



**DRAFT Minutes of the Urchfont Parish Council (UPC) Annual Meeting held in Urchfont Village Hall on Wednesday 4<sup>th</sup> May 2022 v.1**

**Present:** Councillors: Botham (MB – Chairman), Hollyman (MH), Turner (MT), Bamber (SB), Gibb (HG), Stevens (DS), Rotherford (JR) and Rotherham (PR)

**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. M Taylor

**A. INTRODUCTION**

1. **Welcome by the Chairman** – the Chairman welcomed all to the May meeting.

2. **Apologies:** Cllr. Holt (SH)

**B. STATUTORY ANNUAL BUSINESS**

MB asked BL to facilitate the Statutory business. For election posts and appointments, in each case BL called for nominations, sought agreement from nominees and called for a vote.

**i. Election of Chairman** (Standing Orders Clause 12a)

Proposal	Proposer	Second	Resolution
Mark Botham to be Chairman	MH	HG	AGREED unanimously

**ii. Election of Vice Chairman** (Standing Orders Clause 12e)

Proposal	Proposer	Second	Resolution
Martyn Hollyman to be Vice Chairman	MB	HG	AGREED unanimously

**iii. Appointment of Planning Lead** (Standing Orders Clause 12g)

Proposal	Proposer	Second	Resolution
Malcom Turner to be Planning Lead	SB	PM	AGREED unanimously

**iv. Election of representatives**

**a. Devizes Area Board**

Proposal	Proposer	Second	Resolution
Mark Botham and Martin Hollyman	HG	PM	AGREED unanimously

**b. Parish Trust**

Proposal	Proposer	Second	Resolution
Mark Botham	MH	SB	AGREED unanimously

**v. Appointment of Internal Auditor**

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To re-appoint Paul Papworth Smith</b>	<b>MB</b>	<b>BS</b>	<b>AGREED unanimously</b>

- vi. Approval of Annual Subscriptions** – To approve (21/22 costs in brackets)
- a. Community First – (21/22 - £40)
  - b. National Association of Local Councils and Wiltshire Association of Local Councils (NALC + WALC) – (21/22 - £493.76 – Invoice received for 22/23 for £507.52)
  - c. Society of Local Council Clerks (SLCC) - (21/22 = £185)
  - d. Local Councils Update - (21/22 = £75)
  - e. ICO – (21/22 =£35)

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To collectively approve all annual subscriptions</b>	<b>MB</b>	<b>MH</b>	<b>AGREED unanimously</b>

**End of Statutory Annual business**

**C. PLANNING** – See Separate Minutes

**D. MAY COUNCIL MEETING**

- 1. Declarations of Interest:** None declared at the meeting
- 2. Time set aside for Public Participation and External Reports** - None
- 3. Minutes of the Meeting of the Council held on 13<sup>th</sup> April 2022**

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To approve and sign the minutes unchanged as a true and accurate record of the meeting</b>	<b>MB</b>	<b>MH</b>	<b>AGREED with 3 abstentions due to absence from meeting</b>

**4. Action List Status Review and Update Reports from the Minutes of the meeting held on 13<sup>th</sup> April 2022** – BL confirmed that all outstanding actions are still being progressed.

**5. Finance**

**a. To receive a Financial Statement and Bank Reconciliation as at 30<sup>th</sup> April 2022** – BL confirmed that the Financial Summary and Bank Reconciliation for the first month of the new financial year had been distributed to all councillors prior to the meeting. He also confirmed that the first of two instalments of PRECEPT funding had been received from WC. No questions were raised.

**b. To consider and approve 2022/23 project proposals**

**i. Jubilee Beacon** - MB stated that the purchase of a gas beacon at an estimated cost of £900 had been rejected by residents attending the recent Parish meeting. However, he proposed that Council should nevertheless set aside £600 in the event that costs are claimed for the construction of a beacon for the Jubilee event. It is hoped that this will not be required as it is being produced by a local farmer to meet MOD guidelines. HG stated this is essential as Urchfont is a Beacon Village.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>£600 to be approved and set aside for the construction of a beacon</b>	<b>MB</b>	<b>PR</b>	<b>AGEED unanimously</b>

ii. **Roof of Playground Shelter** SB reported that she had succeeded in gaining a quote for the replacement of the shelter roof with a more substantial and robust rubber material at a cost of £1425 + VAT. It is considered that guttering is not required at this stage, but should be kept under review. BL alerted councillors to the fact that UPC Financial Regulations requires three separate quotes for purchase above £1000, however, councillors waived this requirement in this case due to the difficulties currently being experienced in getting roofing quotes.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To approve up to £1600 (ex VAT) +/- 5% for this project.</b>	<b>SB</b>	<b>MB</b>	<b>AGEED unanimously</b>

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

a. **Clerks Report** – no update or clarification required

b. **Councillor reports**

i. **Pond Report** - no update or clarification required

**7. Parish Meeting on 24<sup>th</sup> April** – 16 residents attended this meeting along with 7 councillors, SB reported that views in the community suggested that this meeting should not be held on a Sunday especially when a significant Church service was being held on the same night. MB explained that this was due to availability of the main Village Hall and key councillors, but asked BL to try and set a weekday meeting now for 2023.

**ACTION: FC/28/22 – BL**

The agenda for the meeting included questions to gain community views, presentation of Council activities and findings in 2021/22, a presentation by Cllr. Whitehead and an open Q&A session, notes of the meeting are being prepared and will be published in due course

BL then displayed on the screen the results of the questions asked the start of the meeting as follows:

- **Proposed outdoor gym** - No enthusiasm expressed for on basis of
  - Plenty of other sporting opportunities available
  - Experience shows much used at first, then steep decline in usage
- **UPC Purchase of gas Beacon for Jubilee event (c. £900)** – majority not in favour
- **Support For Ukraine** – sympathetic support generally, but flying of flags should be down to personal decision for each household
- **Mugs for Jubilee Celebration (c. £1000)** – Majority NOT in favour of UPC funding mugs for Primary School children, these should be a family choice to fund.

The Q&A session generated discussion on a number of topics including Farmers Field, Environment and UPEG activities, Highways, UPC Finance, affordable housing, wild flower planting and potential impact of maintenance.

**8. Queens Platinum Jubilee Celebrations, including a beacon** – SB reported on a team meeting today which indicated that they are planning to cater for around 200 at the Village Hall event, numbers will be better confirmed by issue of tickets (free). Cake makers have been identified and Andy Hinton has agreed to run a bar. Publicity will be ramped up week commencing 16<sup>th</sup> May on Facebook. A number of event items are being borrowed from Scarecrows. BL confirmed that the event will be covered by UPC public liability insurance. Spend is forecast to be well within the approved budget. The best dressed house competition to win a £50 voucher donated by The Lamb Inn will be publicised on Facebook. It was noted that a number of other local events are being held on the same day.

**9. Improvement of access from The Croft to the Allotments** – DS reported that he had met with PR to agree the requirements, it is believed that changes to the gate(s) and fence line will be completed during May. MH confirmed that a CATG application is being prepared in relation to provision of a dropped kerb in The Croft.

**10. Outdoor gym / trim trail to celebrate Jubilee** – As reported under Item 7 above, the view of attending residents did not support such a venture. MB then sought councillor views on the way forward.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To not take this proposal for an outdoor gym / trim trail forward.</b>	<b>MT</b>	<b>MB</b>	<b>AGREED unanimously</b>

However, it was the general view of councillors that something should be provided to permanently mark the Jubilee in 2022. MB agreed to gather a group of councillors to consider options and to make proposals at the June meeting.

**ACTION: FC/29/22 - MB**

**11. Scarecrow Festival** – On behalf of the Council, MB expressed thanks to DS and his Scarecrow Team for the excellent Scarecrow weekend. DS acknowledged that the event had been very successful and noted that over 3000 programs had been sold and that traffic had been queuing off the B3098 to get to car parks. In response to a question from JR, DS estimated that the Festival had raised around £60k before costs are taken into account. Apportionment of the final profit to deserving causes rests with the Scarecrow Committee. SB reported that the Community Shop also had a very good three days taking around £4.7k. HG reported that the flower festival in the church had not done so well and asked if they could apply for a grant from Scarecrows, DS responded yes.

**12. Pond Water Supply** – Back in 2019 a proposal was made to extend the Duck House water supply to the Pond Green triangle to facilitate use by events such as scarecrows, at that time UPC agreed to split the cost 50/50 with Scarecrows. This connection has now been installed at a cost of £1933.75, DS proposed that UPC should fund the whole cost as the connection can be used for other events and Scarecrows can use the money saved from a 50% contribution and allocate that to other worthy causes in the community.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>UPC to fund the full cost of this installation</b>	<b>MB</b>	<b>PM</b>	<b>AGREED unanimously</b>

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

**a. Farmers Field** - PR reported that two additional qualified tree surgeons are now assisting with Farmers Field tree felling.

**14. External Meetings** – None Reported

**15. Other Reports from Councillors**

**a. Future Urchfont Doctors Surgery** – MT reported that the future of this well used surgery appears in doubt, he suggested that this should be added to items to be discussed at the next meeting.

**b. Local Cycling and Walking Infrastructure Funding** - PW reported that significant funding for local cycling and walking infrastructure will soon be embraced within CATG discussion, he suggested that UPC need to consider possible projects which may benefit from such funding – for example the Wedhampton to Lydeaway pathway which is currently stalled.

**16. Items for Future Agenda (Not mentioned above)** – None raised

There being no further business the meeting closed at 8.40pm

**Date of Next Meeting: Wednesday 8<sup>th</sup> June 2022 - 7.00pm Village Hall (Conference Room)**

**a. CLERK'S REPORT**

**i. Finance** – Copies of the Financial Summary and Bank Reconciliation at 30<sup>th</sup> April 2022 will be distributed to all councillors prior to the meeting. The accounts are in good order, the first of two Precept instalments have been received from Wiltshire Council.

**ii. Project Budgets** – Proposals for project budgets in 2022/23 need to be approved by Council prior to any expenditure. Whilst I have included some budgets approved at the March and April meetings in the Financial Summary, other ongoing project budgets need to be confirmed at the May meeting.

**iii. CPRE Best Kept Village Award** – Urchfont has again been invited to submit an application for the Lawrence Kitchen 'Winner of Winners' competition in 2022. I will be submitting the required application by the deadline of 31<sup>st</sup> May 2022 and unannounced judging will take place in July.

**iv. Councillor Vacancy** – I have not received any applications or expressions of interest in this respect.

**Bob Lunn, Clerk to the Council**

**b. COUNCILLORS REPORTS**

**i. Pond Report May 2022**

- The recent long spells of bright sunshine have already caused two minor algal blooms which have been flushed out of the pond.
- The pond has been heavily dosed with dye in attempt to keep the algae under control for the Scarecrow Festival.
- Experts have been contacted for advice and proposals to cure the problem. The least impact is likely to be to plant a much greater area of the pond – moderately expensive.
- Other solutions involve draining the pond and removing the silt and repairing the lining – Very expensive.
- In the meantime flushing algae out and the addition of high levels of dye will continue.
- A new "pond keeper" is required. Please contact Bob Lunn if you are interested.

**Cllr Mark Botham**