

**DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Tuesday 14<sup>th</sup> July 2021**

**Present:** Councillors: Botham (MB - Chairman), Hollyman (MH – Vice Chairman), Bamber (SB), Turner (MT), Stevens (DS), Holt (SH) and Moscrop (PM)

**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 P Moscrop (prior to co-option), Mrs B Potter, Mr. B Donald, Mr. S Payne-Kumar, Mr. P Askins, Mr. M Smith, Mr. T Hill

**A. INTRODUCTION**

**1. Welcome by the Chairman** – MB welcomed councillors and members of the public to the meeting.

**2. Apologies:** Cllr Rotherham (PR)

**3. New Councillor Co-Option** – BL said that he was delighted to welcome an applicant from Wedhampton who has lived there for over two years. For the last twenty years she has and still works in facilities management across multiple sectors and geographical locations and as such will undoubtedly have numerous attributes that she could bring to the Council table to help support the wider community. He confirmed her as eligible for co-option. When asked, Mrs Moscrop said she was keen to apply for this appointment.

Proposal	Proposer	Seconder	Resolution
To co-opt Mrs Pamela Moscrop to the Council with immediate effect.	MB	SB	AGREED unanimously

MB welcomed PM to the Council table, before taking part in the meeting she signed her Declaration of Acceptance of Office.

**B. PLANNING** – See Separate Minutes

**C. JULY COUNCIL MEETING**

**1. Declarations of Interest** – none declared at the meeting

**2. Time set aside for Public Participation and External Reports** – no members of the public wished to speak

**3. Minutes of the Meeting of the Council held on 8<sup>th</sup> June 2021**

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting.	MB	MH	AGREED with 2 abstentions (1 absent from last meeting, the other a new councillor)

**4. Action List Status Review and Update Reports from the Minutes of the meeting held on 8<sup>th</sup> June 2021** not covered as separate agenda items below – BL reported that whilst most outstanding actions remain ongoing for various reasons, a number require reallocating following the change in council members in May 2021:

FC/48/20 - Investigate potential for Hales Farm Application to facilitate move of 20mph signs

FC/10/21 - Restart discussion on Wedhampton to Planks footpath with Bill Donald & Nick Plank – PM volunteered to take this action forward.

**ACTION: FC/25/21 – PM**

FC/16/21 - Monitoring of Ash Dieback

FC/17/21 – Update JPEG Terms of Reference

It was agreed that these will be updated / reassigned at the next meeting.

**5. Finance**

**a. To receive a Financial Statement and Bank Reconciliation as at 30<sup>th</sup> June 2021** – BL confirmed that these documents had been distributed to all councillors prior to the meeting and that the accounts are in good order. He stressed that the indicated reserve at 31<sup>st</sup> March 2021 was still overstated as it is still early in this financial year, but primarily because a significant part of the projects budget had not yet been justified or approved. No questions were asked or clarification sought.

**b. Request from Wiltshire Citizens Advice for donation** – BL confirmed that a similar request had last been made in 2017 when a £100 donation was approved. In response to a question on how the CAB is primarily funded, Mr. Askins was able to advise that it is funded by central government grant.

Proposal	Proposer	Seconded	Resolution
To approve a donation of £100 to Wiltshire Citizens Advice.	DS	SH	AGREED unanimously

**ACTION: FC/26/21 - BL**

**6. Lead Councillor, Working Groups, Clerk & other written Reports (attached at Appendix 1 on website version only)**

**a. Clerks Report** – BL updated his report by stating that he had just renegotiated a new three year electricity supply contract on favorable with the same supplier as now, he had also asked for a smart meter to be installed free of charge to ensure accuracy of monthly invoices. Clear Business has supplied a Certificate of Green Energy Supply backed by wind farms supplying 100% renewable energy. MB congratulated BL on successful completion of the internal audit without comment or observation.

**b. Councillor reports**

**i. Urchfont Pond** – Trying an alternative approach to removal of the algae, MB reported that two specialist contractors had been approached who concentrate on services to parish councils and other significant water owners. A contractor has been selected and will visit on 15<sup>th</sup> July to dose the pond with 35% hydrogen peroxide (H2O2) which will kill the blue/green alga but not harm the ducks, plants other wildlife or humans. They will also then release a large quantity of live good bacteria to remove phosphates and nitrates which blue / green algae thrives on. The pond colour may change, but this can be corrected with dye in due course. BL confirmed that this work was being conducted using already approved pond project funds brought forward from 2020/21.

**ii. UPC Highways Survey** – The updated survey appears at Appendix 1 (on website only). This comprehensive survey will be discussed with the Highways Engineer shortly, but it is worthy of note that the Gullies Team have already addressed and cleared all the drain issues mentioned in the report.

MH reported that a letter from a resident about the Redhorn Hill junction being dangerous and requiring a slow sign to be painted on the roads will be discussed with the Highways Engineer. PW suggested that this is not an issue for the Highways Engineer, it should be the subject of a My Wiltshire App Report.

**ACTION: FC/27/21 – MH**

BL reported that he had received complaints about another issue concerning the safety of this junction, namely an overhanging hedge just as you turn into the road to Lydeaway belonging to the house on the corner and also cars being

parked on the verges either side of that junction which reduce visibility in both directions. PW stated that the hedge should again be the subject of a report on the My Wiltshire App which will facilitate cutting by the WC contractor. Mrs Potter advised that the vehicles probably belong to carers who regularly visit the 90 year old who lives in the house on the corner.

**ACTION: FC/28/21 – MH/BL**

**7. Surgery Information Document** – (Attached at Appendix 2 – on website version only) – MB referred to this document which had been distributed to all councillors prior to the meeting and asked whether anyone had any comments or suggested amendments, none were raised. MB emphasized that these surgery sessions will be held in private but cannot be in confidence. BL confirmed that the first surgery will be held on 6<sup>th</sup> September 2021 in the Village Hall conference Room commencing at 7pm.

Proposal	Proposer	Seconded	Resolution
To approve the document unchanged	MB	MH	AGREED unanimously

**8. UPEG** – MB reported that the date for the Boundary Bash in Urchfont has been moved to 24<sup>th</sup> July, as a result the decision has been taken to move the proposed environment event to September 18<sup>th</sup> when the peak holiday season will be over. The original purpose of the environment event is to hold a social event giving all the environmental groups in the parish the opportunity to recruit new members and increase the awareness of what they do – exact details will follow nearer the event. The groups include Rights Of Way, Oakfrith Wood, Farmers Field and Sustainable Transport. MB stressed that it is important for all to note that without new volunteers these groups could easily cease to exist. The event delay has enabled the scope of the environment event to be extended to include proposed input from the Wild Landscapes Unit of the Wiltshire Wildlife trust.

MB explained that the Wild Landscape Unit consisting of Nick Self and Chelsie Phillips specialise in working with Parish Councils to create wildlife habitats, mini meadows, mini woods and a variety of other planting schemes in green spaces of all types within villages. (For a full description follow the link <https://www.wiltshirewildlife.org/wildlandscapes>). Wild Landscapes are currently working with Alderbury Parish Council on a similar wildlife project. Follow the link to find out what is being done and see the Wild Landscapes presentation made to that community.

(<http://www.alderburyparishcouncil.gov.uk/VirDir/CoreContents/News/Display.aspx?id=38599>)

The team have advised that they can run a similar project tailored to the specific needs of Urchfont, Wedhampton and Lydeaway. This will involve a 2 day survey of the community followed by a presentation of a proposed plan to the villages at the environment event meeting on 18<sup>th</sup> September. The cost will be £600 + VAT. If the Wild Landscapes plan is adopted volunteers will be needed to assist in its implementation.

SH commented that the UWLNP includes a list of all green spaces in the Parish.

MB sought funding approval for this project to go ahead.

Proposal	Proposer	Seconded	Resolution
To approve a £600 budget to facilitate use of Wiltshire Wildlife Trust, survey, advice and presentation.	MB	SH	AGREED unanimously

**9. South Eastern Exit from Wedhampton onto A342** – Following an accident on 13<sup>th</sup> June, and alleged further two accidents at the same spot, BL had received a representation from a Wedhampton Resident to have the south eastern access point to Wedhampton be made 'Entry Only' or 'No Exit'. PW also requested that this item be put on the agenda. MH said that he had witnessed the aftermath of accidents in this location, visibility when exiting is severely restricted on a 50mph stretch of the A342. PM fully supported the proposal, it is essential that the access point is not closed altogether. PW suggested that UPC should make a case to CATG for the High Street to be made 'no exit' from about 20 yards in from the A342.

**ACTION: FC/29/21 – BL**

BL commented that he is receiving an increasing amount of information / concerns about A342 accidents and dangerous crossing points for pedestrians and horses, including the latest from a Wedhampton horse riding resident concerned about the dangers of crossing at the Ostler's Yard / Lydeaway Junction area. The latter email is also addressed to PW. Maybe all of these issues need to be considered by UPC.

**10. Tree issue on Paddock Green** – the owner of 8 Bowdens had approached UPC regarding a large branch from a tree on Paddock Green which overhangs his property blocking light and potentially being a hazard. MT and SH had visited to inspect the position and whilst the resident could legally cut the branch off within the boundary of his property the view was taken that this would make the tree unbalanced. BL confirmed that some work had been undertaken on this tree following the 2020 tree survey, but the branch(es) in question were not specified. It was agreed that quotes should be gained against a common requirement statement so that a decision can be made by Council.

**ACTION: FC/30/21 - MT/SH**

**11. Issues raised at Parish Meeting on 18<sup>th</sup> May 2021 – Councillor Email Addresses** - MB stated that the general feeling within the council is that they do not want their personal email addresses published, nor do they want a UPC email address. His personal view is that the control that sending an email to the Parish Clerk to log and transmit to the most relevant councillor(s) is key to providing a high level of customer service to the parish. Only yesterday MB complained to a potential UPC contractor that he hadn't responded to his emails only to find his response in the inbox of one of my other four email addresses. UPC is going out of its way to improve its connectivity with the village with 2 more community meetings already planned and the first surgery taking place in September.

Malcolm Smith contacted Bob on Friday last week describing the approach that Market Lavington PC take. They publish everything, photos, emails, addresses phone numbers – but only on the written approval of individual councillors. MB and BL will take a look at this approach and identify if there is anything that UPC can take from it.

**12. Update on Current Issues not covered by above agenda items**

**i. B3098 40mph Buffer Zone to East of Urchfont** – BL reiterated that this consultation proposal had been Advertised in G&H on 12<sup>th</sup> June and that the consultation period ended on 12<sup>th</sup> July. It is perhaps too early UPC to expect any notification of that consultation. PW commented that he did not expect any objections to the proposal and hoped that the work to implement the new zone would begin in late summer.

**ii. Foxley Fields Grass Cutting** – MB reported that an issue had been raised on Facebook and directly with him alleging that the grass had not been cut for some considerable time. The grass cutting is an Aster responsibility. UPC with the assistance of PW identified the correct contacts within Aster to get the grass cut. UPC now have access to the right people in Aster to assist with any future problems relating to grass cutting etc.

**iii. Obstruction of entrance to Yardlands, Urchfont** – BL reported that he had received a request from a resident of Yardlands to add comment to and submit a Highways Improvement form seeking quote "something to ensure vehicles cannot park opposite our entrance' Some clear signage no parking due to access, road markings double yellows". Council members have subsequently observed this entrance on a number of occasions and noted cars / larger vans parked opposite, the latter normally partly on the pavement and mainly at weekends. Cars appear to be exiting/entering Yardlands relatively easily even with vehicles parked opposite. However, parked vehicles may make access/exit difficult for some vehicles needing to access Yardlands, particularly larger emergency or service vehicles. Whilst a solution may be to encourage nearby residents not to park in this location, maybe with the use of signage, PW questioned what CATG is actually being asked to do. The road could be hatched, yellow lines installed or even a white line along the opposite gutter as used outside private driveway entrances, but none of this is particularly desirable in a village environment. At the end of the day if a vehicle is causing an obstruction in a legal sense, then this can only become a police issue unless it can be resolved between neighbours. CATG is unlikely to respond without a clear indication of what is expected to resolve an issue which occurs in many other areas on a daily basis. MB agreed to consider the way forward on this issue.

**ACTION: FC/31/21 - MB**

**iv. Implications of Building works at Urchfont School** – The School had notified UPC of building works commencing on 26<sup>th</sup> July for approx. 12 weeks which extends into the Autumn term. For H&S reasons the contractors have insisted that the gate from Top Green will be closed all through the summer holidays. Contractors will post a notice on the closure for health & safety reasons, closure will be reviewed at the start of the new term. Also, when necessary during term time, staff cars may be parked in the Crookwood Lane Lay-by if there is available space. The lay-by is highway and so is open for all to use on a first come first served basis. MB stated that he and SB would be visiting the School Head on 16<sup>th</sup> July to discuss a number of items, they will clarify just what gates and access will be available.

**v. Approved new litter bin for Wedhampton** – BL confirmed that the original request from a Wedhampton resident had been received in February 2021 as a result of increasing dog poo being left by owners in Wedhampton. A new litter bin was approved by UPC at their February meeting and the resident was requested to identify the desired location for the bin on 18<sup>th</sup> March, this especially because there appeared to be contrasting Wedhampton views on the need for and positioning. No response has been received despite request reminders. PM agreed to progress this issue.

**ACTION/32/21: PM**

13. **External Meetings** – none reported.
14. **Other Reports from Councillors** – none reported
15. **Items for Future Agenda include:**

- a. **Pathway to Oakfrith Wood** (To be discussed at the September 2021 meeting)
- b. **Monitoring Ash Dieback** (To be discussed at the September 2021 meeting)
- c. **Reassignment of unattributed actions** (To be discussed at the September 2021 meeting)

**Date of Next PLANNING ONLY Meeting: Wednesday 11<sup>th</sup> August 2021(if required) - 7.00pm  
Village Hall (Conference Room)**

**Date of First Surgery: Monday 6<sup>th</sup> September 2021- 7pm Urchfont Village Hall (Conference Room) The councillors in attendance will be Mark Botham and Martyn Hollyman.**

**a. CLERK'S REPORT**

**i. Update on Clerk's actions from May 2021 Meeting**

**FC/21/21** – Post new Lead Councillor roles on website – **completed.**

**FC/22/21** – With the Chairman, to organise a UPC Team Building event – **ongoing**

**FC/23/21** – With the Chairman, Review pros and cons of adopting UPC email addresses for councillors – **ongoing**

**FC/24/21** – Encourage co-option applications from Lydeaway/Wedhampton residents – **UPC article in July edition of Redhorn News and emphasis placed in 'Latest News' item on the website.**

**ii. Finance** – The Financial Summary and Bank Reconciliation as at 30<sup>th</sup> June 2021 has been distributed to all councillors prior to the meeting with this agenda. The accounts are in good order but this early in the financial year it is not possible to indicate the end of year reserve at 31<sup>st</sup> March 2022 with accuracy.

The internal auditor has completed his 2020/21 without comment or observation. He has completed his section in the external audit AGAR Part 3 which has now been submitted to PKF Littlejohn with supporting documentation prior to their deadline of 2<sup>nd</sup> July. In accordance with legislation, a Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Statement (AGAR) was published on the website on 25<sup>th</sup> June 2021 in a 'Latest News' article with a link to the Parish Council Annual Reports and Returns page. The inspection period for public viewing of accounting records is 28<sup>th</sup> June to 6<sup>th</sup> August 2021 inclusive.

**iii. Co-option to fill vacancies** – At the time of writing I have received one further application.

**iv. Smart Meter Installation** – I have authorised the FREE installation of a SMART electricity meter at the Duck House to improve the accuracy of monthly electricity billing which is very often on an estimated basis. I will be notified when the meter is going to be installed.

**v. Devizes Community Area Partnership (DCAP)** – Action FC/19/21 required me to check on the status of DCAP. The Community Engagement Manager has confirmed that DCAP has been disbanded as it is no longer supported by Wiltshire Council. The task of producing community area plans has become part of the Joint Strategic Needs Assessment which WC carries out along with each area board.

**Bob Lunn, Clerk to the Council**

**b. COUNCILLORS REPORTS**

**i. Urchfont Pond Report July 2021**

- Since the June report a specialist contractor has been identified to dose the pond with Hydrogen Peroxide (H<sub>2</sub>O<sub>2</sub>).
- Currently waiting for a date from the contractor. However, it should be in the next couple of weeks.
- The H<sub>2</sub>O<sub>2</sub> will be at a relatively high concentration such that the algae will be killed instantly. Fish, Ducks and Plants will not be harmed.
- Following the treatment with H<sub>2</sub>O<sub>2</sub> the contractor will add live bacteria to the pond that are grown specifically to multiply rapidly and take up Phosphorous and Nitrogen from the water. This coupled with the nutrient take up by the plants should starve the algae and limit the regrowth to below Environmental Agency permitted levels.
- In the meantime current levels of dye in the pond are being slowly reduced to ensure that the live bacteria, when added, have enough light to reproduce rapidly

**Cllr Mark Botham**

## ii. Highways Survey Update June 2021

This is an update of our last survey completed in January 2021. **Additions have been marked in red.** The survey does not guarantee to have covered every issue

### General

- There are many weeds growing in the gutters throughout the Parish.
- **Wedhampton. A request has been received to put a No Through Road sign at the entrance to Cartway, to stop unwanted vehicles entering in error. This will be taken up at our next meeting with Wiltshire Highways.**
- **See also No.55 below.**

### Map Reference Numbers

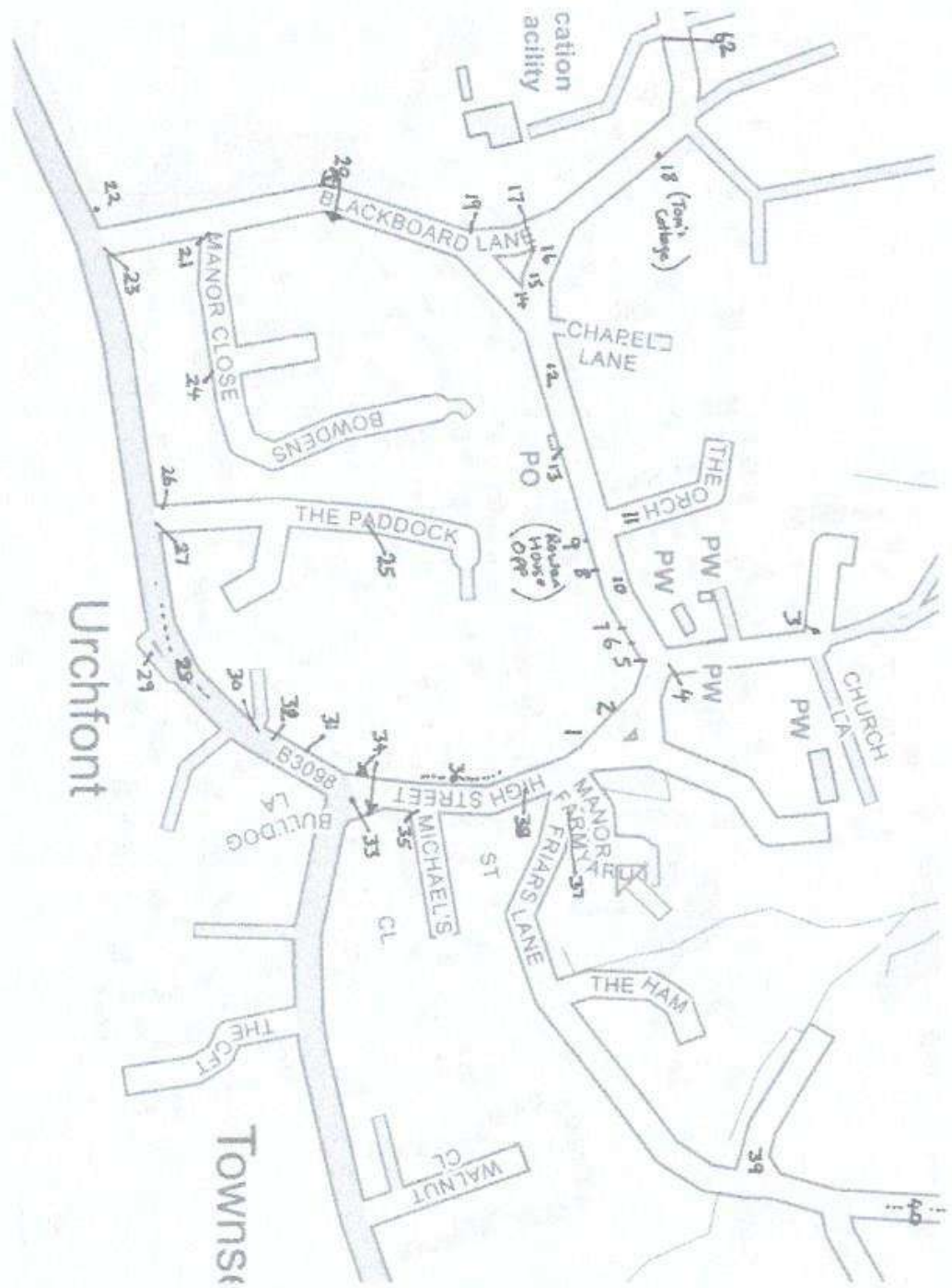
1. Beech House, High Street, severe verge recession **continues to worsen.** The road edge is badly damaged and worn, and the adjacent drain is higher than the road surface making it redundant.
2. Pathway opposite the pond is cracked & breaking up.
3. Drain blocked at entrance to Peppercoombe Close.
4. Road markings need re-painting.
- 5, 6, 7, 8 & 9. **Drains appear to be blocked opposite to and from Church Farmhouse up to Rowan House.**
10. Pavement cracking up along High Street towards Orchard Close.
11. Orchard Close. Whole road surfacing deteriorated.
12. High Street poor road surface.
13. **Blocked drain at the end of Hags Lane.**
14. Very poor road surface cracking up and needs urgent resurfacing. Adjacent to the green.
15. Verge recession, **continues to worsen.**
16. Road in very poor repair, needs urgent resurfacing adjacent to Green Farm.
17. **Wessex Water lid removal and repair has left a gaping hole which needs filling.**
18. **Drain adjacent to Tom's cottage appears to be blocked.**
19. Yellow zigzags need re-painting. o/s school entrance.
20. **Drains (x2) along Blackboard Lane appear to be blocked.**
21. Road markings worn. Corner of Manor Close.
22. **Drain on B3098 at the entrance to Blackboard Lane appears to be blocked.**
23. **Road markings at the end of Blackboard Lane need refreshing.**
24. Pavement in poor condition. Manor Close.
25. The Paddock road surface is very badly worn, and there are potholes opposite no.13.
26. Sign still damaged at the entrance to the Paddock.
27. Worn road markings at the Paddock entrance.
28. B3098 central road markings obliterated.
29. Surface broken up.
30. Road Slow Sign obliterated.
31. Footpath in poor repair. Opposite White House
32. Lay-Bye in poor repair.
33. All road markings on Townsend Triangle badly worn.
34. 20mph signs badly sighted.
35. Road surface breaking up o/s Old School.
36. Pavement in **very poor condition, and worsening.**
37. Grit Bin Messy and half buried. Top of Friars Lane
38. Speed roundels badly worn and unreadable.
39. Triangular verge wrecked by traffic.
40. Despite many repairs having been done recently, the **road from Uphill House up to Jasmine Cottage remains in a poor state, and requires resurfacing**
41. **Road requires resurfacing from opposite 1 Uphill and along Crooks Lane.**
42. **Drain (by salt bin) is totally obscured and blocked.**
43. Walnut Close. Road markings need repainting as badly worn.
44. Walnut Close. Road cracking in parts.
45. B3098 Path cracking up near to The Croft.
46. The Croft. Road worn down. Drain left higher than road.
47. The Croft. Pavement cracked **and worsening.**
48. The Croft. Road surface is very poor.
49. Road markings (lines) need repainting.
50. Frequent flooding. B3098 bend Dangerous.

51. B3098 surface in a very poor state where it meets the A342.
52. Lines need refreshing at this junction.
53. Delamination both on the B3098 where it meets the C248, and on the C248 itself.
54. The road up to Redhorn Hill still has a few potholes requiring attention, despite many having been repaired recently.
55. A Slow sign approaching the C248 from the west along the B3098 would be desirable due to high speed vehicles causing it to be dangerous.
56. A deep pothole on the A342 at the junction of Marsh Lane.
57. Lines need refreshing at junction of C248 and the A342.
58. The sign(s) approaching the C248 from the east on the A342 is leaning over and obscured.
59. The edges of the A342 between the C248 and the B3098 have been broken up.
60. Wedhampton. Green Gate Road sign at the junction of Cartway remains mangled and now buried.
61. The lines at both junctions of Wedhampton where they meet the A342 need refreshing.
62. Road outside Urchfont School entrance badly delaminated.

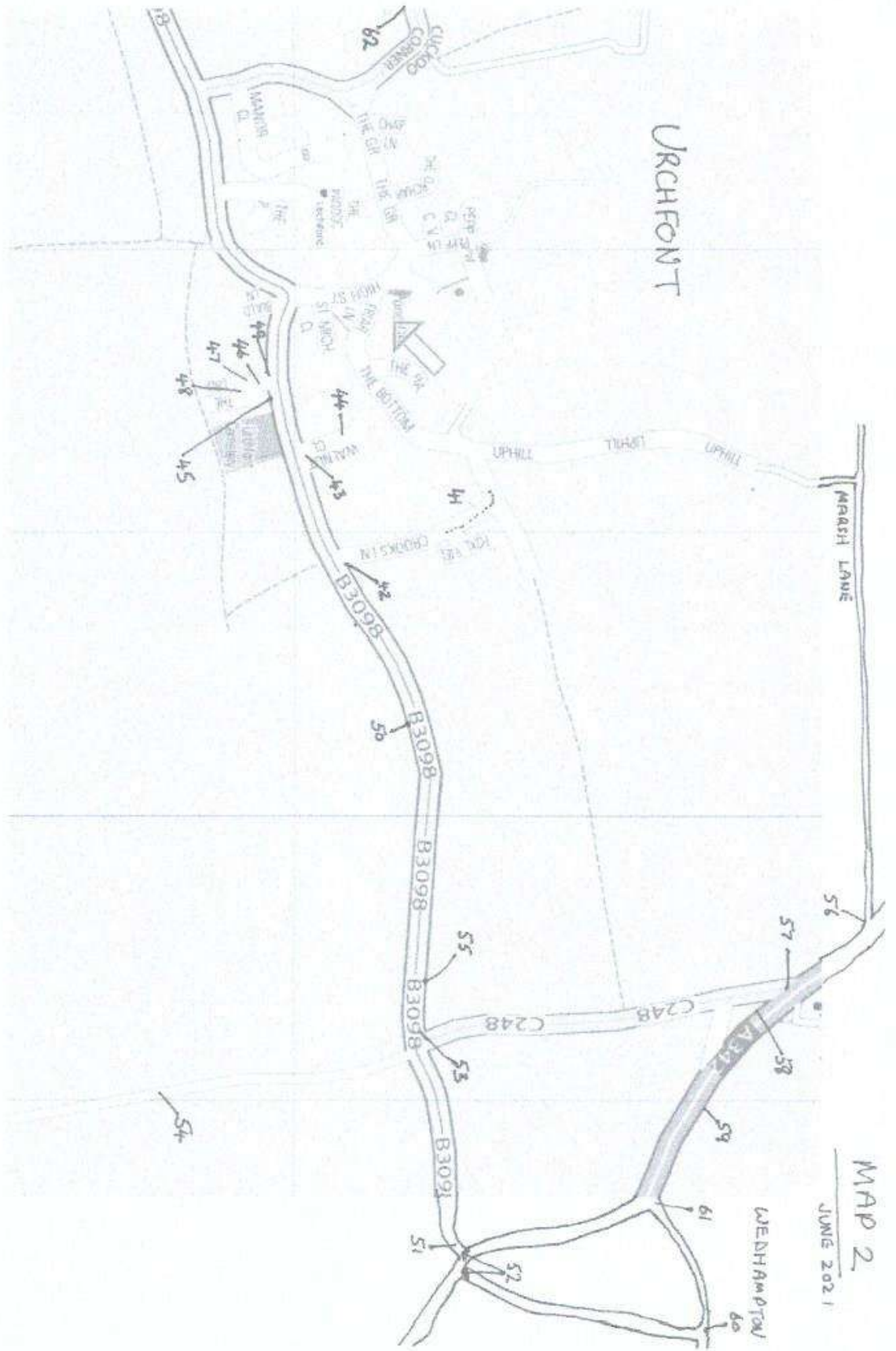
**Cllrs Mark Botham and Martyn Hollyman**

**SEE MAPS BELOW**





MAP 1  
JUNE 2021





## **DRAFT**

### **UPC PARISH SURGERIES**

#### **What are they?**

UPC as part of its plan to improve its engagement with the Parish decided at the June 2021 UPC FC meeting to trial surgeries; similar to those held by local MPs. They will provide parishioners with the opportunity to meet with two councillors in private to discuss thoughts, ideas and concerns that they may have relating to anything relating to the Parish and within the council's remit. National or international matters cannot be discussed unless there is a direct relevance to the Parish or Parish Council.

#### **How, Where and When?**

The surgeries will normally take place in The Village Hall conference room. The booking system will be managed by the Clerk to the Council. You can call or email to make an appointment:

Email [clerk@urchfont-pc.gov.uk](mailto:clerk@urchfont-pc.gov.uk)

Call 01380 848737

An appointment will normally last for up to 15 minutes.

The Clerk will require the names of the attendees (max 2 per appointment) and the topic you wish to discuss (this will enable councillors to do some background research on the subject and/or declare a conflict of interest which may necessitate attendance of a different councillor)

The date, time and councillors attending a particular surgery will be posted on the Notice Boards and the web site, surgeries will normally last for one hour and be held outside normal working hours (i.e. in the evening or at weekends).

#### **What to expect**

You will have the opportunity to discuss your topic and present any relevant documents to the councillors present. The councillors may be able to answer your questions or clarify matters at the meeting, but cannot take decision(s) on behalf of the Council. If resolution at the meeting is not possible they will agree a date to come back to you with their views / findings or when the topic will be more fully discussed at a Council meeting open to public / press attendance. Information gained at the surgery will be Council information, can be discussed within the Council and is subject to the council's obligations under General Data Protection Act 2018 (GDPR) and The Freedom of Information Act 2000.