



DRAFT Minutes of the Urchfont Parish Council (UPC) Meeting held on Wednesday 14th September 2016 in the Conference Room of Urchfont Village Hall

Present: Councillors: Mottram (DM – Chairman), Mitchell (NM), Thomas (RT), Chapman (JC), Day (GD), Stephens (AS), Holt (SH) and Hill (TH)

Clerk to the Council: Lunn (BL) **Planning Administrator:** Johnston (SJ)

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

Members of the Public (for all or part of the meeting): Jenny Holt, Gill Hill, Robert Knight, Linda Jennings, Paul Melhuish, Jane Steadman, Richard Hawkins, Ian Johnston, Stephanie Szakalo

1. **Welcome by the Chairman** – DM welcomed all councillors and members of the public to the meeting
2. **Apologies** were received from councillors Donald (BD), Gibb (HG) and Baker (PB)
3. **Declarations of Interest:** None
4. **Time set aside for Public Participation and External Reports**

The Chairman closed the meeting for public participation

Jenny Holt explained that she had received funding from the Scarecrow Committee last year to plant bulbs around the Village, she has received funding again this year and requested approval from UPC to plant both bulbs and wild flower seeds in public areas again. The Council approved the request. Assistance from anyone to plant the bulbs and seeds would be very welcome. In response, Linda Jennings suggested that the Rights of Way Group would be willing to help.

Jenny also commented on another initiative she had noted from elsewhere which she wondered might be considered in the Parish, a group of women who had volunteered to undertake rubbish collection. DM indicated that such an initiative would undoubtedly be supported by UPC.

Further, Jenny advised that through her Taste of Wiltshire connections, she had access to a grant scheme which can be used for any community based activity. She would welcome any proposals for use of such funds (e.g. for Farmers Field, additional benches etc). Applications need to be made by mid-October.

The Chairman re-opened the Council meeting

DM took the opportunity to thank and congratulate Jenny Holt and all involved on the success of the Taste Wiltshire event. He also congratulated local resident Polly Maton on her achievements in the RIO Paralympics.

5. Minutes of the Meeting of the Council held on 13th July 2016

Proposal	Proposed	Seconded	Decision
To be approved and signed unchanged as a true record of the meeting	RT	TH	Unanimously Agreed

6. Action List Status Review and Update Reports from the Minutes of the meeting held on 13th July 2016 – DM reviewed the list of outstanding actions, focussing on those which have been long outstanding:

FC/53/15 – New gate and path to cemetery from The Croft – whilst a quote has been obtained for this work (see items 7cv **below**), we are still awaiting approval from Aster. BL continues to hasten regularly, but no response has been received.

FC/45/16 – Motor Bikes on Salisbury Plain – a problem largely centred over the Scarecrow Festival weekend, BD is still trying to speak to the regulatory organisation on this. Bikes do not seem to be a problem at other times.

7. Finance

a. To receive a Financial Statement and Bank Reconciliation as at 31st August 2016 – BL reported that these documents had been circulated prior to the meeting. Finances are very healthy and that he is currently forecasting a year end reserve of £8698 dependent on all funds budgeted being expended. It is important in particular that projects are progressed to completion within the year.

b. Report on progress of annual audit(s) – BL reported that he is still awaiting a formal response from Grant Thornton, but was not expecting any issues to be raised.

c. To consider new project proposals

i. To ratify email decision on Pond Green electrics Phase 2 – RT gave an update on this phase explain that it was hoped to commence this work during the 2nd week of October 2016.

Proposal	Proposed	Seconded	Decision
To ratify email decision to fund this phase of the project at £1322.	RT	DM	Unanimously Agreed

ii. Pond Green electrics Phase 3 – RT explained that the estimate for this work is between £3800 and £4000 based on a quote from Bodman's to extend the electrics from the Christmas Tree site to the Triangle. The Scarecrow Committee has indicated that they would be prepared to fund up to £3000, UPC would need to refund the remainder. In response to a question, BL confirmed that for this level of expenditure three quotes need to be gained to satisfy audit requirements, especially if you consider the cost of all three phases of this project. It was also agreed that UPC will be the prime sponsor for this work.

Proposal	Proposed	Seconded	Decision
Phase 3 of this Project approved subject to the gaining of three quotes, UPC to be prime sponsor.	DM	RT	Unanimously Agreed

ACTION: FC/67/16 – RT

iii. UPC signage 2016 – BL explained that new signage was required for the upgraded playground, gates to the playing field / playground on access and cemetery. Based on earlier costs he predicted a requirement for £250 in this financial year.

Proposal	Proposed	Seconded	Decision
To approve a budget of £250 for signs.	RT	GD	Unanimously Agreed

iv. Gate to new Recreation Ground – BL reported that he had gained a quote from Mark Goddard for the supply and installation of a new gate in the Oakfrith Wood Pathway fence required under the land transfer Deed for access to the UPC owned playing field land.

Proposal	Proposed	Seconded	Decision
To approve a budget of £375 for this project	SH	TH	Unanimously Agreed

v. Gate / fencing for path from Croft to Cemetery – BL reported that, in anticipation of gaining Aster approval for the gate in The Croft fence, he had gained a quote from Mark Goddard for a gate and fencing to facilitate the new pathway into the cemetery. In answer to the question would the fencing be badger proof, BL responded that this would be totally impractical and non-cost effective as it only represented a very small stretch of fencing compared to the wider allotment boundary.

Proposal	Proposed	Seconded	Decision
To approve a budget of £300 for this project.	SH	NM	Unanimously Agreed

- vi. **Replacement Notice Boards** – BL reported that the Parish notice boards located in Wedhampton and at the Urchfont Garage are deteriorating fast in terms of locks, pin boards and external condition. He recommended the purchase of two new hard wood boards at an estimated overall cost of £850 based on catalogue prices.

Proposal	Proposed	Seconded	Decision
To approve a budget of £850 for the replacement of two notice boards	RT	NM	Unanimously Agreed

- d. **Completion of Wedhampton Well Cover** – BD has advised that the well cover project in Wedhampton has now been completed at less than the budget approved and based purely on cost of materials. BD suggested that a small gift be purchased to thank Mr Ford for this work.

Proposal	Proposed	Seconded	Decision
To agree to the purchase of a small gift at a cost of up to £25.	DM	TH	Unanimously Agreed

ACTION: FC/68/16 – BD

8. **Planning Administrator appraisal / Fee review** – DM reported that in discussion with SJ a proposal had been made by her to change the basis on which her contractor's fee should be paid. Currently she is paid an hourly rate plus cost of consumables to fulfil her role. SJ proposed that she be paid a fixed fee of £40 per week including all consumable costs with effect 1st April 2016.

Proposal	Proposed	Seconded	Decision
To pay an overall (hours + consumable costs) fixed fee of £40 per week with effect 1 st April 2016.	NM	RT	Unanimously Agreed

9. **Lead Councillor, Working Groups, Clerk & other written Reports**

- a. **Highways Report** – BL commented that highways issues are directly the responsibility of WC, not UPC, and should be reported by anyone in the community by using the 'My Wiltshire' app for smart phones and tablets as advocated in Redhorn News and the Clerks Report to this meeting. PW commented that the app is constantly being updated to provide a better response and feedback to those reporting faults, information from the app will be used by the new Parish Steward scheme to be introduced on 1st October. However, PW stated that there is a need for faults to be prioritised and repairs are carried out when conditions meet defined criteria. TH noted these comments but felt that there was still a Parish Council responsibility to ensure that reported faults are being appropriately dealt with. It was agreed that TH/GD and BL should discuss further.

ACTION: FC/69/16 – TH/GD/BL

- b. **Clerks Report** – BL reported that he had nothing to add.

10. **Update on negotiations / issues with WC**

- a. **PROW to Playing Field** - DM read out the following from BD who was unable to attend the meeting:

"Wiltshire Council are now preparing the decision report for the Area Planning Committee and expects to have the draft report completed by the end of September. There is a proposal to have a meeting prior to this report being finalised. Barbara Burke will have covered the interpretation of the totality of the evidence and made her recommendation so that the committee will be equipped to inform the Secretary of State whether they either support the confirmation of the order, or adopt a neutral stance, or do not support confirmation. The only consideration they are able to take into account is whether or not they believe, on the balance of probabilities that a public right of way exists over the claimed route of the footpath. However, whilst they will understand that they cannot take any other matters into account, they will want to know about the plans with regard to mitigating against the safeguarding issues that a public right of way through the school premises presents to the operation of the school. Richard Broadhead would like to establish where we are with that before he submits the report to them and will be looking to bring the working group together again in early to mid-October. He is hoping to have the

committee report finalised and approved by my Associate Director by the end of October so that he can get it before the planning committee on 7th November. The order will then be sent to the Secretary of State and the timing of a public inquiry or other means of determining the outcome will depend on the workload of the Planning Inspectorate.”

The Chairman closed the meeting for public participation

Richard Hawkins said that this is in essence the response he had received from Richard Broadhead, but he wondered what has happened about the proposed meeting with the School on safeguarding. He believed that the School refused to take part.

The Chairman re-opened the Council meeting

TH was of the view that UPC needs to present the proposed safeguarding options to WC in consultation with the School, if the latter do not wish to take part then the options should still be presented now.

PW commented that he is not surprised at the time lapse on this case, there are many cases ongoing and some take 25 years or more to resolve.

b. Playing Field CAT (Western End) – See Clerk’s report which reports on the completion of the ownership transfer to UPC. DM supported by all councillors expressed their thanks to both BL and Alistair Everett (UPC solicitor) for their hard work and persistence to achieve this transfer from Wiltshire Council.

11. Section 106 Project – See Clerk’s report noting that the order for the new playground equipment was placed on 22nd August and is expected to be installed over a two week period commencing 17th October 2016, dependent on weather. AS confirmed that precursor works to demolish the existing slide mound is scheduled for the weekend of 24th/25th September, BL commented that H&S measures must be in place during this operation to protect the public. AS also advised that Emma Beaumont wants to run a competition with local children to come up with a logo for the playground and also propose an official opening process when the installation is completed, this idea was endorsed by all present.

12. Farmers Field – TH reported that up to £3000 had been budgeted for the assessment phase of the management plan project, more detailed costings are now available based on completing phase 1 by December 2016 and Phase 2 by March 2017. JC emphasised that WWT is undertaking the work at cost. In response to a query over the need for other quotes, BL suggested that UPC can waive the 3 quote requirement for items in excess of £1000 on the basis that this is of a specialist nature being undertaken by an expert organisation at cost.

13. Neighbourhood Plan - Accountability and Transparency – DM opened this discussion by referring to the way forward which was unanimously approved at the UPC meeting on 14th May 2016:

“SH reported that the SG (Steering Group) response had been to continue until comments had been received from the examiner and any agreed changes are made to the Plan as a result. At that point the SG should be disbanded and the plan handed to UPC to take forward to the referendum.”

A view had been expressed that more should be reported to UPC on UWLNP actions, DM was of the view that this should be in relation to significant issues only. TH stated that WC guidance sees UPC as the designated ‘Qualifying Body’, not the UWLNP Steering Group. As such he believed that a tail wagging the dog situation applies in this Parish. SH took exception to this remark in that SG reports have been submitted to UPC every month and the fact check report from the examiner is still awaited.

DM confirmed that the examiner reports directly to WC not to UPC or the UWLNP SG, as such the SG has not been made aware of anything from the examiner which needs to be passed on. Total transparency has been assured through public consultation throughout the life of the UWLNP.

To ensure transparency now, TH proposed that any feedback to the SG from the Examiner via the WC Link Officer and any responses should be copied to the Clerk to the Council for the record and for distribution within the Council.

Having spent 3 or more years consulting and developing the Plan, DM was saddened that the integrity of the SG is now being brought into question.

The Chairman closed the meeting for public participation

Richard Hawkins expressed surprise to see in Redhorn News that the UWLNP SG is in discussion with the examiner, he believed that any submission had to be in writing or through a public meeting. DM commented that the SG has only supplied clarification via the WC Link Officer.

Linda Jennings commented as a member of the SG that there had not been a meeting of the SG since March and that she was not aware that any clarification had been provided to WC in relation to boundary definitions. AS, as a member of the SG, supported this comment and stated that the SG should have been involved in the provision of any clarification. DM apologised for not involving the SG in the clarification which was urgently requested by the Link Officer, he did not feel that the information was controversial or contentious.

The Chairman re-opened the Council meeting

SH outlined the way forward for the plan. Once the Examiner has completed her fact check report, and assuming that this does not identify any significant problem with the Plan, WC will approve a referendum subject to a further six week period of public consultation. WC are religiously following the defined process to avoid any further high court challenge.

TH re-iterated his proposal for the Clerk to receive copies of all documentation between the Examiner via the Link Officer and the SG to ensure transparency for UPC and the wider Community. TH also requested that UPC should have sight of the legal advice document provided by WC to the Examiner, DM stated that the SG had no involvement with this and that the document was privy to WC and the Examiner only. GD made the following proposal:

Proposal	Proposed	Seconded	Decision
As the Chairman of UPC has confirmed to UPC that nothing significant has been communicated to the Examiner recently, the UWLNP Steering Group will re-establish its working process and any future significant communications will be shared simultaneously with the Clerk of UPC.	GD	SH	For = 3 Against = 2 Abstentions = 2 Proposal Agreed

14. Best Kept Village Competition – DM reported that a meeting of interested parties was held on 6th September. JC stated that the meeting was attended by 14 representatives, all displaying a very positive and collaborative approach with a strong will to proceed with the project. It was agreed that a working group should be established which will facilitate an opportunity to work together to meet objectives, the next step is to form that working group and a small management group. JC outlined the programme of events: application to be made in February 2017; first phase judging in May / June and 2nd Phase judging in July 2017. BL confirmed that he will be putting the presentation used at the September meeting on the website.

15. Right trees in the right place – Although discussions have been held on earlier occasions with the WC Tree Officer about the type and number of trees within the Parish, DM feels that more action needs to be taken to ensure that trees in public and private areas are better managed in the future for the benefit of the community. He suggested that he and RT should meet with the WC Tree Officer to propose a way forward.

ACTION: FC/70/16 – DM/RT

16. Review of Parish Website – DM reported that a review will be undertaken by him and BL sometime during autumn / winter to ensure that current pages and information is up to date and develop the site to include further information (e.g. a Wedhampton page). DM asked that all councillors review the website and submit any suggestions for improvement to DM / BL by the end of October for incorporation in the review. JC suggested that a page could be devoted to the Best Village campaign.

ACTION: FC/71/15 – ALL

17. Parish Meeting 2017 – BL reported that he was having difficulty agreeing an April date with the Village Hall as is usual. Under legislation, the Parish Meeting has to be held between 1st March and 1st June in any year, a date in 2017 is further complicated by the requirement to hold whole Council elections in May for which it is understood formal nominations have to be hand delivered to WC by 4th April (4pm). BL recommended that Friday 24th March 2017 should be used for the Parish Meeting, this date is available in the Village Hall. It was agreed that this date should be booked.

ACTION: FC/72/16 - BL

18. Update on Current Parish Issues not covered by above agenda items

Flooding Potential – DM was pleased to report that the updated drainage system in The Bottom had performed well during the recent heavy deluge in the Village, he requested that PW pass on the thanks of the residents to those involved in WC.

ACTION: FEC/73/16 - PW

Building / Roofing Items in Stonepit layby – TH reported that the owner of this business related material had agreed to remove the items, but this had not yet been completed.

White Horse Opera Signage – It was reported that a sign had been chained to a post in Stonepit Lane layby for some while about a forthcoming event though to be in October, this did not comply with UPC policy on fly-posting. Who had left the sign was not known, BL was asked to investigate and notify the owners of UPC policy.

ACTION: FC/74/16 - BL

19. External Meetings – None reported

20. Councillors' Reports and Items for Future Agenda – None identified

Date of Next Meeting: Wednesday 19th October 2016 in Urchfont Village Hall Conference Room commencing at 7.00pm

Meeting Closed at 10.00pm

WRITTEN REPORTS – SEPTEMBER 2016

1. Highways

The roads and pavements within Urchfont and the wider Parish area need constant monitoring to ensure that they are maintained to a high and safe standard. Our pavements are of particular concern due to the aging population of our community who are more likely to 'fall' victim to any uneven surfaces. Generally, I believe the state of repair of our roads and pavements are fit for purpose, but there are exceptions.

For example the road surface in the The Paddock has been progressively getting worse year on year with the top 'veneer' of the surface breaking up and patchy over large areas. To my knowledge it has been in its current state for well over three years but it is difficult to determine exactly how long due to lack of record. The surfaces of some of our pavements have become uneven due to weathering, works by utilities companies or a combination of both.

We propose compiling a table of locations within the parish, where the road or pavement needs attention. The purpose of the table will allow the council to prioritise which areas need the most urgent of attention and therefore which should be subject of report to the WC Highways Department for attention. It will also provide a record of how long the problem has existed, which in turn will add weight to the council's submission.

To this end we would ask all councillors and parishioners to forward details of any roads or pavements, which they consider are in need of repair. Information can be passed direct to the below named councillors or via the Clerk for onward transmission.

Councillor Trevor Hill
Councillor Graham Day

2. Clerks Report – September 2016

- i. Playing Field CAT (Western End)** – As previously notified, the transfer of ownership of this part of the playing field from Wiltshire Council to Urchfont Parish Council was completed on 22nd August 2016. I now have a copy of the completed document and the UPC solicitor is currently registering ownership with the Land Registry.
- ii. Playing Field Proposal (Eastern End)** – As agreed at the May 2016 meeting, further consideration on this proposal was put on hold until the CAT of the western end had been finalised. As this has now been achieved, I intend to put this item on the October meeting agenda for further discussion.
- iii. Playground Upgrading** – The contract for the new playground to be funded by Section 106 funding was placed on 22nd August. Wiltshire Council have confirmed that they are prepared to fund this project by instalments up to the full value of the contract. I met with the contractor and Emma Beaumont on 25th August to confirm that the layout of the proposed playground did not breach the UPC boundary. Minor adjustments may be necessary to ensure that this is complied with during the installation which is expected to begin week commencing 17th October 2016 and

last for approximately 2 weeks dependent on weather. Temporary fencing will be erected during installation to comply with H&S requirements.

- iv. Notifying Wiltshire Council of defects / complaints** – Whenever a member of the public contacts me with a report relating to defects which are the responsibility of Wiltshire Council, I am encouraging them to report the defect via the 'My Wiltshire' App which is very easy to download to a smartphone or tablet and then use. The App facilitates reports on highways, street lighting, grass/hedges/shrubs/tree issues, street cleaning / litter, fly tipping and others. Reports get an immediate acknowledgement and then confirmation that something is being done about the reported issue.

- v. Lease for Urchfont Picnic Site** – thank you for your views on the offer from MOD to discuss this lease further, as a result I will be arranging a meeting shortly and may invite the UPC solicitor to attend.

- vi. Project Funds Proposals** – I would like budget approval for the following at this meeting:
 - a.** UPC Signage - £250 – based on previous order this should be sufficient to provide new signage for the playing field gates announcing access restrictions and proper access to the recreation end, H&S / liability signage for the new playground equipment, additional signage for the cemetery parking area etc.
 - b.** Supply & Fitting of new gate in the Oakfrith Path fencing to facilitate entrance to the land owned by UPC as required by the Transfer arrangements - £375 + VAT (Quote from Mark Goddard)
 - c.** Supply and fitting of new gate in The Croft fence with new fencing to the Cemetery - £300 + VAT (Quote from Mark Goddard)

Bob Lunn