

**A Meeting of Urchfont Parish Council will be held on Wednesday 12<sup>th</sup> December 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  
6<sup>th</sup> December 2018

**A. INTRODUCTION**

**1. Welcome by the Chairman**

**2. Apologies:** to receive apologies

**3. Council Status Update**

**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**

- a. **Redhorn News Update** – Paul Scarffe
- b. **Community Shop** – need for roadside signage
- c. **Other statements made by members of the public**

**3. Minutes of the Meetings of the Council held on 14<sup>th</sup> November 2018** – to approve

**4. Action List Status Review and Matters Arising from the Minutes of the meetings held on 14<sup>th</sup> November 2018** not covered as separate agenda items below.

**5. Finance**

- a. **Financial Statement and Bank Reconciliation as at 30<sup>th</sup> November 2018** – to receive and note reports – see Clerk's report for comments.
- b. **2019/20 Precept / Budget** – to consider initial draft proposals
- c. **Redhorn News – Proposed Increase in Council contribution** – to approve
- d. **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. Farmers Field
  - ii. Secretary of State Public Inquiry for PROW Path no.51
  - iii. Welcome to Urchfont Leaflet – progress report
  - iv. Telephone Kiosk

**7. UPC Beeches Investigation Report** – to receive an update

**8. Proposal to Amend UWLNP** – to receive a report on progress

- 9. Welcome to Urchfont Booklet** – to consider latest draft
- 10. Environmental Friendly Initiatives** – to consider potential initiatives to pursue
- 11. Preparing for Christmas** – to receive a progress report
- 12. Update on Current Parish Issues not covered by above agenda items** – updates / clarification on previously debated / highlighted issues.
- 13. External Meetings** - to receive reports on any external meetings attended by Councillors
- 14. 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. Two items are earmarked for the January meeting:
  - a.** Re-allocation of Vacant Lead Councillor Roles following resignations
  - b.** Mike Wilmott (WC Head of Development Planning) visit

**Date of Next Meeting: 9<sup>th</sup> January 2019 in Urchfont Village Hall Conference Room commencing at 7.00pm**

**a. CLERK'S REPORT**

**1. Update on actions from October/November Meeting**

**FC/96/18 – Send UPC Beeches Investigation Report to Monitoring Officer** – see Item 4 below

**FC/97/18 – Invite WC Planning Officer to November meeting** – Mr Wilmott has now agreed to come to the meeting on 9<sup>th</sup> January 2019 – see item 8 below.

**FC/102/18 – Review of Complaints Procedure** – in progress

**FC/104/18 – Response to WC regarding the Service Delegation Agreement** – Agreement now signed, see item 5 below.

**FC/108/18 – Uphill Development to be on December agenda** – see Planning Agenda Item 7b

**FC/109/18 – Welcome to Urchfont draft to be sent to Lewis Cowen** – draft sent 18<sup>th</sup> November 2018

**FC/110/18 – Risk Assessment paperwork to be sent to Philip Cottell** – paperwork sent 16<sup>th</sup> November 2018

**FC/112/18 – Service Delegation Reminder to Phillip Whitehead** – reminder sent 15<sup>th</sup> November 2018, see item 5 below for update.

**FC/113/18 – Reminder to Philip Whitehead regarding overhanging trees in Friars Lane** – reminder sent 15<sup>th</sup> November 2018

**FC/114/18 - Write to Angela Dutton family regarding memorial bench in the cemetery** – emailed 19<sup>th</sup> November 2018

**FC/115/18 – Send holding reply to Mr Bratchell regarding proposed signage** – email sent 19<sup>th</sup> November 2018

**2. Finances at 30<sup>th</sup> November 2018** – Finances are in good order as shown on the statements attached to the agenda; the bank reconciliation was completed satisfactorily. A further VAT refund claim has been paid bringing the total refunded this year to £3,670. 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. Councillor Vacancies** – Having elected two councillors uncontested recently, we still have a vacancy following the resignation of Bill Donald. This will be the subject of a WC Notice of Election shortly.

**4. UPC Beeches Investigation Report** – The report was sent to the WC Monitoring Officer for review on 5<sup>th</sup> October 2018 as tasked at the closed meeting on 3<sup>rd</sup> October 2018. We have now received a response from the Team Leader of Public Law and Compliance stating that the:

*"Monitoring Officer only has jurisdiction in relation to Standards matters. The report relates to the application of internal processes and procedures and does not contain issues relating to Standards issues. As such, we cannot comment upon the report primarily because the Monitoring Officer has no jurisdiction in relation to the internal operational issues raised within it."*

**5. Service Delegation Agreement** – The Agreement has now been finalised and signed by the Clerk and Chairman on behalf of UPC. We are now awaiting its return dated and sealed by WC. This Agreement facilitates the potential transfer of the remainder of the Urchfont Playing Field to Urchfont Parish Council in the event that the School closes at some point in the future. In return the Parish Council took on unfunded responsibility for WC grass cutting and litter bin emptying in Urchfont from 1<sup>st</sup> April 2018.

**6. Code of Conduct** – The 'No Further Action' decision of the WC Monitoring Officer was reported at the November meeting, we have since heard that this decision has not been challenged and that the case file has now been closed. However, at the direction of WC Governance, the content of the various documents associated with this case remain confidential to avoid potential Data Protection breaches.

**7. Overhanging Trees in Friars Lane** – local residents have now agreed amongst themselves to fund / arrange for a number of trees to be cut down / trimmed to a greater extent than would have been undertaken by WC to remove just branches overhanging the highway; at least some of this work was completed over the weekend 1<sup>st</sup>/2<sup>nd</sup> December.

**8. Mike Wilmott (WC Head of Development Planning)** – has agreed to attend the meeting on 9<sup>th</sup> January 2019; he has been specifically asked to provide councillors:

- a. with a better understanding of WC planning terminology used in the consultation process for planning applications, including WC interpretation and recognition of the various UPC consultation responses (e.g. Object, object with conditions, support, support with conditions, no comment etc.). The objective is not only to better inform councillors, several of whom are newly elected, but also instill public confidence in Parish Council handling of the planning process.
- b. an insight and guidance into the recently changed legislation which we understand facilitates amendment of made Neighbourhood Plans and how WC would be involved in that process. You may recall that the Urchfont, Wedhampton and Lydeaway Neighbourhood Plan was made on 20<sup>th</sup> April 2017.

## **Bob Lunn - Clerk to the Council**

### **b. COUNCILLORS REPORT(S)**

#### **i. Farmer's Field Update**

Large areas of scrub have been cleared with the help of the hired brush-cutter in order to plant bulbs and wildflowers. 400 Wild Garlic bulbs donated by Paul Wylie have since been planted and a further 350 out of a recent purchase of 500 were planted on Saturday. The remainder to be planted very soon if not already. The recent purchase cost has been covered by a voluntary donation. Ferns from Mike McDonald were also planted. Bluebells will be purchased and planted in the spring. Considerable thought has gone into the planting plan and it is the intention to have swathes of colour developing over the next five years to make the field more attractive to visitors.

We have a new and very welcome addition to the Friends of Farmer's Field team who has contributed enormously in a very short space of time and has also provided me with some helpful information and links. Most recently, 'Protecting our Water, Soil and Air'. 'A Code of Good Agricultural Practice for farmers, growers and land managers' from DEFRA which covers run-off from fields etc. Please see the link below. If we are to ever resolve the issue of the over fertilisation of the pond we are going to have to address the issue of run-off from U32. <https://www.gov.uk/guidance/rules-for-farmers-and-land-managers-to-prevent-water-pollution>

I have further developed my original plan for an art competition to design a new and welcoming sign for the entrance to Farmer's Field. I would like to propose a competition that is open to all the children in the parish to design the new sign. They would be provided with the details of appropriate content and size. For a minimal entry fee, they would be able to enter as many times as they wish. All entries received would be displayed in the village hall with refreshments made available to all visitors. I hope to develop a voting system so that all parishioners and visitors are able to help select the winning sign if they wish. At this time we have a promise of £100 to put toward prizes. I am yet to consider how this will be best used. It may be that we also have a post event display in the telephone box for the winner and runners-up. This is yet to be discussed.

I am hopeful that most of the refreshments, in particular, the cakes, will be donated. My aim is to hopefully raise the funds to cover the cost of the new sign and if the event works particularly well it may well provide additional funds towards other future costs such as information boards. Most importantly the children will be taking ownership of the new sign and contributing to the ongoing development of Farmer's Field as a community nature reserve.

## **Cllr Maria Kemp**

### **ii. Secretary of State Public Inquiry for PROW Path no.51**

UPC and interested parties have now been given Notice of Order by the Secretary of State to hold a Public Inquiry into the Public Right of Way Path no. 51 (adjacent to Urchfont Primary School).

The Inquiry will be held at Urchfont Village Hall, starting on Wednesday 24<sup>th</sup> April 2019 at 10.00am. The Inquiry is expected to last up to 3 days but this will ultimately depend on how many members of the public, either for or against, attend and how many of those will give their statements in person.

Urchfont Parish Council initially facilitated the process of submission of correspondence on behalf of residents of the Parish in support of this order.

UPC will be offering once again to act as a facilitator for residents who support the making of this order in terms of submission of information to this inquiry and I have been asked to co-ordinate the community response.

In the New Year I will be writing to supporters to ask if they will be attending the Inquiry and whether they intend giving their statements in person, and offering any help, as and if required.

I will keep UPC updated as to progress at forthcoming meetings.

### **Cllr Trevor Hill**

#### **iii. Welcome to Urchfont Leaflet – progress report**

After Bob sent me the copy that Richard had given him, I went through it, cutting what wording I could to make it more accessible to readers.

Then I approached Louise Scammell, a former resident of Urchfont, who is a professional designer, and she has agreed to undertake the design for a one-off fee of £50, which I am quite willing to underwrite.

I had hoped to have a draft of her design for councillors to view by this meeting and, if so, I will make it available for perusal before the meeting.

I have approached Richard with regard to meeting up to discuss the new design and what approaches he has made, if any, to prospective printers but so far he hasn't come back to me.

I have not seen any figures for print runs and would appreciate guidance from councillors as to how many ought to be printed off in the first instance.

### **Cllr Lewis Cowen**

#### **iv. High Street Telephone Kiosk – Christmas Update**



We are planning to decorate the Telephone Box for Christmas next week so please keep an eye out as you walk / drive by!

We have applied for a Scarecrow for the festival in May and are planning an Official Opening of the kiosk in January!

### **Cllrs Maria Kemp / Nicky Mitchell and Stephanie Szakalo**