



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 8th November 2023

Present: Councillor's: Moscrop (PM - Chair), Bamber (SB), Gibb (HG), Rotherford (JR), Holt (SH) and Shears (SS)

Councillor for Urchfont & Bishops Cannings: Whitehead (PW)

Members of the Public (for all or part of the meeting): Brenda Potter

A. INTRODUCTION

1. Welcome by the Chair – PM welcomed all to the meeting.

2. Apologies: Cllrs Hill (TH) and Rotherham (PR)

B. PLANNING – See Separate Agenda

C. NOVEMBER FULL COUNCIL MEETING

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

2. Time set aside for Public Participation and External Reports – Brenda Potter noted that some private properties in Urchfont are placing large stones or post and chain fences along grass verges in front of their property to prevent cars mounting the grass verge. PW commented that these are not allowed on land owned by Wiltshire Council, including verges in front of some properties, and will be removed. If such obstructions on Council owned or private land damage vehicles, then it will be the responsibility of the property owner to pay for repairs.

3. Minutes of the Meeting of the Council held on 18th October 2023

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting.	HG	SB	AGREED with 2 abstentions due to absence from the meeting.

4. Action List Status Review and Update Reports from the Minutes of the meeting held on 18th October 2023 – BL had distributed a copy of the outstanding action list to all councillors prior to the meeting, the following updates had been subsequently identified:

PM confirmed that Acorn had been contacted about the lay-by (71/23)

TH had put up the CPRE Award on the Old Post Office (72/73)

Update on speed indicators – see item 7 below (75/23)

Reintroduction of Speed Watch posted in November Redhorn News (76/23)

In addition, SB confirmed that the UPC Highways Survey had been submitted to Northern Highways, PW suggested that it would be more appropriate to send this directly to the new Area Highways Engineer West – Andy Cadwallader.

ACTION: FC/81/23 - SB

5. Finance

a. To receive a Financial Statement and Bank Reconciliation at 31st October 2023 – BL confirmed that the Financial Summary and Bank reconciliation at 31st October 2023 had been distributed to all councillors prior to the meeting. BL reminded councillor's that we are now seven months into the financial year and so there is a need to ensure that all future or planned spend is progressed.

Proposal	Proposer	Seconder	Resolution
To ratify the details of spend during October 2023 as shown on the Bank reconciliation.	PM	SH	AGREED Unanimously

b. Proposal from WI to use CPRE BKV prize money for new village planters – an email received from the WI requesting funding to replace tired Village planters had been circulated to all councillors prior to the meeting, WI had suggested that this could utilize CPRE BKV prize money. BL confirmed that UPC had received a total of £350 prize monies from CPRE. Councillors supported this request and made the following proposal:

Proposal	Proposer	Seconder	Resolution
To approve WI spending of up to £350 for new planters, invoices to be submitted to UPC.	PM	SS	AGREED Unanimously

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

a. Clerks Report – no clarification or update required.

b. Councillor reports – None submitted.

7. Speed Indicator Signs on the B3098 – JR reported that he had spoken to Geoff Potter who had the sign and had been asked to erect posts in positions on the B3098 agreed with WC Highways. The sign has yet to be constructed and has not been tested. BL suggested that Martyn Hollyman should be consulted if there any issues or uncertainties because he negotiated the deal and will have a copy of the contract requirement including warranty information.

ACTION: FC/82/23 - JR

8. Reintroduction of Speed Watch – BL confirmed that he had circulated an email from David Myers to all councillors prior to the meeting expressing his view that based on his experience Speed Watch does not work. PW commented that whilst he agreed with the views expressed by Mr. Myers, these related to the period prior to the appointment of the new PCC who is encouraging a much more positive and practical relationship between the police and Speed Watch volunteers. BL also confirmed that he had two expressions of interest in the re-introduction, Derek Milner and Joanne Lawton. It was agreed the PM would contact Wiltshire Speed Watch coordinators to seek information and guidance on setting up a new volunteer group and HG would contact those who have expressed interest to ensure that they understand the likely commitment.

ACTION: FC/83/23 – PM / HG

9. ROSPA Inspection of Urchfont Recreation Ground – Following receipt of the report, SB reported that observations had been further investigated and the following actions taken / recommended:

- All signs have been cleaned.
- One litter bin is damaged and is recommended for replacement.
- A picnic bench and bench in the shelter is damaged, PR has quoted £150 to repair.
- Plastic caps have been replaced where noted as missing.
- Some of the play equipment is dirty and requires cleaning, SB will contact a specialist cleaning company in Salisbury in this respect.
- Some equipment needs maintenance, Playdale have quoted an inspection fee of £150 + VAT to identify and potentially repair minor issues. This will be refunded if further items are purchased.

Proposal	Proposer	Seconder	Resolution
1. £150 to be approved for PR to repair benches.	SB	SH	AGREED Unanimously
2. £150 + VAT to be approved to facilitate Playdale to inspect their equipment in the playground.	SB	PM	AGREED Unanimously

10. Urchfont Parish Neighbourhood Plan – SH reported that around 60 people attended the public consultation meeting on 4th November 2023 to listen to a number of presentations on progress of the new Plan review and participate in interactive sessions to confirm and develop community views. Of particular interest was a presentation to improve understanding on affordable homes. SH commented that Wildman’s Garage may submit a planning application next year, the site is still in the current NP. JR confirmed that he had received questions from members of the public about someone measuring up the site recently. PW was of the view that Wiltshire Council are unlikely to allow a change of use application for this site away from its current commercial status. PM thanked the NP WG for organizing and undertaking a very successful consultation meeting.

11. UPEG – SH indicated that there is a basic problem with UPEG in that there appears to be little community interest in the activities of the WG apart from within the seven WG members. Attempted interactions with residents of The Orchard and Walnut Close have produced very minimal interest. SH will contact Superior Plants who have in the past offered to supply plants for the entrance verges to The Orchard.

ACTION: FC/84/23 - SH

12. Wildflower Planting – SH commented that the community do not appear to have bought into the concept, they are content to see nice, planted areas but are not interested in getting involved with planting or maintenance. BL commented that where daffodils die back in grassed areas, the UPC maintenance contractor just cuts them back as part of his grass cutting task, maybe this could be extended to include other wildflower planted areas. SH confirmed that wildflower planted areas are in front of the Pond wall, at the entrance to Manor Close and on the verges of Blackboard Lane. Maybe SH could speak to the contractor to clarify what can and cannot be cut back to ground level as part of his grass cutting activity.

ACTION: FC/85/23 - SH

13. Community Notice Board at Community Shop – SB commented that discussions were still ongoing in relation to this board, the proposal will be outlined at the next meeting.

ACTION: FC/86/23 - SB

14. Urchfont PC & Community Website -Referring to the suggestion made at the last meeting by Bill Donald that the current website should be updated and modified to facilitate more direct access for local clubs and organisation’s to update their own pages, having considered this further PM expressed the view that most organisations already have their own websites / Facebook pages which are or can be linked to the website. PM went on to say that she is loathed to allow any independent access which might compromise the fundamental Parish Council sections. On this basis she stated that the website would not be reviewed and modified to include multiple user access. SB reiterated the need for shop information to be updated in a timely manner, PM said that a link would be put on the website to the Shop Facebook page. SH asked whether he could have access to provide planning application information, but debate suggested that ease of access to the WC website planning pages negated this duplication of information.

15. CIL funding from Hazel Green Development – BL stated that with the assistance of PW he had now received forms to apply for these funds from WC. In the meantime, he had already paid Geoff Potter for the work contracted by UPC to improve access to Oakfrith Pathway. PW suggested that BL should apply for funds to cover both the Oakfrith Pathway works and the work contracted by the School for the path inside the playing field. Whilst he had been encouraging the School to claim and pay the contractor, this had not happened to date for various reasons.

ACTION: FC/87/23 - BL

16. Crookwood Lane Lay-By – BL confirmed that he had submitted a letter from the Chair to Acorn Developments regarding the unsatisfactory repair of the lay-by following utility works. They had requested photos of the state of the lay-by prior to works taking place for comparison purposes. PW has provided

photographic evidence.

17. Wedhampton Defibrillator – PM reported that the defibrillator had been sent to the supplier to investigate the problem and suggest a way forward, a response is awaited. In the meantime, a portable machine is available from the 1st Responder in Wedhampton.

18. Update on Current Issues not covered by above agenda items – PM reported that she had been contacted by Market Lavington Surgery to advise that they are terminating their lease for the surgery in the Village Hall. This is primarily as a result of having to staff the new Medical Centre in Devizes. They have given an assurance that they will continue to undertake house visits to anyone who is unable to get the Market Lavington Surgery. Seen as a key facility within Urchfont, SB expressed the view that this was not a good decision, this view was supported by Brenda Potter.

19. External Meetings – None reported.

20. Other Reports from Councillors

- i. **Road signs** - JR pointed out that the 20mph repeater sign in Crookwood Lane outside Vincent Cottage is obliterated by overhanging shrubbery. PW pointed out that this should be reported on the Wiltshire App or to the Parish Steward who will act to clear.
- ii. **First responders** - JR commented that the Ambulance Service believed that four 1st responders are needed to cover the Parish, currently we only have two – Caol Blood and Neil Jones. An advert will be put in the December Redhorn magazine calling for volunteers. It is hoped that Scarecrow's will provide at least some funding for much needed equipment.
- iii. **Gritting of County roads** - PW reported that WC gritters are out and about practicing their routes for when the colder weather arrives. He further advised that only about 50% of roads in the County are gritted, these are normally the main commuter routes linking key towns, villages etc. These routes are published on the WC website, and he encouraged all members of the public to view the website before setting out on a journey when the roads are likely to be icy or snow covered.

21. Items for Future Agenda – none.

Date of Next Meeting: Wednesday 13th December 2023 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO NOVEMBER 2023 UPC MINUTES

a. CLERK'S REPORT

- i. **Finance** – Copies of the Financial Summary and Bank Reconciliation on 31st October 2023 will be distributed to all councillors prior to the meeting. The accounts are in good order.
- ii. **Information Commissioner's Office** – our annual Data Protection certificate with the ICO has been renewed with effect 2nd November 2023.
- iii. **Outstanding Actions** – An updated action list will be distributed to all councillors prior to the meeting.
- iv. **Councillor Vacancies** – The Council currently has THREE vacancies.

Bob Lunn, Clerk to the Council

- b. **COUNCILLORS WRITTEN REPORTS** – None submitted.

APPENDIX II TO NOVEMBER 2023 UPC MINUTES

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 24 OCT 23 IN URCHFONT VILLAGE HALL

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

Apologies: Stuart Davies (SD)

1. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 26 Sep 23 had been approved by the WG and passed to UPC.

Matters arising:

Item 2b.

- RD had designed a graphic which depicted the relative importance of issues raised by the community questionnaire.
- TH and LJ had produced and circulated a list of issues raised by residents in the questionnaire, highlighting the top 10 for each question. In addition, they had circulated a list of issues consolidated under subject headings - housing development; traffic/movement issues; community facilities; protection of the natural environment and working environment.

Decision: The A4 sized graphic produced by RD the 2 lists of issues produced by TH and LJ were acceptable to WG members and would be used in the 4 Nov presentation event.

Actions: See Main Item 2 - Presentation – below.

Item 4.

SH confirmed that UPC had objected to the Ballingers planning application but that there was no firm future date for WC to make a decision.

Item 6.

There was no progress to report on the creation of a UPNP page on the UPC website.

It was agreed that for the time being, use could be made of the existing UWLNP website area and the issue would be reviewed in the future.

SS had contacted the editor of the Redhorn News but was unable to report any progress on establishing a publicity area in the magazine for the UPNP. It was agreed that the matter would be revisited in the future. It was confirmed that if the Ballingers application was approved, that number of houses would count towards the outstanding balance of the UWLNP and towards the number in the new UPNP.

All to Note

It was unclear whether there was any publicity about the 4 Nov presentation on Facebook.

Action: TH would speak to the publicity expert in the village to ensure that there was an ad for the event on Facebook.

2. PRESENTATION DAY

LJ had circulated a suggested format for the 4 Nov presentation as follows:

- Powerpoint presentation

- a) Welcome and purpose of the event
- b) Introduction of the NP WG members
- c) Format for the morning
- d) What is a Neighbourhood Plan?
- e) Affordable Housing
- f) Results of Questionnaire
 - Refreshment break and resident's tables discussions on 3 topics
 - Debrief from resident's groups by a group representative
 - Next Steps
 - Closing statement

TH stated that he had suggested to members of UPC that it would be a useful event for them to attend and suggested that the Chair of UPC would be ideal to open the meeting. There was discussion about equipment, timings and who would do what. SD had circulated his section of the presentation on affordable housing. DM volunteered to put together the Powerpoint presentation.

Decisions:

- The suggested format for the event was agreed
- The "scrolls of analysis" would be placed on the notice board with the picture and lists of issues raised by residents
- On each resident's discussion table there would be a flip chart sheet, marker pen, a list of issues raised by residents, the RD picture of issues and a list of the existing UWLNP objectives
- The Chair of UPC would be asked to open - and possibly close - the event
- DM would coordinate the Powerpoint presentation
- All NP WG members would take part in the event
- There would be an attendance sheet
- Attendees would be asked to save questions until the end of the presentation.

Actions:

- TH would contact the Chair of UPC to seek her attendance and brief input to the presentation
- LJ would deal with points b) c) and d) of the presentation
- SD would speak on point e)
- TH would speak on point f)
- SH would describe Next Steps
- LJ, SD, TH and SH would send their componets of the Powerpoint Presentation to DM
- DM would put together the whole Powerpoint presentation and circulate it to WG members before the event.
- DCJ, KM and SS would be responsible for the provision of tea, coffee, water and possibly biscuits
- All WG members would attend the tables for resident's discussions
- LJ would provide attendance sheets
- All WG members would meet at 9am in the Village Hall to set out the room and set up the presentation.

3. SITE IDENTIFICATION

It was agreed that there was a need to build a matrix to assess the various merits of development sites that would come forward. However, it was felt that, at first, the UPNP objectives and possible policies should be set out and publicised following on from the consultation event. The impact of an approval for Ballingers was mentioned and there was some discussion about the process by which other development sites might come forward. It was agreed that this issue would be discussed in detail in the New Year.

All to Note

4. ANY OTHER BUSINESS

There was no other business

5. NEXT MEETING

The next meeting would be held on 28 Nov 23 in the Village Hall commencing 7pm.

All to note.