

**The Meeting of Urchfont Parish Council will be held on Wednesday 10<sup>th</sup> October 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

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4<sup>th</sup> October 2018

**A. INTRODUCTION**

**1. Welcome by the Chairman**

**2. Apologies:** to receive apologies / approve reason for absence

**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 Meeting of the Council held on 12<sup>th</sup> September 2018** – to approve

**4. Action List Status Review and Matters Arising from the Minutes of the meeting held on 12<sup>th</sup> September 2018** not covered as separate agenda items below.

**5. Finance**

**a. Financial Statement and Bank Reconciliation as at 30<sup>th</sup> September 2018** – to receive and note reports – see Clerk's report for comments.

**b. Project Proposals** – to consider and approve any proposals received prior to or at the meeting

**i. Farmers Field Maintenance, Project / Capital and Hire Budgets** – to consider and approve

**ii. Crookwood Lane Lay-By Project** – to receive an update on progress

**iii. Other Projects**

**6. Statement on the outcome of the 'Closed' Council session on 3<sup>rd</sup> October 2018**

**7. 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** – None submitted

**8. Re-allocation of Vacant Lead Councillor Roles and Outstanding Actions following resignations** – to consider

**9. UWLNP**

**a. Progress against the Plan and Current Issues** – to receive an update

**b. Proposal to Amend UWLNP** – to consider

- 10. Outstanding Interaction with Wiltshire Council**
  - a. Proposed Quid Pro Quo arrangement with WC for assuming grass cutting and litter bin emptying roles in Urchfont** – to receive an update on progress.
  - b. PROW Urchfont School** – to receive a progress report.
- 11. Footpaths to / from Wedhampton and A342 crossing** – to receive a progress report
- 12. Farmers Field** – to receive a progress report
- 13. Environmental Friendly Initiatives** – to consider potential initiatives to pursue
- 14. Speed on the A342** – To receive a report
- 15. Update on Current Parish Issues not covered by above agenda items** – updates / clarification on previously debated / highlighted issues.
  - a. Overhanging Trees in Friars Lane** – to be receive update on action to be taken
  - b. Playing Field / Urchfont Manor / School boundary Fence & Hedge** – to receive update on responsibility for and actions to control access to Manor Grounds
- 16. External Meetings** - to receive reports on any external meetings attended by Councillors
- 17. 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: 14<sup>th</sup> November 2018 in Urchfont Village Hall Conference Room commencing at 7.00pm**

**a. CLERK'S REPORT**

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

**FC/81/18 – Accept quote for installation of western gateway** – accepted 14<sup>th</sup> September 2018, awaiting installation date.

**FC/82/18 – Purchase new litter bin for Stonepit Lay-By** – bin ordered on 14<sup>th</sup> September 2018, delivered on 28<sup>th</sup> September – awaiting installation

**FC/83/18 – Budget approved for new Gateway in Crookwood Lane and to proceed with insurance claim** – Claim registered with Zurich on 25<sup>th</sup> September 2018 – order for new signs in progress

**FC/84/18 – To hasten removal of telephone from telephone box** – see item 6 below.

**FC/88/18 – To publish approved Land and Use Policy** – published 14<sup>th</sup> September 2018

**FC/91/18 – Obtain quote for new sign on finger post** – in progress

**FC/93/18 – Write to other local parish councils regarding sharing of SIDs** – not yet actioned

**FC/95/18 – Items for October agenda** – included in October agenda

**2. Finances at 30<sup>th</sup> September 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 remains overstated at this stage due to insufficient actual expenditure data and project commitment. The second and final instalment of the Precept from WC has been received (£23,622.20). Details of all actual expenditure during the month are shown on page 2 of the bank reconciliation.

**3. External Audit of 2017/18 Accounts and Governance** – I have now received the report back from PKF Littlejohn LLP stating that "in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving causes for concern that relevant legislation and regulatory requirements have not been met." One comment was made that having revalued Council assets in 2017/18 using new write down criteria, that the valuation of assets figure for 2016/17 (prior year) should have been restated to reflect the write down criteria used.

**4. Councillor Vacancies** – The formal Notice of Vacancy for two posts was posted on notice boards and the website on 21<sup>st</sup> September 2018. This notice states that if 10 or more electors from the Parish send in written requests for an election by 11<sup>th</sup> October 2018, then an election will be held prior to 14<sup>th</sup> December 2018. If not then the posts will be filled by co-option. Two points to note:

- If an election is called and held then the Parish Council will be required to pay full costs of that election.
- Whether the posts are to be filled by an election or co-option, this will be solely dependent on identifying at least two eligible candidates. If less than two come forward then they will be appointed uncontested at an election without the need for the public to vote.

I have posted notices on notice boards and on the website seeking expressions of interest or more information on becoming a councillor in preparation for either method of appointment. None received to date.

**5. Proposed Lay-By in Crookwood Lane** – This project, originally suggested and minuted back in 2015, is to provide better and more structured parking facilities on the existing WC owned muddy verge adjacent to the Playing Field / Oakfrith Path. I have now requested quotes and alternative proposals from four contractors based on the plan provided by WC, two quotes have been received to date. Some questions are being raised about possible restriction of access to the farm yard opposite, the Chairman has agreed to discuss this with the owner.

**6. Telephone Kiosk adoption** – Despite earlier enquiries, latest contact with BT has unfortunately identified that the original signed contract sent in November 2017 was apparently never received. A new copy of the contract has now been signed by me on behalf of the Council and emailed back to BT on 30<sup>th</sup> September 2018. BT have subsequently advised that they have also signed the contract and are making arrangements for the telephone equipment to be removed shortly.

**Bob Lunn - Clerk to the Council**

**b. COUNCILLORS REPORTS** – None submitted