



A Full Council meeting of Urchfont Parish Council will be held on WEDNESDAY 12th June 2024 at 7pm in the Village Hall Conference Room.

Councillors are reminded of their duty to attend this meeting, and to consider their decisions in the light of the legislation on Discrimination, Crime and Disorder and Biodiversity. Members of the Public and Press are welcome to attend the meeting but are reminded that they have no legal right to speak throughout the meeting except during the Public Participation item on the agenda or when specifically invited to speak by the Chairman. Such participation will normally be limited to three minutes each unless extensions are granted at the discretion of the Chairman.

Alternatively, if you do not wish to attend any of the meetings in the Village Hall for whatever reason, you can submit an email representation to the Clerk on any issue or concern that you wish to have read out at any of the meetings on any of the agenda items below.

Bob Lunn

Clerk to the Council

Email: clerk@urchfont-pc.gov.uk

6th June 2024

AGENDA

A. INTRODUCTION

1. Welcome by the Chair
2. Apologies
3. Co-option of Councillor(s) – to consider valid application(s)

B. PLANNING – See Separate Agenda

C. JUNE FULL COUNCIL MEETING

1. Councillor Declarations of Interest
2. Time set aside for Public Participation and External Reports
3. Minutes of the Meeting of the Council held on 8th May 2024 – to approve.
4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 8th May 2024
5. Finance
 - i. Financial Statement and Bank Reconciliation as at 31st May 2024 – to review.
 - ii. Financial Spend Items during May 2024 – to ratify.
 - iii. External Audit - Annual Governance Statement for 2023/24 – to approve

- iv. **External Audit - Annual Accounting Statement for 2023/24 - to approve**
- 6. **Lead Councillor, Working Groups, Clerk & other written Reports (attached at Appendix I on website version only) – to consider.**
 - a. **Clerks Report**
 - b. **Councillor reports**
 - i. **Highways**
- 7. **Parish Meeting – 18th May 2024 – feedback and to consider observations made**
- 8. **Speed Indicator Signs on the B3098 – to receive an update.**
- 9. **Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix II on website version only) – to receive an update.**
- 10. **UPEG Daffodil Planting Proposal (distributed to councillors 1/5/24) – to consider proposal.**
- 11. **CPRE Best Kept Village Competition – to receive an update**
- 12. **The 'Big Help Out' 2024 – to receive an update**
- 13. **Update on Current Issues not covered by above agenda items.**
- 14. **External Meetings.**
- 15. **Other Reports from Councillors**
- 16. **Items for Future Agenda (not identified from agenda items above)**

Date of Next Meeting: Wednesday 10th July 2024 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO JUNE 2024 UPC AGENDA

A. CLERK'S REPORT

i. **Finance** – Copies of the Financial Summary and Bank Reconciliation on 31st May 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.

iii. **Insurance** – I have renewed the UPC Insurance which was due on 1st June 2024 under year two of the Long Term Agreement with Community First Insurance.

iv. **Internal and External Audit** – All the required documentation is with the Internal Auditors and is due back prior to 28th June so that I can submit papers to the appointed External Auditors, P K F Littlejohn, by their deadline of 1st July 2024. A fundamental part of the external audit requirement is completion and approval by UPC of the AGAR return which will be distributed to all councillors prior to the meeting.

v. **CPRE Best Kept Village Competition** – An application has been submitted and acknowledged for Urchfont to be included in the Lawrence Kitching 'Winner of Winners' element of this competition. Unannounced judging will take place sometime during July 2024.

Bob Lunn, Clerk to the Council

B. COUNCILLORS WRITTEN REPORTS

i. Highways report for June 2024

Parish Meeting

The Highways presentation included,

- How to report issues in relation to the highways through using the My Wilts App.
- The work of the Parish Steward
- Liaisons with Scarecrow Committee, LHFIFG and the Area Board.
- The Green was mentioned as it has been damaged twice since being reinstated, and the question was asked "How do we best protect the Green?"

Meeting with our Highways area engineer

I requested a meeting with the Highways area engineer and that took place on 21st May. TH also attended the meeting.

We discussed what do highways have in hand from previous lists that have been submitted.

Drains /Gully clearance have been listed for work as and when they can be scheduled

The Cycle Barrier is to be removed at the bottom of school lane pathway, to allow mobility access to the path.

New replacement street name signs have been ordered for Foxley Fields, The Paddock and Green Gate Road.

Japanese Knotweed has been reported to Highways, on the top pathway at Stonepit Lane, the engineer will look into whose responsibility it is to deal with it and make sure it is actioned.

We discussed the link road from the A342 to the B3098 (Foxley Corner to the Potato Yard) and the poor condition it is in, this has been recognised by the engineer as needing major maintenance, with patching work to the sides of the road being required. He believes there will be extra funds becoming available for C class roads of which this road will be placed as a priority.

Pathways in The Croft are to be looked at as they are in a poor condition.

The road to the north of the Green (Top Green) adjacent to Green Farm it to be patched.

Sewer Leak – Fryers Lane

On Friday 30th May whilst on my dog walk, I noticed water seeping out of a manhole cover and flowing down the hill in Fryers Lane. Firstly, I called the highways dept who informed me it was a Wessex water problem, so I reported it to Wessex water with a risk of polluting the nearby stream. They responded very quickly sending a team out within 2 hours to deal with the problem and returned on Saturday morning to wash down the area. The problem was also reported to Bob by a member of the public.

Please continue to report potholes and highways issues on the "My Wilts" app, even if they are in the above areas.

Cllrs Andy Stephens and Trevor Hill

ii. Defibrillator update

The major replacement costs start in 2026/27 however £2000 is being held in reserve in the Parish Trust and £500 is being requested on an annual basis from the scarecrow funds. There may need Parish council financial support in Future, and we will monitor the situation accordingly
The Wedhampton unit has been replaced but costs not clarified - will send an update when received.

iii. First responders

We are still planning to recruit two more First responders so Advertising has started in Redhorn news and posters will be placed in certain locations in the Parish plus we need Face book awareness during July

iv. Recruitment

Advertising is continuing in Redhorn news, but we need to update the advert for July . We have another applicant which we hope to adopt plus a further possible person who we are working with to join during late summer – Bob Lunn has agreed to hold an induction awareness session for new councillor's date to be agreed

Cllr John Rotherford (items ii to iv)

APPENDIX II TO JUNE 2024 UPC AGENDA

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 28 MAY 24 IN URCHFONT VILLAGE HALL

Present: 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); Rob Dolan (RD)

Jackie Waddell, also a Parish Councillor, was welcomed to the NP WG
LJ reported the resignations of Debbie Carr-Jones and Simon Holt and WG members wished to record a vote of thanks to both for their work.

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

- It was reported that the presentation made at the UPC meeting by SS, supported by KH and DM, had been very successful - without any queries being raised.
- Other matters arising are discussed in the following paragraphs.

2. COFC AND TORS

TH stated that it had been suggested that the NP WG CofC and ToRs should reflect those of UPC. There was discussion about the number of NP WG members attending meetings with landowners, organisations and the public. JW read out details from the UPC Planning CofC which was specific about there being a minimum of 2 councillors present at discussions with external parties. KH suggested that the WG could adopt the UPC CofCs and ToRs.

Decision: The present NP WG CofC ToRs should be revised to take account of UPC's instructions

Action: TH would revise the existing NP WG CofC and ToRs in line with UPC's instructions and circulate drafts to WG members before the next meeting.

3. CALL FOR SITES

SS reported that as at the date of this meeting, 3 site submission forms had been requested and 2 had been returned with requests for confidentiality - at least until 31 May. A question was raised about the actions to be taken if insufficient development sites came forward to accommodate the requisite 34 homes. The Group agreed that having a choice of sites to present to the community was important.

The deadline for site submission was very close, but as the "call for sites" posters had excluded the deadline date, and currently, the call for sites had likely produced insufficient results, it was felt prudent to extend the submission period. Further liaison with landowners needed to be considered and it was felt that UPC should decide on how this might be taken forward. Action on the undeveloped sites listed in the previous UWLNP was also discussed. SS felt that it was important to have a visual representation of any potential development sites.

Decisions:

- Seek agreement and approval from UPC for WG to extend 'Call for Sites' deadline
- Request that UPC contact landowners of undeveloped sites identified in the UWLNP to seek advice if they wish the sites to be included for consideration for the UPNP
- Seek approval of UPC (as the 'Authority') for its councillor representatives on the NP WG to contact landowners of potential sites bordering the current development boundary as to whether they wish the sites to be considered for the UPNP
- Produce a base map to show potential development sites

Actions:

- TH/JW would seek the approval of UPC for the above decisions
- LJ would produce a map suitable for identifying potential development sites.

4. PUBLICITY

LJ stated that she had spoken with UPC Clerk who would be happy to receive word documents for inclusion on UPC'S website, and for the UPC page in the Redhorn News. SS asked what should be included for the next edition of the Redhorn News and it was agreed that rather than use UPC page, there would be a separate NP entry mainly focussing on the call for sites.

KH had produced and circulated a very useful glossary of land use planning terms.

TH reported that there was an ongoing project to update the whole Parish website. There followed some discussion on items which could be included on a revamped NP page, including the minutes of the NP WG meetings, the WG presentations made to the community, the glossary of NP planning terms and the 2ND questionnaire.

Decision: For the next edition of the Redhorn News, the NP entry would focus on the call for sites and also include a short summary of the WG presentation made to the community at UPC's 18 May AGM.

Action: SS would submit a NP update, as above, to the Redhorn News editor to meet the next edition.

5. 2ND QUESTIONNAIRE

WG members had considered the 2nd questionnaire produced for the previous UWLNP. It was concluded that whilst it covered most of the required topics, there was a need to tighten up on the variety of subject material so that the UPNP 2nd questionnaire would be confined to land use issues.

MT had given the 2nd UWLNP questionnaire to a former professional market researcher for comment and produced her notes on the subject. It was clear that her input would be very useful.

There was agreement that the 2nd questionnaire should be available for completion in hard copy format, and also ideally, online - which might encourage input from younger members of the community.

JW stated that there were organisations available that would set up questionnaires online and mentioned a company called 'Survey Monkey'.

Decisions:

- The former professional market researcher should be involved in the preparation of the 2nd questionnaire
- The feasibility of an online questionnaire should be investigated

Actions:

- MT would advise possible dates for WG members to meet to discuss the 2nd questionnaire with the former professional market researcher
- JW would investigate the cost and viability of engaging a company to set up an online questionnaire with a response facility.

6. DESIGN GUIDE

LJ had circulated a first and second editions of a Design Guide produced by Simon Holt. It was agreed that detailed consideration of this document should take place at a later stage when each of the UPNP sections were discussed in depth.

All to Note.

7. ANY OTHER BUSINESS

KH asked if there was a document showing timescales for the preparation and submission of the UPNP.

Action: DM would forward the latest version of the timescales spreadsheet to KH.

Housing section evidence

KH had used a recent local site traffic impact assessment to gauge the effect of new development on traffic flows in the Urchfont area. With the proviso that the outcome could only be used as a very rough guide, it was felt that the traffic increase generated by proposed future development in the Parish would be minimal.

All to note

JW and TH would be attending a Wiltshire Council Planning Forum meeting on 25 June 24.

All to note

8. NEXT MEETING

The next meeting would be held on 18 June 24 in the Village Hall commencing 7pm.

All to note the change of date.