

**DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held on Wednesday 14<sup>th</sup> August 2019 in the Village Hall.**

**Present: Councillors:** Day (GD – Chairman), Hill (TH – Lead of Planning), Creasey (GC), Kemp (MK), Stevens (DS), Cottle (SC), Botham (MB) and Hollyman (MH – post co-option)

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

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

**Members of the Public (for all or part of the meeting):** Mrs B Potter, Ms N Hammond, Mrs J Maidment, Mr T Young, Mr A Hiscock, Mr M Hollyman (pre co-option)

**A. Introduction**

- 1. Welcome by the Chairman** – the Chairman welcomed councillors and members of the public to the meeting.
- 2. Apologies:** Councillors Cowen (LC), Kinnaird (KC) and Cottell (PC)
- 3. Councillor Vacancy** – GD reported that an applicant had come forward for co-option, Mr Martyn Hollyman, details had been distributed to all councillors prior to the meeting. BL confirmed that Mr Hollyman from Manor Farmyard met the eligibility criteria and had signed the relevant declaration.

Proposal	Proposer	Seconded	Resolution
To co-opt Mr Hollyman to the Council with immediate effect.	GD	MB	<b>AGREED</b> unanimously

**B. PLANNING – see separate minutes**

**C. FULL COUNCIL MEETING**

- 1. Declarations of Interest:** TH declared a non-pecuniary interest in Item 5c having used one of the quoting contractors in the past.
- 2. Time set aside for Public Participation and External Reports**

*Chairman closed the meeting for public participation*

**Cricket Club Nets** – Mr Hiscock explained that the plan is to install a new double width facility which will be open for all to use. It will be located in the far bottom corner of the field adjacent and with an entrance off Witchell Lane. GD asked whether Mr Hiscock was familiar with the Cricket Ground lease and whether he is a Trustee of the Club, Mr Hiscock responded that he is not a trustee but is a member of the committee and is generally familiar with the lease. In response to a question from MH about the seemingly high overall cost of the project at £30K, Mr Hiscock responded by saying that groundworks would be around £10K, Matting £12K and the rest basically for netting / framework. MB asked how many juniors currently attend the Club, around 25. MK asked whether women are encouraged to take part, yes a couple already do.

**The Paddock Signage** – Mrs Maidment stated that road signage had been a source of concern for several years due to the fact that delivery / emergency vehicles regularly go to the wrong address because of the fact that No's 1 and 2 The Paddock and No's 1 & 2 Hags Lane are not clearly identified from the signage. Entrances to No's 1 and 2 Hags Lane are located within the first 20 yards or so of the junction with the B3098. WC had changed the signage following her earlier concerns, but this has only made things worse. She is now proposing Hags Lane (No's 1 and 2) Leading to The Paddock.

*Chairman re-opened the Council meeting*

### 3. Minutes of the Meeting of the Council held on 10<sup>th</sup> July 2019

Proposal	Proposer	Seconded	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting.	GD	MB	<b>AGREED</b> – two abstentions due to absence from the July meeting

4. **Action List Status Review and Update Reports from the Minutes of the meeting held on 10<sup>th</sup> July 2019** not covered as separate agenda items below – BL reported that the list of actions in progress has reduced significantly, none required highlighting for further discussion at this meeting.

### 5. Finance

a. **Financial Statement and Bank Reconciliation as at 31<sup>st</sup> July 2019** – Having read the Clerk’s report (see appendix on website), no questions or comments were raised by councillors.

b. **Application from Cricket Club for Financial Assistance** – An application had been received from the Cricket Club for £3K as part funding of a new cricket net facility, the application had been distributed to councillors prior to the meeting. TH wished the Club every success and agreed with the new nets, but was of the view that such funding did not meet the change from Community Grant to UPC Financial Assistance Policy, the criteria for which states that the project should serve all in the community. Funds should be found from other national cricket bodies for example, he would not support the application. SC said that his three children use the Cricket Club facilities, but pointed out that he considered the existing nets are dangerous. He believed that the new facility would attract more people to the Club. PW pointed out that funding has previously been awarded for projects that do not necessarily meet the ‘whole community benefit’ criteria. GD briefed the Council on the content of the Head Lease (between WC then transferred to Urchfont Manor and UPC) and the Sub Lease (UPC and the Cricket Club), both of which contain obligations regarding change within the 125 year term and/or on termination. Both UPC and Club Trustees have to ensure that these obligations are met, in terms of this proposal he believed that written agreement needs to be obtained from Urchfont Manor to satisfy the Head and Sub-Lease. Further debate resulted in the following proposal:

Proposal	Proposer	Seconded	Resolution
To agree to funding of £3K subject to: <ul style="list-style-type: none"> <li>That written confirmation is received from the Cricket Club that the balance of the £30K total cost of the project has been fully secured;</li> <li>That written approval, to both UPC and the Cricket Club, is gained from the owners of Urchfont Manor that these works are approved within the terms of the Head Lease.</li> </ul>	GD	MB	<b>AGREED</b> with one vote against

### c. Project Proposals

i. **Crookwood Lane Lay-By** – BL reminded councillors that the new lay-by will be built on land owned by WC Highways, PW confirmed that the project had WC approval but must meet their standards. BL confirmed that he had distributed details of quotes from 4 contractors all based on the original requirement designed by WC but with Ecogrid upgraded to E50 standard to provide a more robust top surface. Councillors now need to choose a contractor and Lead Councillor to oversee the project, PW confirmed that WC will also oversee the project to ensure Highways standards are met. Following further debate, the following proposal was made:

Proposal	Proposer	Seconded	Resolution
To appoint Geoff Potter as the chosen contractor and GD as the Lead Councillor to oversee the project.	DS	MK	<b>AGREED</b> unanimously

**ACTION: FC/60/19 - GD**

PW pointed out that waste / recycling trucks currently park on the lay-by area for break periods, there is a need to check weight limits for the new lay-by to deny or allow this practice to continue. He requested BL to send PW an email and he will pursue a response.

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

- a. **Clerks Report** – no updates or comments were made
- b. **Councillor Reports – Highways and Pond** – no updates or comments were made

**7. Urchfont Pond – Algae** – see Councillor report at Appendix on the website

**8. Best Kept Village Competition 2019 - County Round WON** – BL on behalf of the Council thanked all who had contributed to this fantastic success and confirmed that unveiling of the BKVC Standard and presentations of the various plaques / certificates would take place on Sunday 15<sup>th</sup> September commencing at 11.30am in the Village Hall (Main Hall). All in the Village are welcome to attend, light refreshments (tea/coffee/biscuits) will be served. Prize money of £225 had already been received by the Council.

**9. Farmers Field – Brief Update and approval of Updated Terms and Conditions for Chain Saw Use** – MK reported that she, LC and BL had met to further discuss the proposed terms and conditions for chain saw use. As a result minor changes had been made to facilitate issue of a final draft to all councillors prior to this meeting. MK recommended approval, following which a meeting will be held with members of Friends of Farmers Field to ensure that they all understand the requirements.

Proposal	Proposer	Seconded	Resolution
To approve and implement forthwith the Terms and Conditions for Chain Saw Use in Farmers Field.	GD	SC	<b>AGREED</b> unanimously

**10. Proposed New Restricted By-way Designation alongside Farmers Field** – Details of this proposal had been distributed to councillors before the meeting, the application had originally been submitted in 2012 by someone outside of the Parish. TH considered this a good proposal which will stop potential motor vehicle use. BL raised the need to gain access to the vehicle gate in Farmers Field, MH said that it may be necessary to gain approval from the land owner(s) for this purpose. PW commented that new legislation from 2020 will stop any new footpaths etc. being designated, better to get it done now. PW also confirmed that the designation process and cost is the sole responsibility of WC. Debate concluded that the proposal would benefit the community, there is no perceived downside.

*Chairman closed the meeting for public participation*

Mrs Potter pointed out that any by-way is normally owned half and half by adjacent landowner(s).

*Chairman re-opened the Council meeting*

Proposal	Proposer	Seconded	Resolution
To agree the RESTRICTED By-Way proposal, but comment about the need for access to UPC owned Farmers Field.	DS	MH	<b>AGREED</b> unanimously

**11. Cemetery Regulations – Out of Parish criteria** – Details of this issue had been circulated to all councillors prior to the meeting. BL confirmed that the issue had arisen because an applicant for a reserved cremation plot for her father, who now resides outside the Parish boundary, had refused to pay the required double fee due to the fact that her father had previously lived in Urchfont for over 20 years. The rules for fees are quite clearly stated in Cemetery Regulations and on the Fee Schedule. BL confirmed that the double fee rules had been similarly applied to reservation of graves spaces / cremation plots as well as at death, such rules apply at other local cemeteries and wider. If an applicant subsequently moves back into the Parish then on death only the Parish fee would be charged for interment. BL confirmed that, as far as he is aware, the rules had always been applied on this basis by UPC.

Chairman closed the meeting for public participation

Ms Hammond asked whether the out of Parish rule would apply to a resident who at death resides temporarily in hospital or in a hospice, what about someone who has taken up permanent residence in a care home outside the Parish? BL responded that temporary residence in hospital or a hospice whilst a permanent Parish address is still maintained would not attract double fees, but permanent residence solely in a care home outside the Parish would.

Chairman re-opened the Council meeting

GD commented that this will always be a difficult scenario to administer, but as these rules have been applied consistently to date then he was of the view that the rules should remain unchanged – if an applicant permanently resides or dies outside of the Parish boundary then the double fee rule should apply on the basis that this is a clear cut decision not open to interpretation. GD asked councillors whether any had a different view, none were put forward.

Proposal	Proposer	Seconded	Resolution
To leave the Urchfont Cemetery Regulations and Fee Schedule unchanged	GD	DS	<b>AGREED</b> unanimously

**12. The Paddock Road Signs** – TH commented that he had spoken to residents in The Paddock who generally agreed with the need to provide better road signage to overcome the perceived problems with delivery / emergency vehicles, the proposal made by Mrs Maidment (Haggs Lane (1 & 2) Leading to The Paddock) appears a good way forward. Whilst agreeing the need for better clarity, BL was of the view that the proposed signage is very similar to that displayed in 2014 and wondered whether it would actually stop vehicles going to the wrong address. PW agreed with this view. Debate then turned to whether a better solution would be to have two separate new signs, one at the junction with the B3098 saying "Haggs Lane (1 & 2)" and then a new sign located just past the properties in Haggs Lane saying "The Paddock" which would clearly identify the start of that road. Debate concluded with the following proposal:

Proposal	Proposer	Seconded	Resolution
To ask WC to change the signage to: <ul style="list-style-type: none"><li>• At the junction with the B3098 – Haggs Lane (1&amp;2)</li><li>• Just past 1 &amp; 2 Haggs Lane property entrances, install a new sign stating The Paddock</li><li>• Replace the existing but deteriorating 'The Paddock' sign on the west side of the junction with the B3098 with unchanged terminology</li></ul>	GD	MB	<b>AGREED</b> unanimously

**ACTION: FC/63/19 - BL**

**13. Increased Dog Fouling on Oakfrith Pathway in particular** – PW reported that there had been a significant increase in dog waste left on this pathway since March. Whilst local residents are generally responsible and do pick up, he suspected that visitors to the Village may not be so aware that this path is regularly used by school children to visit the woods. A lot of visitors do use the pathway, some of them entering the Oakfrith path from the footpath crossing from Witchell Lane. He proposed that additional signage be installed along the path to highlight this situation, SC suggested that an additional litter bin should also be installed to encourage 'bag it and bin it'.

Chairman closed the meeting for public participation

Mrs Potter commented that she agreed with the comment on non-resident offenders using the pathway. For example, she had noted a 'dog walking service' van parked beyond the Village Gateway Signs on Crookwood Lane, offloading 7 dogs and then entering the Oakfrith pathway via the public footpath alongside the wood yard, she did not know whether resulting dog waste had been cleared or not in this case.

*Chairman re-opened the Council meeting*

<b>Proposal</b>	<b>Proposer</b>	<b>Seconded</b>	<b>Resolution</b>
To install additional signage along the pathway at key points highlighting 'Bag it and Bin it' and the fact that children regular use the pathway. To additionally install a new litter bin towards the entrance to Oakfrith Wood.	SC	GC	<b>AGREED</b> unanimously

**ACTION: FC/64/19 – BL**

GD confirmed that budget will be made available to facilitate these additional requirements, he also emphasised the need for anyone to report offenders to the WC Dog Warden. BL will highlight this subject once again in Redhorn News.

**ACTION: FC/65/19 – BL**

(Post Meeting Note: The day after the meeting BL received an email from the owner of Urchfont Manor stating that someone is not picking up after their dog within the Manor grounds. It should be remembered that the Manor is privately owned and that the public are only allowed through the grounds via a permissive path to go to the cricket ground – please respect this and clear up after your dog.)

**14. Update on Current Parish Issues not covered by above agenda items – Crooks Lane Pedestrian Access** - GD reported that further discussion had taken place regarding pedestrian access in Crooks Lane following planning approval of the Uphill site . GD, GC and Nicola Sage as the community representative had agreed to conduct a survey of residents in the area in October, full details will be included in the UPC report in the September issue of Redhorn News.

**15. External Meetings** – None reported.

**16. Councillors' Reports and Items for Future Agenda** – None Reported

There being no further business the Chairman closed the meeting at 8.28pm.

**Date of Next Meeting: 11<sup>th</sup> September 2019 in Urchfont Village Hall Conference Room commencing at 7.00pm**

**a. CLERK'S REPORT – To BE COMPLETED**

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

**FC/52/19 – Cemetery Grass** – Mark Goddard is of the view that an extra cut is not required, unfortunately he got behind earlier in the season and he suspects that this is the time that the longer grass was spotted. I have asked him to keep an eye on the situation and to undertake an extra cut if necessary.

**FC/53/19 – Crookwood Lay-By** – updated final quote received and amended quotation log distributed to all councillors

**FC/55/19 – Overhanging Tree in Friars Lane** – Issue referred to WC who do have a budget for dealing with specific tree scenarios in unregistered land, awaiting a response from the Officer concerned following a site visit.

**FC/57/19 – Football Nets on Playing Field** – awaiting a response from the School regarding whereabouts of the nets previously purchased by UPC.

**FC/59/19 – Parish Trust Funds – UWLNP** – the agreed 50/50 split of surplus funds with UPC have been actioned by the parish Trust.

**2. Finance** – The Financial Statement and Bank Reconciliation have been distributed to all councillors with this agenda. The accounts are in good order and expenditure during the month is itemised on the bottom of the Bank Reconciliation. Now almost half way through the financial year, agreed project budgets and initiation action are key to facilitating the majority of spend in year. With the view to minimising time at this meeting, it is not intended on this occasion to give a verbal report unless councillors have any question.

**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. Water Supply to the Duck House** – I now have a quote for the Duck House supply connection which is within the budget councillors approved at the July meeting. I will initiate this connection when the internal works to the Duck House tap and onward isolatable connections to the Pond Green triangle have been completed as required by Wessex Water.

**5. Councillor Vacancy** – I have received one expression of interest from Martyn Hollyman of Manor Farmyard, when I receive his completed application form I will circulate to councillors for consideration at the August meeting.

**6. Tree Felling Licence** – I have applied to the Forestry Commission for a tree felling licence (81 trees) for Farmers Field, this has been acknowledged and I am now waiting for an inspection visit to validate the application

**7. Best Kept Village Update** – Having won the County Round, presentation of awards will be made by the Lord Lieutenant of Wiltshire and sponsor representatives on Sunday 15<sup>th</sup> September 2019 at 11.30am in the Village Hall. All in the community are welcome to attend, light refreshments will be available.

**8. Urchfont Pond** – Now that the water quality appears to have improved following the installation of the aeration system(s), siltex and dyofix dye, I have requested the Environment Agency to undertake further samples with the view to hopefully removing the warning signs by 30<sup>th</sup> August when Candles Round the Pond is scheduled.

**Bob Lunn**  
**Clerk to the Council**

**b. COUNCILLORS REPORTS – Roads and Pond Report**

I have walked round most of the roads in the village and would advise that there have been no material changes in the condition of the roads and street furniture since my April report.

The second aeration pump was installed in the village pond on Thursday 8<sup>th</sup> August (Thanks to Paul Bancroft for loaning us his waders for the task and Andy Phillips of L A Builders for placing the diffuser unit in the pond).

On Sunday 11<sup>th</sup> August MB and DS double dosed the pond with Dyofix. On Monday 12<sup>th</sup> August the red algae reappeared at the Friars Lane of the pond. The pond was manually aerated in the immediate area for about 20 mins. By 09:00 on Tuesday 13<sup>th</sup> the red algae had disappeared and on Wednesday 14<sup>th</sup> there were a few patches of dead red algae on the surface which quickly dispersed.

Both pumps will run in tandem for at least a month working in conjunction with the dye to reduce the blue green algae. Hopefully we will be able to remove the warning signs in time for Candles Round the Pond. This outcome is not guaranteed.

Bernice Brewster has been consulted and she is happy that we are following her plan. She confirmed that the reappearance of the red algae immediately following the Dyofix application was coincidence.

**Cllr Mark Botham**