



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 9th February 2022

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

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 Smith

A. INTRODUCTION

1. Welcome by the Chairman – The Chairman welcomed all to the meeting

2. Apologies: Cllrs Hollyman (MH), Holt (SH) and Moscrop (PM)

B. PLANNING – See Separate Minutes

C. FEBRUARY COUNCIL MEETING

1. Declarations of Interest – None raised at the meeting

2. Time set aside for Public Participation and External Reports – No items raised

3. Minutes of the Meeting of the Council held on 12th January 2022

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting	MT	SB	AGREED with one abstention

4. Action List Status Review and Update Reports from the Minutes of the meeting held on 12th January 2022 not covered as separate agenda items below – BL stated that nothing urgent was outstanding, it was agreed to undertake a full review at the March meeting.

ACTION: FC/08/22 - BL

5. Finance

a. To receive a Financial Statement and Bank Reconciliation as at 31st January 2022 – BL referred to his written report which states that the accounts are in good order, he reminded councillors that the end of the financial year on 31st March and the need to notify him of any outstanding expenditure. JR asked about the project line referring to repair of verges which indicates a likely expenditure of £10k. MB explained that this was an indicative figure and not an approved budget. MB explained about eroding verges in the Parish and that he was in discussion with the WC Highways Engineer about resolution and financing.

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

a. Clerks Report – nothing to add or clarify

b. Councillor reports

i. Farmers Field – included under Item 14 below

ii. UPC Highways Report – MB stated that the report and survey will be discussed with the new WC Highways Engineer shortly. All perceived blocked drains have been reported to the WC drains team. JR highlighted the deteriorating condition of the road alongside Plank's Farm Shop, MB added that the road up to Redhorn Hill is bad again. PW commented that the Redhorn Hill road condition is as a result of water flowing from Salisbury Plain, the road itself is not considered a priority for repair. PW noted that's dates shown on UPC Highways survey plans are 1922 not 2022.

7. Queen’s Platinum Jubilee Celebrations – SB reported that the scout and cubs want to be involved. BL had received and read out details from Paul Bancroft of costs and income associated with various events which took place at the Diamond Jubilee celebration in 2012 – expenditure £3053, income from mugs and old time musical hall £1978. BL also stated that he had included a request for assistance in the February edition of Redhorn News (UPC Report), but had not received any response to date. Some concerns were expressed about closeness to the Scarecrow weekend and the fact that it is increasingly difficult to get volunteers to organise and man events. SB did not think it should be solely down to UPC to organise the celebrations, but members should get involved. BL stressed the need to gain local views on what to do and who might organise overall, JR stressed that this should be a celebration for all. JR also suggested that local businesses should be encouraged to sponsor events rather than UPC having to fund. It was suggested that street parties could be considered and also the lighting of the beacon on Salisbury Plain. Discussion appeared to identify an embryo group to consider the way forward (SB, HG, JR, Mrs Botham and Mrs Turner), SB agreed to initially contact and maybe organise a group meeting to discuss ideas for events and wider involvement, but she stressed that she does not want to be considered the overall organiser of the Jubilee events. Progress to be reported at the March meeting.

ACTION: FC/09/22 - SB

8. CPRE Best Kept Village Competition 2022 – BL explained that CPRE had announced that a competition will again take place in May / June 2022, all they are asking at this stage is whether villages want to take part. Urchfont won the overall Laurence Kitching competition in 2021. Councillors agreed that it is important to take part again and encourage villagers to take part by improving the appearance of the village. BL will notify the intention to participate and will submit the appropriate application forms when received from CPRE.

ACTION: FC/10/22 - BL

9. Environmental Group Proposals – MB reported that UPEG had not met during January, the next meeting will be during February when terms of reference, membership and the way forward and priorities with the WWT planting recommendations over the next two years. Aster have been sent proposals for The Croft and Foxley Fields. Mr. Smith was invited to speak on his ideas for a community orchard in The Croft. He suggested that a semi-circle of grass which had previously been neglected by Aster should be cut in July and September to encourage wildflower growth and then plant 6-8 dwarf apple trees. Mr. Smith stated that he is prepared to do all the cutting of grass on this patch and to purchase and plant trees. All he asked was for UPC to gain Aster approval for this initiative and to ensure that they do not allow their contractors to cut the grass, he also is looking for funding for the trees. MB commented that this is a brilliant initiative which will be discussed with Aster, MT offered to provide assistance.

ACTION: FC/11/22 - MB

10. Review and Update of the Neighbourhood Plan – MB suggested that three items needed to be discussed as follows:

i. Letter received from Richard Hawkins just before the January meeting – this was distributed to all councillors prior to the last meeting and is attached at Appendix II to these minutes on website version only). MB stated that he hoped the lessons learned report at item 10ii below addresses all the issues in this letter. HG and SB both echoed the need for total transparency on this issue going forward.

ii. Lessons Learned and Way Forward Report (attached at Appendix III of these minutes on website only) – MB stated that this report recognises the lessons learned from preparation of the original plan, addressees concerns raised by Mr. Hawkins and states the methodology to be put in place to ensure transparency going forward. It is imperative that we now look forward in a positive way, not keep looking back at past perceived issues. As stated in previous minutes, the Council will no longer address historic issues but recognise lessons learned.

Proposal	Proposer	Seconder	Resolution	
To approve the Lessons Learned and Way Forward Report at Appendix III	MB	MT	AGREED with one abstention	

MB reported that MH had written to Georgina Clampitt-Dix to seek an indication of how many additional house UPC will have to cater for in the revised plan, the response given is 5 but with a caveat that this could change. MB emphasized that this a REVISION exercise not starting a new plan from scratch.

iii. 2nd Letter received from Richard Hawkins on 8th February – it was agreed that MB and MH would arrange to visit Mr. Hawkins to discuss his ongoing concerns, the way forward and hopefully negate the need for further correspondence on history.

ACTION: FC/12/22 – MB/MH

11. Arrangements for Public Meeting on Speeding in the Parish – MB stated that PW had offered to help put the event together. BL stated that he is still trying to identify a week day when the main Village Hall is available,

MB asked him to look at a Saturday if these are more available.

ACTION: FC/13/22 - BL

12. Arrangements for Parish Meeting in May 2022 – BL is still trying to identify a suitable date when the main Village Hall is available. BL emphasized the need to start thinking about the agenda for this meeting which normally includes a report on UPC activities over the past year, a guest speaker and most importantly give Parish residents and opportunity to raise issues and make proposals for Council consideration. Agreed to discuss further at the March meeting, all to consider potential agenda items.

ACTION: FC/14/22 - ALL

13. Refurbishment of the Church Pathway – MB presented an analysis of quotes for this work which had been gained from 3 contractors out of 7 who had been approached. Prices ranged from £5280 to £7225 to remove the existing surface and relay with a base plus surface coat. However, one contractor (Valletta) had recommended that replacing only the top layer was all that is necessary to avoid damaging the wall, some weeds will always surface along the edges whatever solution is chosen. Valetta submitted an alternative quote for one layer of AC10 tarmac of £3385.

Proposal	Proposer	Secunder	Resolution
To appoint Valletta Surfacing to cover the existing path with one layer of AC10 at a cost of £3385	MB	JR	AGREED unanimously

14. Farmers Field – PR reported that around 120 trees are still to be felled, largely due to ash dieback, the team are trying to complete within the calendar year. Some concern was expressed by HG about disturbing nesting birds, PR stated that the potential dangers of ash dieback mean that birds unfortunately have to take second place. MT commented that the scrape is going to cost a lot of money to improve due to inappropriate past planting of iris and other reeds exacerbated by water flow off Salisbury Plain. BL suggested that some ideas had been suggested regarding the scrape in the survey report commissioned by UPC from WWT. HG suggested that maybe new planting could commemorate the Jubilee year. PR asked whether it is possible to sell logs from the felling operation, currently some wood is taken away by the felling team for their own use. You can burn green ash wood, but there are perceived issues with selling wet wood. MB/MT to research rules on selling logs, no decision to be taken until they clarify the position.

ACTION: FC/15/22 – MB/MT

15. Lead Councillor Roles – MB reported that he and MH had reviewed the current listing recognising that new councillors had joined the Council. MB suggested that:

- i. HG might assist SB with her roles, concentrating particular on youth and events – HG agreed
- ii. JR to consider assisting MB with Urchfont Pond and also assist PM where he could with Wedhampton issues – JR agreed.

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

- i. **Playground Repairs** - SB reported that she is still trying to get King Roofing to quote for repairs to the roof of the pavilion in the Recreation Ground. She also stated that PR had completed other repairs at the playground. MB suggested contacting LA Building regarding the roof repairs.
- ii. **Bird Flu Restrictions** – MB stated that the latest guidance on the DEFRA restrictions is that they are likely to last until the end of March.

17. External Meetings – None reported. PW emphasized the need to send representatives to CATG meetings, especially when local issues or applications are being discussed. MB or MH would normally attend such meetings.

18. Other Reports from Councillors – SB reported that some progress had been made on replacing the map boards in Urchfont and Wedhampton, she will liaise further with PM

19. Items for Future Agenda

- i. Improvement of access from The Croft to the allotments
- ii. Is UPC prepared to contribute to the cost of resurfacing Church Lane (Adopted Road)

There being no further business the meeting closed at 9pm.

Date of Next Meeting: Wednesday 9th March 2022 - 7.00pm Village Hall (Conference Room)

a. CLERK'S REPORT

- i. Finance** – The financial summary and bank reconciliation at 31st January 2022 have been distributed to all councillors with this agenda. The accounts remain in good order.
- ii. PRECEPT 22/23** – the approved UPC requirement (£53,562.02) for 2022/23 was submitted to WC by email on 15th January 2022, 3 days before the WC deadline.
- iii. Co-option to fill vacancies** – At the time of writing I have not received any new applications.
- iv. CPRE Best Kept Village Competition 2022** – I have received advance notice of the 2022 competition, invitations to enter will be sent out in late February. In the meantime CPRE would like an indication as to whether we will be entering again this year.

Bob Lunn, Clerk to the Council

b. COUNCILLORS REPORTS

i. Farmers Field

Good progress being made with felling the dieback ash at FF.

I'm doing an extra half day felling per week to speed up the progress with Mick, so an extra 5 trees felled per week over and above the 10 or so I fell with Jeff on a monthly basis. We should get it completed this year.

Chipper booked for the 23rd to 25th of this month to chip the mountain of brush we are building up.

Mike and Cllr Turner are looking into the best prices and availability for new trees to plant.

Cllr Pete Rotherham

ii. UPC Highways Report -This is an update of our last survey completed in June 2021. **Additions have been marked in red.** The survey does not guarantee to have covered every issue

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. First reported in December 2019.
2. Drain appears to be blocked adjacent to Rowan House.
3. Pavement cracking up along High Street towards Orchard Close.
4. Orchard Close. Whole road surfacing deteriorated. First reported December 2019.
5. High Street poor road surface.
6. Very poor road surface cracking up and needs urgent resurfacing. Adjacent to the green.
7. Verge recession, **continues to worsen.**
8. Road in very poor repair, needs urgent resurfacing adjacent to Green Farm. First reported in December 2019
9. Wessex water lid was removed and a hole left which needs filling. **Still outstanding.**
10. Drain adjacent to Tom's cottage appears to be blocked.
11. Potholes appearing by Pynsent Cottage.
12. Yellow zigzags need re-painting. o/s school entrance.
13. Drains (x3) along Blackboard Lane appear to be blocked.
14. Road markings worn. Corner of Manor Close.
15. Drain on B3098 at the entrance to Blackboard Lane appears to be blocked.
16. Pavement in poor condition. Manor Close.
17. The Paddock road surface is very badly worn, and there are potholes opposite no.13. First reported in December 2019.
18. Sign still damaged at the entrance to the Paddock.
19. Drain blocked at entrance to the Paddock.
20. B3098 central road markings obliterated.
21. Drain blocked opposite Stonepit Lane.
22. Potholes on B3098.

23. Surface broken up.
24. Road Slow Sign obliterated.
25. Lay-Bye in poor repair.
26. 20mph signs badly sighted.
27. Road surface breaking up o/s Old School.
28. Grit Bin Messy and half buried. Top of Friars Lane
29. Friars Lane. The telegraph pole opposite Sawmills was reported as leaning slightly and the attached power lines were shrouded with branches. Openreach have checked this and cut back the branches.
30. Friars Lane. The drains opposite to Sawmills have been repeatedly cleared by both Cllr. Rotherham and our Parish Steward. They have been causing flood damage to Paul Taylor's drive, which is unacceptable. The Wiltshire Sewers team have now investigated and replied as follows: *THIS LOCATION IS TOO NARROW TO STOP THE TANKER – IT IDEALLY NEEDS A TEMPORARY ROAD CLOSURE SO I'VE COPIED IN THE LOCAL HIGHWAYS TECHNICIAN WHO MAY BE ABLE TO ARRANGE THIS FOR YOU.*
31. **Many potholes are reappearing and there is much general delamination along Uphill up to Franklins Farm which all requires resurfacing.**
32. Road requires resurfacing from opposite 1 Uphill and the junction to, and along Crooks Lane.
33. This drain was reported by a resident. It floods after a good downpour of rain. It is situated alongside Yardlands. Reply from Wiltshire Sewers, viz. *THE TEAM MANAGED TO EMPTY AND JET THIS GULLY ACROSS THE ROAD TO ANOTHER WHICH WAS BURIED AND EMPTIED THIS ENABLING THEM TO JET TOWARDS JUNCTION WHERE ANOTHER GULLY WAS LOCATED. UNFORTUNATELY, THERE WAS A BLOCKAGE THERE WHERE THE JETTER ONLY MANAGED TO GET THROUGH APPROX 1 METRE. THIS WILL NEED FURTHER INVESTIGATION AND CLEARANCE WITH A BIGGER TANKER. I HAVE COPIED IN THE LOCAL TECHNICIAN WHO MAY BE ABLE TO ASSIST WITH THIS.*
34. **Crooks Lane. Drain (by salt bin) is totally obscured and blocked.**
35. Walnut Close. Road markings need repainting as badly worn. (Done)
36. Walnut Close. Road cracking in parts.
37. B3098 Path cracking up near to The Croft.
38. The Croft. Road worn down. Drain left higher than road.
39. The Croft. Pavement cracked **and worsening.**
40. The Croft. Road surface is very poor **and worsening.**
41. The Croft entrance. Road markings (lines) need repainting.
42. B3098. **Water Cover surround cracking up.**
43. **Leaves accumulating alongside Farmers Field.**
44. Frequent flooding. B3098 bend Dangerous.
45. Large pothole at the Redhorn Hill /B3098 crossroads.
46. **The road up to Redhorn Hill is in a terrible state with numerous dangerous potholes having developed.**
47. B3098 surface in a very poor state where it meets the A342.
48. Delamination both on the B3098 where it meets the C248, and on the C248 itself.
49. 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. **A CATG request has been submitted.**
50. **The speeding and turn left sign on the A342 approaching the C248 from the SE. has been pushed into the hedge.**
51. **The electronic sign on the A342 is covered in verdigris and is not operational. This was reported a few months ago but no action to date.**
52. Wedhampton. Green Gate Road sign at the junction of Cartway remains mangled and now buried. This has been reported and chased several times.
53. **The 'No Through Road' signs at the entrance to Cartway were not replaced after resurfacing, causing many delivery vehicles to inadvertently drive up the road which is a nuisance to residents. This was reported but no action to date.**
54. **A CATG submission was completed for the SE entrance to Wedhampton to be made One Way.**
55. **Two drains blocked outside the entrance to Half Sovereign House.**
56. The road outside Urchfont School entrance badly delaminated.

Cllrs Mark Botham and Martyn Hollyman

To all Urchfont Parish Councillors

'Lessons Learned' Presentation regarding the Urchfont, Wedhampton & Lydeaway Neighbourhood Plan (UWLNP)

It was disappointing but not surprising to see that the 'Lessons Learned' presentation was made only to a UPC working group on 29th November 2021. This presentation was initially detailed for inclusion, as an agenda item, at a Full Parish Council Meeting which would have allowed members of the community to listen and engage in the presentation. Why was this changed to an 'In Camera' presentation to a group of Parish Councillors only? I understand that notes of the meeting are being prepared and trust they will be available to the public. I feel this is particularly important regarding the questions and comments section on the back page of the presentation.

The title, 'Lessons Learned', is very strange as only one page of the 9-page document presents details of what the authors consider the 'Lessons Learned'. The rest of the document is a rather self-opinionated agenda for an update of the Plan. Councillors, most of whom were not around when the last Plan was produced, would learn far more from the residents who actively took part and participated in its preparation!

The UWLNP was in general a comprehensive and useful document albeit with poor and rushed editing, combined with a failure to give Councillors and the public sufficient time to read and check its contents. It was the Housing Section that proved controversial, but this could have been avoided if the public and Parish Councillors had been treated with more respect.

In its dealing with the Community (and fellow Councillors) the most important 'Lessons Learned' should relate to:

- **Communication**
- **Openness**
- **Transparency**
- **and, most importantly, Trust**

Perhaps then the phrase **'You can't please all the people all the time – especially when it comes to housing developments!'** as detailed on the 'Lessons Learned' page of the presentation might become a possibility!

Richard Hawkins

11 January 2022

Lessons Learned from the Original Neighbourhood Plan

Incorporating Notes of a meeting held on 29th November 2021 and previously stated observations

The previous council had accepted an offer from Simon Holt and Dave Mottram to present the lessons learned from developing the original Neighbourhood plan to the council. This meeting took place on November 29th 2021

Present at the meeting were:

Bob Lunn (BL)

Mark Botham (MB)

Martyn Hollyman (MH)

Malcolm Turner (MT)

Simon Holt (SH)

David Mottram (DM)

The purpose of the meeting was for SH and DM to present to the Neighbourhood Plan working group the lessons they had learned from working on the original Neighbourhood Plan.

The slides that were presented have been shared with the review group and can be found appended to the minutes of the 8th December 2021 UPC meeting. The slide pack had two parts - part 1 lessons learned and part 2 ideas and thoughts for the future. This note relates only to the lessons learned section. Ideas for the future will be considered and discussed when appropriate as the revision of the plan develops.

Lessons learned

A number of points were discussed and presented those being:

- A) The realisation that the document was regarded by WC primarily as a development / planning document and it is these elements that need to be concentrated on.
- B) There should have been better document control with proper recording of new versions of all or part of the plan.
- C) There should have been better recording of changes made to the plan as it developed. They should be logged and approved.
- D) There should have been more cooperation with Aster.
- E) The steering group should have had better defined roles.
- F) There is a need to seek adequate guidance from WC as the plan progresses.

Previously stated observations

MB stated at the UPC meeting of 8th September 2021

- There should be fewer people on the review team, membership to be carefully considered and transparent
- BL to police the process to ensure all is transparent
- All meetings are to be minuted and the minutes published to ensure transparency
- Progress is to be reported and minuted at every UPCFC meeting
- All members of the review team will sign a specific code of conduct, breach will have consequences

MB also previously advised that to ensure an open approach update meetings open to all parishioners should be held at regular / relevant intervals.

Summary

All the points above are to be included in the Terms of Reference for the Neighbourhood Plan revision. The council is to vote on this inclusion at the February 2022 FC meeting.

Notes compiled by Cllr Botham

