

**DRAFT Minutes of the Urchfont Parish Council (UPC) Meeting held on Wednesday 18<sup>th</sup> October 2017 in the Conference Room of Urchfont Village Hall**

**Present: Councillors:** Mottram (DM - Chairman), Day (GD – Vice Chairman), Mitchell (NM), Hill (TH), Cowen (LC), Kemp (MK), Hawkins (RH) and Stevens (DS)

**Clerk to the Council:** Lunn (BL)

**Councillor for Urchfont & The Cannings:** Whitehead (PW)

**Members of the Public (for all or part of the meeting):** Sandra Johnston (UPC Planning Administrator), Ian Johnston

1. **Welcome by the Chairman** – DM welcomed all to the meeting, in particular Fiona Hornby.
2. **Apologies:** were received and accepted from Cllrs Thomas (RT), Donald (BD) and Creasey (GC).
3. **Presentation of CPRE Best Kept Village (Newcomer) Award** – Fiona Hornby, a representative from CPRE attended the meeting to present the Winners Shield and Certificate to UPC on behalf of the Village. She congratulated the Village for all the hard work that had been undertaken to prepare for the competition and encouraged participation in future 'Best Kept Village' competitions. She also commented that CPRE, as an independent organisation, want to keep themselves in the public eye through these competitions and by encouraging the public and councils to go to them for advice on planning applications. CPRE would welcome anyone who might be interested in taking part in their activities, she would like to display posters at the Scarecrow Festival in this respect. DM thanked Fiona for attending / making the presentation and also recorded thanks to former councillor John Chapman who had led and coordinated preparations for the competition.
4. **Declarations of Interest:** None declared
5. **Time set aside for Public Participation and External Reports** – No members of the public wish to speak.
6. **Minutes of the Meeting of the Council held on 13<sup>th</sup> September 2017**

Proposal	1st	2nd	Decision
To accept and sign the minutes unchanged as a true record of the meeting.	TH	RH	Unanimously agreed

**7. Finance**

**a. To receive a Financial Statement and Bank Reconciliation as at 30<sup>th</sup> September 2017** – these statements had been circulated to all councillors prior to the meeting. BL emphasised the fact that the indicated reserve at the end of March 2018 is still distorted primarily because budgeted funds for projects had not yet been fully allocated / spent.

**b. Preparing for 2018/19 Budget and Precept** – BL explained that it is intended that the first draft budget will be considered at the November meeting and the second draft at the December meeting with the view to finalizing budget and precept requirements. The Precept requirement has to be submitted to WC by the deadline of 20<sup>th</sup> January 2018, so we do have room for some final adjustment at the January FC Meeting on 10<sup>th</sup> January.

BL will prepare first draft of fixed and running costs based on present expenditure uplifted where expected increases are known or anticipated.

Councillors are required to provide rough estimates to BL of the following by 30<sup>th</sup> October:

1. any exceptional running cost expenditure requirement that is anticipated
2. likely funding requirements for new / delayed projects - by project name
3. A NIL return is expected where appropriate to ensure all councillors respond.

**ACTION: FC/70/17 - ALL**

**c. Project Proposals**

- i. Community Shop Air Conditioning Proposal** – Details of the extra contribution to this project had been distributed to all councillors prior the meeting regarding painting of the external unit. BL explained that having gained planning approval and the Area Board Grant award, this project can now proceed. He will arrange for all contributions (Area Board, Parish Trust and Community Shop) to be transferred to the UPC account and then pay the final invoice to facilitate recovery of the VAT element.

Proposal	1st	2nd	Decision
UPC to increase its contribution and the overall budget for this project by £175 to cover the cost of painting the external unit to better blend into the surroundings.	DM	NM	Unanimously agreed

**ACTION: FC/71/17 – BL**

- ii. Pond Green Track Resurfacing** – BL had distributed quotes from four contractors to all councillors prior to the meeting. Discussion concluded that the informal look of Pond Green should be maintained whilst at the same time resolving the current flooding risk on this track for minimum cost. Tarmac was not put forward by any contractor due to excessive cost; councillors did not consider that kerbing of the track is necessary.

Proposal	1st	2nd	Decision
To accept the quotation from Martin Bodman.	RH	GD	Unanimously agreed

**ACTION: FC/72/17 - BL**

- iii. New Gateway Signs for East of Urchfont** – BL explained that, as agreed with WC Highways, if approved the new durable signs will be installed in a new location to the east of Crooks Lane as part of proposed traffic calming measures along with ‘pedestrians crossing’ signs either side of the informal crossing at the junction of Crooks Lane and the B3098. When the new signs are installed this will also effectively and visibly better embrace Crooks Lane and Foxley Fields etc. within the Village boundary. The Glasdon quote had been circulated to all councillors prior to the meeting, BL sought a waiver of the three quote requirement due to the unique nature of this product, the fact that UPC have already purchased on unit for west of the Village and that WC use this manufacturer.

Proposal	1st	2nd	Decision
To waive the three quote rule and to approve the purchase of Glasdon gateway and signs (Quote 255883)	TH	DM	Unanimously agreed

**ACTION: FC/73/17 – BL**

- iv. Traffic Bollards** – BL explained that the budget for eight bollards had been approved at the last meeting; WC have agreed to install four of the bollards free of charge, but need to make a charge for installing the remainder. It was agreed that an order for the bollards should not be made until installation costs are received.

Discussion then turned to the installation of the new gateway signs, the original intention being for UPC members to undertake this work recognising that declared underground services would need to be protected. It was agreed that BL should try to seek a cost from WC and/or directly from Ringway for the installation, these are the accredited highways contractors who would be better aware of underground services. To avoid further delay the following proposal was made:

Proposal	1st	2nd	Decision
To give delegation to the Clerk to accept installation costs for Gateway signs and Traffic bollards up to £1000 in total (Excluding VAT) without referring back to the Council for approval.	GD	DM	Unanimously agreed

**ACTION: FC/74/17 - BL**

- v. **Planning Tablet/Laptop** – BL explained that, if the laptop / tablet is still required, he is awaiting a budget figure to work to as many machines can satisfy the perceived requirements but vary in cost quite extensively. Debate concluded that paper plans / drawings should be obtained from applicants for complex and/or controversial planning applications, otherwise plans can be simply printed or viewed on councillor laptops. It is particularly important for as many councillors as possible to attend site visits for potentially complex or controversial applications. On this basis this purchase should be put on hold pending further experience of issues in the future.

Proposal	1st	2nd	Decision
To put the purchase on hold pending future experience.	DM	RH	Unanimously agreed

- vi. **Donation to Devizes Citizens Advice Bureau** – Whilst CAB had been unable to accept an invitation to attend a Council meeting, they had nevertheless sent in some statistics about the number of people who use their service in the local area. These had been circulated to all councillors prior to the meeting. Whilst the view was expressed by a number of councillors that the local area quoted was unlikely to be just the Parish of Urchfont, councillors took the view that a donation to this worthy cause is justified.

Proposal	1st	2nd	Decision
To make a donation of £100 to Devizes CAB	TH	RH	Unanimously agreed

**ACTION: FC/75/17 - BL**

**8. Lead Councillor, Working Groups, Clerk & other written Reports (See Appendix attached on website only)**

- a. **Clerks Report** – BL updated his report by stating that all the items requiring funding had been dealt with in earlier agenda items, the new Wedhampton notice board had been delivered today and would be installed tomorrow (weather permitting), the 2<sup>nd</sup> draft of the tennis club lease is still under review and other items would be dealt with later in this meeting.

- b. Councillor Reports – No written reports submitted.

9. **Proposal to wear name badges at all Council and Site meetings** – DM expressed the view that it is probably sensible to wear badges for site visits and at meetings with large numbers of the public attending. TH had been used to the wearing of identity badges in his former business life. PW confirmed that this was common practice within WC, but he was not aware that other parish councils had adopted the practice.

Proposal	1st	2nd	Decision
For each councillor to retain own name badge and wear this at all site meetings and Council / Parish meetings where significant numbers of the public attend.	DM	GD	Unanimously agreed

10. **UPC Policies, Procedures & Regulations** – DM suggested that, unless there are any specific issues or comments, that councillors should approve all proposed amendments together.

- a. **UPC Health & Safety Policy**
- b. **Terms of Reference Policy**
- c. **Administrative Procedures**
- d. **Cemetery Regulations**
- e. **Lead Councillor Roles – Terms of Reference**

Proposal	1st	2nd	Decision
To approve all the above draft policies / procedures / regulations (a to c) unchanged.	DM	MK	Unanimously agreed

**ACTION: FC/76/17 - BL**

**11. Use of Technology**

- a. **Use of emails in the decision making process** – this process had been withdrawn from UPC use a while ago but was perceived to have been used once since withdrawal. RH expressed the view that sensible

discussion cannot be held to inform decisions and the public are not able to be party to the decision making email process. BL stated that email decisions did not meet appropriate transparency criteria and could be challenged by the public in this respect. There is nothing wrong with soliciting views from councillors by email in preparation for discussion at the next Council meeting. If an issue is particular urgent, then it will be necessary to call a special Council meeting.

Proposal	1st	2nd	Decision
To confirm and ratify the earlier decision never to use emails to determine Council decisions.	RH	DM	Unanimously agreed

**b. Use of Facebook / What's App for UPC information** – DS explained that the intention would be to use both services for the dissemination of information from the Council. On Facebook the page would be closed, people can like or follow but cannot make comment. If they want to comment then this would be facilitated by an email to one of the UPC administrators (Clerk and/or Planning Administrator in the first instance). What's App would be an internal UPC medium to inform members only of events, issues etc. SJ asked whether DS could provide a training session on both media, it was suggested that this could be given at the member informal gathering on 2<sup>nd</sup> November. A number of comments were made on the perceived unsafe nature and pitfalls of using Facebook.

**ACTION: FC/77/17 - DS**

Proposal	1st	2nd	Decision
To agree the use of What's App as an internal UPC communication media forthwith but to delay use of Facebook pending further consideration.	DM	DS	Agreed 1 councillor abstained.

## 12. Trees in the Parish

**a. Tree Survey Report** – Copies of the Astil Tree Survey Report had been circulated to all councillors prior to the meeting. DM referred specifically to the summary of works required shown in four categories from High to low priority. The one in the high priority category related to a tree at the Village Hall; rectification works had already been completed. DM suggested that RT should be tasked with getting quote(s) for all works listed in the summary and set up a working group with local residents to particularly consider the future of trees on Paddock Green.

Proposal	1st	2nd	Decision
RT to obtain quote(s) for works to address all tree works identified in priority categories Low to High (inclusive) for Council approval. In the case of trees in Paddock Green, RT to set up a working group with local residents to consider and agree a strategic 'trees in the right place' action plan.	DM	TH	Unanimously agreed

**ACTION/78/17 – RT**

**b. Commemorative Tree Planting** - An initiative being promoted by the Devizes Area Board is the planting of new tree(s) in commemoration of the centenary of the end of the 1<sup>st</sup> World War. DM suggested that the planting of 1 to 3 trees on Top Green had been supported by the WC Tree Conservation Officer and the UPC Tree Survey contractor, but other locations such as Paddock Green and Farmers Field in Urchfont could be considered in consultation with the public. GD expressed concerns about the use of Top Green as this could effectively block an ancient view down the High Street, this view was supported by PW who said that Top Green is unique for its open space. BL pointed out that the Devizes Area Board required a completed questionnaire on this issue by 30<sup>th</sup> November 2017.

Proposal	1st	2nd	Decision
Not to use Top Green for this purpose but to ask RT to utilise the Paddock Green WG to consider and propose locations such as Paddock Green and Farmers Field for new trees under this initiative.	DM	GD	Unanimously agreed

**ACTION: FC/79/17 - RT**

### 13. Parish Maintenance Contract

**a. Renewal of contract with effect 1<sup>st</sup> April 2018** – BL explained that the Parish maintenance contract will come to an end after 5 years plus a one year extension on 31<sup>st</sup> March 2018. There are two options to consider; firstly to extend the existing contract for a further period of time or secondly to publish an ITT to encourage and consider quotes from a range of contractors to ensure best value for money. BL had already produced a draft ITT for the latter purpose, a final version would need to be issued in January 2018 taking account of any decisions made under items 13b and 13c below. Having consulted with GD, DM expressed the view that competitive tendering should be the way forward.

Proposal	1st	2nd	Decision
To award a new 5 year Parish Maintenance Contract with effect 1 <sup>st</sup> April 2018 following consideration of responses to an ITT to be issued in January 2018.	DM	GD	Unanimously agreed

It was agreed that BL should continue to prepare and update the draft ITT for Council approval in due course.

**ACTION: FC/80/17 – BL**

**b. Grass Verges – Wedhampton** – BL had established that WC contractors do not cut any verges within Wedhampton, except for the splays at junctions joining the A342. BL proposed that if there is a desire for the Parish Contract to undertake grass cutting in Wedhampton, then the first task is to establish ownership of and responsibility for verges and prepare a proposal for Council consideration. It was agreed that this task could best be undertaken by BD; the proposal needs to be ready for Council consideration at the December meeting at the very latest if anything is proposed to be included in the new ITT in January.

**ACTION: FC/81/17 - BD**

**c. Grass Verges in Urchfont serviced by WC** – BL had received a number of complaints from residents in Urchfont about the condition that grass areas are left in following WC mowing. BL had confirmed with PW that, unlike the UPC contract, the WC contract does not require grass cuttings to be collected and so are left in unsightly clumps especially when the grass is long and/or wet. DM proposed that the Parish should consider taking on responsibility for cutting grass areas currently undertaken by WC (including Walnut Close, verges opposite the allotments, The Orchard, Manor Close, verges opposite Stonepit) from 1<sup>st</sup> April 2018, this to be included in the new ITT. PW applauded this initiative and confirmed that whilst no funding transfer would be available there might be other ways to offset the transfer which he would be prepared to consider further. BL to include these areas within the draft ITT for further consideration in December.

**ACTION: FC/82/17 - BL**

**14. Public Right Of Way (PROW)** – DM read out a statement prepared by BD as follows:

“The Wiltshire Council Eastern Area Planning Committee met on 5th October to debate the future of the Public Right of Way Order from Urchfont Top Green to the Playing Field. After an hour long debate they voted in favour of the order. The order will now progress to the Secretary of State who will decide whether this issue goes to a public enquiry or whether it is directly adopted onto the definitive map. Should the decision be made to hold a Public Enquiry, it may not be held for another 12 months. In the meantime I hope to progress further the solution

of a fenced path around the school. Thanks go to Sue Giddings, Malcolm Smith and Trevor Hill for speaking in favour of the order.”

DM proposed that he and BD should re-convene the meeting with the School to discuss the path further.

**ACTION: FC/84/17 – DM/BD**

**15. Farmers Field**

**a. Vision and Management Plan** – BL confirmed that an updated version of the Plan would not be available until the November meeting, as indicated in the circulated email to all councillors from Martijn Antheunisse.

**b. Proposals by Friends of Farmers Field** – DM reported that he and LC had been invited to meet on site with Phil Milanese where he agreed with the proposed entrance alongside the lay-by on the B3098 and proposed:

- An additional entrance from the pathway to the south of Farmers Field
- Fencing off the scrape area to prevent dogs entering that area
- allowing dogs on leads entry to the rest of Farmers Field

DM suggested that all these proposals should be welcomed by UPC and taken into account within the final Plan. LC stated that he would be attending a meeting of the Friends of Farmers Field on 23<sup>rd</sup> October when these proposals will be discussed further.

**16. Recreation Ground Exercise Scheme** – BL had circulated a statement from the lead organiser and a set of participation statistics covering seven weeks of operation prior to the meeting. It was noted that participation has been relatively small with on average only 4.36 paying individuals attending sessions, although BL did point out that publicity had been limited pending a decision on the way forward. Discussion centred on the fact that the scheme was being run as a business, whether they should be charged to continue use and comparisons with the Tennis Club who have to pay an annual rent. The latter was dismissed on the basis that the Club is for the exclusive use of members and not using ground which can be used by anyone in the community. A number of charging options were considered including a profit share scheme, fixed rent or voluntary contribution from the organisers. What was evident was that the Council wished to support use of the Recreation Ground and encourage such activities as this.

<b>Proposal</b>	<b>1st</b>	<b>2nd</b>	<b>Decision</b>
With the aim of supporting and encouraging this activity, UPC will permit the Group to continue providing this exercise scheme on a free of charge basis subject to current conditions and a further review in 12 months (Oct 18) when some form of profit share / rent / contribution may be discussed with the organisers based on participation statistics in particular.	DM	GD	Agreed 1 councillor objected.

**17. Crookwood Lane Lay-By** - BL reported that initial discussions have been held between UPC and WC Highways with the view to turning the muddy lay-by (which is actually part of the highway), alongside the Pathway to Oakfrith Wood and adjacent to the School driveway, into a better defined and surfaced parking area for use by anyone visiting the School, playing field / recreation ground and Oakfrith Wood. The new parking area will provide parking for about 12 to 15 cars; this hopefully alleviating parking problems in Blackboard Lane during school drop off / pick up times as well as providing visitor parking for the playing field and Oakfrith Wood. It is intended that the project will be funded by UPC. The idea has been agreed in principle between all parties and plans are now being drawn up and costed for further discussion. NM noted that the idea for this parking area had been included in the recently produced School Travel Plan, but had been dismissed at that time. She was delighted that this initiative is now being considered.

**18. Update on Current Parish Issues not covered by above agenda item**

**a. Urchfont Telephone Box** – Now that the box has been cleaned and painted, DM had contacted BT (via India) to establish how often the telephone had been used. Information gained suggested that no chargeable calls

are held on record. DM proposed that UPC should consider adopting the box which would then be taken out of use, but that BT would continue to pay for electricity supply. Someone in the Village would need to look after the box following adoption and consider uses for it. Other villages have used them for housing defibrillators, book exchange and art galleries for example. LC expressed some concern about removal of the only public telephone in the Village, what if someone needs to make an emergency call.

Proposal	1st	2nd	Decision
DM to take appropriate action to adopt the Urchfont Telephone Box	DM	NM	Agreed 1 councillor objected

**ACTION: FX/85/17 – DM**

**b. Overhanging Trees in Friars Lane** – To facilitate a solicitors letter, BL had asked WC to confirm in writing that the offending trees opposite 'The Sawmills' are a problem for their refuse collection vehicles. WC have confirmed the problem and furthermore have offered to facilitate a WC enforcement order on the land owners. As requested by WC, BL will provide WC with the necessary details to issue the order.

## **19. External Meetings**

**a. Various** - GD reported that he had attended the Area Board meeting on 18<sup>th</sup> September, a WC challenge meeting on 26<sup>th</sup> September and a Claire Perry Broadband meeting on 28<sup>th</sup> September.

**b. Arts in the Garden** - LC updated the Council on his recent meeting with the organiser of this event to be held in Urchfont Manor grounds between 22<sup>nd</sup> June and 8<sup>th</sup> July 2018. It will be open to the public, but the permissive path through Manor grounds will be closed when the event is closed. It is planned to use Martin Bodman's field for parking, but the practicalities of this have yet to be fully understood. Disabled parking will be available in the Manor grounds. Consideration is being given to facilitating a charity fund raising event within the event.

**c. Motocross Events** - PW reported on a meeting that he had just attended with residents of Potterne and Easterton regarding the increasing number of Motocross events being held. Residents were particularly raising concerns and issues in relation to the effects on horse riding in the area and use of bridleways to access the Motocross events. On the latter, providing that the landowner has given permission for particular bridleways to be used for access, this is permitted in law. The Potterne Wick junction is seen as a particularly unsafe access point especially if insufficient traffic marshals are present. PW confirmed that WC are becoming increasingly concerned about the lack of notice being given to them and the community before an event and lack of meaningful safety and traffic management planning. WC have written to the organiser's stating that they want a minimum of 3 months' notice of an event and submission of traffic / safety plans, without this WC are likely to invoke an Article 4 Direction to force proper and legal consultation / approval. In comparison, PW stated that management and marshalling of the Urchfont Scarecrow event had been applauded by the residents of Potterne.

**20. Action List Status Review and Update Reports from the Minutes of the meeting held on 13th September 2017** – DM confirmed that all actions have been completed or have been confirmed as in active progress.

**21. Councillors' Reports and Items for Future Agenda** – None identified

Meeting Finished at 10.10pm

Draft minutes prepared by Clerk to the Council 19<sup>th</sup> October 2017.

**Date of Next Meeting: 8<sup>th</sup> November 2017 in Urchfont Village Hall Conference Room commencing at 7.00pm**

**A. CLERKS REPORT – October 2017**

**1. UPDATE ON ACTIONS FROM FC MEETING ON 13<sup>th</sup> SEPTEMBER 2017**

- a. REPOSITIONING OF GATEWAY SIGNS (FC/68/17)** – As requested at the September meeting, I have secured a quote from Glasdon Gateway for new man made timber (Mmt) gates to replace those at the eastern end of the village as part of the repositioning project. This quote of £1537.84 + VAT includes new signage incorporating the Urchfont Stag. I will be asking councillors to approve waiving of the 3 quote rule on the basis that Glasdon are practically unique in the supply of such signage, that Glasdon are used by WC and the fact that UPC has already purchased a Glasdon gate for the western end of the Village. See details of the quote attached to the agenda covering email and item 5ciii on the agenda. An additional £40 will be required to purchase Postcrete.
- b. TOR FOR LEAD COUNCILLOR ROLES (FC/64/17)** – having received comments from most councillors on the draft presented at the September meeting, an updated TOR document is attached to the agenda covering email and included on the agenda for approval at item 8e.
- c. MOTOCROSS SCENARIO (FC/69/17)** – An email was sent to the Chairman of Easterton PC on 18<sup>th</sup> September as tasked. Subsequently we heard from Philip Whitehead that a further event was planned for Sunday 24<sup>th</sup> September (email circulated to all councillors). Philip then wrote formally to the organisers on 19<sup>th</sup> September indicating that insufficient notice had again been given for this event to facilitate proper highway and safety planning; the letter recommended that in future the organisers should give at least two months' notice (although apparently not a mandatory requirement) and prepare highway / safety plans for future events. He also advised that WC are considering their options including the possibility of an Article 4 Direction to prevent future events and assessing whether the site is actually suitable for such events in the light of concerns raised about noise and traffic congestion / safety.

- 2. COMMUNITY SHOP AIR CONDITIONING** – The Area Board grant of £1500 has been approved and is in the process of funds transfer. The Planning application decision is expected on 17<sup>th</sup> October 2017. In response to the comments made at the last meeting about the colour of the outside unit, David Myers has secured a quote of £175 from the manufacturer. It was suggested by BD at the last meeting that UPC would be prepared to pay for this additional requirement – see agenda item 5ci to approve an increased budget. The Planning Officer has been in touch with me regarding the likelihood of imposing an environmental condition to any approval in relation to noise constraint (external unit to operate at 5dB BELOW background noise levels).
- 3. WEDHAMPTON NOTICE BOARD** – a new man made timber notice board requiring no maintenance and with a 5 year warranty has been ordered and delivery is expected during week commencing 16<sup>th</sup> October 2017. I will need assistance to remove the old board and install the new board, including a trailer to move the large board from my house to Wedhampton.
- 4. POND GREEN TRACK RESURFACING** – Having gained one quote for this work, as explained at the last meeting it is necessary to gain at least an additional two quotes to satisfy UPC financial regulations. This has not been an easy task; I have written to 4 additional groundworks contractors, to date one has provided a quote and at least one other is working on his quote. Hopefully I will have at least three quotes for the meeting and for this project to be considered under agenda item 5cii.
- 5. FARMERS FIELD** – Having obtained comments from most councillors on the pictorial presentation made by Martijn at the last meeting, I sent him details of these on 29<sup>th</sup> September (copied to all councillors) with the view to this facilitating completion of at least a draft Plan for the October meeting. With the view to promoting awareness of this facility and plans for the future, I included a brief article in the Parish Council item in the October Edition of Redhorn News.

- 6. TENNIS CLUB LEASE** – I had a long meeting with the UPC Solicitor on 2<sup>nd</sup> October to discuss the initial draft lease for the Tennis Club, clarification of UPC requirements, comments made by the Tennis Club and the need to remove 'error messages' in the document. Whilst the lease may be perceived as unnecessarily complex and long, I am assured that this is necessary to protect both parties throughout the term of the lease; as such the content is what has come to be widely expected in legal terms. It must also be remembered that the lease covers a period of 50 years during which time currently involved individuals will not be around and the constitution / views of controlling parties (Council and Club) will have inevitably changed; hence the need for the document to legally protect interested parties during the full term of the lease. I have responded to Trevor Hill and Nick Hughes with annotations on their initial comments. I have now received a 2<sup>nd</sup> draft of the proposed lease which I will review before arranging a joint meeting with the Tennis Club and UPC solicitor to clarify / agree modification of the document prior to seeking Council approval to proceed.
- 7. COMPLAINTS ABOUT WC GRASS CUTTING** – I have received a number of complaints about WC grass cutting in Urchfont due to the fact that the cut grass is not removed; this becomes a particular issue when the grass is wet and / or long. In some areas local resident(s) now collect the cuttings to prevent mess and an unsightly appearance. My response has been that, unlike in the UPC maintenance contract, removal of grass cuttings is currently not required in the WC contract, this has been confirmed by Philip Whitehead. Maybe UPC should consider taking on grass cutting currently undertaken by WC contractors when we undertake the review of / ITT for the UPC maintenance contract which is due for renewal on 1<sup>st</sup> April 2018. Whilst I am sure that WC would welcome this transfer of responsibility, I suspect that transfer of funds to undertake the work will be minimal or not available. See agenda items 11a and c.
- 8. ANNUAL CHIPPER / SHREDDER SERVICE** – Unfortunately our usual contractor for this service is unable to accommodate the requirement this year, especially during the Urchfont School half term towards the end of October which we normally prefer to avoid any disruption. I am trying to get an alternative contractor but the service may now not be provided until later in the year.

Bob Lunn  
12<sup>th</sup> October 2017