



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 10th July 2024

Present: Councillor's: Moscrop (PM – Chair), Bamber (SB – Vice Chair), Rotherford (JR), Hill (TH), Shears (SS), Stephens (AS) and Harding (RH – post co-option)

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): Robert Organ, Graham & Valerie Day, Ducan & Linda Forster, Joe McDermot, Roy Ellis, Malcolm Smith, Andy Cridland

A. INTRODUCTION

1. Welcome by the Chair – Noting that England are playing in the Euro semi-finals later tonight, PM welcomed all to the meeting.

2. Apologies: Cllrs Waddell (JW) and Kendall (PK)

3. Co-option of Councillor(s) – BL confirmed that he had received one valid application form from Richard Harding who was invited to say why he felt that he should join the Council. RH stated that he had been an Urchfont resident for more than 20 years with a diverse commercial business background. He was now semi-retired and felt that he was now able to contribute positively to the Council and wider community.

Proposal	Proposer	Seconder	Resolution
To co-opt Richard Harding with immediate effect.	AS	TH	AGREED unanimously

BL invited RH to sign his declaration of acceptance of office, RH then joined the Council.

B. PLANNING – See Separate Minutes

C. JULY FULL COUNCIL MEETING

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

2. Time set aside for Public Participation and External Reports – PW (as a resident) asked for confirmation that the move of the 20mph sign in Crookwood Lane is being progressed, PM confirmed that this is on the Action List.

3. Minutes of the Meeting of the Council held on 8th May 2024 – to approve.

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 due to absence.

4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 12th June 2024

SB pointed out that Action 98 should be reassigned to TH rather than her. Action 31, quote has been obtained and is now awaiting planning approval being requested by BL.

5. Finance

i. Financial Statement and Bank Reconciliation as at 30th June 2024 – These documents had been distributed to all councillors prior to the meeting, BL confirmed that the accounts are in good order. No questions were raised.

ii. Financial Spend Items during June 2024 – these details appear in the Bank Reconciliation distributed prior to the meeting; ratification is required for audit purposes.

Proposal	Proposer	Seconded	Resolution
To ratify the spend details for June 2024.	PM	SB	AGREED unanimously

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

a. Clerks Report – PM thanked BL for all his work which has resulted in no observations arising from the internal audit of accounts for 2023/24 and for preparation of external audit documentation.

b. Councillor reports

Highways – PW commented that WC had finished the financial year with a £5M underspend which has all now been transferred for highways use. He hoped that councillors had noted the good quality road patching that is evident locally.

7. Speed Indicator Signs on the B3098 – TH had spoken to Richard Harris (electrician) who had agreed to look at the non-functioning electronics in this unit, but he was not hopeful that the problems can be resolved. BL had forwarded an unsolicited email on the Evolis speed indicator signs which are being successfully used in Woodford and Wilton. TH had registered interest in a special offer for two units at a cost of around £4k. PM commented that as the Council had committed to installing unit(s) in an attempt to reduce speed on the B3098, a decision on the way forward needs to be made at the next meeting dependent on the electrician's report.

ACTION: FC/24/52 – BL/TH

8. Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix II on website version only) – TH highlighted several points from the attached minutes; A second questionnaire was discussed, there is a need to be able to drill down to get more detailed information. Using her background knowledge, Liz Turner will advise on the design of this. It is proposed to have a second community consultation meeting on Saturday 9th November 2024 between 10 and 12 noon, the Village Hall has been booked for this.

9. Power cleaning of playground equipment – SB reported that she had approached several contractors to see who could clean the playground equipment, she had identified one in Devizes who had indicated that he can make it look much better than now. The contractor will bring all his own equipment and water. SB pointed out that she will need to close the playground on the day of the clean.

Proposal	Proposer	Seconded	Resolution
To engage a contractor within a budget of £200.	SB	PM	AGREED unanimously

10. Emergency Hub Proposal – In the unavoidable absence of Sam Weller, it was agreed to defer this item to the August meeting.

11. August Meeting – As we will have at least one planning application to consider, it was agreed that the meeting in August should go ahead. There may be a need to book the main hall if the expected planning application relating to the garage is submitted for consultation.

ACTION: FC/24/53 - BL

12. Date for Parish Meeting 2025 – BL confirmed that legislation requires this meeting organized by the Parish Council is held between between 1st March and 1st June annually, however, he suggested that it would not be practical to hold it until end of financial year results are available in late April. Debate focused on what day of the week would best suit the most attendance, it was felt that weekends were not good as this clashed with sporting / family events. It was suggested that holding this meeting on the same night as the

normal Parish Council meeting (2nd Wednesday of each month), might be the best option. The Parish Meet could be held in the main hall following an earlier and restricted Council meet. Wednesday 14th May 2025 was suggested, BL was asked to arrange this with the Village Hall.

ACTION: FC/24/54 – BL

PM commented that, in view of the lower-than-expected attendance this year despite advertising the date well in advance, it is essential that the 2025 event is publicized through all the methods available to us.

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

- i. **Bus Shelter Mural** – TH confirmed that he had spoken to a local printing company who has offered to prepare a 6 x 3 robust laminated board free of charge that can be mounted in the shelter and be easily cleaned / replaced. This will require a collage of pictures already submitted, TH will discuss further with PK.
- ii. **New Councillor Training** – JR stated that BL has kindly agreed to provide some basic training for new councillors on Wednesday 17th July 2024 at JR's house from 7 to 9pm.
- iii. **1st Responders** – JR stated that he is currently waiting for an invoice from SW Ambulance to facilitate payment of the UPC contribution for the new kit. He will forward to BL when received.
- iv. **Lifebuoy on the Pond** – SB confirmed that a photograph had been taken with the cubs and that this will be published in Redhorn.
- v. **Wedhampton Gateway Signs** – PM reported that progress is being made with the suppliers.
- vi. **Parish Big Help Out** – More details to follow.

14. External Meetings – TH reported that he and JW had attended a planning forum where the following was confirmed:

- i. Wiltshire Planning Dept, is the fourth largest in the country.
- ii. Wiltshire Planning were adamant that they do not favour any client when considering applications,
- iii. That the UPC NP WG should continue to identify and consider potential development sites for inclusion in the new Plan.

15. Other Reports from Councillors – It was noted that the Scouts AGM is to be held on 18th July.

16. Items for Future Agenda (not identified from agenda items above) – None identified

There being no other business the meeting finished at 8.44pm.

Date of Next Meeting: Wednesday 14th August 2024 - 7.00pm Village Hall (Conference Room)- if required.

A. CLERK'S REPORT

i. Finance – Copies of the Financial Summary and Bank Reconciliation on 30th June 2024 will be distributed to all councillors prior to the meeting. The accounts are in good order.

ii. Councillor Status – UPC currently have three vacancies, two have to date been approved by WC for replacement via co-option. I have one valid application from Richard Harding which will be considered at this meeting under agenda item A3. One other application may be made post September.

iii. Internal and External Audit – The Internal Audit has been completed without observations being made. All documentation has now been submitted to the appointed External Auditors, P K F Littlejohn by their deadline of 1st July. Statutory Notices have been posted on Notice Boards and the website regarding Electors Rights and copies of the unaudited AGAR are on the website as required by legislation (Parish Council>Annual Reports and Returns).

Bob Lunn, Clerk to the Council

B. COUNCILLORS WRITTEN REPORTS

Highways report for July 2024

The Croft

The drop kerb has been completed in the Croft.

Footpaths in The Croft

The parish Steward has spent a lot of time clearing the weeds growing out of the footpaths and filling in holes with Tarmac. The paths are due to be resurfaced in the near future.

Drains /Gully clearance.

A team came to the parish last Friday, they were concentrating their efforts on drains along the B3098. Disappointingly they had not received the list of drains that we had submitted, when requested they did divert to Cuckoo Corner and Walnut close. We will be requesting they revisit the parish and sort the remaining drains that need attention.

Cycle Barrier

The Cycle Barrier has been removed at the bottom of school lane pathway, to allow mobility access through the path to Friars Lane.

Please continue to report potholes and highways issues on the "My Wilts" app..

Cllrs Andy Stephens and Trevor Hill.

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 18 JUN 24 IN URCHFONT VILLAGE HALL

Present: Rob Dolan (RD); Trevor Hill (TH); Keith Hills (KH); Linda Jennings (LJ); Dave Mottram (DM); Sally Stephens (SS); Malcolm Turner (MT); Jackie Waddell (JW).

Apologies: Stuart Davies (SD)

1. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 23 Apr 24 had been passed to UPC and approved.

Matters Arising

- TH had revised and circulated the NP WG CofC and ToRs to the WG and stated that the document had been approved by UPC
- SS had prepared a separate Call for Sites Notice for the Redhorn News and mentioned that the update of the Urchfont Parish Meeting had been done by the Clerk in the previous edition.
- Other matters arising are discussed in the following paragraphs.

2. CALL FOR SITES

LJ had provided a map for site identification which was used for later discussion – see item 6. SS reported that as at the date of this meeting, there were just 3 site submission forms completed; no further requests for forms had been received. She had produced a new “Call for Sites” notice. TH confirmed that UPC had agreed to an extension of the ‘Call for Sites’ deadline to 1 Sep and that the UP Councillors on the WG could contact landowners of both UWLNP undeveloped sites and potential future development sites.

Decisions:

- The new deadline of 1 Sep would be publicised
- UP Councillors on the WG would contact landowner of the undeveloped UWLNP garden at Cuckoo Corner site to establish whether or not she wished her site to go forward into the UPNP
- As the UWLNP “Sawmills” site had been refused planning permission, this site would be excluded from consideration for the future UPNP
- UP Councillors on the WG would contact landowners of potential future development sites.

Actions:

- SS would ensure that the “Call for Sites” notice she had produced would be sent to the Redhorn News for inclusion in the next 2 editions
- TH/JW would write to the owner of the garden at Cuckoo Corner to seek her intention regarding the site in the UWLNP
- DM would draft a letter to go out to landowners of potential future UPNP development sites
- Depending on the outcome of the letter above, TH/JW would organise any direct liaison with landowners.

3. 2ND QUESTIONNAIRE

MT had circulated the former professional market researcher's notes on questionnaire design and confirmed that a date had been set for WG members to attend a discussion with her on the subject (24 Jun 24, 7pm, Village Hall). He reported that a company called Smart Survey could design a basic survey and analyse the outcome for around £1,500.

JW reported that she had looked at the "Survey Monkey" website and had concluded it might be good for a basic survey, but might not be detailed enough. She added that a more refined survey at a modest cost was a possibility.

RD mentioned that he had been involved with some basic survey work and suggested that a simple survey might not allow for any necessary breakdown and cross-cut analysis of data. The question of financing the design and analysis of the questionnaire was raised; TH thought that so far, UPC had granted a budget to the WG for UPNP costs of £2,000.

Decision: Further discussion on questionnaire production and analysis would be delayed until after the meeting on 24 Jun 24.

Action: To prepare for the discussion meeting, WG members would look at the former professional market researcher's notes and the previous 2nd questionnaire for the UWLNP.

4. ANY OTHER BUSINESS

LJ raised the matter of a second presentation to the public and thought that it was prudent to book a date in the Village Hall calendar for this event. There was some discussion on UPNP stages and timescales and it was agreed that the subject matter for the presentation should include objectives, policies and housing sites.

Decision: Sat 9 Nov, 10am to 12noon, was provisionally agreed as the date for a second public presentation.

Actions: TH would make a booking for the Village Hall and confirm the details to WG members.

DM stated that the Log of Documents and "Route Map" schedule of UPNP production activities needed to be revised.

Decision: There would be separate Log of Documents and Route Map and both required an update.

Actions:

- DM would update the Log of Documents and the Route Map with input from WG Members
- KH would collate, and format the draft policy chapters into a single draft policy document.

Regarding input into the UPC website, TH confirmed that work was underway to update the website and that a resident, Pauleen Kendall, was involved with the process with the UPC Clerk. It was agreed that online access to UPNP information was important for residents.

Action: TH/JW would ask for an update on the development of the UPC website at the next UPC meeting.

5. NEXT MEETING

The next meeting would be held on 30 Jul 24 in the Village Hall commencing 7pm.

All to note

6. At the cessation of the main meeting, LJ laid out the large scale map showing the Northern area of the Parish detailing the villages of Urchfont, Lydeaway and Wedhampton. WG members pooled their local knowledge to identify the landowners of possible future development sites. See Item 2.