, MT agreed. MH suggested 5% should be considered as this only equated to an annual increase in local council tax equivalent to a glass of red in the pub. JR was of the view that inflation will now start to decrease and so a 4% increase is more realistic, HG agreed. A round the table poll of other councillors largely agreed with a 4% increase.

Proposal	Proposer	Secunder	Resolution
To submit a claim for a 4% increase in the PRECEPT to £56,331.30	MB	JR	AGREED Unanimously

(Post Meeting Note: PRECEPT requirement submitted to WC Financial Planning on 15th January 2023)

c. Dog Bin(s) and Signs for Farmers Field – BL explained that in view of the decision taken at the December meeting to allow dogs into Farmers Field between 1st October and 31st March (on a trial basis), there is a need to purchase bin(s) and signage. SB emphasized that dogs should be kept on leads and dog poo picked up by owners. MT commented that he believed this decision taken in his absence at the last meeting is a retrograde step, it is the only place in Urchfont that is currently dog free.

BL quoted some example prices for bins and signage which was used to set the budget as follows:

Proposal	Proposer	Secunder	Resolution
To set a budget of up to £400 to buy at least one litter bin and provide appropriate signage for Farmers Field dog access requirements.	MB	SB	AGREED with two abstentions

ACTION: FC/01/23 – BL

d. Delayed Clerks 21/22 appraisal and salary proposal with effect 1st April 2022 – Mb stated that for various reasons the Clerks review for the year 2021/22 had been delayed until now. This had been completed and showed that BL had once again provided an excellent service for the Council. On this basis he recommended that he should move from scale point 19 to 20 on the national salary scale backdated to 1st April 2022.

Proposal	Proposer	Secunder	Resolution
To propose that the Clerk moves from National Salary Scale Point 19 to 20 backdated to 1st April 2022.	MB	HG	AGREED Unanimously

e. Grounds Maintenance and Litter Bin Emptying Contracts – The current five year contract runs out on 31st March 2023. In view of the very good performance of the current contractor throughout this current contract period, BL recommended to councillors that they should take advantage of the Contract Period clause in both contracts which facilitates negotiation of an extension rather than necessitating a competitive competition. Councillors generally agreed with this recommendation and went on to debate the extension period and acceptable increases in costs. Having agreed a 4% increase in PRECEPT, it was considered that negotiation for extended contracts should take this into account for an extension of up to 3 years. BL to negotiate with Mark Goddard.

Proposal	Proposer	Secunder	Resolution
To negotiate an extension of the current contract for up to three years and within an acceptable cost increase of around 4% for the 1st year with increases for subsequent years being reviewed later.	MH	MB	AGREED Unanimously

ACTION: FC/03/23 - BL

f. Parish Notice Board for Foxley Fields – Some concern was raised regarding the offer of a Foxley Field resident to have the notice board placed in their front garden, how does the council stand if they leave the house at some point in the future. Some councillors again wondered why the board was necessary anyway in view of more use of the website and relative nearness of the three other boards in Urchfont. It was agreed that this item should be deferred to the March meeting when SH will be present.

g. Request to fund / part fund works to large Ash tree adjacent to property boundary off Peppercombe Lane – PW reported that he had been chasing WC Officers responsible for such activity and funding but to date had not received a response, he will continue to hasten. MT commented that when he queried this issue with WC around two years ago, they denied any responsibility whatsoever. It was agreed to defer this item to the February meeting.

ACTION: FC/04/23 - BL

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 – none received

7. Neighbourhood Plan – Further the comments made under item, MB stated that a copy the minutes of the working group meeting held on 4th January 2023 (draft) are to be attached to these minutes (Appendix IV on website version only) to demonstrate the actions being taken improve transparency and accountability. MB added that no further meetings would be held in private houses and that BL would manage finance. Additional members of the WG will be recruited by UPC via Redhorn News.

8. Electric Vehicle Charging Points for villages – RS reported that he put together a brief on this subject but only submitted this yesterday. BL to distribute to all councillors for discussion at the February meeting.

ACTION: FC/05/23 - BL

9. Hard standing at the start of pathway to Oakfrith Wood – Trevor Hill was invited to speak about the proposal and drawing he had submitted to UPC (Appendix II only on website version) along with a quote from Geoff Potter to undertake the work for £800. BL commented that he thought there would be a need for a chicane type barrier to stop children wandering onto the school driveway. PW pointed out that the 2014 School Travel Plan specifically stated that children should not be allowed on the school driveway, it is dangerous, hence the proposal for a path down the inside of the fence leading from Oakfrith pathway to the

School. This pathway will be paid from Section 106 funding.

PW suggested that a small working group should be set up to look at all access options to seek a coordinated solution. Debate suggested that this group could comprise PW, HG, Trevor Hill and Ian Walker who signified their agreement to be involved.

Proposal	Proposer	Secunder	Resolution
To initiate a working group comprising Trevor Hill, HG, PW and Ian Walker to consider coordinated approach further and make proposals to UPC at the February meeting	MB	MH	AGREED Unanimously

ACTION: FC/06/23 – HG/PW

10. Proposal to publish UPC Facebook page – Whilst PM had distributed proposals to all councillors by email (see Appendix III on website version only) I, in her absence at this meeting it was decided to defer discussion until the February meeting.

ACTION: FC/07/23 - BL

11. Appointment of First Responders – JR referred to a serious incident in the village last year whereby a villager could have died if it had not been for a friend effectively being a first responder. He had experienced such a facility being available in Scotland using volunteers to supplement ambulance response. He presented a number of slides on the subject (see appendix V on the website version only). PW stated that South West Ambulance Service utilise first responders already, he quoted All Cannings and Bishops Canning as examples. Maybe SWAS already have first responders close by to Urchfont who could respond, he suggested that JR should contact SWAS to find out more information on what may already be available locally and what other support they could offer to the Parish.

ACTION: FC/08/23 - JR

12. Ongoing flooding at the junction of The Bottom and The Ham – MB explained the ongoing background to this issue, a solution has not been progressed despite several interactions with and promises from the WC Highways Engineer. PW had encouraged the WC Engineer to meet with property owners at this junction and make proposals for action to resolve the flooding .This meeting took place several months ago. However, no action has as yet been taken and no programme of works issued. PW will now go to the Highways Director to get some action.

ACTION: FC/09/23 - PW

Malcolm Smith was invited to comment, he stated that he had reported four drains that were blocked in November but no action appears to have been taken to date, MH stated that blocked drains are included in the UPC survey and they are normally dealt with quickly by the WC drains team. PW commented that drains are not considered to be blocked if they are just covered in a layer of mud which can be easily cleared with a spade, residents are encouraged to clear the mud on a DIT basis.

13. Cost of Living Crisis - Support available from Wiltshire Council and others – All residents are encouraged to read the paper from WC councillors (see appendix III on website version only). Ian Walker commented that the Village Hall is currently providing a warm space on Sundays, he was interested in funding that may be available to cover heating costs etc. PW stated that the first funding application was considered today and was approved. PW also added that applications could only seek funding for additional costs over and above normal usage.

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

a. Urchfont Pond Update - MB reported that he had received the following Pond update from Eric Ahlquist:

“The blue-green algal bloom has been disappeared in what biologists call a ‘crash’ event. Such events are well known but are not understood and are not predictable.

- *Whatever triggered the event, it appears that the algal cells have stuck together and sunk to the bottom.*
- *Because of this we don’t need to apply alum solution as discussed at the October UPC, however*
- *The crash has deposited an estimated 3½ tonnes of algal cells on the floor of the pond*
- *Together with this autumn’s leaf fall this is a significant addition to the pond sediment*
- *The dead cells will be releasing nutrients which (together with the daily excreta of our duck population) may lead to other algal blooms if not dealt with*

Addition of aquatic chalk (as discussed at the October UPC) would help to do the following:

- *decrease organic material (dead cells and leaves) in the pond sediment*
- *assist the growth of bacteria which will remove the nutrients from decaying organic matter and duck excreta*
- *improve the clarity of the water*
- *maintain the pH range of the pond*

The only expenditure required currently is £172 for the aquatic chalk. This will be thrown in from the sides as coverage does not have to be exact.”

Eric suggests that the danger signs are kept in place until the end of March just in case the blue-green algae re-appear with rising water temperature.

15. External Meetings – None reported

16. Other Reports from Councillors

17. Items for Future Agenda – see in line above plus proposed new litter bin for Wedhampton.

There being no further business the meeting closed at 9.10pm.

Date of Next Meeting: Wednesday 8th February 2023 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO JANUARY 2023 UPC MINUTES

a. CLERK'S REPORT

- i. **Finance** – Copies of the Financial Summary and Bank Reconciliation at 31st December 2022 will be distributed to all councillors prior to the meeting. The accounts are in good order. The accounts have been updated to include all approved amendments to the budgets made at the December meeting.
- ii. **PRECEPT 23/24 Submission** – has to be submitted to WC by 18th January 2023. PRECEPT data along with impact on parish council tax was distributed to all councillors on 19th December 2022.
- iii. **Grounds Maintenance and Litter Bin Emptying Contracts** – The current five year contracts come to an end on 31st March 2023. On the basis that the existing contractor has largely very done a good job for the last five years and is local to the Parish, my recommendation is that Council take advantage of the clause in the existing contracts which facilitates negotiation of an extension.

Bob Lunn, Clerk to the Council

b. COUNCILLOR REPORTS - None received

APPENDIX II TO JANUARY 2023 UPC MINUTES

Proposal from Trevor Hill

Dear Bob,

Can you please ask the Parish Council to consider establishing a more suitable hardstanding access to the footpath to Oakfrith Wood at its start point adjacent to the entrance to the School access road. This footpath is in constant use and this usage has turned the current access into a slippery muddy slope. As the winter weather deteriorates this access will become more and more treacherous.

Councillors may remember that when the new lay-by was constructed opposite Hales Farm by Geoff Potter he offered (free of charge) to construct a 'bell mouth' gravelled access with a gradual slope from the tarmac School road to a level point on the footpath. This type of access hardstanding would seem appropriate and relatively easy to achieve at a relatively low cost. However, councillors may feel a more substantial access is required, but whatever is decided will be far less hazardous than what is there at present.

Thanking you.

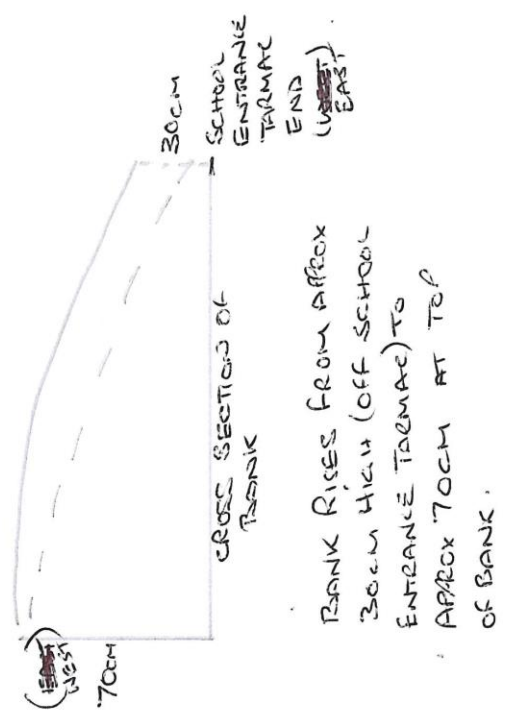
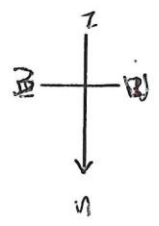
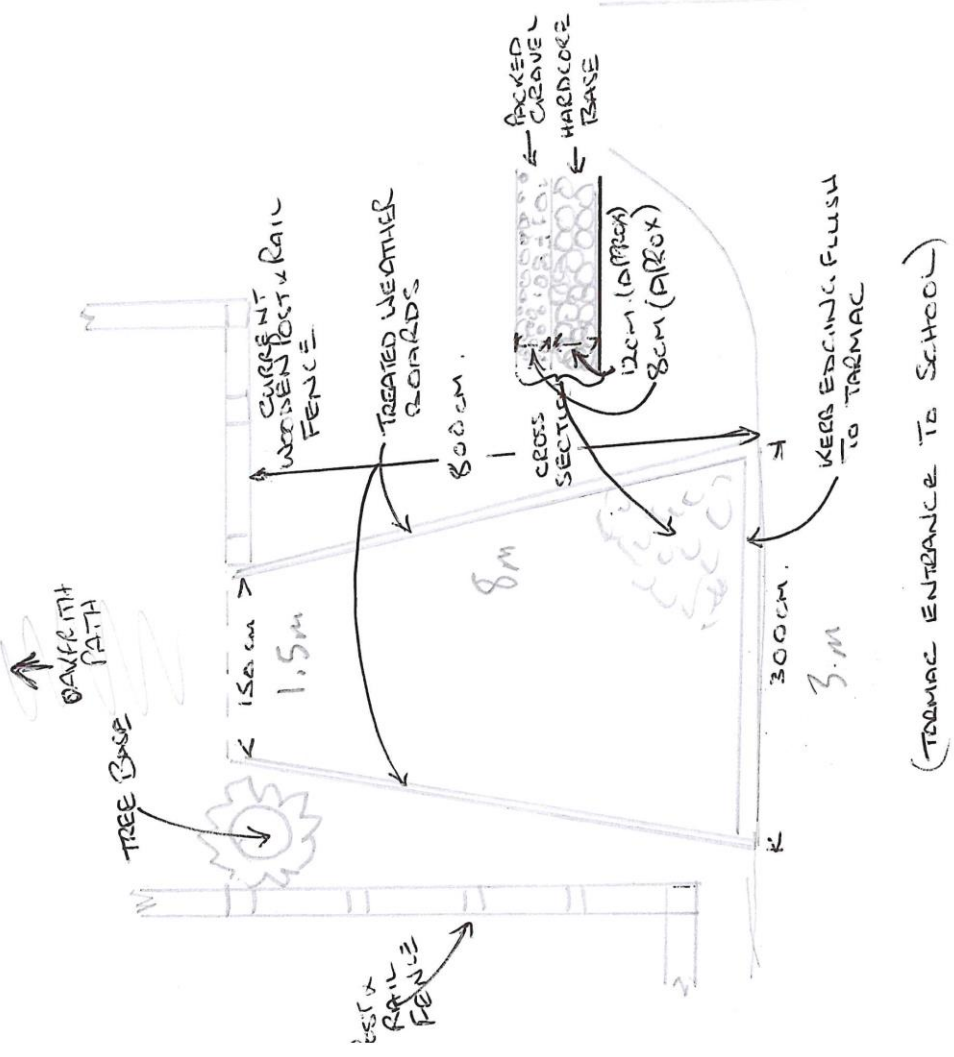
Trevor (Hill)

Trevor has subsequently spoken with Geoff Potter who has provided a quote on 13th December 2022 of £960 including VAT based on the drawing below to supply materials, labour and plant to facilitate:

- Dig out area access 3m in width at edge of School Entrance
- Access to be 8m in length tapered to 1.5m into footpath
- 6 x 1 timber to be used to form edgings
- 75mm down hardcore to be used as sub-base at 200mm thickness and compacted
- Type 1 roadstone at 100mm thickness to be used as topping and compacted

PROPOSED NEW GRAVEL PATH ACCESS TO OAKFRITH WOOD AT POINT OFF TARMAC SCHOOL ENTRANCE

(NOT TO SCALE)
PLAN VIEW



APPENDIX III TO JANUARY 2023 UPC MINUTES

A message from your Wiltshire Councillors

Dear Resident

With local people likely to be worried about the cost-of-living crisis and needing information and advice we want to ensure that residents in Devizes and the surrounding parishes have access to the support they need this winter.

Cost of Living Information: There is support and advice on Wiltshire Council's dedicated cost-of-living support webpages. Including information on council tax and benefits, energy advice, housing information, mental health support, local practical help, and support available for businesses.

Warm Spaces Directory: Details about Warm Spaces in the county as well as community food providers including those in the Devizes area - Devizes Library, Devizes Opendoors, St Andrew's Church, Wiltshire Museum, Market Lavington Library and St Arbucks.

Warm Spaces Directory - Devizes Area Board is making available additional grant funding of up to £1000 to support the running costs of community Warm Spaces this winter.

Devizes Library: Working with Warm and Safe Wiltshire and The Rural Communities Energy Support Network, the council's friendly library staff are assisting residents seeking basic energy advice and making referrals to experienced energy advisors. Libraries are also collection points for Warm Packs, which include a hot water bottle and blanket, for those who would benefit from some free essentials.

Wiltshire's Wellbeing Hub: Anyone can access the hub and it can provide confidential advice and information from the council's friendly team in relation to the current high cost of living. People can call the hub Monday to Thursday 9am to 5pm and Friday from 9am to 4pm on 0300 003 4576 or email wellbeinghub@wiltshire.gov.uk.

The Devizes Area Board is working closely with the Warm Spaces Devizes group, and we would like to thank everyone who is helping to ensure local residents have the support they need this winter. Please share this information with your friends, family and neighbours and please get in touch if you have other suggestions.

With our best wishes for a peaceful Christmas and a happy New Year.

Cllr Simon Jacobs (Devizes South), Cllr Laura Mayes (Bromham, Rowde & Roundway), Cllr Dominic Muns (The Lavingtons), Cllr Kelvin Nash (Devizes East), Cllr Tamara Reay (Devizes Rural West), Cllr Iain Wallis (Devizes North) and Cllr Philip Whitehead (Urchfont and Bishops Cannings)

APPENDIX IV TO JANUARY 2023 UPC MINUTES

MINUTES OF A MEETING OF THE UWLNP STEERING GROUP ON 4 JAN 23 AT HARTLEY HOUSE, URCHFONT

Present: Mark Botham (MB); Simon Holt (SH); Trevor Hill (TH); Linda Jennings (LJ); Dave Mottram (DM); Malcolm Turner (MT)

Apologies: Stuart Davies (SD)

Mr Malcolm Smith arrived at the SG Meeting venue. He was advised that the meeting was a private one, which he contested saying that he wished to observe only and sit quietly and take notes. He required a vote by the Steering Group on whether the meeting was a public one but MB did not allow this to happen and advised Mr Smith that this was a matter for UPC. SH requested that Mr Smith leave the house which he duly did.

1. Steering Group

Membership and Size

Those present were confirmed as members of the UWLNP Steering Group (SG). The size of the Group was considered and it was agreed that either 7 (as existing) or 9 members would be appropriate.

Recruitment

The Group felt that at this early stage of plan making, there was an opportunity to increase the size of the SG if there was interest from residents. To achieve a more balanced age range in the Group, younger people would be encouraged.

Decisions:

- UPC would discuss the issue of additional SG members
- All SG members would consider possible recruits

Action: MB to raise the issue of additional SG members with UPC and make it known that volunteers were required.

Roles and Organisation / Structure

It was agreed that there should be a Chairman, a Deputy Chairman, a Finance Manager and a minute taker. It was considered that the Parish Clerk might fulfil the role of Finance Manager but this would need to be discussed further.

Decisions:

- MB as Chairman of the Parish Council, would fulfil the role as Chairman and MT the role of Deputy
- The role of minute taker would be shared amongst the SG

Action: MB to discuss the appointment of a Finance Manager with the Parish Clerk.

2. Terms of Reference (TORS)

DM had drawn up and circulated draft TORS. SD and TH had forwarded comments on various points which were considered in turn.

Decisions:

- Points 1, 4, 6, 7, – retain as written
- Point 2 – After “UPC will” add in “continue to”
- Point 3 – change to read “Review the Plan in the light of changing guidance, law and the requirements of the Parish”
- Point 5 - retain as written and add and issue it to UPC “for each Parish meeting”
- Add point 8 - “Ensure that the review is community led; this means that the community is kept fully informed of what is being proposed and can make their views known throughout the process”
- Add point 9 – “These Terms of Reference will be subject to regular review”
- **Action:** DM to amend TORS as specified above

MB presented the ‘Neighbourhood Plan Steering Group (SG) Members Code of Conduct Open Honest Transparent’ for SG members to consider and the matter of a quorum was discussed.

Decisions:

- The SG Quorum would be at least 50% of the Group membership
- SG members would look at the Code of Conduct for agreement at the next SG meeting

Action: All to note.

3. Review of Site Assessment Matrix

A draft site assessment matrix had been circulated by DM. There followed lengthy discussion and it was agreed that SG members would give consideration to its list of criteria and then the weighting values.

Decisions:

- The site assessment matrix would be discussed in detail at a future date
- All sites would be taken forward to public consultation
- A test of the draft matrix against sites in the current plan would be used to test its validity

4. Locality Grant (AECOM)

It was agreed that the plan making process would need funding particularly for publicity activities and Strategic Environmental Assessment, assuming the latter will be necessary.

Action: SH and MT would complete and submit the Locality Grant Expression of Interest documentation.

5. Review of Existing UWLNP and its Policies

LJ made the point that the starting point for a UWLNP review should be a consideration of all its existing policies in the light of changing local circumstances, the latest national and local planning policy and local opinion.

Decision: All the policies in the existing UWLNP would be reviewed for their relevance and effectiveness

Action: All SG members would look at all the UWLNP policies in readiness for a discussion on 31 Jan 23.

6. Public Attendance / Participation at SG Meetings

The issue of public involvement in Steering Group meetings had arisen.

Decision: Further investigation by UPC was required to determine whether the meetings should be open to the public and if so, whether the public should be able to participate.

Action: MB and the Parish Clerk would look at Parish Standing Orders and UPC would determine whether the public could attend meetings.

7. Next Meetings

Future meetings would be held in the Village Hall.

SG – 21 Feb 23 Items for the agenda to be submitted to the Chairman by 14 Feb 23

Special meeting for review of existing UWLNP policies – 31 Jan 23

Actions:

- All to note
- TH to book conference room in Village Hall for 31 Jan and 21 Feb meetings

Slides Presentation used by JR on First Responders

First Responder proposal

Summary – SW Ambulance

Volunteers, that have been trained to attend emergency calls

Support until ambulance arrives

Responsibilities

- Respond to emergencies
- Select appropriate care procedures
- Report patients history and condition to Ambulance crew
- Be available min 12 hours per week
- Attend training and Refresher courses by SW Ambulance
- Annual assessment by SW Ambulance

Person Specification

- Previous experience of dealing with all social groups
- Ideally healthcare experience within NHS/Nursing
- Full driving licence plus use of vehicle
- Good Communicator