



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 14th August 2024

Present: Councillor's: Moscrop (PM – Chair), Bamber (SB – Vice Chair), Rotherford (JR), Hill (TH), Kendall (PK), Waddell (JW), Shears (SS) and Harding (RH)

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): Frances & Matthew Carter, Celia Harrison, Tricia Howard, Kerry Stanley, Bob Organ, Corrine & Peter Rotherham, Sam Geiger, Nick Lemon, Sue Alexander, Sue Smith, Jane & Peter Cook, Marianne & Colin Whitehead, Aurora & Jonny Roche, Nicky Hammond, Ian Walker, Gill Hill, Lisa & Al Gordon, Jason & Janet Ledman, Liz & Kit Dark, John Adlington, Bill Donald, Alisan Taylor, Val Brockie, Malcolm Smith, Nick Church, Kevin May, David Alexander, Stephanie Szakalo, Nicky Mitchell, Graham Day, Elaine & Paul Bancroft, Roger Chadwick, Susan Fosbery, Ann Blunden, David Leigh, Peter Newell, Maria & Richard Kemp, Clare Cannon, Malcolm Turner, Tracey Lloyd, Mary Revill, Denise Adlington, Julie & Richard Eleder, Carole & John Beaty-Pownell, Janet & Richard Hawkins, Barbara & David Myers, Margaret Barclay, James Boyd, Simon Thompson, Simon Wright, Susie Grout, Kirsty Powell, Kelly Arnold, Shawn Scott, Di Harris, Bob Naylor, Nick Poole, Prof. Branford-White.

A. INTRODUCTION

1. **Welcome by the Chair** – PM welcomed all to the meeting, probably one of the biggest attendance we have had.

2. **Apologies:** Cllr Stephens (AS)

B. PLANNING – See Separate Minutes

C. AUGUST FULL COUNCIL MEETING

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

2. **Time set aside for Public Participation and External Reports** – PW, as a resident, requested that excessive noise emanating from the Recreation Ground be added to the next agenda. This was agreed.

3. Minutes of the Meeting of the Council held on 10th July 2024

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting.	PM	SB	AGREED with two abstentions as absent from meeting

4. **Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 10th July 2024** – The latest reduced listing was displayed; no updates were available.

5. Finance

i. **Financial Statement and Bank Reconciliation as at 31st July 2024** – BL confirmed that the Financial Summary and Bank Reconciliation as at 31st July had been distributed to all councillors prior to the meeting. JR asked why the Hills Waste invoices appear to be exceeding the budget. BL explained that charges are dependent on weight of the container when collected, this varies dependent on the time of year.

ii. Financial Spend Items during July 2024

Proposal	Proposer	Seconded	Resolution
To ratify the spend details for July 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** – no update or further clarification needed.

b. Councillor reports

- i. **Highways** – TH highlighted a collapsed drain at the The Paddock / B3098 junction.
- ii. **Emergency Hub** - no update or further clarification needed.
- iii. **First Responders & Councillor Recruitment** - no update or further clarification needed.
- iv. **Land Adjacent to Yew Tree Cottage, Friars Lane** – In response to a question from RH, it was confirmed that a budget had been approved at the May 2024 meeting. SB commented that ongoing maintenance will need to be considered.

7. Speed Indicator Signs on the B3098 – TH reported that Richard Harris (electrician) had examined the unit and confirmed that solar panels are in working order but specialist fuses in the unit itself had fused. He has ordered new fuses; a further update will be given in due course.

8. Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix II on website version only) – TH reported that 'Call for Sites' letters had been sent out and some responses had been received, the cut off is currently 31st August. Policies are currently being drafted. Questionnaires to distributed to all properties are also being prepared, these will need to be printed and distributed. TH asked what funding is available, BL stated that a budget of £1000 is already allocated from which funds can be drawn subject to VAT receipts. JR asked whether the new Government housing target increases would impact the Parish. PW stated that an 81% increase is expected in Wiltshire, decisions on how this will be distributed will be considered shortly and the Parish notified as to how this may impact their NP.

9. Power cleaning of playground equipment – SB reported that around half of the cleaning was completed on 12th August, the contractor will return to complete. SB was very impressed with the results so far, looks like new.

10. Best Kept Village Winner Presentations – 22nd September 2024 – BL confirmed that the Village Hall has been booked for this event. As in the past, it will be necessary to deliver / collect the CPRE Standards from other Villages before the event. BL confirmed that we need to make arrangements to deliver the 2023 Standard to Seagry and collect the LK 2024 Standard from Rushall. TH offered to undertake these movements; BL will send full details to TH. SB offered to co-ordinate arrangements for the afternoon tea. It was agreed that more publicity is needed to try and increase community attendance than in the past.

ACTION: FC/24/55 – BL/TH/SB

11. Date for Parish Meeting 2025 – BL stated that he is talking to the Village Hall with the aim of holding the combined Council / Parish meet on 14th May 2025, but this will involve changes for other groups who use the Hall on the same night.

12. Update on Current Issues not covered by above agenda items – The bus shelter mural is ready to be sent to the printer. PK suggested that maybe the outside of the shelter could have a makeover at the same

13. External Meetings – None attended

14. Other Reports from Councillors – None given

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

a. **Emergency Hub Proposals**

b. **Youth Council Update**

There being no further business the meeting closed at 9.13pm

Date of Next Meeting: Wednesday 11th September 2024 - 7.00pm Village Hall (Conference Room)

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 on Sunday 22nd September – more details to follow.

Bob Lunn, Clerk to the Council

B. COUNCILLORS WRITTEN REPORTS

Highways report for August 2024

Patch Repairs

Work has been carried out to patch sections of the roads at Peppercombe, Walnut Close and Crooks lane to Friars Lane.

Work on the drains is currently being carried out at the entrance to the Paddock.

Parish Steward

Matt our parish steward was busy cutting back the growth on the bank alongside Farmers field when a colleague was passing with a tractor fitted with a hedge cutting attachment and offered his services which were very welcome. They also cleared the long grass either side of the gateway sign making the approach to the village tidier.

Rights of Way group

The group is nothing to do with the council but feel they need a mention.

This group of volunteers have been very busy maintaining our network of footpaths. The work can be hard going on occasions especially in the hot weather.

So, thank you to Trevor and all the volunteers for their hard work.

If you have any highways issues, please to report them on the “My Wilts” app. Or visit the Wiltshire council website.

Clrs Andy Stephens and Trevor Hill.

Emergency Hub Report August 2024

Emergency Hub in Urchfont. This was discussed in previous meeting having been brought to our attention by Philip Whitehead in the Redhorn news and followed up by Sam Weller.

In the July meeting under item 10, I asked if we could move forward with Sam Weller looking at setting up an emergency Hub. Pam asked if I would be prepared to take responsibility which I

agreed, with future assistance from John Rotherford, Sarah Bamber also expressed interest in helping.

Thus far, Sam and I have met twice, reviewed have the guidelines for setting up an emergency hub and setting out a plan for the parish.

We have registered with Wiltshire council that we are looking to set up an emergency hub and hope to have a meeting with Chris Manual.

We are meeting again during August and by the September UPC meeting we should be able to outline how the hub will work and what resources will be required.

Cllr Andy Stephens

First Responders & Councillor Recruitment

First responders- still waiting confirmation the remaining balance for the equipment has been paid by UPC.

Applications are open now until 24th August for new First Responders, one person is in the process of applying and we are focusing on two others who have shown interest.

Councillor recruitment – one candidate is still planning to apply in September /October, and I am working with a further candidate but will only become eligible in October.

Cllr John Rotherford

Land adjacent to Yewtree Cottage, Friars Lane.

I have applied to HM Land Registry to establish the registered owners of the small plot of land adjacent to, and Northeast of, Yewtree Cottage, Friars lane.

I have received 2 documents which confirms that the land:

1. Is Not registered as part of Yewtree Cottage.
2. Is Untitled / unregistered land.

Therefore, as agreed at the UPC meeting on 8th May 2024, I intend planting fruit trees on this plot of land to preserve it as a future community amenity.

Councillor Trevor Hill

APPENDIX II TO AUGUST 2024 UPC MINUTES

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 30 JUL 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).

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

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

1. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 18 Jun 24 had been passed to UPC and approved.

Matters Arising

- 2nd Questionnaire – see Item 3 below
- Call for Sites update - see Item 4 below
- Draft policy chapters – see Item 5 below
- Sites map – see Item 4 below
- TH confirmed that the village hall had been booked for the next NP presentation to the community on Sat 9 Nov
- DM had updated and circulated the “Route Map” of UPNP production activities and the Log of Documents

2. CHAIRING THE MEETING

WG members had felt that it was a good idea to rotate chairing of the meeting and DM volunteered to take over this meeting.

Decision: Chairing the meeting would be rotated between WG members, with MT to take the role in Aug and SS in Sep.

Action: All to note.

3. 2ND QUESTIONNAIRE

Following a WG meeting on 24 Jun, a first draft questionnaire had been produced and circulated. WG members made further observations and a second draft had been circulated. There was considerable discussion about the need for a map and SS was concerned that it might appear that the broad locations depicted on the questionnaire could be leading residents in their decision making. KH agreed and queried the need for question 2. It was agreed that the questionnaire needed to be kept “tight” and that the questions should be related to the site assessment matrix. It was agreed to remove question 2. LT raised the matter of delivery and collection and queried if there was a need for a short concise flyer to advise residents about the 2nd questionnaire prior to its arrival on the doorstep.

Decisions:

- The criteria in question 1 should be cross referenced with the site assessment matrix
- Question 2 would be removed
- A flyer would be produced, which would be delivered to all households in the Parish and put in the Redhorn News
- The design and production of the questionnaire needed to be finalised
- Each questionnaire would be numbered

- Additional questionnaires would be available to households
- WG members would split, with one group looking at completing the draft questionnaire and the other deciding on the arrangements for its delivery and collection

Actions:

- DM would check that the question 1 criteria could be cross-referenced with the site assessment matrix
- LT would produce a draft flyer and circulate it to WG members
- SS would arrange for the flyer to go into the Redhorn News
- SS would speak to the graphic designer in the village regarding support in producing the questionnaire
- WG members would attend the questionnaire redraft and questionnaire delivery meetings as and when available.

4. CALL FOR SITES

SS reported that as at the date of this meeting, there were still only 3 site submission forms completed; no further requests for forms had been received. She confirmed that the extension deadline had been publicised in the Redhorn News. TH confirmed that a letter had been sent to the owner of the Garden at Cuckoo Corner UWLNP site, but no reply had been received. LJ confirmed that a large-scale map would be provided by Wiltshire Council, but until this was available, she had produced an Urchfont area map on which sites could be identified.

Action:- LJ would put the submitted development sites on the Urchfont map.

5. LIST OF LANDOWNERS AND DEVELOPMENT SITES

The WG was aware that previous landowner discussions had taken place, but now it was important that those landowners around the periphery of the village should be contacted to establish if they were interested in offering sites for development. A list of 8 landowners was identified to which letters would be sent to gauge their interest. SS had drafted personalised letters to those landowners who had previously shown an interest in providing potential sites. There was some discussion regarding landowners more distant from Urchfont village. KH stressed the importance of a sequential approach with the most sustainable being those closest to services/facilities.

Decisions:

- 2 types of letters would be produced – personalised for those landowners who had expressed an interest in development before and generic for others
- The draft letters would be finalised
- The letters would be sent out from UPC clerk

Actions:

- TH would send the Ballingers site contact details to DM
- SS would send her draft personalised letters to DM
- DM would make a final draft of the personalised and generic letters for agreement by the WG
- TH/JW would forward the letters to UPC clerk for onward transmission.

6. DRAFT POLICY CHAPTERS

KH confirmed that he had collected most of the draft policy chapters; those on landscape, heritage and nature were yet to be completed.

Action: LJ and MT would complete their outstanding chapters.

7. ANY OTHER BUSINESS

TH stated that his previous understanding about a NP grant from UPC was erroneous but he confirmed that he would approach UPC for an allocation.

Action: TH would liaise with UPC clerk to seek an initial budget allocation for the NP of £2000.

8. NEXT MEETING The next meeting would be held on 27 Aug 24 in the Village Hall commencing 7pm. **All to note**