



DRAFT Minutes of the Urchfont Parish Council (UPC) Annual Meeting held in Urchfont Village Hall on Tuesday 18th May 2021 (Version 1)

Present: Councillors: Day (GD – Retiring Chairman for Items A,B,C and D1 only), Botham (MB), Hollyman (MH), Stevens (DS), Rotherham (PR), Bamber (SB) and Turner (MT)

Clerk to the Council: Lunn (BL)

Councillor for Urchfont & Bishops Cannings: Whitehead (PW)

Members of the Public (for all or part of the meeting): Mrs M Kemp, Mr. R Kemp, Mr. L Cowen, Mrs C Cannon, Mr. T Hill, Mrs G Hill, Mrs B Potter, Mrs L Turner, Mr. G Day (post Item D1), Mrs V Day, Mr. S Clayton, Mr. P Cook, Mr. R Pirie, Mr. D Kinnaird, Mrs F Botham

A. Acceptance of Office Formalities for all councillors following election – As this was the first meeting since the election on 6th May 2021, all councillors signed their Acceptance of Office documents in the presence of BL (Clerk and Proper Officer)

B. APOLOGIES – All councillors present.

C. Welcome by the Chairman of the retiring Council – GD welcomed all to this first meeting of the new Council, his role as the retiring Chairman is to seek nominations for and oversee the election of the new Chairman. He will then join his wife in the audience, but not before wishing the new Council members good luck for their term of office.

D. STATUTORY ANNUAL BUSINESS

1. Election of Chairman (Standing Orders Clause 12a) – GD called for nominations for this post. MH proposed MB on the basis that he had been a good Vice Chairman and had actively led or participated in a number of significant initiatives. MB signified that he was prepared to accept nomination. GD called for any further nominations, none were forthcoming.

Proposal	Proposer	Resolution
To elect Mark Botham as Chairman of UPC	MH	AGREED unanimously

1A. Welcome by New Chairman – MB welcomed all to this first meeting of the new Council, in particular he thanked GD and the other retiring councillors for all the good works that they had undertaken during their term of office. He asked the audience to understand that the new Council may take time to get in full operational effectiveness with guidance from BL, but that they will improve.

2. Election of Vice Chairman (Standing Orders Clause 12e) – MB called for nominations, in the absence of any MB proposed MH as the Vice Chairman. MH accepted the nomination.

Proposal	Proposer	Resolution
To elect Martyn Hollyman as the Vice-Chairman	MB	AGREED unanimously

3. Appointment of Planning Lead (Standing Orders Clause 12g) – MH proposed MT for this role, MT accepted the nomination. No other nominations were made.

Proposal	Proposer	Resolution
To appoint Malcom Turner as Lead Councillor for Planning	MH	AGREED unanimously

4. Election of representatives

a. **Devizes Community Area Planning Partnership** – PW commented, recognising that DCAP has not very often met in the past, believed that it had now been disbanded. BL suggested, and it was agreed, that this should be checked before a representative is nominated.

ACTION: FC/19/21 - BL

b. Devizes Area Board

Proposal	Proposer	Seconded	Resolution
That the Chairman should represent UPC, or in his absence the Vice-Chairman	MB	MH	AGREED unanimously

c. Parish Trust

The Chairman closed the meeting for public participation

Mrs Cannon stated that the constitution of the Parish Trust includes the Chairman of UPC as an ex-officio member.

The Chairman re-opened the Council meeting

Based on the above statement, MB confirmed that he will represent UPC at Parish Trust meetings.

5. Appointment of Internal Auditor – BL confirmed that Paul Papworth-Smith, of PPS Chartered Accountants, had been undertaking this role very well for a number of years and recommended that he be reappointed.

Proposal	Proposer	Seconded	Resolution
To reappoint Paul Papworth-Smith as the UPC Internal Auditor	MB	MH	AGREED Unanimously

6. Approval of Annual Subscriptions

- a. **Community First - Invoice for 2021/22 received for £40**
- b. **National Association of Local Councils and Wiltshire Association of Local Councils(NALC + WALC) – Invoice received for 2021/22 - £411.47 + £82.29 VAT = £493.76**
- c. **Society of Local Council Clerks (SLCC) - (20/21 = £149)**
- d. **Local Councils Update - (20/21 = £75)**
- e. **ICO – (20/21 =£35)**

Proposal	Proposer	Seconded	Resolution
To approve all subscriptions a-e inclusive.	MH	DS	AGREED Unanimously

End of Statutory Annual business

E. PLANNING – See Separate Minutes

F. MAY COUNCIL MEETING

1. **Declarations of Interest** – None declared at the meeting
2. **Time set aside for Public Participation and External Reports** – MB sought confirmation from the audience that no members of the public wished to speak.
3. **Minutes of the Meeting of the Council held on 14th April 2021**

Proposal	Proposer	Seconded	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting	PR	DS	AGREED, two new councillors abstained

4. **Action List Status Review and Update Reports from the Minutes of the meeting held on 14th April 2021** not covered as separate agenda items below – BL stated that there are uncompleted actions which have been carried out from the previous Council. He suggested that these should be reviewed at the June meeting when councillors have had a chance to consider the way forward. This was agreed.

5. **Finance**

a. **To receive a Financial Statement and Bank Reconciliation as at 30th April 2021** – BL stated that these documents had been distributed to the new Council members prior to the meeting. As this is the first month of the new financial year, he had little comment to make except that the accounts are in good order. He confirmed that the first of two installments of the PRECEPT had been received as reported in his written report. No comments were made or questions asked.

b. **External Audit - Annual Governance Statement for 2020/21** – BL confirmed that a copy of this document had been distributed to all new Council members prior to the meeting, but could not be displayed on the screen due to technical difficulties in the Hall. External audit requirements dictate that the two statements at 5b and 5c have to be considered and approved separately and in this order. This statement confirms that UPC undertook all the specified governance checks during 2020/21. No comments were made or questions asked.

Proposal	Proposer	Seconded	Resolution
To approve and sign the AGAR Annual Governance Statement for 2020/21.	MB	MT	AGREED Unanimously

c. **External Audit - Annual Accounting Statement for 2020/21** – BL confirmed that a copy of this document had been distributed to all new Council members prior to the meeting, but could not be displayed on the screen due to technical difficulties in the Hall. The statement is a comparison of finances for 2019/20 and 2020/21, the figures have to comply with a confirmed a bank reconciliation as at 31st March each year and variances between the two years have to be explained / justified in detail for audit purposes. No comments were made or questions asked.

Proposal	Proposer	Seconded	Resolution
To approve and sign the AGAR Annual Accounting Statement for 2020/21.	MB	MH	AGREED Unanimously

d. **Insurance renewal from 1st June 2021** – BL explained that UPC had entered a 5 year Long Term Agreement with Community First / Zurich in 2018, this is the 4th year renewal for the period 1st June 2021 – 31st May 2022. BL noted that some amendments need to be made to the policy, in particular to include the new storage contained in Farmers Field. In this respect BL asked for approval of the renewal quote of £1,121.56 +/- 10% so that he can renew without the need for further approval.

Proposal	Proposer	Seconded	Resolution
To renew the insurance policy at the quoted price +/- 10%	MB	DS	AGREED unanimously

6. Lead Councillor, Working Groups, Clerk & other written Reports (attached on website only) – to consider any issues arising or clarification required (if none then quickly move on to next agenda item)

a. Clerks Report – BL emphasized the fact that he had only received one application for co-option to date, the deadline for applications from anyone eligible within the Parish is 31st May 2021, including from Wedhampton which is currently unrepresented on the Council.

b. Councillor reports

i. UPC Highways – MH confirmed that the Greengate Road Sign in Wedhampton remains unreplaced, he will again hasten the WC Highways Engineer.

ii. Urchfont Pond - MB confirmed that the consultant is due to collect and test samples on 19th May.

iii. UPEG – MB confirmed that the organisation and constitution of UPEG is to be reviewed at the next UPEG meeting.

7. Dates for Future Meetings – BL suggested that the date for the next meeting is largely dependent on whether the Council wants to delay until after the next COVID Roadmap easing on 21st June, which may of course change based on latest media reports, whether they want to continue to use the main hall to facilitate public attendance with whatever social distancing is required and how they handle upcoming planning applications which may have earlier consultation deadlines (BL had already received two applications with deadlines of 1st and 7th June). If the main hall needs to be booked, then this has to take account of other user requirements and current COVID clean down requirements. BL stated that the Hall had currently offered Tuesday 8th June 2021 as another user had cancelled on this date. In considering the points made and uncertainty of ongoing COVID restrictions, MB directed that the main hall should be booked for Tuesday 8th June and that extensions should be sought for any planning applications with earlier deadlines.

ACTION: FC/20/21 - BL

8. Update on Current Parish Urgent Issues not covered by above agenda items – none raised at the meeting. BL took the opportunity to advise the audience that the agenda for this meeting had been deliberately restricted to statutory requirements and other essential items requiring approval to limit meeting time in current COVID conditions.

9. Items for Future Agenda include (not necessarily all at the June meeting):

- a. Pathway to Oakfrith Wood**
- b. Co-option of councillor(s) to fill vacancies**
- c. Monitoring Ash Dieback**
- d. Review and allocation of Lead Councillor Roles**
- e. Review of Outstanding Actions from retiring Council**
- f. Address issues raised at the Parish Meeting**

MB stated that he hoped the Council would be in a position at the June meeting to present a new mission statement and indicate possible ways forward on initiatives to improve interaction with the community.

There being no other business the meeting closed at 8.20pm.

Date of Next Meeting: Tuesday 8th June 2021 (pre-registration is likely to again be required to attend – see details on the agenda.

a. CLERK'S REPORT

i. Update on Clerk's actions from April 2021 Meeting – no actions tasked

ii. Finance – The Financial Summary and Bank Reconciliation as at 30th April 2021 will be distributed to all councillors prior to the meeting. This is the first month of the new financial year and is based on actual balances at the 31st March 2021, shows the budget agreed by UPC at the March meeting together with spend and expenditure in month.

You will note that the first instalment of the PRECEPT (£26,051.75) has been received from Wiltshire Council, the second instalment will be paid in September.

iii. Future UPC meeting dates – By the meeting I hope to have details of possible dates in June when UPC can have the main hall in the Village Hall to facilitate social distancing etc. if a meeting is required prior to 21st June.

iv. Co-option to fill vacancies – At the time of writing I have received one application for co-option, the closing date for applications to be considered at the June meeting is 31st May 2021.

Bob Lunn, Clerk to the Council

b. Councillors Reports

i. UPC HIGHWAYS REPORT MAY 2021

*Cllrs. Martyn Hollyman and Mark Botham had a meeting with Richard Dobson of Wiltshire Highways on 22nd April. The key areas discussed were:

- The footpath running from the Urchfont Dentist entrance along the High Street to opposite Church Farmhouse. Richard will prioritise it's inclusion onto his short allocation list of five when the first vacancy becomes available. It is expected to complete the resurfacing in less than six months from that date.
- Reinstatement of the verge and associated road repair opposite the village pond. Richard is sending the cost of both heritage and ordinary white kerbstones. The former are preferred to remain in keeping with the surround, but the difference will have to be borne by UPC. Once received we will meet on site with Ringway to discuss a way forward. We might have to provide topsoil and turf/plants to backfill the gap between the original verge and the new edge.
- Richard is organising a jet patcher to fill in the smaller potholes further along the road up to Redhorn Hill. Note that many were filled recently along the worst stretch.

*Wiltshire Council has now replaced the damaged Grit Bin at the bottom of Friars Lane and part filled it with salt. It will be fully charged at a later date.

*Wedhampton

- We have sent a map of Wedhampton to Wiltshire Highways asking for the road markings to be refreshed. The lines at the junctions of the A342 in particular are badly worn. The 'lines team' are expected in the parish in late May.
- We have asked the Parish Steward to investigate a potential water leak in The Cartway and await an update.
- The Gates Green Road sign remains wrecked, and we have chased and continue to chase its replacement.

*Meeting with Richard Matthews

On 4th May Cllrs. Botham and Hollyman met with Richard Matthews following his letter to Phillip Whitehead concerning a recent road incident in the High Street. We have agreed to follow up the meeting by speaking with Wiltshire Highways to discuss what the options are to prevent individuals exceeding the 20mph speed limit. In conjunction with this topic of speeding, speed signs and speed limits in the village will be discussed by the new council, and the views of the Parish will be sought.

Cllrs. Martyn Hollyman and Mark Botham.

ii. Urchfont Pond report May 2021

- 1) The pond has had a Siltex treatment during the month courtesy of DS and his hard work.
- 2) Dye has been added on a frequent basis to keep the light levels low in the water.
- 3) The plants have done a good job so far in taking up nutrients and preventing an algal bloom.
- 4) Bernice Brewster will be conducting her annual inspection and report on the pond on May 19th

Cllr. Mark Botham

iii UPEG report May 2021

- 1) The UPEG meeting of 10th May concentrated on reviewing the structure of the group going forward and the format and purpose of The Environment Event scheduled for 24th July. The key elements of the review were:
 - a. Relationship with UPC
 - b. Organisation structure
 - c. Recruitment of active volunteers
 - d. Purpose and content of the 24th July Event
- 2) There was unanimous agreement that UPEG should remain part of UPC and strengthen the relationship between the two groups. The formation of the new council is seen as the ideal time to do this. UPC to discuss at its June meeting.
- 3) It was agreed that the Chairman of UPEG should be recruited from the UPEG team as opposed to be recruited from UPC. The Chairman would report to UPC on a quarterly basis giving an update on activities completed, future plans, finance and any specific support required for projects etc.
- 4) It is likely that the current UPEG team will continue to steer the group but a delivery team needs to be established – to be discussed on Wednesday 26th May
- 5) There was general agreement that UPEG needs to encourage the Facebook Group members (and others) to become actively involved in its activities, enabling the group to deliver more benefit to the Parish.
- 6) It is proposed that The Environment Event should become more focussed on encouraging people to take an active interest and take part in UPEG activities. In fact the event could be extend to ROW and Friends of Oakfrith and Farmers Field all of which need additional volunteers.
- 7) The Environment Event should include a social aspect following the meeting (BBQ etc) to encourage conversation and engagement.

Cllr. Mark Botham