



DRAFT Minutes of the Urchfont Parish Council (UPC) Meeting held in Urchfont Village Hall on Wednesday 13th April 2022

Present: Councillors: Botham (MB – Chairman), Hollyman (MH), Holt (SH), Bamber (SB), Gibb (HG), Stevens (DS) and Rotherham (PR)

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. R Organ, Mr. T Hill, Ms S Sumbler and Mr. R Gardiner

A. INTRODUCTION

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

2. Apologies: Cllrs Moscrop (PM), Rotherford (JR) and Turner (MT)

B. PLANNING – See Separate Minutes

C. APRIL COUNCIL MEETING

1. Declarations of Interest: None made at the meeting

2. Time set aside for Public Participation and External Reports – It was noted that Mr. Hill wished to speak about Item 8, MB suggested that his input should be taken during discussion of Item 8.

3. Minutes of the Meeting of the Council held on 16th March 2022

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate of the meeting.	MB	MH	AGREED, with two abstentions due to absence on 16th March

4. Action List Status Review and Update Reports from the Minutes of the meeting held on 16th March 2022 – BL commented that all outstanding actions remain ongoing.

5. Finance

a. To receive a Financial Statement and Bank Reconciliation as at 31st March 2022 – End of Financial Year – BL confirmed that the financial summary and bank reconciliation as at 31st March 2022 had been distributed to all councillors prior to the meeting. At the end of the financial year the accounts remain in good order and show a healthy end of year reserve of £24,856 + CIL funds of £29,821 + £827 accrued to cover 21/22 PAYE payments due in April = £55,505. Accounts will now be prepared for internal and external statutory audit.

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

a. Clerks Report – nothing further to add or clarify.

b. Councillor reports

- i. Urchfont Community Shop Report** – nothing further to add or clarify
- ii. UPC Highways Report** – nothing further to add or clarify

7. Queens Platinum Jubilee Celebrations, including a beacon – SB confirmed that the organising group remained as SB, HG, JR and Liz Turner, no one else had offered organisational help. It was welcomed that the Lamb Inn had offered a £50 prize for the best decorated house in the Village, more details to follow. It was also reported that general planning is ongoing taking account of:

- offers of assistance in support of the event have been made from the Scarecrow Committee and Village Hall.
- 300 metres of bunting will need to be purchased as the old stock had been eaten by rodents.
- Volunteer cake baking will be encouraged post the Scarecrow weekend
- MH had spoken to Andy Hinton who has agreed to mobilize a group to organise and man a bar. A licence is already held by the Village Hall providing that the bar is located within the Hall boundary.
- A meeting with Phil Snook on 14th April regarding assistance with the Beacon on the hill which will be lit at sunset.
- Attempts to gather volunteers to organise and steward the Beacon event
- An activity spreadsheet has been prepared by Liz Turner to monitor and control preparations

8. Review and Update of Neighbourhood Plan (See Appendix II on website version only) – MB invited Mr. Hill to speak who made 3 points as follows:

a. Named sites in current plan – including named sites in a plan effectively gives perception of outline planning approval to WC, the community is on the back foot from the start. It is also assumed that the named sites have been assessed for suitability, they were not. Once sites are on a plan they cannot be removed or new sites added

b. Research of the WC website shows that there are 45 neighbourhood plans made in Wiltshire. Identification of sites within these plans is not the general rule, instead a significant number of plans do not name sites but set out policies by which a proposed application can be judged. Mr. Hill suggested that sites should not be named in the revised version of the UWLNP to allow for the identification of potential new sites judged against specific policy criteria.

c. Empowering Rural Communities expects Urchfont Parish to build 65 new properties. 1265 houses are expected to be built elsewhere, does this refer to rural communities or small villages? PW responded that he perceived this to mean windfall properties, e.g. new applications for new builds within an existing property boundary. PW will check the facts on this and report back to the Clerk. PW agreed that there is a risk in identifying specific sites within a plan.

ACTION: FC/21/22 - PW

MH sought clarification from Mr. Hill that he is proposing that developers should make proposals to be judged against policy criteria rather than against sites named within the Plan. TH responded yes and that Policy H1 should be deleted from the revised Plan. SH commented that if we do not name sites in the Plan then developers will assume that they can put forward proposals and WC planners potentially make decisions without the local community being given adequate opportunity to comment on sites in an overall context.

Proposal	Proposer	Seconder	Resolution
The next working group meeting to look at issues of identifying or not identifying sites in the revised Plan	MB	SH	AGREED unanimously

MB read out an email which had been received from Mr. Richard Hawkins (see appendix III on website version only). MB thanked Mr. Hawkins for his email. On Mr. Hawkins's suggestion that there was no need for a new housing needs survey, MB responded that since the last survey there are new people in the village who may have differing views, others may have changed their needs and views and Wiltshire Council have stated that a new plan is necessary. On the question of the current NP achieving its objectives in terms of dwelling types

and numbers, MB commented that the current plan has a further 4 years to run at which time its success can be judged, as such it is not correct to say that the Plan has not achieved the desired result at this stage. PW believed that the email does not contain entirely correct data, and there always tends to be a compromise unless you set definitive criteria.

9. Environmental Group Proposals – MB commented that Phase 1 proposals had been published in the April Redhorn News and on Facebook with a request for comments from the community, none had been received. He added that Aster had not been quick to respond to proposals for The Croft and Foxley Fields, but have now said that a licence will need to be requested. It is intended to bring forward works behind the pond wall to introduce pollinator trees and a wildlife meadow together with more interaction with the School. Flyers will be sent to all households in areas where works are proposed nearer the time. PW emphasized the need for wild areas to be properly maintained, not just left to grow wild as is the case behind the new lay-by in Crookwood Lane. BL commented that the 5 year maintenance contract is due for renewal from 1st April 2023, preparation of the tender requirement document will take place towards the end of 2022 and this must address wild planting areas.

10. Public Meeting on Speeding 11th April 2022 – MB expressed disappointment that only 14 members of the community out of over 1000 in the Parish attended the meeting on what is perceived to be a key topic of local debate. PW suggested that maybe most people do not perceive speeding as an issue. The Parish Council pledged to increase consultation with the community, but this is not a good response. MB then referred to a displayed spreadsheet (see Appendix IV attached to these minutes on website version only) which showed the results of questionnaires filled in by those who attended indicating that electronic speed signage on the B3098 and relocation of the 20mph signs at Townsend were the top two preferred options to try to improve safety. It was agreed that this subject should be included at the Parish Meeting on 24th April.

ACTION: FC/22/22 - MB

11. Parish Meeting – 24th April 2022 – It was agreed that the format of the meeting should be similar to previous years with the Parish Council giving a presentation of their achievements over the past year, PW agreed to be the guest speaker on 'What's not happening' and an opportunity for the public to comment on perceived issues and make suggestions for new ideas for the Council to consider. Refreshments will be available prior to the meeting.

12. Refurbishment of the Church Pathway – This has been successfully resurfaced.

13. Improvement of access from The Croft to the Allotments – DS proposed a request from the Allotment Association Committee for better access from THE Croft to the allotments. This would involve separating / staggering the gates and widening access routes to the allotments and cemetery. PR has agreed to undertake the work.

Proposal	Proposer	Seconder	Resolution
To improve the access to the allotment's and cemetery from The Croft at a cost not exceeding £400.	DS	MB	AGREED unanimously

MB invited Mr. Organ to speak – he suggested that a dropped kerb in The Croft facilitating easier access to the gates would also be useful. It was agreed that DS should speak to MH as this would involve a submission to CATG.

ACTION: FC/23/22 - DS

14. Outdoor gym / trim trail to celebrate Jubilee (See Appendix V from Mr. Jim Stevenson on website version only) – MH commented that he believed such a venture in front of the tennis courts could be a distraction for tennis players. HG commented that this appeared a good proposal and suggested that it might be better where the old BMX track used to be. SH believed it to be a very expensive facility, MH queried how much use it would actually get, could it be a short lived novelty. SB expressed concern about policing the four foot six inch rule, children generally do not take notice of signage. PW stated that he had liked the idea of generally siting more within the village centre (e.g. on Paddock Green), MB pointed out that the Council had already received objections from The Paddock. On the basis of comments made, it was agreed that a decision on funding or taking the project forward could not be made at this time without further community consultation. PW suggested that this could be another topic for the impending Parish meeting on 24th April.

ACTION: FC/24/22 - MB

15. Support for Ukraine - MB referred to an email received from David Kinnaird (see email at Appendix VI on website version only) which requested assistance from members of the community in relation their proposed housing of a Ukrainian family. SB suggested that flying flags in support of Ukraine is a good idea, this is being done in many other places locally. She also suggested that maybe this is a good topic for display in the telephone box, PW advised caution as the Parish Council had made a bold statement earlier about the telephone box not being used for political issues. SB asked that support for Ukraine be raised at the impending Parish meeting on 24th April.

ACTION: FC/25/22 - MB

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

a. Fly-Tipping in the allotments – MB reported that Aster are not willing to take action, he is still awaiting a response on whether it is still happening from Joyce Organ before he takes any further action. SB re-iterated the fact that someone is fly-tipping at the bottom of Old School Lane, PW stated that this should be reported to WC Enforcement via the My Wiltshire App.

ACTION: FC/26/22 - SB

b. Devizes Gateway – SH reported that he been informed that any further progress is being prevented by PURDA prior to local elections in May. PW commented that Wiltshire is not in PURDA, but this could be applicable elsewhere. He will check the position.

ACTION: FC/27/22 - PW

17. External Meetings – None reported.

18. Other Reports from Councillors

a. Farmers Field – PR reported that activities have obviously slowed down due to his injury, but he is confident that tree felling will be completed by the end of the calendar year.

19. Items for Future Agenda – none raised

There being no further business the meeting closed at 8.37pm.

Date of Next Meeting: Wednesday 4th May 2022 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO APRIL 2022 UPC MINUTES

a. CLERK'S REPORT

i. **Finance** – We have now come to the end of the financial year, the accounts are in good order. The Financial Summary and successful Bank Reconciliation will be distributed to all councillors prior to the meeting.

ii. **Internal and External Audits** – The accounts for 2021/22 will now be prepared along with required analysis and supplementary information, including the Annual Governance and Accountability Return (AGAR), for presentation to the internal auditor and subsequently to the External Auditor by their required deadline of 1st July 2022. The latter is a statutory requirement.

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. I will be submitting the required application by the deadline of 31st May 2022 and unannounced judging will take place in July.

iv. **Councillor Vacancy** – I have not received any applications or expressions of interest in this respect.

Bob Lunn, Clerk to the Council

b. COUNCILLORS REPORTS

i. URCHFONT COMMUNITY SHOP REPORT - March 2022

Since the last report in November of last year the remainder of the proposed works to the interior of the shop have now been done. This has included replacing the old and torn awnings with new ones that look much better and are easier to operate. The old lighting has been removed and energy efficient LED Lights have now been installed and some of the refrigeration units have been replaced or relocated to create more space in the shop. The electricity costs have decreased significantly in the last quarter. The outside vegetable area has been smartened up.

The changes to the opening hours that were implemented at the start of November have not resulted in any loss of trade. The first nine weeks of trading in 2022 shows that the sales are stable against the same period in 2019 (2020/2021 accounts are not a good comparison due to covid sales fluctuations).

Christmas sales were good and new initiatives such as the free entry raffle draw to win a hamper (for customers spending £5 or more in a single visit), and the sales of Christmas hampers and Christmas goods were shown to be profitable.

The new artisan bread sales have proved to be very popular and are bringing new customers into the shop on a regular basis. Greeting card sales have increased massively.

An Instagram account has been set up and is being used to post images of the shop and develop interest.

The Committee set up a Ukraine donations fund which has so far raised over £1400 for the Red Cross disaster fund.

Six new volunteers have joined the shop which is excellent. There are still pressures on the volunteers and the rota managers, as there has been a lot of sickness recently, but the shop hours have not been impacted and there is an ongoing recruitment drive to find more people willing to give up some time to help.

A long standing member of the Committee, Mally Kimber, has stepped down and retired, the Committee thanked her for her years of hard work supporting the shop.

The Committee, Volunteers and Managers are all working together to ensure that the shop remains open and is central to our community providing an essential service for so many people.

Cllr Sarah Bamber

ii. UPC HIGHWAYS REPORT APRIL 2022

- The sunken drain cover alongside Farmer's Field has now been repaired correctly. Previous temporary pothole patches have been ineffective so this is a win for us as we have been raising the issue every six months with the WC Highways engineer since 2019.
- The Paddock has just been resurfaced. Once again we have been regularly pushing for this for two and a half years since our first full Highways Survey. There are however other locations in a far worst state and higher priority so it took us by surprise as we had received no prior warning. The residents will however no doubt be pleased.
- The following actions were agreed at our meeting with Matt Perrott in March and are summarised below in an email to Matt.

1. Drains opposite Sawmills in Friars Lane and outside Yardlands.

Wiltshire Sewers requested that you are involved to support them with a more rigorous intervention as discussed. See their comments below.

Friars Lane. The drains opposite to Sawmills have been repeatedly cleared by both Cllr. Rotherham and our Parish Steward. They have been causing flood damage to Paul Taylor's drive, which is unacceptable. The Wiltshire Sewers team have now investigated and replied as follows: *THIS LOCATION IS TOO NARROW TO STOP THE TANKER – IT IDEALLY NEEDS A TEMPORARY ROAD CLOSURE SO I'VE COPIED IN THE LOCAL HIGHWAYS TECHNICIAN WHO MAY BE ABLE TO ARRANGE THIS FOR YOU.*

33 on our map. This drain was reported by a resident. It floods after a good downpour of rain. It is situated alongside Yardlands. Reply from Wiltshire Sewers, viz. *THE TEAM MANAGED TO EMPTY AND JET THIS GULLY ACROSS THE ROAD TO ANOTHER WHICH WAS BURIED AND EMPTIED THIS ENABLING THEM TO JET TOWARDS JUNCTION WHERE ANOTHER GULLY WAS LOCATED. UNFORTUNATELY, THERE WAS A BLOCKAGE THERE WHERE THE JETTER ONLY MANAGED TO GET THROUGH APPROX 1 METRE. THIS WILL NEED FURTHER INVESTIGATION AND CLEARANCE WITH A BIGGER TANKER. I HAVE COPIED IN THE LOCAL TECHNICIAN WHO MAY BE ABLE TO ASSIST WITH THIS.*

ACTION Matt Perrott to arrange this

2. Pond Green Verges

Your predecessor had promised to supply us with comparative quotes for heritage kerbs opposite to the pond to help retain the damaged verge and to prevent further erosion.

ACTION Matt Perrott will arrange this.

3. Signage

You informed us that WC will not currently be replacing damaged street name signs due to budgetary constraints, although if residents or parish councils are prepared to purchase said signs, then WC will install them free of charge. ACTION Matt Perrott has agreed to send us information regarding signage and costs.

4. You stated that the NO THROUGH ROAD signs at the commencement of Cartway in Wedhampton will be replaced. These were taken down when the road was resurfaced and never reinstated.

ACTION Matt Perrott will chase this.

5. Speeding Event

We discussed various options for reducing speed in the village which we will present at our forthcoming speeding seminar.

6. Lamp Post in Friars Lane

This was knocked sideways and reported eight months ago, and has still not been reinstated. This narrow lane has no lighting and is extremely dangerous to the safety of young children returning from school or cubs, to horse riders and pedestrians who frequently travel down Friars Lane after dark.

This must be a priority.

ACTION Matt Perrott to give this urgent priority

7. Roads requiring resurfacing

Much needs to be done, and some of the areas of specific concern were the junction outside Yardlands and top of Uphill, Top Green opposite Green Farm and Redhorn Hill amongst others.

ACTION Matt Perrott to pursue these.

8. White Lines

The recent line marking team missed the following viz. Entrance to both the Croft and Manor Close, the yellow zig zags outside the village school in Blackboard Lane, and all the Slow signs.

We mentioned that if the parishioners vote to reinstate the warn road speed roundels then these will be added for when the team next visit later this year.

ACTION Matt Perrott to organise and we will inform you of the result of our speeding seminar.

9. Accuracy of Communication

This was discussed and agreed upon.

Cllr. Martyn Hollyman

APPENDIX II TO APRIL 2022 UPC MINUTES

Notes of Urchfont, Wedhampton and Lydeaway Neighbourhood Plan Working Group meeting on 28th March 2022

Present:

Mark Botham (MB), Simon Holt (SH), Malcolm Turner (MT), Martyn Hollyman (MH)

1. What will WC offer by Way of support

MB to contact Michael Kilminster – post meeting SH contacted Michael Kilminster in the course of registering Urchfont for a housing needs analysis survey

2. Additional Skills needed and who might provide it.

MB and SH to contact the individuals concerned to ascertain if they would be willing to contribute to the NP revision

3. Agree Terms of reference

MB to update TOR with elements such as change control and the need for transparency etc.

4. How are the current sites working out

Covered by the spreadsheet issued by MH at the last UPC meeting

5. Housing Needs Analysis

SH to kick off the process with WC- this has been done on 30th March

6. How many houses do we need?

See housing needs analysis above + A meeting with Steve Corbin is required MH and SH

7. Infrastructure review

Invite specialist to undertake this task at the appropriate time.

8. Review of Development boundary if required

Ongoing – precise path to be decided

9. Can we find Rural Exception Sites if required

Start activity once the housing needs survey is completed

10. Proposed sites

Commence activity to identify new sites – start in 2 to 3 months time with advertising for sites plus requests from landowners

11. Look and feel of the revised plan

SH and MH to discuss with Steve Corbin or Michael Kilminster.

Prepared by Cllr Mark Botham

Comments re agenda item 8 – ‘Review & Update of Neighbourhood Plan’ and related ‘Notes’ in Appendix II – From Mr Richard Hawkins

I offer the following comments for consideration at the 13th April 2022 meeting during discussions at agenda Item 8. My comments are annotated as per the Appendix II agenda document.

5. Housing Needs Analysis – A Housing Needs Survey was carried out in 2013 and its findings detailed on page 16 of the Neighbourhood Plan. It is difficult to see how the findings relate to the houses finally provided. Is a further analysis really needed with the expense and effort required?

Page 15 of the Neighbourhood Plan states:

‘Housing size and type will be expected to reflect the community’s needs. Evidence has shown that the need of the community is for smaller homes, which are suited to meet the requirements of young families and older people. Therefore, it will be expected that new development proposals will show the largest proportion of homes as 2 and 3 bedroomed. Given the trend of an ageing local population, schemes which provide homes for specifically older people will be supported’.

The table below shows the housing provided to date: 7 houses as 2 and 3 bedroomed and 9 houses as 4 bedroomed. The bungalows are large and more suited to be priced in the 4 bedroomed category. There are therefore 11 large houses and only 7 smaller houses showing that the aims of our Neighbourhood Plan, ‘showing the largest proportion of homes as 2 and 3 bedroomed’ have not been achieved even after conducting a housing needs survey!

	Peppercombe	The Beeches	Uphill	The Bottom	Total
2 Bed	0	0	2	0	2
3 Bed	0	2	3	0	5
4 Bed	5	1	2	1	9
Bungalows	0	1	1	0	2

Our Wiltshire Councillor has explained to us that we cannot dictate what developers build so what is the point of a housing needs analysis/survey anyway?

10. Proposed Sites – Allocating sites has not achieved the aims of the Neighbourhood Plan and perhaps a different approach should be adopted. Our revised Plan should clearly define the size, type and number of houses required and any planning application put forward should be required to comply with those details. The development boundary should only be adjusted when a ‘compelling’ application, meeting the Plan requirements, is submitted.

Most of the completed sites to date require access via the inner village road network increasing dangers to pedestrians, horse riders, cyclists and others. Future development should be restricted to sites adjacent to the B3098 to limit the further impact on the inner road network.

Richard Hawkins

12th April 2022

APPENDIX IV TO APRIL 2022 UPC MINUTES

Statistics gathered from Speed Meeting Questionnaire

Options	For	Tolerate	Against
Raw data			
Road width restriction	2	7	9
Rumble Strips	2	4	12
Speed Bumps	3	3	12
Electronic Speed Signs on B3098	16	2	0
Re Paint Road Speed Roundels	13	4	1
Re-activate Speed Watch	14	4	0
Volunteer for speed watch	4		
Windmills flowers bikes duck signs	9	7	2
School message	14	4	0
Re-site Townsend 20 mph signs	15	3	0
Options			
Top 6	Rank	Number	
Electronic speed signs on B3098	1	16	
Re-site Townsend 20 mph signs	2	15	
School Message	3=	14	
Re-instate speedwatch	3=	14	
Re-paint roundels	5	13	
Windmills flowers bikes duck signs	6	9	

PROPOSAL - OUTDOOR GYM

By Jim Stevenson

For. A lasting reminder of the Queens 70 years on the throne.

 A fitness Centre free for village use, suitable for anyone over about 4' 6" (1.3 M) tall.

 25 year guarantee on the main structure.

Against. Cost up to £12,000

 Maintenance contract, about £450 per annum.

 MIMBYism.

I have done a small survey of villagers of all ages to ask their views on this project and where this outdoor gym should be sited. It requires quite a small piece of grassland with good access for all. Suitable sites are the lawned area between the Paddock and Bowdens. This has good access, is flat and well lit.

Top Green which is a suitable size but is used for other functions. This also applies to the area around the pond.

The village playing field - there is an area of flat grass between the tennis courts and the children's play area which would be ideal for an outdoor gym but it does lack lighting.

School age children I have spoken to think it is a great idea as they cannot afford gym membership and wish to exercise when it suits them and at a level set by them.

Younger adults were in favour if they already exercised but were indifferent until they could try it. Several young mums said having it beside the children's play area would enable them to exercise while their children were playing and were very much in favour. Several mentioned that Kaye Sherman, who lives in the High St. takes pilate's classes at the village hall and exercise classes every Sunday morning on the playing field. I have yet to speak to her but believe she would be in favour and the kit used by her classes.

People of my age generally thought it was a good idea and a gym would be an asset to the village. The playing field site was preferred because several of them said they did not want to be watched while exercising.

I was initially in favour of this Gym being in the Paddock but a strong reaction by some of the residents has made me favour the village playing field. Rowdyism, drunken behaviour and noise were given as reasons not to place it here. I don't believe the Gym would initiate this sort of behaviour, but I report this in the interests of fairness to them.

So my recommendation is for a modest outdoor gym, maybe about 10 or 12 pieces of kit, to be installed in the village playing field next to the children's play area and alongside the tennis courts, ideally lighting should be installed.

The price I quoted earlier includes a site survey, preparation of the site and installation of the equipment.

I will undertake a more detailed proposal when and if the funds are approved.

Prepared by Jim Stevenson

Support for Ukraine – Email from David Kinnaird

On 3 Apr 2022, at 16:29, David Kinnaird <davidkinnaird@gmail.com> wrote:

>

> Hi Bob and Mark,

>

> I wonder if it would be possible to show our support for Ukraine in some way by flying the flag (as Devizes Town Hall has done) or perhaps by decorating the phone box. Driving through Wiltshire today many villages had the flag flying somewhere and it feels like the right and supportive thing to do.

>

> On a more practical side, just to let the PC know that we are in the process of hosting a family of 5 subject to visa approval (11 days so far) and will keep you updated on progress. Lisa has a WhatsApp group running for sponsors (9 names so far) and anyone who wishes to offer support (lifts, shopping etc). Perhaps you could share this and let anyone know that if they wish to join to text Lisa! 07471136688

>

> The PC might also want to think about how the PC can support any Ukrainian guests that do arrive and note also the possibility of "community" sponsorship.

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> Grateful if the above could be discussed at the next meeting if possible.

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> Best as ever,

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> Slava Ukraine!

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> David