

The Meeting of Urchfont Parish Council will be held on Wednesday 13th June 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
7th June 2018

A. INTRODUCTION

1. Welcome by the Chairman

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

3. Co-option of new councillor to fill vacancy – to consider and select

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 9th May 2018 – to approve

4. Action List Status Review and Update Reports from the Minutes of the meeting held on 9th May 2018 not covered as separate agenda items below.

5. Finance

a. Financial Statement and Bank Reconciliation as at 31st May 2018 – to receive reports

b. Annual Clerk and Planning Administrator appraisals / salary review – to receive report and approve recommendations

c. Gateway Sign (West) – to consider and approve quote (£675 + VAT)

d. Purchase of Farmers Field lay-by litter bin – to note purchase

e. Annual provision for land expansion (£1000) – to confirm transfer

f. Other Project Proposals – to consider and approve

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. Defibrillator Group

7. 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.

8. **Village Pond Risk Assessment** – to discuss / approve latest draft proposal
9. **Lead Councillor Roles** – to review / re-allocate & consider associated project assignment
10. **Footpaths to / from Wedhampton and A342 crossing** – to receive a progress report
11. **Farmers Field** – to receive a progress report
12. **Best Kept Village Competition 2018** – to receive an update
13. **Parking on Village Greens** – to consider what action needs to be taken to deter parking
14. **Update on Current Parish Issues not covered by above agenda items** – updates / clarification on previously debated / highlighted issues.
 - a. **Eastern Gateway Sign location** – to consider location improvement
 - b. **Scarecrow Festival** – to consider reported cow hazard
 - c. **Cricket Nets proposal for Cricket Ground** – to receive an update
 - d. **Playing Field / Urchfont Manor boundary Fence & Hedge** – to consider responsibility for and actions to control access to Manor Grounds
15. **External Meetings** - to receive reports on any external meetings attended by Councillors
16. **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: 25th July 2018 in Urchfont Village Hall Conference Room commencing at 7.00pm

a. CLERK'S REPORT

1. Update on actions from May Meeting

FC/39/18 – Provisional meeting dates 2019 – all confirmed with Village Hall

FC/40/18 – Subscriptions Authorised – WALC and Community First have been paid, remainder will follow when due.

FC/41/18 – Asset register – Insurance column removed

FC/42/18 – Governance Statement – signed and submitted to External Auditors by due date

FC/43/18 – Accounting Statement – signed and submitted to External Auditors by due date

FC/44/18 – Discuss Cricket Net proposal with internal auditor – discussed and advice circulated to all councillors.

FC/45/18 – 18/19 Insurance – see Item 4 below

FC/47/18 – Contact next in line of 2017 unsuccessful candidates – contacted Philip Cottell and result emailed to all councillors

FC/48/18 – Publish approved GDPR documents – see Item 3 below

FC/52/18 – Confirm changed July meeting date with Village Hall – 25th July confirmed, but 11th left in place in case of planning priorities

2. Councillor Vacancy Notice – Notice expired on 18th May 2018, WC Electoral Services subsequently advised that there had been no letters from the electorate seeking a public election. UPC has, therefore, been authorised to co-opt a new councillor – see Agenda Item A3

3. GDPR Update – A new Menu page has been generated on the website which includes links to the UPC Information and Communication Policy, General Privacy Statement, Social Media Policy and Information Policy (FOI). I have also highlighted this on the website 'Home' and 'Latest News' pages and included reference to it in the June Edition of Redhorn News. As you know, I have also issued all councillors, staff and the Parish contractor with the Staff Privacy Notice. In my view this action at least goes some way to satisfying necessary compliance and publication requirements for GDPR by 25th May 2018.

4. UPC Insurance – In accordance with your decision to opt for a new 5 year Long Term Agreement with Community First / Zurich, I have renewed the UPC insurance for 18/19 commencing 1st June 2018.

5. Proposed Quid Pro Quo agreement with WC in exchange for assuming grass cutting and litter bin emptying in the Parish – Having submitted suggested changes on 20th April to the draft agreement proposed by WC, Councillors Day and Creasey together with myself were invited to meet with Philip Whitehead and WC officers on 10th May at County Hall to discuss the way forward. Following that meeting UPC submitted further suggested revisions on the 12th May, but to date we have had no response. A hastener was sent to all concerned on 4th June 2018 in the hope that a revised draft will be available for consideration prior to and at the June FC meeting. An update to be given at Agenda Item 7a.

6. Audit of 2017/18 Accounts – The Internal Audit was completed on 4th June with no adverse comments, observations or suggested improvements; the Internal Auditors section has been completed in the Annual Accounting and Governance Statement. This Statement together with the required supporting documentation will be sent to the external auditors to reach them by the due date of 11th June 2018.

7. New Gateway Sign Location (East) – UPC has now received three complaints that the new sign restricts visibility for traffic exiting from Crooks Lane; this was exacerbated by the length of grass growing on this verge recently. Other views have been expressed that, in comparison with a number of other local junctions (for example Blackboard Lane / B3098, Walnut Close / B3098 and Greengate Road / A342), this sign is perceived to be less of an issue and prompts more driver care when exiting the Crooks Lane junction.

Having contacted WC regarding the grass, which is their responsibility, arrangements were quickly made to have this cut by their contractor / Parish Steward during week commencing 28th May 2018.

As to the new sign itself, as requested I asked the WC Highways Engineer for his view on the location of the sign and whether it impairs vision, he has now responded that in his view it does and that UPC should consider a

number of suggested options for improvement – see email attached to the agenda. This issue is to be considered further at Agenda Item 15a.

8. Parking on Village Greens – it has been noted on a number of occasions recently that a significant number of cars are parking on the Pond Green grass triangle and pond verges when events are taking place at the Church. Cars were also noted to be parking on the grass verges in Church Lane. Whilst damage is less likely during dry weather, the grass will nevertheless be worn away if used regularly and especially during / after wet conditions. This is to be discussed further at Agenda Item 14.

Bob Lunn
Clerk to the Council

b. COUNCILLORS REPORTS

i. Farmers Field

The Friends of Farmers Field played host to three officers from Wiltshire Wildlife Trust on the morning of June 6.

They were first shown the donated materials for building two “bug hotels” – pallets, canes and other items – which would benefit children of Urchfont Pre-school who regularly visit the site.

But the main purpose of the visit was to view the pond and offer advice as to how it could be improved.

The main issue of the pond, and of water maintenance on the site in general, is the problem of the run-off of nitrogen-based fertiliser from adjoining fields at times of heavy rainfall.

The fertiliser increases the growth of weed and other plants, which choke the pond and adversely affect the water courses downstream of Farmers Field.

Until this problem is solved, there is little point in carrying out improvements to the area. One suggestion is planting a reed bed a little way south of Farmers Field, on the edge of the field at the junction of Urchfont 31 and 32 footpaths.

This would require the permission of the farmer, though there is some funding available from WWT. This funding, however, would only cover the provision of the reeds and the cost of planting etc. would have to be met from other sources.

They will provide us with estimated costings for the work that should be done.

The three officers were very impressed with what had been done so far but their concern is the water side of things. They suggested their colleagues in the education department at WWT would be able to offer advice on how to install other educational facilities, such as pond-dipping platforms.

Lewis Cowan

ii. THE PARISH DEFIBRILLATOR GROUP

On Tuesday 5th June we held a CPR Training Session for Yr6 at Urchfont Primary School.

There were 12 children participating and they were very attentive and interacted extremely well with the DVD instruction and our supervision. They seemed to enjoy it and were very proud to receive certificates at the end. Rest assured they will be very useful if needed in an emergency!

Thank you to the staff involved in setting it up and Mrs James for joining us and helping with the supervision. Carol Talbot agreed it would be an excellent addition to the Yr6 annual timetable.

Nicky Mitchell, Alison Taylor, Clare Milanes and Anthea Donald