

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

- A. Welcome by the Chairman**
- B. Apologies:** to receive apologies / approve reason for absence
- C PLANNING – see separate agenda**
- D. 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 10th January 2018 – to approve**
 - 4. Action List Status Review and Update Reports from the Minutes of the meeting held on 10th January 2018** not covered as separate agenda items below.
 - 5. Finance**
 - a. Financial Statement and Bank Reconciliation as at 31st January 2018 – to receive**
 - b. Projects – to receive an update on projects**
 - i. Quotation for gate in Cricket Ground
 - c. Cemetery Bench – consider ownership scenario and decide whether to repair or replace**
 - 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**
 - 7. Farmers Field**
 - a. Report on meeting of Friends of Farmers Field on 10th February**
 - b. Creation of joint UPC / FoFF working group to determine the way forward**
 - 8. Maintenance Contract and Bin Emptying ITTs**
 - a. To receive a progress report and seek delegation to Finance Group to award contract based on evaluation.**
 - b. To obtain an update from WC on transfer of responsibilities for grass cutting and litter bin emptying**
 - 9. Blocked drains & gullies – to receive a report and consider if further action is necessary**
 - 10. Peppercombe Development – to receive an update on community disturbance issues**
 - 11. Damage to Village verges – to receive comments / proposal from Philip Whitehead**

12. **Welcome to Urchfont Leaflet** – to review and approve draft
13. **'Big Things' project** – to consider proposal and invitation to participate
14. **Proposed Devizes Railway Station** – to consider UPC representation
15. **Best Kept Village Competition 2018** – participate or not, if yes choose a champion.
16. **Christmas Lights** – to receive an update on perceived issues and changes for 2018
17. **Update on Current Parish Issues not covered by above agenda items** – updates / clarification on previously debated / highlighted issues.
18. **External Meetings** - to receive reports on any external meetings attended by Councillors
19. **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: 14th March 2018 in Urchfont Village Hall Conference Room commencing at 7.00pm

A. CLERKS REPORT – FEBRUARY 2018

1. UPDATE ON ACTIONS FROM FC MEETING ON 10th January 2018

FC/01/18 – Telephone Box – I am awaiting a response from BT.

FC/02/18 – Invasive Plants – I am awaiting a response.

FC/04/18 – Precept – the demand for £47244 was submitted to WC on 15th January 2018.

FC/05/18 – Allotment Hedges – decision to reduce the hedges to 5 feet communicated to contractor, work has now been completed.

FC/06/18 – Cemetery Business Rates – see item 4 below

FC/10/18 – Donation to Dauntsey's – a cheque for £50 has been issued as a thank you for the donation of their Christmas tree.

2. NEW GATEWAY SIGNS AND BOLLARDS – The four remaining bollards and the new Gateway Signs to the east of Crooks Lane were installed on 26th January 2018. Removal of the old signs has to be arranged.

3. GROUNDS MAINTENANCE AND LITTER COLLECTION ITT'S – Following publication on 20th January 2018, ITT's have been issued to six contractors; three have attended a site visit to date.

- ITT submission deadline – 1600hrs on Saturday 17th February 2018.
- Tenders will be opened – Monday 19th February 2018
- Evaluation completion and notification of contract award – Saturday 3rd March 2018
- Contract start date – Sunday 1st April 2018
- Contract Duration – 5 years

Evaluation of tenders will be undertaken by myself, the Chairman and Bill Donald.

4. CEMETERY BUSINESS RATES – following advice received, I made a claim to WC for Small Business Rate Relief (SBRR) on the Cemetery backdated to 1st April 2012. This has now been granted resulting in a 100% refund of rates amounting to £916.92 (Cheque received on 2nd February). Furthermore I have been informed that the SBRR 100% relief will apply up until at least 2022 assuming no changes in rating policy. Based on the revised rateable value and charge (excluding transitional relief) applied for 2017/18, this will potentially save UPC around £2000 over at least the next four years. In the circumstances I have informed Goodman Nash that UPC does not want to take up their offer to pursue this issue.

5. IMPENDING COUNCILLOR VACANCY – Following the decision of Royston Thomas to retire from the Council immediately after the April meeting following almost 15 years' service, I will initiate action with Electoral Services to publish a vacancy notice in due course. Whether or not an election will be held or co-option approved will be dependent on whether more than 10 electors request an election by a deadline date stated on the notice.

6. MEMORIAL BENCH IN THE CEMETERY – This bench in memory of Mr Trimmell is in very poor condition generally; in particular several of the slats are broken or degraded. Item 5c on the agenda seeks to establish whether you want to repair the existing bench or replace it with new, whichever option is chosen there will be costs involved. A new wooden bench can be sourced for £400-£500.

7. GENERAL DATA PROTECTION REGULATION (GDPR) – This new regulation applies from 25th May 2018 and supersedes the current Data Protection Act (DPA). Whilst a lot of this new regulation has similar requirements to the DPA, there are some significant additional requirements which we will have to comply with and necessitate amendment of existing / issue new UPC policies. I am currently researching these changes / seeking advice from appropriate agencies and intend to initially brief you more fully at the March meeting.

Bob Lunn

B. Councillor Reports

1. Scout Hut - Having chased De Jones re the development of the Scout Hut she informed me that she was no longer responsible for this project, apologised for not informing me and told me that Steve Tibbert (District Commissioner, Mid Wiltshire) had taken over. I have been in contact with him and we hope to meet up towards the end of February.

Bill Donald

2. PROW - Richard Broadhead reported back that he has been very busy recently with a number of other high priority matters at a time when they have been experiencing ongoing staff shortages. He regrets that he has not had the capacity within his workload to progress further discussions with the school and the UPC to finalise a proposed route for the alternative footpath to the claimed route. Equally, his Definitive Map officers have been required to spend their time preparing cases and presenting evidence at several public inquiries for other applications, three of which have been / are taking place this month. Once they get past the February half-term the diary should be a little less hectic, and have scheduled the submission of the order to the Secretary of State to be made then.

He then says he shall also look to arrange a meeting with the school, the UPC and the diocese after half-term.

He was pleased to hear about the provision made by the parish council to fund the proposed fencing.

Bill Donald

3. Drains and Gullies - Despite the promises made by Mr David Arnup, the 4 drain gullies along the B3098 from the junction of The Paddock to the junction with the High Street have still not been attended too and remain totally blocked. I can only assume that the Highways Technician does not consider that these blocked gullies are a road safety issue.

Ironically, I reported the flooding at the top of Peppercombe Lane and that gully was cleared on that same afternoon, Wednesday 24th January. I was reliably informed that the Gully Tanker had been seen in the village on that day.

Trevor Hill

4. Urchfont Village Cricket Club

- UVCC held its AGM on 26th January 2018. Although the club had to withdraw from the Wiltshire league due to insufficient players of the standard required to be competitive in Division 1, the Mid-Week and Sunday teams had a successful season.
- The club finances are in a reasonable state. This is helped by several successful and well supported social events.
- This year's fixture list includes 16 home weekend games, and 8 Mid-Week fixtures. More Mid-Week fixtures are still to be arranged, and during the season the Club will investigate entering a team in a Mid-Week league for the 2019 season.
- The Sunday morning junior coaching sessions continue to be very well supported, and these will continue in 2018.
- The Club very much appreciates the support it gets from members of the community including the Scarecrow Festival.

Dave Mottram