



DRAFT Minutes of the Urchfont Parish Council (UPC) Annual Full Council Meeting held in Urchfont Village Hall on Wednesday 10th May 2023

Present: Councillors: Moscrop (PM), Bamber (SB), Holt (SH), Gibb (HG) and Rotherford (JR)

Clerk to the Council: Lunn (BL)

Councilor for Urchfont & Bishops Cannings: Whitehead (PW)

Members of the Public (for all or part of the meeting): Mr & Mrs Botham, Mrs Mottram, Mr & Mrs Duggan, Mr & Mrs Grew, Mr Gardnor, Ms Bumbler, Mr & Mrs Simper, Mr & Mrs Stevenson, Mr & Mrs Creasey, Mr Newell, Mr Ellis, Mr Stevens, Mr & Mrs Steadman, Mrs Potter, Mr Organ, Mr Walker, Mr & Mrs Donald, Mr Taylor, Mrs Mitchell, Mrs Holt, Ms Szakalo, Mrs Woodward, Mr & Mrs Turner, Ms Castle, Mr & Mrs Smith, Ms Hammond, Ms Craddock.

A. INTRODUCTION

1. Welcome – Mark Botham (MB), as the retiring Chairman of UPC and no longer a councillor, welcomed all to the Annual meeting.

SH paid tribute to MB for his time on the Council, for his leadership and enthusiasm as Chairman and for his tireless efforts on a number of key projects including algae in Urchfont Pond. SH was sorry to see him leave. This was echoed by other councilors and members of the audience.

2. Apologies – Cllrs Hollyman (MH), Hill (TH) and Rotherham (PR)

B. STATUTORY ANNUAL BUSINESS

i. Election of Chairman (Standing Orders Clause 12a) – MB initiated the statutory business by calling for nominations for the role of UPC Chairman. SH proposed PM which was echoed by other councilors present. BL commented that all three of the councilors who have presented apologies had also suggested in writing to him that PM should be elected to the role. PM accepted the nomination.

Proposal	Proposer	Seconded	Resolution
Pam Moscrop to be elected UPC Chair.	SH	JR	AGREED unanimously

PM signed the required Acceptance of Office certificate.

Because of the small number of councilors present, BL announced that items Bii, iii and iv would be deferred to the June meeting as legally they do not need to be decided tonight.

ii. Election of Vice Chairman (Standing Orders Clause 12e) - DEFERRED

iii. Appointment of Planning Lead (Standing Orders Clause 12g) - DEFERRED

iv. Election of representatives - DEFERRED

- a. Devizes Area Board (MB and MH)
- b. Parish Trust (MB)

v. **Appointment of Internal Auditor** – BL advised that the existing internal auditor, Paul Papworth-Smith, has been the auditor for several years and is prepared to continue in this role.

Proposal	Proposer	Seconder	Resolution
To re-appoint Paul Papworth-Smith as the internal auditor	PM	HG	AGREED unanimously

- vi. **Approval of Annual Subscriptions** – To approve (22/23 costs in brackets)
- Community First – (£40)
 - National Association of Local Councils and Wiltshire Association of Local Councils(NALC + WALC) – (£507.52 incl VAT)
 - Society of Local Council Clerks (SLCC) - (£186)
 - Local Councils Update - (£75)
 - ICO – (£35)

Proposal	Proposer	Seconder	Resolution
To approve all of the above annual subscriptions	PM	JR	AGREED unanimously

End of Statutory Annual business

C. **PLANNING** – See Separate Minutes

D. MAY FULL COUNCIL MEETING

1. **Declarations of Interest** – SB declared a non-pecuniary interest in item 5b – Financial Assistance Application from Community Shop

2. Time set aside for Public Participation and External Reports

Malcolm Smith commented that whilst the gulley cleaner was seen in the Village last week, it only addressed 2 drains and not the many others that remain blocked and cause flooding as soon as it rains heavily. He has reported blocked drains on My Wiltshire without a great deal of success. SH commented that MB and MH regularly report drain problems in the UPC Highways report submitted to WC. Whilst not wanting to make excuses, PW commented that the size of mainly older drains is a problem not just in Urchfont but across Wiltshire which has around 80,000 drains. Problems have to be prioritized by road importance / threat to housing and then addressed by a relatively small maintenance team which is being increased. This team is also responsible for gritting and removing weather caused tree damage. PW regularly clears drains outside his property in Urchfont, he recommended resident DIY action if at all possible to minimise problems.

3. Minutes of the Meeting of the Council held on 14th April 2023

Proposal	Proposer	Seconder	Resolution
To approve and sign the Version 2 of the minutes unchanged as a true and accurate record of the meeting.	PM	SH	AGREED with one abstention due to absence from meeting

4. **Action List Status Review and Update Reports from the Minutes of the meeting held on 14th April 2023** – BL displayed the latest action list which had been amended following updates from councilors.

5. Finance

a. **To receive a Financial Statement and Bank Reconciliation as at 30th April 2023** – BL confirmed that all councilors had received these documents prior to the meeting. The accounts for the first

month of the financial year are in good order. BL asked councilors to ratify the displayed list of April payments which appear on the Bank reconciliation.

Proposal	Proposer	Seconded	Resolution
To ratify the list of payments made in April 2023.	PM	SB	AGREED unanimously

b. New project proposals 2023/24

i. UPEG Activity - Whilst UPEG had only used a small amount of their 22/23 budget, SB suggested that funds will be required this year and proposed that a budget of £2000 should be approved.

Proposal	Proposer	Seconded	Resolution
To approve a budget of £2000 for UPEG activities during 23/24.	SH	SB	AGREED unanimously

c. Proposal for financial assistance from the Community Shop (See Appendix II on website version only) – Bill Donald (BD) was invited to present the Shop proposal and made the following presentation based on his script below supported by on screen slides.

“Sponsors - I’m very glad to tell you that both Sarah Bamber and Pete Rotherham are sponsors for this financial assistance request.

Our Plan - Back in October I presented our ideas for relocating the shop’s stockroom and toilet, to make life easier, safer and more comfortable for our volunteers. I mentioned that I might come back and ask for funding, so following your full support with our planning application and following full agreement with both Wadworth and Building Regulations here I am.

Why are we doing this? 5 main reasons to discuss...Health and Safety, Stock Control , Sales, Financial Savings, Toilet Improvement

Health & Safety - The vast majority of our volunteers are over retirement age and access to the stockroom, particularly in bad weather is difficult. The stockroom isn’t big enough for our needs and gets very congested so is perhaps an accident waiting to happen. When a volunteer is out in the stockroom, this leaves us vulnerable with only one volunteer in the shop. In retail, ideally deliveries should go straight into a stockroom. For us this is impossible and stock gets placed on the shop floor, becoming a hazard. Our hope is that in the main all deliveries will go straight into the new stockroom. We have other stock holding in cupboards above the shelves. This stock is only accessible on step ladders which many of our volunteers find impossible, and dangerous, so we hope the new stockroom will reduce our reliance on this space. Finally, the current toilet door opens blindly into queuing Post Office Customers which is not ideal. We plan to change this by having the door open into the new stockroom.

Stock Control - This project will provide the opportunity for better stock control, improving stock rotation and reducing the likely hood of stock going out of date. A future aim is to improve our frozen food offering with a freezer for stock in this location.

Sales - Improved stock control will lead to increased sales, less waste and more profit.

Financial Savings - Currently the stockroom has to be air conditioned in summer to prevent our chocolate from melting! This is not efficient and will not be required going forward, hence reducing our electricity consumption

Toilet Improvement - We accept that we have to have a toilet though it does have minimal use. The new toilet area is a more hyenic alternative, will not open onto the shop floor and be less disruptive to trade. I’d like to preempt any questions asking if the shop toilet is a public toilet. It is not. However, it is available to anyone on request.

Costings - A lot of the work will be done by volunteers hence reducing the total cost significantly. Materials are estimated at just over £2,000 with labour and other professional fees estimated at £1,000, Totaling some £3,100

Why should the Council support the shop? - The shop was voted the 2nd most important Village asset in the last Neighbourhood Plan, second only the Pond which is well supported financially by the council as you know. It’s a lifeline for many in the village and those in the wider parish and surrounding areas. This development will support the needs of the volunteers to make their time at the shop easier and safer. If we don’t offer a safe and happy place to work we won’t attract the volunteers needed to run our shop. Ongoing investment in retail is essential, we can’t keep still. This year we have already had to rebuild our back-office

PC and replace an aging till. We may also have to replace one of our less efficient freezers at a cost of over £1,000. The shop is unlikely to make a surplus this year especially with our anticipated electricity costs increasing by about 50%.

Before I finish, I would just like to respond to the letter from Mr Myers to the Council - I think I've illustrated clear and justifiable reasons for this project and indicated that the volunteers, the shop and the Parish will benefit from a new stockroom. You've also heard from a number of both volunteers and customers supporting this project. Mr Myers has inaccurately quoted the shop as having reserves of £31,000. Our retained earnings are £31,000, however, this includes the value of the stock along with the working capital in the current account that allows us to buy stock. In reality we have £18,000 in our savings account. We have been using this reserve over the past couple of years, investing and improving the shop which many of you know. The committee and I feel that as a minimum, we need to keep in our reserves double our stock holding which is about £15,000. As we are getting close to this figure we are asking for this Financial Assistance. Mr Myers has suggested that this application does not comply with UPC Financial Assistance rules. The clerk has assured me this is not the case.

Thank you"

The Chairman closed the meeting for public participation

Nicky Hammond pointed out that signage for the shop toilet keeps changing, it is for disabled people to use on request. She expressed the view that the shop is successful and should pay for the upgrade works itself, why should the works be funded out of public funds. She recommended that UPC should reject the application. PW disagreed, the shop is a key community asset, it is fundamental that UPC support it. If the shop should close it will never reopen as is the case in several other local villages. PM summarised the letter of objection (displayed on screen and attached at Appendix II on the website version only) from David Myers as requested. BL added that he had received seven letters of support (briefly displayed on screen and attached at Appendix II on website version only).

Liz Turner supported the shop application, recognizing the extent of volunteer effort and time involved in its operation.

Ian Walker, a shop volunteer, totally supports the application. He considered the outside toilet to be a significant improvement and noted that he was not aware of anyone being refused use of the current toilet. He could not understand the opposition being raised by David Myers who he did not believe currently used the shop.

Anthea Turner emphasized the importance of the shop to the Village and the work of the volunteers; she fully supported the application.

Mary Craddock stated that if the shop closes, then the Village will also lose the post office.

The Chairman reopened the Council meeting

SH commented that he did not like the tone of the objection from David Myers, especially the bold type emphasis. It is good that the shop is looking to improve its facilities and storage, he totally supported the application. JR considered this a good project and totally supported the application. He wondered whether the toilet door could have a code lock to facilitate access. BD did not like this idea, he considered that once known the code might increase usage in and out of hours, leading to increased maintenance time and costs. SB was pleased to note the level of support tonight and in writing and emphasized that if the shop had to close for whatever reason, it would likely never reopen, a great loss to the community SB also reiterated that the improvements would significantly benefit the volunteers and did not agree with a lot of comments made by Mr. Myers.

Proposal	Proposer	Seconded	Resolution
To pay the requested contribution of £1500 towards the Community Shop modification works as approved by WC Planning	SB	HG	AGREED unanimously

d. Proposal for financial assistance for upgrading pond electrics from Scarecrows Committee – David Stevens, Chair of the Scarecrow Committee, had gained approval at the last meeting to upgrade the electrics on Pond Green to facilitate more power availability to events such as Scarecrow Festival. He now sought a funding contribution from UPC of £880 + VAT to partially cover the cost of the work which

had already been completed by Richard Harris. BL stated that UPC required a certificate from the electrician to confirm appropriate compliance, David Stevens confirmed that he can provide this.

Proposal	Proposer	Seconder	Resolution
To approve a contribution of £880 + VAT for the upgrade of Pond Green electrics.	SH	JR	AGREED unanimously

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

a. Clerks Report – no update to report or clarification required.

b. Councillor reports

i. UPC Highways Report May 2023 – no update provided in the absence of MH

7. Councillor Vacancies – BL confirmed that UPC currently has 3 vacancies following the retirement of MB & MT following the April meeting and the subsequent resignation of RS. Notice of Vacancies have been published by the WC Returning Officer, UPC will be informed in due course whether vacancies will need to be filled by an election, at UPC cost, or via co-option. BL is aware of one potential applicant, but this is on hold pending the notification of the appropriate recruitment mechanism.

8. Celebrating the Coronation 2023 – SB suggested that UPC should record a vote of thanks should be expressed to Roger Chadwick and the Scouts for the excellent and very successful weekend events which were attended by a lot of people. The floral crown on Pond Green received over 200 likes on Facebook. A lot was achieved during the volunteering event on Monday, a lot of people got involved with several projects including a lot of work being undertaken at the Church.

9. Urchfont Parish Neighbourhood Plan – (See minutes of last WG meeting at Appendix III – on website version only) - SB reported that a draft consultation document is being prepared by the Working Group (WG) which will be submitted to UPC for approval at their June meeting. This document will then be used as the basis of consultation in the community.

10. Parish Meeting – BL confirmed that the meeting will be held on Saturday 20th May 2023 with the following agenda:

Setting up the Hall - 5.30pm

ACTION: FC/44/23 - ALL

Drinks and Nibbles – 6pm – TH to organise & purchase supplies

ACTION: FC/45/23 - TH

Meeting Starts – 6.30

Opening of the meeting by the newly elected Chairman

Parish Council Report – Mark Botham and Martyn Hollyman

Dogs in Farmers Field – what do the electors think? – Sarah Bamber

First Responders – is it a good idea for the Parish – John Rotherford

Talk by Philip Whitehead

Open Forum

BL emphasized that this is not a Parish Council meeting, it is a meeting for the community to hear presentations and more importantly express views on their ideas and suggestions for improvements.

11. Proposed bus stop at the end of Crooks Lane – SH confirmed that agreement had been reached with WC for the bus stop to be reinstated subject to a formal application from the Clerk and painting of white lines and bus stop markings on the road. PW challenged the latter requirement as this is not needed or necessary.

ACTION: FC/46/23 – BL

(Post Meeting Note: Formal application made to WC on 14th May 2023)

12. Location of new Foxley Fields Notice Board – SH confirmed that he had approached the Snook

family to see whether they will allow a notice board on their land opposite Foxley Fields, he is awaiting a definitive response.

13. Update on Current Issues not covered by above agenda items – None raised.

14. External Meetings – None reported.

15. Other Reports from Councillor's

i. **Grass Area at the end of The Orchard** – SB suggested that Susan Fosbury, a keen local gardener, could help with planting. It was pointed out that Superior plants had offered to supply plants free of charge, SB thought that these might be in pots rather than for ground planting. SH reiterated that Royston Thomas, who lives in the Orchard in consultation with UPEG had been asked to consider the way forward on this issue.

16. Items for Future Agenda

- i. Cemetery - to resolve the problem of vehicles encroaching onto graveyard grassed area and damaging the surface.
- ii. Footpath adjacent to Fir Tree Cottage - there is a small section of grassed area on this small stretch of footpath which is now devoid of grass due to being constantly walked on - consideration of removing grass section and replaced by tarmac.

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

Date of Next Meeting: Wednesday 14th June 2023 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO MAY 2023 UPC AGENDA

a. CLERK'S REPORT

i. **Finance** – Copies of the Financial Summary and Bank Reconciliation at 30th April 2023 will be distributed to all councillors prior to the meeting. The accounts are in good order, the first of two Precept instalments have been received from Wiltshire Council.

ii. **Project Budgets** – Proposals for project budgets in 2023/24 need to be approved by Council prior to any expenditure. Whilst I have included some budgets in the Financial Summary approved in the prior year for ongoing projects, other project budgets need to be discussed and confirmed at the May meeting.

iii. **CPRE Best Kept Village Award** – I have submitted the entry form for the 2023 competition along with a profile booklet of the village and maps. I have updated information on judging timings in the May edition of Redhorn News.

iv. **Councillor Vacancies** – Formal vacancy notices have been published following the retirements of Mark Botham and Malcolm Turner, a further notice will be published on 6th May following the resignation of Rhodri Scanlon.

Unfortunately we are currently in a period during which new councillors cannot be recruited to the Council by any means to fill the current vacancies (now three). This is because the formal Vacancy Notices issued by the Returning Officer, Wiltshire Council Electoral Services have an end date of 15th May 2023 (for two vacancies) and 26th May 2023 (for the third) at the earliest to determine whether new councillors will have to participate in an electorate requested election or can be co-opted directly by the Parish Council. In the former case, elections will not be held until around July 2023 (at a cost to UPC), in the latter case we can consider co-option as soon as WC give me the approval to proceed in this way.

Bob Lunn, Clerk to the Council

b. COUNCILLORS WRITTEN REPORTS

HIGHWAYS REPORT MAY 2023

Wiltshire Council Documentary approval has been received for Speed Indicator Sign installation on B3098. Quotes have been received and equipment ordered. Currently awaiting agreement for installation date.

LHFIG meeting was attended by both me and Pam Moscrop. All 3 current applications are progressing successfully.

Cllr. Martyn Hollyman

Application from the Community Shop for Financial Assistance

The following is an extract from the application:

The Community Shop and Post Office provides the residents of the Parish and beyond a range of groceries, including bakery, dairy, a range of fresh pies and newspapers. The shop is run by the community for the community and is classed as a 'community asset'.

The Project: To relocate our stockroom from an external outbuilding to inside the shop to improve accessibility to stock and safety for the volunteers. To enable this, we will relocate a seldom used accessible staff toilet.

Project Benefit: From a Health and Safety perspective this will greatly improve the working conditions of all our volunteers. From a business perspective this will improve stock control and enhance our financial status. The new location of the accessible toilet will improve availability for all on request.

Council Sponsors: Sarah Bamber and Pete Rotherham

Anticipated Project Cost: £3,100

Financial Assistance sought from the Council: £1,500

We will use our reserves to partly fund the project.

Bill Donald Community Shop Association Chairman 24th April

Letters of objection to the Community Shop Proposal – From David Myers

I wish to object to the Application from the Community Shop for Financial Assistance - item 5c on the Agenda.

I have read the Urchfont Parish Council 'Financial Assistance Policy and Procedure', which sets-out the criteria to be met by those seeking financial assistance from the Council, and I've also read the extract from the Community Shop's application, included with the on-line Agenda for this meeting.

My arguments against this application:

- **There has to be a clear and justifiable need. There is no clear and justifiable need to move the toilet.** There's currently a perfectly usable storeroom, which has worked for the last 18 years. IF further storage is required, the space allocated for the toilet could be used, at minimal cost. I would question how using the existing toilet area for stock improves safety for volunteers. Presumably, there will still need to be shelving, which will have to be reached?

'Stock control' is the process of ensuring that appropriate amounts of stock are held, to be able to meet customer demand, while keeping the costs associated with holding stock to a minimum. Stock records are part of the EPOS till system. Moving the toilet to provide a different storeroom won't improve stock control.

Where the stock is stored does not, and cannot, "enhance a business's financial status". This is purely down to how it trades. There is no relationship between where goods for sale are stored and how much profit or loss is made.

Access to and from this proposed new store will, surely, be hampered by customers queuing for the Post Office at times. Are they going to be required to wait outside, possibly in the rain, while

volunteers deal with a new delivery?

At the recent AGM, the Chairman said he wanted to stop volunteers having to go outside for stock, so there would always be two people in the shop. But someone can go outside to the toilet, or the freezers, or the gas cage? This is different from going to the current storeroom? Isn't the requirement for there to be two people on the premises, rather than necessarily inside the building?

• **The Parish as a whole has to be seen to benefit.**

There won't be any benefit to the Parish as a whole. Moving a STAFF ONLY toilet and resiting a storeroom cannot possibly bring any benefit to the Parish as a whole and nothing in the Application suggests otherwise.

IF this project brings any benefits at all, it will only be for the Shop itself. The general population of the Parish most probably won't even be aware of it and certainly won't benefit as a result.

• **The project proposal will need to demonstrate a clear need for funding.**

The proposal does not demonstrate any need for funding. Under the Shop's Rules (no. 49), any trading surplus should firstly be applied to a general reserve **for the continuation and development of the Association**.

The Balance Sheet presented at the shop's AGM in April this year, showed that there was more than £31,000 in this Reserve, with over £27,000 in the bank account. It is, therefore, very evident that the Shop can fully finance this from its own resources, created for such a purpose, and there is absolutely **no clear need for funding from** UPC and no justification for expecting the Council-Tax payers of the Parish to contribute to the cost.

Any financial support given comes from our Council Tax and, unquestionably, were this application to be approved, it would impact on us in the UPC charge next year, something which I (and, I feel sure, many others), would be very unhappy about.

The Council has Rules for the granting of financial assistance and must abide by them. This application does not meet those rules, so **must** be rejected.

In conclusion, it's not a case of whether the project should go ahead (that is a matter for the Shop Committee), but that Public money should not be given for it.

David Myers
5th May 2023

Letters / Emails of Support of Community Shop Proposals Received

1. From John Pownell

I really just wanted to send you a note registering my total support-and asking for yours.in the matter of repositioning the toilet in the Community Shop. I gather there is some opposition to this proposal. Honestly, I cannot understand what possible objection there could be.

It makes total sense to me -whereby it would free up some much needed additional space and provide a smart new loo to boot.

I am an avid supporter of the Community Shop which has been remarketed and re-energised most successfully over recent months ,and is a lifeline for many people. It is a huge credit to the Village

So a new loo cannot possibly cause any offence.

I really hope we can all count on the support of the Parish Council in this matter.

Kind Regards

John Pownall

2. From Elizabeth Milner

I am in favour of the shop project to relocate the toilet and store cupboard. I consider there are five reasons to make such a move.

1. Having a toilet within a food shop has hygiene risks
2. Moving the store cupboard inside the shop will reduce staff having to go outside in adverse weather
3. It will also eliminate the need to heat or cool the external store to maintain produce in changing environments
4. With the store within the shop deliveries can be processed more efficiently and shelf topping-up more easily
5. It also enables the "2 staff in shop" security requirement to be maintained

I trust the application can be approved and that a grant can be provided towards the costs.

I would appreciate confirmation this document will be included in meeting agenda Regards,

Elizabeth Milner

3. From Malcolm Turner

I would like to register my support for agenda item 5c (Proposal for Financial Assistance from the Community Shop).

I understand that this funding will contribute to the cost of repositioning the toilet and, hence, increasing the available space for stock within the shop and making it easier for stock access by volunteers. The proposed work will also help to decrease electricity costs as the current outside stock room has to be air-conditioned in summer.

Many volunteers work extremely hard to keep the shop running for the benefit of the whole community and anything that can be done to assist with the long-term viability of this valuable asset should, in my opinion, be fully supported.

Best regards Malcolm Turner

4. From Peter Cook

I very much support the proposal to convert the present WC into a store room and to re-site the WC to a space outside but connected to the shop. When plans for the shop were first proposed many years ago, I was surprised to find a WC incorporated within the shop with the door opening directly into the shop space, but as the plans had been drawn up by an architect, passed by Kennet District Council and completed by a builder,

I assumed I was out of date and that they knew the Planning rules and Health and Safety concerns. At times when I have worked in the shop it has been obvious that ventilation in the WC is not up to the job and on other occasions some users do not dress themselves properly before emerging from the WC.

The proposal to change around the 'rooms' in the shop meets with my full support. It makes good sense to move the WC into a less prominent space with better ventilation and to move the stores into the immediate shop area which improves security and conditions for those stores and is a more practical solution for running the shop than the setup at present. Having the bulk of stores in one place aids management and volunteer staff and ultimately a better service to the Community.

To me it is good, straight forward common sense, and I most strongly support the change round. If I am unable to attend the Parish Council Meeting when this matter is to be considered I would be grateful if you could read out my support.

Peter Cook

5. From Wendy Castle

Good morning

I would like to register my support for the funding request from the Community Shop towards the relocation of the toilet.

The current position of the toilet within the shop area where there is food, is not ideal. It could be considered a hygiene risk. Moving the toilet to the area just outside the shop into the current storeroom area would eliminate this risk.

It would also make it easier for anyone wishing to use the toilet to do so.

As a volunteer in the shop, having the store cupboard inside makes sense for a number of reasons.

It currently has to be temperature regulated to stop stock spoiling in hot or cold weather. This comes at a cost. Having stock inside the shop area would eliminate this need.

It would also make dealing with stock much more efficient.

We would not have to leave the shop to collect stock. Rules state there should always be 2 people in the shop for security reasons.

We would not have to go outside in bad weather.

I hope the request can be approved and the funding granted.

Kind regards

Wendy Castle

6. From Liz Woodward

Dear Bob

I hope I am not too late to register my support for the Community Shop's application for funding towards the project to move the existing toilet and create a new internal store? I understand the funding application will be considered at tomorrow night's meeting of the Parish Council.

The proposed relocation of the stockroom to inside the shop and create a new toilet is a very sensible plan in my opinion and will benefit everyone who works in the shop. As a volunteer I know that the current outside stockroom isn't ideal - it's difficult to see customers entering the shop, volunteers can get very wet/cold putting stock away or replenishing shelves. Also the current toilet isn't ideally situated - it's too close to food items and it's not very pleasant for anyone to use.

Moving the store to inside would remove the need to run a separate heating/cooling unit, which is necessary to prolong stock life in certain weather conditions. This must be sensible with such high energy prices.

The proposed changes would, when implemented, improve conditions for all the volunteers working in the shop. Stock will be more easily accessible for all volunteers - and it should make stock control easier. And it will be easier to put new stock away after delivery. It will also mean that volunteers don't need to leave the shop for several minutes in order to retrieve stock items, therefore safer for all.

The Community Shop is there for all members of our community should they wish to use it. Volunteers (who are all members of our local community) give their time freely to keep the shop going. Any proposal to improve working conditions and safety for volunteers should be supported wherever possible in my opinion - without volunteers there would be no shop, we might not have a Post Office and the whole village would suffer. And it makes business sense to improve stock control and reduce energy consumption.

I hope the Parish Council will be able to support the application for funding.

Kind regards

Liz Woodward

7. From Stephanie Szakalo

Dear Bob,

I am writing to express my total support for the shop and its claim for financial assistance to create a new and more effective store cupboard. I would therefore be grateful if this email could be read in support of that application at the forthcoming UPC Meeting (please could you acknowledge receipt?).

The area in question represents a large, valuable space within the footprint of the main shop building and is completely under utilised.

It's current use as a toilet is both a waste of this valuable space and opening into a food store creates a serious hygiene risk (and privacy issues).

Man handling weighty stock from the shop floor to the current outdoor storage area can be very difficult, particularly so in inclement weather.

There is currently insufficient, accessible storage space in the shop; using steps and lifting heavy products into overhead cupboards is not only difficult but impossible for some of the volunteers

Access to a larger, better designed and utilised storage space will allow easier processing of deliveries and better management of stock

It will also eliminate the need to use costly air conditioning during warmer weather

As a community shop, it is vital that we continue to improve the way that it operates to ensure that it can be run efficiently and effectively into the future. Volunteers are already committed to providing their time for free in completing this community project, already reducing potential costs. And so I would urge you to support this application.

Many thanks

Kind regards

Stephanie Szakalo

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 25 APR 23 IN URCHFONT VILLAGE HALL

Present: Simon Holt (SH) Debbie Carr-Jones (DCJ) Rob Dolan (RD); Trevor Hill (TH); Linda Jennings (LJ); Ken Mortimer (KM); Sally Stephens (SS)

Apologies: Stuart Davies (SD;) Dave Mottram (DM)

Welcome to new member

A new member- Debbie Carr-Jones - was introduced and welcomed by all in the Group.

These minutes have been produced to reflect the order of discussion rather than that on the Agenda.

1. Minutes of the last meeting and matters arising

The minutes of the last meeting held on 28 Mar 23 had been approved by the WG and passed to UPC.

Re item 6: TH confirmed that he had contacted WC to seek advice on the 3 UWLNP updating options and the link officer appointment. To date no reply had been received. SH suggested that the WC contact officer who assisted with the UWLNP was still in post and would be a useful contact of the WG needed advice.

Decision: It was agreed that it was unnecessary to send a follow up email to elicit a reply.

Action: All to note.

Re item 7: Funds would be required to progress the UPNP and its Sustainability Appraisal.

Decision: It was agreed that with the onset of the new FY, a bid for funding might be progressed.

Action: DM would monitor the Locality website and start the application process once grants were available again.

Re Item 8: SH confirmed that the document "Progress against the UWLNP - Table 2 Progress on a Site by Site Basis" had been presented to UPC as required. There was no further action.

All to Note.

2. Election of Chair and Vice Chair of WG

There was no clear consensus on this matter. It was agreed that the Chair would have no over-riding authority and the need for a Chair was questioned.

Decisions:

- It was agreed that the WG would operate without a Chair and Vice Chair
- As Parish Councillors, TH and SH would be the WG link members with UPC - to feed back and forth as necessary.

Action: All to Note.

3. Presentation by WG to Parish Meeting

TH had circulated a draft Powerpoint presentation produced by the WG sub group (TH, RD, SS) on a Review of the UWLNP. DM and SH had submitted comments which were discussed and addressed by the group.

Decisions:

- Re slide 18: Leave the slide with the detail shown
- Incorporate the suggestion of the wording "but we are taking a bottom up approach starting with public consultation" into the community consultation slide
- Re Slide 27: It was agreed that the wording was over-complicated and should be reviewed and any reference to the 3 WC options for updating the current NP removed
- Re voting on sites - leave out any percentage figures; add statement that members of the public will have a chance to vote on sites
- Re planning for the future – add a point that "made" Neighbourhood Plans form part of WC's Development Plan and have the same legal status
- Re affordable housing – The Housing Needs Survey needs to be mentioned on a slide
- The suggestion to quote the UWLNP 89% positive referendum vote would not be included
- The current UWLNP logo should be used at the beginning of the presentation but the new logo would be used on the slide when the new UPNP was introduced (near the end)

- TH would make the presentation to the Parish Meeting on 20 May 23.

Action: TH and members of the presentation sub group would make the suggested amendments and circulate them to the other WG members before the presentation

4. UPNP Logo

In compiling a questionnaire for the UPNP, a new logo had been designed to front the document. This was presented by SH for discussion.

Decisions:

- The words "Urchfont Parish" in grey were too indistinct on the blue background
- The word "Urchfont" would be better spread across the width of the logo as the word "Parish"
- WG members would consider a change of background and type colours

Action: SH would discuss the changes required with the designer for circulation to the WG.

5. Questionnaire

a) Draft

A draft questionnaire had been prepared by SH, LJ and DM and circulated to WG members. There was a good deal of discussion regarding clarity of some questions, the length of the document, the focus of the document on development and whether residents responses should be numbered/anonymous/with an option for privacy.

Decisions on draft:

- With smaller font and spacing, the questionnaire needed to be reduced from 5 to 4 A5 pages
- Page 1, para 1, First sentence: Replace existing wording with "This questionnaire is part of the community consultation for developing a new plan".
- Page 2, top para: Change bullet point 1 to remove specified percentage; replace bullet point 2 with "Look at and promote new and existing businesses"; change bullet point 4 to explain the benefit of rural exception sites ie those outside the development boundary which will provide affordable homes only; add a point on green spaces and the countryside
- Question 3- regarding beneficial changes- remove words in brackets and replace with "including additional facilities"
- Question 4 - regarding detrimental changes – remove and replace with question 5
- For each question, - 4 answer spaces, not 5
- Remove the name and address boxes at the end of the questionnaire

Action: The WG sub group of SH LJ and DM would amend the questionnaire and circulate to other WG members before the next meeting.

b) Delivery

The distribution and collection of completed questionnaires was discussed.

Decisions:

- Blank questionnaires would be put into copies of Redhorn News – circulated to all residents
- Hard copies of the questionnaire would be numbered
- A central point for the collection of blank questionnaires and collection of completed ones was required

Actions:

- RD would liaise with the Redhorn News distributor to discuss the insertion of the questionnaire in the magazine and the areas of distribution
- SH would liaise with the shop manager to discuss the possibility of a keeping a stock of blank questionnaires and a box for completed ones

6. Wedhampton WG Member

Approaches had been made to residents but nobody had come forward to date

All to note.

7. Any Other Business

a) Ballingers development proposal

LJ had asked for an update on the present position for the benefit of the WG. SH advised that an outline planning application had been submitted for 24 houses and that it was due to be considered by UPC at its next meeting.

All to note.

b) Sustainability Appraisal

It was agreed that a considerable sum of money would be required for this appraisal. SH mentioned that AeCOM were a well know company for undertaking this exercise an LJ confirmed that it had completed the Appraisal for Corsham Town's Neighbourhood Plan.

Decision: It was agreed that a bid for funding should be progressed as soon as it is possible

Action: See Item 1.

8. Next Meeting

The next meeting would be held on 30 May 23 in the Village Hall commencing 7pm. Thereafter all WG meetings would start at 7.30pm

Action: All to note.