



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 11th September 2024

Present: Councillor's: Moscrop (PM – Chair), Stephens (AS), Kendall (PK) and Waddell (JW)

Councillor for Urchfont & Bishops Cannings: Philip Whitehead (PW)

Clerk to the Council: Lunn (BL)

Members of the Public (for all or part of the meeting): Bob Organ, Bob Ward, Clare Cannon, Sam Weller

A. INTRODUCTION

1. Welcome by the Chair – PM welcomed all to the meeting and confirmed that sufficient councillors are in attendance to form a quorum for this meeting but not the planning meeting. As such planning resolutions will be agreed but these will then have to be ratified at the next meeting.

2. Apologies: Cllrs Bamber (SB), Rotherford (JR), Hill (TH), Shears (SS) and Harding (RH)

B. PLANNING – See Separate Agenda

C. SEPTEMBER FULL COUNCIL MEETING

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

2. Time set aside for Public Participation and External Reports – Bob Organ expressed concern as an individual and not representing any organisation that he is part of, that a proposal to lay wood chippings on the UPC owned pathway to Oakfrith Wood has been posted on notices around the Village seeking assistance. He strongly believes that this action will create an environmental hazard for the Woods in addition to creating a potentially unsafe footpath surface which could be more hazardous than the existing surface. PM confirmed that the path is owned by UPC and that no approach had been made to the Council to undertake these works. Furthermore, such works had been rejected in an earlier Council debate. PM agreed to write to the contact named on the poster and confirm that this action is not supported by UPC.

(Post meeting Note: AS contacted the individual and requested that the posters be removed and the Facebook post be deleted).

ACTION: FC/24/56 – AS

3. Minutes of the Meeting of the Council held on 14th August 2024

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting.	PM	PK	AGREED with one abstention to absence from this meeting.

4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 14th August 2024 – BL displayed the listing which had been updated as far as he was aware, the list is reducing.

5. Finance

- i. **Financial Statement and Bank Reconciliation as at 31st August 2024** – BL confirmed that these had been distributed to all councillors prior to the meeting and that the accounts remain in good order. No questions were asked.
- ii. **Financial Spend Items during August 2024.**

Proposal	Proposer	Seconder	Resolution
To approve the spend during August 2024.	PM	JW	AGREED unanimously

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

- a. **Clerks Report** – items to be updated during this meeting.
- b. **Councillor reports**
 - **Speed Indicator Sign** – In the absence of TH, no further update was given.
 - **CPRE Standard** – It was confirmed that the standards have been transferred.

7. Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix III on website version only)

– JW stated that the WG minutes at Appendix III reflect the current position, she just added that the Housing Development Survey would be distributed to all households in the Parish over weekend of 14th/15th September.

PW referred to the planning application for Urchfont Garage (PL/2024/07035) which UPC objected to at the August Planning meeting. PW has put a paper to WC Planning and Committee suggesting that the garage site should never have been included as a development site in the made UWLNP (paper copied to all councillors on 11th September). As such he will stand down as chairman of the Planning Committee when and if this is discussed. PW believes that the then WG presentation to the public made on the 6th of January 2015 was incorrect in conveying the impression to the community that Wildman's (now Urchfont Vehicles) Garage was a site that had qualified to be put forward for development, even though it was connected to a Grade 2 Listed Building and was still trading as a successful business. The site should never have been included in the current made plan as a development site and as such any application should be rejected. PM agreed to forward this information to the new plan WG.

ACTION: FC/24/57- PM

8. Emergency Hub Proposals

– AS had distributed the notes appearing at Appendix II (on the Website version only) to all councillors prior to the meeting. He thanked Sam Weller for all his assistance on this matter. PM asked whether funding would be required, AS responded that this is not known at this stage. Sam Weller stated that WC had provided a useful starter pack to facilitate setting up the hub. AS indicated that many in the community had expressed interest in being involved and that discussion would be needed with the Village Hall amongst others to agree Hub locations.

Proposal	Proposer	Seconder	Resolution
To approve go ahead of the Hub proposals as presented and assign a budget of £500 to facilitate necessary purchases in this respect.	PM	JW	AGREED unanimously

9. Youth Council

– PK reported that some interest had been expressed verbally, but nothing had yet been firmed up. She intends to initiate a flyer drop and posters to all households to encourage involvement and identifying the need for parent involvement in terms of safeguarding measures for 11 to 17 year olds. PM emphasized the probable need to gain DBS certificates for all those involved possibly enlisting the assistance of the scouts who have such measures in place. PK agreed to prepare a draft TOR for the Youth Council for approval at the next meeting. PK was of the view that the scheme is unlikely to progress until early next year.

ACTION: FC/24/58 - PK

10. Loud Music Noise in the Playing Field / Recreation Ground – PW expressed concern over nuisance to neighbours caused by loud music being played by youngsters in the playing field / recreation ground. He requested UPC to consider what action could be taken to limit this. BL wondered whether WC as owners of the playing field should be involved in determining measures such as appropriate byelaws. PW agreed to investigate potential byelaws which might apply. It was agreed that further discussion following feedback from SB.

ACTION: FC/24/59 - PW

11. Power cleaning of playground equipment – In the absence of SB and following her recent visit to the Recreation Ground, PM reported that the part that had already been cleaned looked so much better. The remainder is due to be cleaned in due course.

12. CPRE Best Kept Village Winner Presentations – 22nd September 2024 – BL confirmed that the presentation of the Lawrence Kitching 'winner of winners' awards will be made by the High Sheriff of Wiltshire and other dignitaries on Sunday 22nd September at 3pm outside the Village Hall, or inside if wet. A light tea will be available in the Hall. The programme for the presentations has been agreed with CPRE with Elaine and Paul Bancroft being the main receivers. It is important that details of the event are well publicised via all media, details are on the UPC website. BL also confirmed that a Japanese Maple tree root stock will be presented during the event, a location for planting will need to be agreed.

13. Devizes Gateway Station – Now that the Government has withdrawn funding for such railway expansion projects, PW was of the view that this project will not happen and will not be resurrected. No further activity or funds will be allocated by WC and his view the Parish Council would not be able to do anything to influence a change of policy. PW agreed to find out whether Network rail had cancelled their project planning activity.

ACTION: FC/24/60 - PW

14. Date for Parish Meeting 2025 – BL confirmed that he had booked Wednesday 14th May 2025 for both the UPC and Annual Parish Meeting from 5pm to 9pm. The Parish Meeting has been published on the UPC Website under news articles and on the agenda page, further advertising should be pursued to try and maximise attendance. It is suggested that the UPC meet should be first commencing at 5pm in the conference room followed by the Parish Meeting in the main hall commencing at 6.30pm. Our thanks go to the Beavers who have agreed to meet elsewhere on this night.

15. Update on Current Issues not covered by above agenda items – None reported.

16. External Meetings – None reported.

17. Other Reports from Councillors

- **Bus Shelter** – PK reported that the artwork had been agreed and was now going for printing which is being undertaken free of charge. When ready it will be mounted in the bus shelter in the presence of invited guests.
- **August UPC Meeting** – AS reported that he had received good community feedback on the conduct of the August meeting in the Main Hall, in particular the planning element.

18. Items for Future Agenda (not identified from agenda items above)

- **Council Meetings** – Advance notification of councillor absence.
- **New Notice Boards**

There being no further business the meeting closed at: 8.15pm

Date of Next Meeting: Wednesday 9th October 2024 - 7.00pm Village Hall (Conference Room).

APPENDIX I TO SEPTEMBER 2024 UPC MINUTES

A. CLERK'S REPORT

- i. **Finance** – Copies of the Financial Summary and Bank Reconciliation on 31st July 2024 will be distributed to all councillors prior to the meeting. The accounts are in good order.
- ii. **Councillor Status** – UPC currently have **TWO** vacancies.
- iii. **Best Kept Village – Lawrence Kitching 'Winner of Winners'** – Urchfont has won this competition in 2024. Presentations will be made by the Lord Lieutenant at Urchfont Village Hall at 3pm on Sunday 22nd September.

Bob Lunn, Clerk to the Council

B. COUNCILLORS WRITTEN REPORTS

Speed Indicator Sign.

Richard Harris of R&T Harris Ltd has checked the Speed Indicator Device and has traced the problem to the main control unit. He has taken the control unit back to his workshop for further examination. If he is unable to trace the problem, he will pass the unit onto an electronics expert for further investigation. He will update me with progress in due course.

Cllr Trevor Hill

CPRE Standard

The Medium Village BKV Standard has been collected by Seagry Parish Council and I will be collecting the LK 'Winner of Winners' Standard from Rushall on Friday 6th September with the help of Mr Bob Organ.

Cllr Trevor Hill

APPENDIX II TO SEPTEMBER 2024 UPC MINUTES

Emergency Hub – Meeting notes

The following notes are to give you the background to what Sam Weller and I have been doing in relation to the proposed Emergency Hub in Urchfont. This should save time during the UPC meeting on 11th Sept 2024.

Sam and I have had four meetings. We have reviewed the guidelines for Emergency Hubs in Wiltshire and looked at what we need to do to provide a hub in Urchfont.

On the 28th of August we met with two members of the resilience team at Wiltshire Council, also Rev Richard Curtis. We felt Richard's involvement would be very helpful as in any serious emergencies, pastoral care would be required to deal with victims who may have suffered loss of a home or even loss of life of a loved one. The meeting was very helpful, and the team are available to guide us through the next steps.

In this meeting we are asking the Parish Council's approval to continue with the setting up of an emergency hub in Urchfont.

The next steps are.

Finalise our registration with Wiltshire Council as to setting up a hub in Urchfont

Finish Constructing our plan

Recruit the necessary people to cover the roles required

Establish where the hub base will be, requesting the use of premises

Set up the Hub box for administration tools and equipment

Research any funding grants for equipment required. This will be an ongoing process

Training of people adopting key roles within the hub.

Define financial requirements

Presentation to members of the Parish.

Potential excise with Wiltshire Council.

The hub will have allocated roles but no set names in the roles, but a list of personnel who can fulfil those posts in an emergency. This is because in the event of an emergency, some people may not be available, by having several people who can respond will ensure these roles can be filled at the time.

Clr Andy Stephens

APPENDIX III TO SEPTEMBER 2024 UPC MINUTES

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 27 AUG 24 IN URCHFONTS VILLAGE HALL

Present: Rob Dolan (RD); Trevor Hill (TH); Linda Jennings (LJ); Dave Mottram (DM); Sally Stephens (SS); Malcolm Turner (MT) (Chair)

In attendance: Liz Turner (LT - adviser on questionnaire)

Apologies: Stuart Davies (SD) Keith Hills (KH); Jackie Waddell (JW).

1. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 30 Jul 24 had been passed to UPC and approved.

Matters Arising

- **2nd Questionnaire – see Item 2 below**
- **Call for Sites update - see Item 4 below**
- **MT and LJ had sent the Nature and Countryside and Heritage sections to KH**

2. 2ND QUESTIONNAIRE

Following a WG meeting on 24 Jun, a final draft questionnaire and flyer had been circulated amongst the WG and subsequently approved by UPC. LT showed the WG a template of the 2 documents; the flyer, A6 postcard size - for ease of posting through letter boxes and also

reproduced as an A4 laminated poster - and the questionnaire which was A3 size but folded in half to form an A4 booklet.

There followed some discussion on the numbering of questionnaires, the identity of respondents, the details for delivery and collection of both documents and the analysis of questionnaire responses. It was agreed both documents should be reproduced as quickly as possible and timescales were fixed for delivery to households along with a deadline for replies. TH produced an Urchfont village map and the whole Parish was then divided up into delivery areas for each WG member to action.

TH advised that so far, a budget of £1000 had been set aside by UPC for the UPNP. LT advised that the cost of flyer, poster and questionnaire production and envelopes would be around £350.

Decisions:

Questionnaire production

Both documents should be reproduced as quickly as possible along with the 15 laminated posters

Actions:

- LT would liaise with the graphic designer in the village to produce the necessary quantity of flyers and questionnaires
- LT would recover costs from UPC Clerk

Questionnaire identity

- Each questionnaire would be numbered
- Completion of the name and address box for respondents, whilst encouraged, would be optional

Action: All to Note

Flyer and questionnaire delivery

- The flyer would be delivered by WG members around the weekend of 7 Sep 24
- The questionnaire would be delivered by WG members around the weekend of 15 Sep 24
- Spare questionnaires would be available in Urchfont village shop and from LT and WG members

Action: All WG members in accordance with the areas specified and agreed

Questionnaire collection

- For all Parish residents – deposit of completed questionnaires – box in Urchfont Village Shop
- Option for Wedhampton residents – completed questionnaires in envelope provided - delivery to the Chair of the Parish Council; and for Lydeway residents – completed questionnaires in envelope provided to Cllr Shears
- The deadline for questionnaire responses would be 30 Sep 24

Action: TH and RD would collect completed questionnaires from the Urchfont village shop

Question analysis

All responses would be annotated on a spreadsheet, with a separate line for each response

Actions:

- DM would devise a spreadsheet to record questionnaire responses
- RD and TH would analyse responses and reproduce them on the spreadsheet

3. CALL FOR SITES

SS reported that as at the date of this meeting, there were 4 site submission forms completed and that UPC Clerk had sent out 2 further letters with submission forms.

All to Note

4. LIST OF LANDOWNERS AND DEVELOPMENT SITES

Following the decision and action from the last WG meeting, nine letters to landowners in the Parish had been sent out by UPC Clerk and 5 had been acknowledged. TH, JW and LJ had attended a meeting with the owners of one site and circulated a brief report to WG members. It was hoped that there would be a positive outcome from this meeting and that further site submissions were possible.

Decisions:

- LJ would keep a log and map each of the submitted site details as and when they arrived.
- SS would forward any new site submissions to LJ

Action: LJ, SS and all to note for the future

5. ANY OTHER BUSINESS

DM reported that he and KH had spent some time putting together a site assessment matrix, which now required further consideration and possible refinement of values on scoring.

Decision and Action: LJ would liaise with DM and KH to fix a meeting to discuss the site assessment matrix.

6. NEXT MEETING

The next meeting would be held on 24 Sep 24 in the Village Hall commencing 6.30pm.

All to note the revised time