

DRAFT Minutes of the Urchfont Parish Council (UPC) Meeting held on Wednesday 11th January 2017 in the Conference Room of Urchfont Village Hall

Present: Councillors: Mottram (DM – Chairman), Donald (BD) Thomas (RT), Day (GD), Hill (TH), Stephens (AS) and Chapman (JC)

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

Councillor for Urchfont & The Cannings: Did not attend

Members of the Public (for all or part of the meeting): None

1. Welcome by the Chairman

2. Apologies: Apologies were received from Councillors Mitchell (NM), Gibb (HG), Baker (PB) and Whitehead (PW)

3. Declarations of Interest: None declared at the meeting.

4. Time set aside for Public Participation and External Reports – No members of the public attended the meeting.

5. Minutes of the Council meeting held on 14th December 2016

Proposal	Proposer	Seconder	Decision
To approve and sign the minutes unchanged as a true record of the meeting	TH	BD	Unanimously agreed

6. Action List Status Review and Update Reports from the Minutes of the meeting held on 14th December 2016 – all outstanding actions were reviewed as reasonably ongoing apart from FC/94/16 – Bikes on Salisbury Plain - see item 12 below.

7. Finance

a. To receive a Financial Statement and Bank Reconciliation as at 31st December 2016 – This statement had been circulated prior to the meeting. BL indicated that he had refined the predicted Reserve at the end of March 2017 to £14012 to take account primarily of the fact that some budget project funds had not yet been allocated. He stressed that this figure is a prediction based on current information and will be dependent on other forecast expenditure taking place before the end of the year and/or new expenditure being identified and approved. This predicted Reserve figure is used as the basis for 2017/18 budget and Precept Demand calculations.

b. Precept and Budget 2017/18 Preparation – BL had circulated the second draft version of the budget prior to the meeting, together with a Precept Option sheet to aide councillors in their deliberations over the amount to be demanded from WC and the impact on Band D council tax charges for the Parish Council element ranging from -1.63% to +7.69%. GD congratulated BL on the draft budget and in particular the option sheet which afforded very clear level of Precept demand and council tax change comparisons. Lengthy discussion then ensued primarily comparing increases in Precept Demand/council tax of 0%, 1.2% and 1.99%; discussion concluded with the following proposal.

Proposal	Proposer	Seconder	Decision
To approve Option 4 being a Precept Demand of £45,420 equating to a 1.99% increase in Council Tax for the Parish – same % as in 2016/17. BL to notify WC before the January deadline.	RT	TH	Proposal Agreed based on 3 Votes For 1 Vote Against 2 Abstentions

ACTION: FC/01/17 – BL

JC commented that he had abstained because he preferred 1.2% in line with CPI at the end of 2016, but he nevertheless supported the above decision. The Chairman confirmed that he supported Option 4 but did not take part in the vote as he would normally only be required to give a casting vote. DM thanked BL for his budget work and the clear explanation and presentation of the options.

8. Lead Councillor, Working Groups, Clerk & other written Reports (attached on website)

a. BHF Defibrillator Grant Application – Further to the written report by NM, BHF have approved the application and funding for one iPad defibrillator and a cabinet. However, some confusion still exists over the second cabinet that was applied for, NM awaits a response from BHF in this respect. In her absence BL reported that NM had suggested that if the second cabinet application is not approved, consideration should be given to purchasing a cabinet direct at a cost of around £450. Locations for cabinets still need to be finalised as these need to have an electricity supply and will attract installation costs. A tentative enquiry has been made with the owners of the Old Spar Shop near The Croft in this respect, a response is awaited. TH enquired whether the cabinet(s) could be connected to a street lamp supply, this should be investigated further. It was agreed that further discussion should await clarification of the kit to be actually supplied and funded by BHF.

ACTION: FC/02/17 - NM

b. CCTV for the Playing Field – BL reported that he had now received a quote of £702 from Urchfont School for an additional CCTV camera on their system which would be capable of watching over the Recreation Ground (new play area equipment and tennis courts). This initiative had been discussed between NM and the Head Teacher following incidents at the school and within the recreation ground facilities. It is understood this camera would need to be funded by UPC. Doubt was expressed about the usefulness of such a camera sited on School grounds with limited vision and whether it would be capable of producing sufficiently high quality images to identify offenders. BD suggested that the issue should be put on hold until the outcome of PROW discussions is known and whether additional requirements for CCTV would be warranted. An alternative suggestion would be to use remote motion sensor based wildlife cameras mounted in and around the Recreation Field itself. Consensus indicated that installation of any type of camera should be put on hold until justified by incidents in the future.

c. Clerks Report – Further information provided under other agenda items.

9. Neighbourhood Plan - DM reported that the consultation on the SEA non-technical summary had been completed with only three responses, no significant issues had been identified. It is hoped that the report from the examiner will be issued shortly.

10. Best Kept Village – JC reported that CPRE had given BL prior notification of intended application and judging dates for the 2017 competition, applications will be invited later. This information has been passed to the UB Working Group, it is intended to hold the next meeting of that group towards the end of February. Urchfont will be submitting an application.

11. PROW – BD reported that he had received no further information on this topic, he will update at the next meeting.

12. Off-Road Motor Bike Issues – Noting the fact that the events which sparked complaints about bad behaviour of off road bikers and 4x4 drivers around Redhorn Hill in 2016 will again take place in May 2017 (Scarecrow Festival, Sarsen Trail Walk etc.), the need to contact appropriate military and other authorities to ensure appropriate control and enforcement measures are in place is raised in priority. BD/BL have this action

in hand. The Clerks report (attached on website) further identifies misuse of bridle / footpaths, in particular Stonepit Lane. It was agreed that this is an enforcement issue which needs to be reported to Wiltshire Council and/or the police if and when culprits are identified. Because of the nature of the bridleway / footpath, it is not considered appropriate to install any form of barrier to deter bikers. BL was tasked with responding to the original complainant on this basis.

ACTION: FC/03/17 - BL

13. Pond Green Electrics – RT reported that he and BL had met with the WC Highways Engineer today to clarify the position on Section 50 licence to undertake trench work across the road on Pond Green. He confirmed that there is a need for UPC to gain such a Section 50 licence at a cost of £379. He suggested that the licence application would normally be completed and submitted by the chosen contractor due to their knowledge of the requirements for the works. Having gained this advice the two quotes submitted by Earle (£2600) and Bodman’s (£3200) were compared showing that the latter included costs associated with the preparation and submission of the application, the other did not. The difference which determined the selection of Earle at the last meeting has now been eroded from £600 to £221; as such RT recommended that the Council now approve the Bodman quote especially as he is the local contractor who has carried out Pond Green works to date. The Highways Engineer also confirmed that a road closure order will not be necessary as access will be possible via a diversion around the triangle or ‘give and take’ measure (suspend work to let vehicles through).

Proposal	Proposer	Seconder	Decision
To approve the quote of £3600 from Bodman’s which includes all costs and preparation associated with Section 50 licence. RT to inform the contractors of this changed decision.	DM	RT	Unanimously agreed

ACTION: FC/04/17 - RT

14. Parish Council Election Timetable – BL gave a briefing on the latest information available. The key points were:

- The election covers all Parish Council seats (11 seats for Urchfont)
- Formal Notice of the Election will be issued on or more likely before 27th March
- **Nominations have to be hand delivered by 4pm on Tuesday 4th April 2017**
 - Two documents have to be submitted – the nomination form signed by a proposer and seconder (both to be registered electors in the Parish) and a Consent to Nomination signed by the applicant and witnessed.
- The Consent to Nomination form has to confirm that the applicant satisfies qualification criteria and is not disqualified to become a councillor.
- UPC currently has one vacancy, this could increase if existing councillors do not stand for re-election.
- If no more than 11 candidates are nominated and accepted, then it is likely that there will be no actual election vote and all qualified applicants will be elected on an uncontested basis.
- **The Election will be held on Thursday 4th May 2017.**
- All existing councillors will relinquish their seat on the fourth day after the election (8th May) unless they are re-elected.

- From the Notice of Election, councillors must be mindful of their duty not to do anything which might be interpreted as using their office as a councillor to influence the outcome of the election – period of Purdah.

Despite vacancy notices on Parish notice boards, in Redhorn News and on the website for a number of months, no expressions of interest have been received from anyone in the Parish. It was agreed that BL should seek an indication from all current councillors as to whether they intend to stand for re-election, this will give a better idea of the likely number of potentially vacant seats to be filled by the election and facilitate strengthened advertising and word of mouth encouragement to seek volunteers.

ACTION: FC/05/17 – BL

(Post-meeting note, email sent 12th January)

Updated information will be circulated to councillors when received.

15. Update on Current Parish Issues not covered by above agenda items – no issues identified or reported on.

16. External Meetings – none reported other than that shown under agenda item 13 above.

17. Councillors' Reports and Items for Future Agenda –

- a. DM congratulated all involved with the Christmas tree and pond lights, in particular RT. Feedback from the public indicated that they had been a great success.
- b. DM apologised for the delay in the annual Christmas / New Year team event, he suggested that this will now be held in April prior to the election as an 'end of current council celebration'.
- c. DM advised that for a number of reasons, including the impending election process, the meeting scheduled for 12th April may be cancelled or changed to a later date in the month, the position will be confirmed in due course
- d. The Chairman offered his apologies for non-attendance at the next meeting on 8th February, BD will chair this meeting.
- e. No items were identified for inclusion in the next agenda.

Date of Next Meeting: Wednesday 8th February 2017 in Urchfont Village Hall Conference Room commencing at 7.00pm

Meeting Closed at: 9.30pm

WRITTEN REPORTS – JANUARY 2017

a. BHF DEFIBRILLATOR GRANT APPLICATION - The first application for External Cabinets has been approved by the Ambulance Service and passed to BHF for consideration. The second has not been approved as yet.

Nicky Mitchell

b. CCTV FOR THE PLAYING FIELD - As requested the school have organised a site visit for a quote which was done several weeks ago. They haven't received the quote yet but Rachel will chase it and send it on to us asap.

Nicky Mitchell

c. CLERKS REPORT - Thankfully it has been a relatively quiet and peaceful period since the last meeting in December, although issues continue to be received from the public and are in the main dealt with without the need for reference to all councillors. This report is, therefore, quite short on this occasion.

i. Playground Upgrading – Some of you may have noted that the container, used for storage during the playground construction phase, has still not been removed from the site. Playdale are aware of this, the reason being that the ground was considered too soft when the heavy recovery vehicle originally came to remove it. Playdale have said that they will get it removed shortly and will undertake repairs to the grass if it is damaged during the recovery.

ii. Use of Bridle Ways by Motor Bikes – I have received another complaint from a member of the public regarding off road bike(s) using bridle ways, in particular Stonepit Lane. A suggestion was made that UPC should consider deploying bollards or some other form of barrier to stop this taking place. You will see from the photo below that bikes / cars are specifically prohibited from this particular bridle way, as such I suggest the issue becomes one of enforcement rather than barring the bridle path which would prevent free and easy access for horses and pedestrians. UPC does not have enforcement powers, any offending rider should be reported to the police and/or Wiltshire Council. This item is on the agenda for discussion.



- iii. **Parish Council Elections Timetable** – I have been trying to establish the timetable for the full parish council elections at the beginning of May 2017, at the time of writing this was not available from Wiltshire Council. Hopefully I will have more details before the meeting and will brief you accordingly. However, based on the 2013 elections, the formal notice for the election was issued on 26th March with nominations being required 10 days later with a deadline of 5th April. All current councillors will, therefore, need to decide whether they wish to stand for re-election in 2017 and comply with the strict timetable and detailed requirements when published.

- iv. **Councillor Vacancy** – At the date of writing I have still not received any enquiries or expressions of interest to fill this vacant seat or to potentially become a councillor through the parish council election process in May 2017.

- v. **Community Skips 2017** – I have agreed a programme of skips for the playing field, The Croft and Wedhampton with Devizes Mini Skips based on that in 2016. This programme will be published on notice boards and on the website shortly.

Bob Lunn