

A Meeting of Urchfont Parish Council will be held on Wednesday 11th September 2019 at 7.00pm in the Village Hall Conference Room. Councillors are reminded of their duty to attend this meeting, and to consider their decisions in the light of the legislation on Discrimination, Crime and Disorder and Bio-diversity. Members of the Public and Press are welcome to attend the meeting, but may only speak in the time set aside for public participation.

Bob Lunn

Clerk to the Council

Tel: 01380 848737. Email: clerk@urchfont-pc.gov.uk

Website: www.urchfont-pc.gov.uk

5th September 2019

- A. Introduction**
 - 1. Welcome by the Chairman**
 - 2. Apologies**
 - 3. Election of Vice Chairman**
- B. PLANNING – see separate agenda**
- C. FULL COUNCIL MEETING**
 - 1. Declarations of Interest**
 - 2. Time set aside for Public Participation and External Reports**
 - 3. Minutes of the Meeting of the Council held on 14th August 2019**
 - 4. Action List Status Review and Update Reports from the Minutes of the meeting held on 14th August 2019**
 - 5. Finance**
 - a. Financial Statement and Bank Reconciliation as at 31st August 2019**
 - b. Application from Urchfont Tennis Club for Financial Assistance for new Club House project**
 - c. Request for donation from St Johns Ambulance Wiltshire**
 - 6. Lead Councillor, Working Groups, Clerk & other Written Reports (See Appendix attached on website only)**
 - a. Clerks Report**
 - b. Councillor Reports – Farmers Field**
 - 7. Urchfont Pond – Algae**
 - 8. Best Kept Village Competition 2019 – Presentations Update**
 - 9. Crooks Lane Pedestrian Access - Update**
 - 10. Village Greens Risk Assessment**
 - 11. B3098 Traffic Concerns**

12. Update on Current Parish Issues not covered by above agenda items

13. External Meetings

14. Councillors' Reports and Items for Future Agenda

Date of Next Meeting: 9th October 2019 in Urchfont Village Hall Conference Room commencing at 7.00pm

a. **CLERK'S REPORT**

1. **Update on actions from August Meeting**

FC/61/19 – Email to Philip Whitehead re waste collection trucks using Crookwood Lane Lay-By – Complete - email sent as requested

FC/62/19 – Respond regarding new Restricted By-Way – Complete - email response sent.

FC/63/19 – New signs required for The Paddock – contact WC – email request sent to WC Highways

FC/64/19 – New signage and litter bin for pathway to Oakfrith Wood – items on order

FC/65/19 – Highlight dog waste problem again on Redhorn News – included in September edition.

2. **Finance –** The Financial Statement and Bank Reconciliation have been distributed to all councillors with this agenda. The accounts are in good order, expenditure during the month is itemised on the bottom of the Bank Reconciliation. The key point that you will note is that the indicated UPC Reserve at 31st March 2020 has reduced from £30,807 to £4,359 (which should ideally be around the agreed £13,500). This is not an issue, however, but is directly as a result of the approval of the Crookwood Lay-By project and Cricket Club Financial Assistance application at the last meeting which obviously anticipates significant additional expenditure within the main UPC account in this financial year. The indicated Reserve will continue to fluctuate month on month dependent on further income being received, less expenditure than anticipated in some account lines and the transfer of funds from the separate UPC CIL balance (£23,424) where considered appropriate. We need to discuss the latter scenario and be aware when approving any further project or financial assistance / donation requests. I will explain further at the meeting.

3. **Audit of 2018/19 Accounts –** The accounts remain with the external auditors, no supplementary questions have been asked to date and their report is expected in September.

4. **Urchfont Pond –** Awaiting results of agreed Environment Agency sampling to see whether warning signs can be removed.

5. **Water Leak in Pond Green Track opposite No 1 Manor farmyard –** Having taken samples due to non-existence of water pipes on their plans, Wessex Water subsequently confirmed that the leak was chlorinated water and they would take ownership of the repair. I met with their inspector on 30th August to discuss the way forward and to sign 'consent to undertake works' paperwork on behalf of UPC. Works to identify and repair the leak are scheduled for 5th September 2019.

Bob Lunn

Clerk to the Council

b. **Councillor Reports**

Farmers Field

Lewis and I held a meeting with Friends of Farmer's Field on Wednesday 28th August. The purpose of the meeting was to ensure that all members of the team understood and agreed to abide by the recently approved Terms & Conditions for chainsaw use, to discuss potential training dates and any other matters arising. All members present agreed to abide by the Terms & Conditions for chainsaw use.

- Friends of Farmer's Field to investigate course dates that will fit in with personal work schedules.
- Maria Kemp to prepare a draft risk assessment
- Lewis Cowen to investigate means of chipping and disposing of brush following felling.
- Appropriate First Aid Training to be investigated.

Nothing further to discuss at this time.

Clr Maria Kemp