

A Meeting of Urchfont Parish Council will be held on Wednesday 14th March 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
8th March 2018

- A. Welcome by the Chairman**
- B. Apologies:** to receive apologies / approve reason for absence
- C. Speed Watch** – Presentation by Inspector James Brain and Leanne Homewood of the Wiltshire Police Community Speed Watch Team
- D. PLANNING – see separate agenda**
- E. 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 14th February 2018** – to approve
- 4. Action List Status Review and Update Reports from the Minutes of the meeting held on 14th February 2018** not covered as separate agenda items below.
- 5. Finance**
 - a. Financial Statement and Bank Reconciliation as at 28th February 2018** – to receive reports
 - b. Budget 2018/19** – to review and approve
 - c. Community Shop Project** – to approve additional invoice for relocation of external unit
 - d. Maintenance & Bin Emptying Contracts** – to ratify contract award
 - e. Projects** – to receive an update on outstanding projects
 - i. Recreation Ground & Cemetery Benches
 - ii. Pedestrian Gate in Cricket Ground
 - iii. 'Pedestrians Crossing' signs
 - iv. Website Upgrade
 - v. Welcome to Urchfont Leaflet
- 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. Devizes Parkway
- 7. Farmers Field** – to receive update and consider/approve draft TOR for Working Group
- 8. Parish Meeting 13th April** – to consider preparation and arrangements for meeting

9. **Proposed Quid Pro Quo arrangement with WC for assuming grass cutting and litter bin emptying roles** – to receive an update on progress from WC.
10. **Proposed Crookwood Lane Lay-by upgrade** – to consider way forward
11. **Pond Green Risk Assessment** – to review
12. **Footpaths to/from Wedhampton and A342 crossing** – to receive an update
13. **Welcome to Urchfont Leaflet** – to receive an update
14. **Best Kept Village Competition 2018** – to receive an update
15. **Historical Awareness Project** – to consider taking part
16. **Update on Current Parish Issues not covered by above agenda items** – updates / clarification on previously debated / highlighted issues.
17. **External Meetings** - to receive reports on any external meetings attended by Councillors
18. **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.
 - i. Oakfrith Wood working party
 - ii. Community Spirit during snow
 - iii. General Data Protection Regulation (GDPR) briefing to be included on April agenda

Date of Next Meeting: 18th April 2018 in Urchfont Village Hall Conference Room commencing at 7.00pm

Note that the Annual Parish Meeting will be held on Friday 13th April 2018 in Urchfont Village Hall commencing at 7pm. All residents of the Parish, young and not so young, are encouraged to attend. An agenda will be posted on Notices Boards and the website in due course.

A. CLERKS REPORT – MARCH 2018

1. UPDATE ON CLERK ACTIONS FROM FC MEETING ON 14th February 2018 and previous

FC/14/18 – Damage to Village Verges – article placed in March edition of Redhorn News.

FC/16/18 – Do new Village Gateway Signs obstruct view – I have written to WC Highways to obtain their view, a response is awaited.

FC/17/18 – A342 hazard outside Grist Re-cycling yard – I have written to WC Planning Enforcement expressing concerns of the Council, a response is awaited.

FC/18/18 – Circulate Crookwood Lane Lay-by drawings – circulated on 15th February 2018

2. GROUNDS MAINTENANCE AND LITTER COLLECTION ITT'S – Following publication on 20th January 2018, ITT's were issued to six contractors; four attended a site visit and four submitted tenders. Following evaluation of tenders by the Finance Group (DM, BD, BL), their recommendation was presented to and agreed by the Vice Chairman on 27th February; a process agreed at the FC meeting on 14th February. The 5 year contracts for Parish Grounds Maintenance and Litter Bin Emptying have now been awarded to Mark Goddard and Son Landscaping. This decision requires ratification by Full Council at the March meeting – see agenda Item 5d. Contracts are being prepared and will be signed shortly.

3. IMPENDING COUNCILLOR VACANCY – having notified Electoral Services of the intended retirement of Royston Thomas following the April meeting, they have confirmed that no action will be taken to issue a Notice of Vacancy until the retirement / resignation letter is submitted in April. Expressions of interest in becoming a councillor to fill the vacancy in due course have been called for in the March edition of Redhorn News and on the website; no interest has been received to date.

4. GENERAL DATA PROTECTION REGULATION (GDPR) – GDPR, which replaces the Data Protection Act 1998 with effect 25th May 2018, appears to impose a significant amount of additional policy, privacy statements, consent gathering, audit and definitive evidence requirement work for a small council like Urchfont, is it all applicable one might ask? Having read the toolkit guidance provided by NALC recently, I have completed a Personal Data Audit Questionnaire with my initial thoughts in relation to UPC compliance or otherwise by/from 25th May 2018. This identifies a number of areas where UPC may not be compliant if and when a challenge is made by anyone and/or ICO seek confirmation of UPC compliance status; this largely relates to the fact that UPC do not currently have appropriate policies or privacy statements in relation Data Protection. I discussed the situation with the Chairman and Vice Chairman on 6th March and agreed that, on the basis that three heads are better than one when looking at complex legislation requirements, they should review the guidance and my audit answers with the view to briefing the Council at the April meeting and recommending a way forward which will ensure compliance. UPC as the Data Controller under GDPR will be responsible for satisfying compliance requirements, significantly increased penalties can be imposed under GDPR if compliance is found wanting!

Bob Lunn

B. Councillor Reports

Devizes Parkway – see report and attachments circulated with agenda – too large to document here.

Graham Day