



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 10th November 2021

Present: Councillors: Hollyman (MH – Vice Chairman), Bamber (SB), Turner (MT), Stevens (DS), Rotherham (PR), Moscrop (PM) and Holt (SH)

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. G Day

A. INTRODUCTION

1. Welcome by the Vice Chairman – MH welcomed all to the meeting.

2. Apologies: Cllr Botham (MB)

B. PLANNING – See Separate Minutes

C. NOVEMBER COUNCIL MEETING

1. Declarations of Interest - None declared at the meeting

2. Time set aside for Public Participation and External Reports – Mr. Day referred to the item in the Clerk's report at Item 6, in particular the implementation of the 40mph speed zone east of Urchfont. He wished to thank BL, all UPC councillors and those in WC who have succeeded in fulfilling the long standing promise to implement this road safety improvement. DS added that some former members of UPC, including Mr. Day, had also been involved in pressing for this measure to be implemented. BL commented that the majority of motorists appear to be complying with the new limit, PW agreed. MH thanked Mr. Day for his comments.

3. Minutes of the Meeting of the Council held on 13th October 2021

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting	PM	DS	AGREED unanimously

4. Action List Status Review and Update Reports from the Minutes of the meeting held on 13th October 2021 not covered as separate agenda items below – BL requested that the review of actions be deferred until the December meeting, this was agreed.

ACTION: FC/45/21 - BL

5. Finance

a. To receive a Financial Statement and Bank Reconciliation as at 31st October 2021 – BL referred to his Clerk's report which confirmed that the accounts are in good order, but as we are now seven months into the financial year he reiterated the need to ensure that all budgeted funds are appropriately used.

BL stated that he had now received confirmation from WC that they need the agreed 22/23 Precept to be submitted to them by 18th January 2022. The first step in deciding this is to identify any changes to budgeted account lines (see Summary Financial Statement) and new requirements so that he can prepare an initial draft budget for discussion at the December meeting. Councillors were asked to notify BL of any changes or new requirements that they perceive should be included by 28th November 2021.

ACTION: FC/46/21 - ALL

b. Proposals for Funding

i. Proposal for funding from Parish Precept for replacement of Wedhampton Social club notice board and Heritage Map frame – PM confirmed that she had been approached by the Social Club for funding to replace their two deteriorating boards alongside the newer UPC board in The High Street. Bill Donald has offered to refurbish the board in Greengate Road which is not in such a poor condition. As Wedhampton is considering applying for the CPRE Best Kept Hamlet competition next year, funding for this project would go a long way towards improving facilities and reinforce that UPC is willing to support Wedhampton when requested. BL commented that as this is a request on behalf of the Wedhampton Social Club, it is appropriate that any approval should be granted from under the UPC Financial Assistance Policy and budget rather than from the UPC project or other funds.

Proposal	Proposer	Seconded	Resolution
To approve expenditure of up to £2500 from the UPC Financial Assistance budget for replacement of the notice and map board.	MH	DS	AGREED unanimously

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

a. Clerks Report – BL added to his written report by confirming that results of the recent metro-count survey in Wedhampton High Street had been received which showed that the average 7 day speed of traffic was 17.3mph and that only 1.1% of traffic exceeded the posted 30mph limit. These results related to 548 overall traffic movements in both directions during the test period. BL suggested that these results demonstrate that instance of driving without due care and attention may be basis of the highlighted problems rather than speed. PW commented that such results may justify implementation of a 20mph speed limit through Wedhampton, subject to CATG approval, but residents will need to understand that this will mean repeater signs and markings on the road which they may not wish for. It was agreed that PM should consult with residents and report back to UPC before any proposals are made on speed limit changes or other measures.

ACTION: FC/47/21 - PM

b. Councillor reports

i. UPC Highways Report – MH added that PR had kindly cleared foliage and drain(s) in Friars Lane and would keep an eye on the situation in the future. A chance meeting with the original complainant, Mr. Summers, indicated that he appreciated what had been achieved. The main issue with the drain(s) is mud dropping down off the privately owned bank behind and being compressed by cars parking alongside, albeit some mud is being retained by a small wall. PW suggested that WC (Highways Engineer, should be approached to see one of their tractors could be deployed to shift the mud on the road and around the drain(s), a road sweeper is inappropriate for this task. BL commented that the Parish Steward has undertaken clearance work in this area on several occasions.

ACTION: FC/48/21 - MH

ii. Urchfont Community Shop – SB stated that concerns received from Mr. Myers regarding her written report to the this meeting are being addressed by the Community Shop Committee.

7. Urchfont Environmental Event – PM reported that posters had been produced and would be displayed around the Parish advertising the event on 20th November (11am to 2pm) in the Village Hall. A number of local environmental groups will be in attendance and Wiltshire Wild Landscapes will present their survey report. PM encouraged all councillors to attend.

8. Update of Neighbourhood Plan – MH confirmed that the 'lessons learned' presentation will be made to the designated small UPC Working Group members later this month and be subject of a report to the December UPC meeting. BL to arrange date in the VH conference room.

ACTION: FC/49/21 - BL

9. Entrance to Pathway to Oakfrith Wood – It was agreed that this item should be deferred to the December meeting.

10. Damage to Cemetery Bier House – DS reported that he had met one of the culprits who caused damage to the Bier House and notice board, parents have subsequently agreed to facilitate repairs. DS confirmed that the damage did not breach internal storage areas.

11. Flooding in Urchfont – MH reported that he had contacted the Wiltshire Sewers Team following torrential downpours when drains cannot cope with the volume of water, especially in The Bottom and along Ballingers on the B3098. The Sewer team is due to visit on 29th November as they can only react at the time of downpours to priority flooding across Wiltshire. PW commented that flash floods will continue and so it is a personal responsibility for householders to protect their property in these cases. PW reminded councillors about significant work that had previously been undertaken in The Bottom to address significant water surges which come from Salisbury Plain, larger drains were installed which now prevent flooding in that area. PW asked BL to send him an email about flooding in Ballingers which he believed had been close to the top of the WC priority action list, he will then find out the latest position.

ACTION: FC/50/21 – BL

(Post Meeting Note – Email sent to PW 13th November 2021)

12. ROSPA Inspection report on Children’s Play Area – BL confirmed that the report on the ROSPA annual inspection of the Children’s playground had been distributed to all councillors. It was agreed that SB as the Lead Councillor for the playground should review the findings, initiate remedial actions as appropriate and report back to UPC. PW added that a squeaking piece of equipment is regularly causing him annoyance and needs to be greased. SH questioned whether the recent Section 106 agreement associated with the approved Hales Farm development would release funds to UPC to undertake any repairs and other improvements. PW agreed to check the clause in the agreement and report back on the extent of funds which could be released to UPC.

ACTION: FC/51/21 - PW

13. Scarecrow Festival 2022 – DS reported that plans are moving forward to reintroduce the festival in 2022 after an enforced break of two years due to COVID. Scarecrow makers will be contacted shortly and an application will be made to UPC for use of Parish land over the May bank holiday weekend 2022.

14. CPR & Defibrillator Demonstration 13th November – MH encouraged councillors to spread the word on this event, any awareness from training is bound to be of benefit to individuals and the wider community.

15. Church Pathway Repairs – MH reported that WC had confirmed that the pathway is a public right of way with no known ownership. As such he could see no problem with the UPC initiative to re-surface the path and clear weeds.

16. Meet the Neighbours Event 12th November – MH confirmed that this event is going ahead with around 30 local clubs and UPC being represented, he encouraged councillors to attend.

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

- i. MH confirmed that the CPRE ornamental tree presented at the Best Kept Village award ceremony will be planted in the nib of land between the Manor Farm complex and Friars Lane.
- ii. Dauntsey’s School have confirmed that they will be having a large Christmas tree again this year and will be donating it to Urchfont for collection on 15th December. DS confirmed that he is making arrangements with Martin Bodman for collection and planting on Pond Green.
- iii. It was reported that overloaded farm vehicles had been depositing manure throughout Urchfont, it was confirmed that farmers are legally expected to clear such material. DS agreed to mention this to Martin Bodman who appears to be the culprit on this occasion.

ACTION: FC/52/21 - DS

18. External Meetings – MT reported that he had taken part in a CPRE webinar on neighbourhood planning.

19. Other Reports from Councillors – PR reported that around 150 trees have been felled in Farmers Field to date and that a similar number still needed felling due to ash die back. Work will commence over weekend 13/14th November. BL suggested that PR should contact the Forestry Commission to ensure that this work does not fall outside the scope of the licence that UPC holds, albeit the work is necessary because of die back.

ACTION: FC/53/21 - PR

PR also informed councillors that running the Friends of Farmers Field volunteers has now been assumed by Mike McDonald, although PR will remain the UPC representative. Whilst UPC purchased on chainsaw about two years ago, PR suggested that in view of the amount of work still to be undertaken UPC should purchase a second saw for Farmers Field, as such he made the following proposal to cover a new chain saw and appropriate spares.

Proposal	Proposer	Seconder	Resolution
To approve expenditure of up to £1000 for the purchase of a new chain saw and spares for use in Farmers Field	PR	MT	AGREED unanimously

20. Items for Future Agenda – See deferred items above which will be added to the next agenda.

PW suggested that the reintroduction of Community Speed Watch should be discussed, it was considered that this might be more appropriate to the proposed public event on speed. PW stated that he will forward an extract from a formal paper from the Crime Commissioner including a proposal from the cubs for a safe cycle route in Urchfont.

There being no further business, the meeting closed at 8.30pm

Date of Next Meeting: Wednesday 8th December 2021 - 7.00pm Village Hall (Conference Room)

a. CLERK'S REPORT

i. Finance – The Financial Summary and Bank Reconciliation as at 31st October 2021 has been distributed to all councillors prior to the meeting with this agenda, the accounts are in good order. We have received a £200 prize from CPRE as a result of winning the Best Kept Village award.

ii. Co-option to fill vacancies – At the time of writing I have received no further applications or expressions of interest for the three vacancies.

iii. B3098 – Implementation of 40mph Buffer Zone – the zone to the east of Urchfont and incorporating Crooks Lane was installed on 1st November 2021.

iv. ROSPA Inspection Report on Playground – The annual report has been received and distributed to councillors with this agenda. The report is largely good for the majority of the equipment, but some issues have been identified which need to be addressed.

Bob Lunn, Clerk to the Council

b. COUNCILLORS REPORTS

i. UPC HIGHWAYS REPORT

- The Wiltshire Line Marking team have now refreshed almost all of the remaining road markings. The Croft and SLOW signs have not been done.
- Blocked drains identified have been reported to the Gulley Team, next scheduled to be in the Parish at the end of November.
- Cllr. Pete Rotherham was to have addressed the foliage in Friars Lane before October month end, but has twice been defeated by the weather. He is hoping that it will be completed this work very soon, noting that he has to fit in time to his busy work diary.
- Wiltshire Highways have been written to in connection with the electronic road sign on the A342 between the two Wedhampton exits, asking if it could be made operational, replaced or moved to a more suitable site. It has not worked for a considerable time, almost certainly because it sits beneath a heavy tree canopy covered in a thick coating of verdigris .

Cllrs. Martyn Hollyman and Mark Botham.

ii. URCHFONT COMMUNITY SHOP

Progress has been made with the update to both the interior and the exterior areas of the shop. More space inside the shop has been created by removing old equipment. The new awnings have been purchased and will be installed in the next few weeks which will replace the old dirty and torn ones. The outside vegetable area has been improved. These works are still ongoing but the general consensus from customers on the improvements so far have been positive.

A decision was made by the Committee to look at the electricity running costs, which are predicted to be in the region of £4,000 this year. These costs are not sustainable in the long term and could jeopardise the viability of the shop so action needed to be taken. The shop has now reduced the total amount of refrigeration units in use, and has replaced one of the old fridges with a greener and more energy efficient one. The lighting will be converted to LED which should also help to reduce running costs.

It was decided by the Committee that the shop's trading hours would change as of November 1st. It will now open at 0900 and close at 1700 Monday - Friday. This means that volunteers' hours can be reduced slightly and the Managers don't have to be on site until 8.15 rather than 07.45. Customers have mainly been supportive and understanding of the need for these changes. The Committee are still actively seeking to recruit more volunteers, and shop opening hours will be reviewed regularly.

There have been some changes to the Committee since the September report. David Myers and Nicky Hammond resigned from the shop committee last month and the Committee thank them for their contributions. Bill Donald has taken temporary control of the finances while a replacement treasurer is found.

The Committee are working proactively with the Managers and are looking forward to a positive Christmas Season with plenty of new ideas and interesting stock!

Cllr. Sarah Bamber