



## **DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council meeting held in Urchfont Village Hall on Wednesday 12<sup>th</sup> June 2024**

**Present: Councillor's: Moscrop (PM – Chair), Bamber (SB – Vice Chair), Rotherford (JR), Hill (TH), Kendall (PK), Waddell (JW) and Stephens (AS)**  
**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): Nicky Mitchell**

### **A. INTRODUCTION**

- 1. Welcome by the Chair** – PM welcomed all to the meeting and suggested that a decision needs to be taken on whether the August meeting can be cancelled due to the holiday period (planning application dependent).
- 2. Apologies:** Cllr Shears (SS)
- 3. Co-option of Councillor(s)** – deferred to July meeting.

### **B. PLANNING** – See Separate Minutes

### **C. JUNE FULL COUNCIL MEETING**

- 1. Councillor Declarations of Interest** - None
- 2. Time set aside for Public Participation and External Reports** – PW (as a resident) asked whether the Parish Steward could be asked to clear significant weeds in the gullies and pavements of Manor Close. PM added that this also applies to verges in Greengate Road, Wedhampton. AS to contact Steward.

As an aside BL stated that he had been approached by a resident in Stonepit Lane about the state of the verges alongside the footpath to the houses, overgrown by weeds, grass and brambles. In addition she highlighted the Japanese Knotweed growing along the path, She had contacted WC but was told that these are Parish Council issues. SB and AS both stated that the Japanese Knotweed has already been reported to WC (who are the licensed operatives to deal with this) on several occasions and that the WC Highways Engineer is aware. As to the verges of the pathway, it was believed that this is probably owned by Aster who should maintain.

### **3. Minutes of the Meeting of the Council held on 8<sup>th</sup> May 2024**

<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>PM</b>	<b>SB</b>	<b>AGREED unanimously</b>

### **4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 8<sup>th</sup> May 2024**

Action:

30 – JR reported they he and PK had had an initial discussion on update of the website, they are now going to get together with BL to find out more about the existing website operation, design and development company.

39 – PW stated that he was particularly pleased with Top Green restoration progress, the verges now need to be left to settle down

40 – TH reported that he had started discussion with UPEG on planting and verges, this was ongoing.

41 – SB reported that a copy of the Shop P&L had been given to JR.

45 – TH had briefed JW on NP WG.

45 – Updated NP TOR and Code of Conduct distributed.

It was agreed that BL will send out the action sheet with the meeting agenda pack each month.

**ACTION: FC/24/49 - BL**

## 5. Finance

i. **Financial Statement and Bank Reconciliation as at 31<sup>st</sup> May 2024** – BL reiterated what he said in his written report that the accounts are in good order with no issues to date.

### ii. Financial Spend Items during May 2024

Proposal	Proposer	Seconder	Resolution
To ratify all payments made during May	PM	JW	AGREED unanimously

iii. **External Audit - Annual Governance Statement for 2023/24** – BL explained that these approved Governance and Financial statements are a legal requirement as part of the annual external audit of all Parish councils. The statements had been distributed to all councillors prior to the meeting. The Governance statement is self-explanatory.

Proposal	Proposer	Seconder	Resolution
To approve and sign the AGAR 23/24 Section 1 – Governance Statement	PM	TH	AGREED unanimously

iv. **External Audit - Annual Accounting Statement for 2023/24** – BL further explained the Accounting Statement which in effect mirrors the UPC Financial Statement provided at 31<sup>st</sup> March 2024. This statement is supported by a detailed bank reconciliation, variance analysis for each line of account compared to the previous year, several other certifications and an internal audit report and certification. The latter is in progress and will be completed by 28<sup>th</sup> June to facilitate submission of external audit papers by the deadline of 1<sup>st</sup> July 2024.

Proposal	Proposer	Seconder	Resolution
To approve and sign the AGAR 23/24 Section 2 – Accounting Statement	PM	TH	AGREED unanimously

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

- a. **Clerks Report** – no clarification or update required.  
b. **Councillor reports**

i. **Highways** – AS reported that he had spoken to the WC Highways Engineer whilst he was in Lydeaway measuring up the 'C' road for possible repair now that funds have been made available. PM highlighted the fact that three LHFIFG projects are still outstanding (Wedhampton 20 mph zone, Wedhampton exit onto A342 and dropped kerbs in The Croft), UPC need to attend the next LHFIFG to progress.

ii. **Defibrillators** – JR, assisted by Nicky Mitchell, reported that the Wedhampton machine has now been replaced by an updated model that uses the same battery and pads, warranty is still awaited. All five machines in the Parish are now active, but most are getting older and will need replacement in due course as predicted on the spreadsheet displayed at the meeting. Nicky had gained a further £1000 grant from Scarecrows which means that £3000 is now held by the Parish Trust in total. Nicky reported that the Wedhampton cabinet needed replacement at a cost of £450 + VAT which she suggested could be funded by funds with the Parish Trust. BL stated that grants may be available, he receives unsolicited information on this which he will pass to JR. PM identified grants from AED, she will share website with JR.

iii. **First Responders** – JR reported that Scarecrows had submitted funds to the ambulance service to cover the cost of a 1<sup>st</sup> Responder kit. He has identified two new 1<sup>st</sup> Responder candidates with relevant

experience who will apply at the end of July and hopefully take up training later in the year. Carol Blood will be attending the Urchfont Fete on 15<sup>th</sup> June with the 1<sup>st</sup> Responder vehicle.

iv. **Recruitment** – BL confirmed that UPC has three vacancies with approval to fill via co-option. One valid candidate will be considered for co-option at the July meeting, JR stated that one other possibility is seriously considering applying. Continued promotion of the Council to fill vacancies is essential.

**7. Parish Meeting – 18<sup>th</sup> May 2024** – PM thanked SB for standing in for her and all others who attended what appeared to be a successful evening with good feedback. Despite the date being published several months before and advertising the event in Redhorn, on notice boards and the website nearer the event, attendance was lower than in the past including the number of councillors. Discussion focused on whether Saturday evening is the best time for the event, many people use this for other social and sporting events. JR suggested that maybe Wednesday evening would be better, but this may not be better for working members of the community or people with children. PW commented that the Urchfont meeting is regularly much better attended than most other Parish meetings he attends, he did not believe there is much wrong with the format of the meeting and felt that only if there are significant issues or concerns in the community will more people will attend. To be discussed further at the July meeting with a view to setting a date for 2025. BL reminded councillors that legislation requires Parish meetings to be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year and that Village Hall availability due to regular bookings most evenings can be an issue.

**ACTION: FC/24/50 - ALL**

**8. Speed Indicator Signs on the B3098** – TH confirmed that the indicator is still not working, he has worked on it without success and has now asked electricians in the Village to see if they can resolve the issues either with the unit or solar panels. If the problems cannot be resolved, then a new sign may have to be purchased.

**9. Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix II on website version only)** – TH referred to updated terms of reference and code of conduct documents which had been distributed prior to the meeting.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To approve the revised NP WG Terms of Reference and Code of Conduct</b>	<b>TH</b>	<b>PM</b>	<b>AGREED unanimously</b>

TH then went on to explain that the Call for Sites initiative has only gained a limited response and proposed that the deadline should be extended to 1<sup>st</sup> September, this was agreed by all present. The WG is aware that there are landowners in the Parish who would be prepared to develop but have not submitted Call for Sites forms for whatever reason, the WG proposes to contact such individuals to encourage submission. JR asked why landowners are not coming forward, no information is available. The WG also proposed that UPC should write to landowners who have potential development sites listed in the current neighbourhood plan but have not yet developed to see if they can be carried forward into the new plan. TH / JW volunteered to do this on behalf of UPC.

**ACTION: FC/24/51 – TH/JW**

PW advised that care needs to be taken in such encouragement activity because UPC could be accused of encouraging overdevelopment if it pushes too hard.

**10. UPEG Daffodil Planting Proposal (original distributed to councillors 1/5/24)** – PM explained that an updated proposal had been received and distributed which now includes Wedhampton and Lydeaway. PM is aware that several Wedhampton residents have volunteered to assist. AS expressed, concern about some of the proposed planting areas which could obscure potentially dangerous road junctions (e.g. Lydeaway), this will be highlighted to UPEG. PW stated that the planting needs to recognize the original planted areas, PM responded that this had already been considered.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To approve a contribution of £600 for bulbs to be planted in Urchfont, Wedhampton and Lydeaway</b>	<b>PM</b>	<b>PK</b>	<b>AGREED unanimously</b>

**11. CPRE Best Kept Village Competition** – BL confirmed that the Urchfont application has been submitted and accepted by CPRE. Judging will take place unannounced sometime during July 2024. Everyone in the Village is asked to ensure that their property and surrounding areas are kept tidy and well presented.

**12. The 'Big Help Out' 2024** – It is believed this will be held over the period 4<sup>th</sup> to 6<sup>th</sup> July, Roger Chadwick is prepared to head up the event again this year and is looking for volunteers. Suggestions for areas to be included the Recreation Ground, Pathway to Oakfrith Wood and the Cemetery.

(Post Meeting Note – the date for this event is June not July and had already been held. A separate Parish 'help out' is being considered, possibly in September)

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

**i. Lifebuoy at the Pond** – SB reported that the lifebuoy has been erected, no comments have been made to date on location. Arrangements are being made with the cubs to have a picture taken with the installation.

**ii. New notice board for the Parish at the Community Shop** – SB reported that a suitable board has been sourced and will cost £1215 + VAT. Discussion focused on the name to be put at the top of the board and agreed 'Community Notice Board'.

<b>Proposal</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Resolution</b>
<b>To approve funding of £1215 + VAT for the new notice board</b>	<b>SB</b>	<b>TH</b>	<b>AGREED unanimously</b>

**iii. Gateway Signs for Wedhampton** – PM noted that she is investigating purchase of signs but needs advice from WC Highways on where these can be located. PW suggested a change of emphasis in that a location should be selected by Wedhampton and Highways asked to agree.

**iv. Bus Shelter Mural** – PK highlighted the fact that the scouts / cubs had provided over 21 suggestions for the mural, and it was agreed that several could be combined into an artistic montage featuring tractors, the Urchfont deer and bluebells for example. AS suggested that rather than paint these on the bus shelter wall it might be better to consider having the pictures printed on a board which could be readily changed on a periodic basis, this was considered a good idea for further consideration.

**14. External Meetings** – None attended

**15. Other Reports from Councillors** – None given.

**16. Items for Future Agenda** (not identified from agenda items above) –

- i.** An update on the Emergency Hub proposal.
- ii.** Should the August meeting be cancelled?

**Date of Next Meeting: Wednesday 10<sup>th</sup> July 2024 - 7.00pm Village Hall (Conference Room)**

## APPENDIX I TO JUNE 2024 UPC AGENDA

### A. CLERK'S REPORT

i. **Finance** – Copies of the Financial Summary and Bank Reconciliation on 31<sup>st</sup> May 2024 will be distributed to all councillors prior to the meeting. The accounts are in good order.

ii. **Councillor Status** – UPC currently have three vacancies, two have to date been approved by WC for replacement via co-option. I have one valid application from Richard Harding which will be considered at this meeting under agenda item A3.

iii. **Insurance** – I have renewed the UPC Insurance which was due on 1<sup>st</sup> June 2024 under year two of the Long Term Agreement with Community First Insurance.

iv. **Internal and External Audit** – All the required documentation is with the Internal Auditors and is due back prior to 28<sup>th</sup> June so that I can submit papers to the appointed External Auditors, P K F Littlejohn, by their deadline of 1<sup>st</sup> July 2024. A fundamental part of the external audit requirement is completion and approval by UPC of the AGAR return which will be distributed to all councillors prior to the meeting.

v. **CPRE Best Kept Village Competition** – An application has been submitted and acknowledged for Urchfont to be included in the Lawrence Kitching 'Winner of Winners' element of this competition. Unannounced judging will take place sometime during July 2024.

**Bob Lunn, Clerk to the Council**

### B. COUNCILLORS WRITTEN REPORTS

#### i. Highways report for June 2024

##### Parish Meeting

The Highways presentation included,

- How to report issues in relation to the highways through using the My Wilts App.
- The work of the Parish Steward
- Liaisons with Scarecrow Committee, LHFIFG and the Area Board.
- The Green was mentioned as it has been damaged twice since being reinstated, and the question was asked "How do we best protect the Green?"

##### Meeting with our Highways area engineer

I requested a meeting with the Highways area engineer and that took place on 21<sup>st</sup> May. TH also attended the meeting.

We discussed what do highways have in hand from previous lists that have been submitted.

Drains /Gully clearance have been listed for work as and when they can be scheduled

The Cycle Barrier is to be removed at the bottom of school lane pathway, to allow mobility access to the path.

New replacement street name signs have been ordered for Foxley Fields, The Paddock and Green Gate Road.

Japanese Knotweed has been reported to Highways, on the top pathway at Stonepit Lane, the engineer will look into whose responsibility it is to deal with it and make sure it is actioned.

We discussed the link road from the A342 to the B3098 (Foxley Corner to the Potato Yard) and the poor condition it is in, this has been recognised by the engineer as needing major maintenance, with patching work to the sides of the road being required. He believes there will be extra funds becoming available for C class roads of which this road will be placed as a priority.

Pathways in The Croft are to be looked at as they are in a poor condition.

The road to the north of the Green (Top Green) adjacent to Green Farm it to be patched.

### **Sewer Leak – Fryers Lane**

On Friday 30<sup>th</sup> May whilst on my dog walk, I noticed water seeping out of a manhole cover and flowing down the hill in Fryers Lane. Firstly, I called the highways dept who informed me it was a Wessex water problem, so I reported it to Wessex water with a risk of polluting the nearby stream. They responded very quickly sending a team out within 2 hours to deal with the problem and returned on Saturday morning to wash down the area. The problem was also reported to Bob by a member of the public.

Please continue to report potholes and highways issues on the "My Wilts" app, even if they are in the above areas.

### **Cllrs Andy Stephens and Trevor Hill**

#### **ii. Defibrillator update**

The major replacement costs start in 2026/27 however £2000 is being held in reserve in the Parish Trust and £500 is being requested on an annual basis from the scarecrow funds. There may need Parish council financial support in Future, and we will monitor the situation accordingly  
The Wedhampton unit has been replaced but costs not clarified - will send an update when received.

#### **iii. First responders**

We are still planning to recruit two more First responders so Advertising has started in Redhorn news and posters will be placed in certain locations in the Parish plus we need Face book awareness during July

#### **iv. Recruitment**

Advertising is continuing in Redhorn news, but we need to update the advert for July . We have another applicant which we hope to adopt plus a further possible person who we are working with to join during late summer – Bob Lunn has agreed to hold an induction awareness session for new councillor's date to be agreed

### **Cllr John Rotherford (items ii to iv)**

## **APPENDIX II TO JUNE 2024 UPC AGENDA**

### **MINUTES OF A MEETING OF THE NP WORKING GROUP ON 28 MAY 24 IN URCHFONT VILLAGE HALL**

**Present:** Trevor Hill (TH); Keith Hills (KH); Linda Jennings (LJ); Dave Mottram (DM); Sally Stephens (SS); Malcolm Turner (MT) Jackie Waddell (JW).

**Apologies:** Stuart Davies (SD); Rob Dolan (RD)

Jackie Waddell, also a Parish Councillor, was welcomed to the NP WG  
LJ reported the resignations of Debbie Carr-Jones and Simon Holt and WG members wished to record a vote of thanks to both for their work.

#### **1. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

The minutes of the last meeting held on 23 Apr 24 had been passed to UPC and approved.

### **Matters Arising**

- It was reported that the presentation made at the UPC meeting by SS, supported by KH and DM, had been very successful - without any queries being raised.
- Other matters arising are discussed in the following paragraphs.

## **2. COFC AND TORS**

TH stated that it had been suggested that the NP WG CofC and ToRs should reflect those of UPC. There was discussion about the number of NP WG members attending meetings with landowners, organisations and the public. JW read out details from the UPC Planning CofC which was specific about there being a minimum of 2 councillors present at discussions with external parties. KH suggested that the WG could adopt the UPC CofCs and ToRs.

**Decision:** The present NP WG CofC ToRs should be revised to take account of UPC's instructions

**Action:** TH would revise the existing NP WG CofC and ToRs in line with UPC's instructions and circulate drafts to WG members before the next meeting.

## **3. CALL FOR SITES**

SS reported that as at the date of this meeting, 3 site submission forms had been requested and 2 had been returned with requests for confidentiality - at least until 31 May. A question was raised about the actions to be taken if insufficient development sites came forward to accommodate the requisite 34 homes. The Group agreed that having a choice of sites to present to the community was important.

The deadline for site submission was very close, but as the "call for sites" posters had excluded the deadline date, and currently, the call for sites had likely produced insufficient results, it was felt prudent to extend the submission period. Further liaison with landowners needed to be considered and it was felt that UPC should decide on how this might be taken forward. Action on the undeveloped sites listed in the previous UWLNP was also discussed. SS felt that it was important to have a visual representation of any potential development sites.

### **Decisions:**

- Seek agreement and approval from UPC for WG to extend 'Call for Sites' deadline
- Request that UPC contact landowners of undeveloped sites identified in the UWLNP to seek advice if they wish the sites to be included for consideration for the UPNP
- Seek approval of UPC (as the 'Authority') for its councillor representatives on the NP WG to contact landowners of potential sites bordering the current development boundary as to whether they wish the sites to be considered for the UPNP
- Produce a base map to show potential development sites

### **Actions:**

- TH/JW would seek the approval of UPC for the above decisions
- LJ would produce a map suitable for identifying potential development sites.

## **4. PUBLICITY**

LJ stated that she had spoken with UPC Clerk who would be happy to receive word documents for inclusion on UPC'S website, and for the UPC page in the Redhorn News. SS asked what should be included for the next edition of the Redhorn News and it was agreed that rather than use UPC page, there would be a separate NP entry mainly focussing on the call for sites.

KH had produced and circulated a very useful glossary of land use planning terms.

TH reported that there was an ongoing project to update the whole Parish website. There followed some discussion on items which could be included on a revamped NP page, including the minutes of the NP WG meetings, the WG presentations made to the community, the glossary of NP planning terms and the 2<sup>ND</sup> questionnaire.

**Decision:** For the next edition of the Redhorn News, the NP entry would focus on the call for sites and also include a short summary of the WG presentation made to the community at UPC's 18 May AGM.

**Action:** SS would submit a NP update, as above, to the Redhorn News editor to meet the next edition.

## 5. 2<sup>ND</sup> QUESTIONNAIRE

WG members had considered the 2<sup>nd</sup> questionnaire produced for the previous UWLNP. It was concluded that whilst it covered most of the required topics, there was a need to tighten up on the variety of subject material so that the UPNP 2<sup>nd</sup> questionnaire would be confined to land use issues.

MT had given the 2<sup>nd</sup> UWLNP questionnaire to a former professional market researcher for comment and produced her notes on the subject. It was clear that her input would be very useful.

There was agreement that the 2<sup>nd</sup> questionnaire should be available for completion in hard copy format, and also ideally, online - which might encourage input from younger members of the community.

JW stated that there were organisations available that would set up questionnaires online and mentioned a company called 'Survey Monkey'.

### **Decisions:**

- The former professional market researcher should be involved in the preparation of the 2<sup>nd</sup> questionnaire
- The feasibility of an online questionnaire should be investigated

### **Actions:**

- MT would advise possible dates for WG members to meet to discuss the 2<sup>nd</sup> questionnaire with the former professional market researcher
- JW would investigate the cost and viability of engaging a company to set up an online questionnaire with a response facility.

## 6. DESIGN GUIDE

LJ had circulated a first and second editions of a Design Guide produced by Simon Holt. It was agreed that detailed consideration of this document should take place at a later stage when each of the UPNP sections were discussed in depth.

### **All to Note.**

## 7. ANY OTHER BUSINESS

KH asked if there was a document showing timescales for the preparation and submission of the UPNP.

**Action:** DM would forward the latest version of the timescales spreadsheet to KH.

Housing section evidence

KH had used a recent local site traffic impact assessment to gauge the effect of new development on traffic flows in the Urchfont area. With the proviso that the outcome could only be used as a very rough guide, it was felt that the traffic increase generated by proposed future development in the Parish would be minimal.

### **All to note**

JW and TH would be attending a Wiltshire Council Planning Forum meeting on 25 June 24.

### **All to note**

## 8. NEXT MEETING

The next meeting would be held on 18 June 24 in the Village Hall commencing 7pm.

**All to note the change of date.**