

A Meeting of Urchfont Parish Council will be held on Wednesday 14th November 2018 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

14 Walnut Close, Urchfont, SN10 4RU
Tel: 01380 848737. Email: clerk@urchfont-pc.gov.uk
Website: www.urchfont-pc.gov.uk
8th November 2018

A. INTRODUCTION

1. **Election of Councillors** – Cllrs Hill and Cottle to sign 'Acceptance of Office' documentation
2. **Chairman Resignation** – to ratify councillor acceptance on 23rd October 2018
3. **Election of New Chairman (and Vice Chairman if necessary)** – to elect, then sign 'acceptance of Office' documentation
4. **Welcome by the newly elected Chairman**
5. **Apologies:** to receive apologies

B. PLANNING – see separate agenda

C. FULL COUNCIL MEETING

1. **Declarations of Interest:** to declare any personal/prejudicial interests
2. **Time set aside for Public Participation and External Reports**
3. **Minutes of the Meetings of the Council held on 3rd and 10th October 2018** – to approve
4. **Action List Status Review and Matters Arising from the Minutes of the meetings held on 3rd and 10th October 2018** not covered as separate agenda items below.
5. **Finance**
 - a. **Financial Statement and Bank Reconciliation as at 31st October 2018** – to receive and note reports – see Clerk's report for comments.
 - b. **2019/20 Precept / Budget** – to prepare for 1st draft proposal at December 2018 meeting
 - c. **Project Proposals** – to consider and approve any proposals received prior to or at the meeting
6. **Lead Councillor, Working Groups, Clerk & other written Reports (See Appendix attached on website only)** – to consider any issues arising or clarification required (if none then quickly move on to next agenda item)
 - a. **Clerks Report**
 - b. **Councillor Reports**
 - i. Friends of Oakfrith Wood AGM
 - ii. Footpaths to / from Wedhampton and A342 crossing
7. **Outstanding Issues with WC** – to receive an update on progress.
 - a. **Proposed Quid Pro Quo arrangement with WC for assuming grass cutting and litter bin emptying roles in Urchfont**
 - b. **Code of Conduct / UPC Beeches Report with the Monitoring Officer**
 - c. **Overhanging Trees in Friars Lane**

8. **Re-allocation of Vacant Lead Councillor Roles following resignations** – to consider and appoint
9. **Proposal to Amend UWLNP** – to receive a report on progress
10. **Playing Field / Urchfont Manor / School boundary Fence & Hedge** – to receive update
11. **Proposal for Memorial Bench in Cemetery** – to consider proposal from relative
12. **Signage to mark Bratchell's Lane, Urchfont** – to consider proposal from relative
13. **Farmers Field** – to receive a progress report
14. **Proposed Devizes Parkway Railway Station** – to receive an update
15. **Environmental Friendly Initiatives** – to consider potential initiatives to pursue
16. **Preparing for Christmas** – to re-iterate responsibilities and timings for Pond Green tree and lights
17. **Update on Current Parish Issues not covered by above agenda items** – updates / clarification on previously debated / highlighted issues.
18. **External Meetings** - to receive reports on any external meetings attended by Councillors
19. **Councillors' Reports and Items for Future Agenda** - Councillors are requested to use this opportunity to report on any minor matters of information not included elsewhere on the agenda, and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making

Date of Next Meeting: 12th December 2018 in Urchfont Village Hall Conference Room commencing at 7.00pm

a. CLERK'S REPORT

1. Update on actions from October Meeting

FC/96/18 – Send UPC Beeches Investigation Report to Monitoring Officer – sent on 5th October seeking his comments and also asking whether he expects to see all complaints from the public or just code of conduct complaints about serving councillors.

FC/97/18 – Invite WC Planning Officer to November meeting – now looking at possibility of December attendance.

FC/102/18 – Review of Complaints Procedure – awaiting response from WC Monitoring Officer on conduct of the Beeches Investigation and also whether he expects to receive all complaints from the public or just code of conduct complaints against serving councillors.

FC/104/18 – Response to WC regarding the Delegation Agreement – awaiting updated schedules and final agreement document for signature.

2. Finances at 31st October 2018 – Finances are in good order as shown on the statements attached to the agenda; the bank reconciliation was completed satisfactorily. Indicated reserve at year end is now more accurate but is dependent on full allocation and spend of project budget. Details of all actual expenditure during the month are shown on page 2 of the bank reconciliation.

3. Planning Administrator Role – Following the resignation of Sandra Johnston, I have assumed this role on a paid overtime basis with effect 1st November 2018 pending a review of the workload involved and how this fits in with my Clerk responsibilities. The review will take place early in the New Year.

4. Councillor Vacancies – Nomination / Applications were required to be submitted by 4pm on 26th October 2018. Of the three potential candidates who had expressed interest, one was ineligible because at this stage he did not meet all the criteria and another because of a new work appointment which will take up too much of his time. Both wish to be kept informed of subsequent vacancy opportunities in the future. The third withdrew for personal reasons. I have now been informed by WC Electoral Services that Trevor Hill and Steve Cottle have been elected uncontested as the only two applicants, no election poll will be required on 22nd November. Bill Donald has confirmed his resignation; a new vacancy notice will be issued by WC in due course which will determine how this vacancy can be filled.

5. Telephone Kiosk adoption – We have received a completion certificate from BT indicating that the equipment has been removed and that the Kiosk ownership transfers from BT to UPC with effect 1st November 2018. I have notified Nicky, Maria and Stephanie that they can begin their project plan implementation from this date. UPC is now responsible for the maintenance of the box, a notice to this effect has been posted in the kiosk.

6. PROW – Bill Donald has confirmed that he is continuing to liaise with Richard Hawkins to prepare for the Public Enquiry to be held in April 2019.

7. Dog Waste – Following comments from Philip Whitehead at the October meeting I have put an enlarged article in the November edition of Redhorn News to identify specific locations where fouling has been highlighted as being a particular issue.

Bob Lunn - Clerk to the Council

b. COUNCILLORS REPORT(S)

i. Report to Urchfont Parish Council from the AGM of Friends of Oakfrith Wood held on the 24th September 2018.

The objectives of the Friends is to manage Oakfrith Wood in line with its designation as a Local Nature Reserve with a view to conserving, protecting and improving the physical and natural environment of the Wood and conserving and enhancing its biodiversity value as an educational resource and to encourage an appreciation of the natural world and local environment by local people and visitors alike.

The previous year has in general terms been successful, the Working Parties held on Tuesdays and Fridays from September to March were well attended, in addition there were a total of 5 Saturday Working Parties undertaking a wide range of clearing, felling, coppicing, dead hedging and litter picking. The Wood continues to be well used by the School and Pre-School and the local community.

During the year the weather at times was windy and stormy, sadly this caused damage to several large mature trees, primarily Ash trees, necessitating safe felling carried out by the Friends, another tree was infected with Honey Fungus and this was also felled.

The Hawk Conservancy and Wiltshire Wildlife Trust were thanked for their professional input, support and advice. The variety of wildlife continues to flourish in Oakfrith with badger/deer/fox/stoat spotted plus kestrel and barn owls which have been ringed and recorded.

The sale of firewood (65 loads) contributes to the Friends income and is intended to cover annual running costs with any surplus being added to the reserves.

Concerns for the future were identified as, an ageing group of volunteers – the workforce, a shortage of new volunteers and Trustees, the lower quality of the timber earmarked for felling and the increasing amount of bureaucracy the Trustees are dealing with.

Finally, Ian Maidment has resigned as Chair of the Friends after holding that position for over 12 years.

Graham Creasey

ii. **Footpath to / from Wedhampton and A342 Crossing** - Nick Plank stated that during this current planting he would spray out the route from the A342 across to the Planks Farm link road. This he has not done and I can chase him on this if you wish. He also agreed to build a landing point on the west side of the A342 next Spring and that we will move the 2 finger posts as previously discussed, though timing for this was not discussed. Personally I think UPC should wait until the Spring for all changes.

Bill Donald

(Clerks note: I have asked Bill to follow up on the non-spraying of the pathway during this current planting.)